

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, August 18, 2015 5:00 PM
AIRPORT CONFERENCE ROOM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
 - June 11, 2015 Executive/Finance Committee Meeting
 - June 16, 2015 Regular Session
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentation
8. Business
 - a. New Organizational Structure
 - b. Future of the Airport
 - c. Meeting Schedule
 - d. Financial Update
 - e. Buildings and Grounds
 - aa. Terminal building roof
 - bb. M-Dot Aero 5 Year Capital Plan
 - f. Personnel
 - aa. Airport Manager
 - bb. Part-time Lineman (emergency basis)
 - g. Twin County Pilots Association Letter
 - h. Airport Manager Report
9. Correspondence
10. Any Other Items Members May Wish to Present
11. Public Comment (Limited to 5 Minutes)
12. Commissioner Comment
13. Adjourn

Note: Quorum of Menominee County Board of Commissioners maybe present

If you are an individual who needs a special accommodation while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).

MINUTES
EXECUTIVE/FINANCE COMMITTEE MEETING

TWIN COUNTY AIRPORT COMMISSION

June 11, 2015 – 4:00 P.M.
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited

3. Roll Call

Members present: Chairman Schei, Don Pazynski, Ted Sauve

Members absent and excused: None

4. Approve/Amend Agenda

MOTION Pazynski/Sauve to amend the agenda by combining Item #9 with Item #7.

Motion carried.

MOTION Sauve/Pazynski to approve the amended agenda.

Motion carried.

5. Approve Minutes of May 14, 2015

MOTION Pazynski/Sauve to approve minutes of May 14, 2015 meeting as presented.

Motion carried.

6. Public Comment – Limited to 5 Minutes on Agenda Items Only

None

7 & 9. Discuss/Consider May 2015 Financials, action if any AND Discuss/Consider Environmental Impairment Liability, action if any

Members reviewed the May Financial Reports.

MOTION Pazynski/Sauve to approve check numbers 13282 through 13292 in the amount of \$5,926.98 as presented for May 2015 and refer to full commission.

Motion carried

MOTION Sauve/Pazynski to recommend to the full commission the purchase of the Brown & Riding policy for Environmental Impairment Liability Insurance (Storage Tank) with \$15,000.00 deductible per incident for a premium of \$1,008.38 and the Terrorism Insurance offered by Crum & Forster for \$100.00 premium through the Twin City Service Agency.

Motion carried

8. Discuss/Consider 2015-2016 Budget

A worksheet, containing budget figures from year 2011-2012 to present, was provided to committee members. Actual financial amounts received and spent are being compiled by Menominee County Administrator Bousley with input from Marinette County Financial worker Krista. A spreadsheet comparing budgeted amounts to actual amounts for the last several years should be available for the July meeting.

9. Future Agenda Items

Items to be placed on future agenda:

Financial reports

2015/2016 Budget

10. Schedule Next Meeting

Next meeting will be Thursday, July 16, 2015 at 4 p.m.

11. Public Comment – Limited to 5 Minutes

None

12. Commissioner Comments

Commissioner Sauve asked for update on applications for airport manager position. Chairman Schei stated the job is in a holding pattern at present.

Chairman Schei reported problems came up regarding the roof repair and the item will be on the Commission agenda next Tuesday.

13. Adjourn

MOTION Sauve/Pazynski to adjourn at 4:57 p.m.

Motion carried

Respectfully submitted,

Sally R. Witak, Minutes Secretary

MINUTES
TWIN COUNTY AIRPORT COMMISSION

June 16, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners Joseph Ciochetto, Charlie Meintz, Don Pazynski, and Ted Sauve

Members absent: None – Marinette County member-at-large position vacant

4. Approve/Amend Agenda.

MOTION Meintz/Ciochetto to approve the agenda as presented.

Motion carried.

5. Approve Minutes

May 19, 2015 Regular Session Meeting

March 26, 2015 Special Meeting Closed Session

April 7, 2015 Special Meeting Closed Session

MOTION Sauve/Pazynski to approve the May 19, 2015 regular session meeting minutes as presented.

Motion carried.

MOTION Pazynski/Meintz to approve the March 26, 2015 special meeting closed session as presented.

Motion carried.

MOTION Ciochetto/Sauve to approve the April 7, 2015 special meeting closed session as presented.

Motion carried.

6. Public Comment – Limited to 5 Minutes on Agenda items Only

Garry Anderson noted the “Dialog between TCAC and airport users” discussed at the last meeting is not on the agenda.

Chairman Schei stated the request had been made to Wayne Beyer, who represents the pilots/airport users group, to provide a 20 minute presentation on one subject per meeting which would take precedence over the dialog. One or more people may speak during that presentation and if more time is needed it can be requested. Individuals may also speak during public comment time. As chairman it was my call not to put the “dialog” item on the agenda.

7. Discussion – Update on work with Explorer Solutions ~ Nancy Douglas

Nancy Douglas stated another out of state university visited the airport on May 11, 2015. We are looking for someone to provide the academic portion for pilots to obtain their 141 certification. There are still 3 private sector industries that are interested in partnering with an educational entity. NWTC is on hold at this time. The focus is still on a flight school and maintenance facility. This focus does not exclude other things from potentially locating here. Nancy will have the Explorer Solutions representative do a presentation to the Commission the next time he comes to the area.

8. Presentation – Wayne Beyer – Pilot Association

Wayne Beyer introduced Dr. North Shetter to make the presentation on the possibility of going to a private fixed base operator/airport manager. Shetter provided a letter outlining the proposal including a spreadsheet of how the plan could save money compared to the current budget. A copy of the report is attached to these minutes.

9. Discussion - Building Grounds

A. Terminal Building Roof

Commissioners discussed patching versus full replacement of terminal building roof. Menominee County maintenance will temporarily patch the roof for under \$1,000.00 which will buy some time to research all the options so an informed decision can be reached.

B. Waterline

The waterline between the building and the street was temporarily patched last year. The commission requested Menominee County Administrator, Brian Bousley, with the assistance of Garry Anderson, send out Request for Proposals for repair of the waterline.

C. Doors

Commissioner Sauve advised that Interim Airport Manager, Jeff LaFleur and employee, Gary Scholtz, repaired two doors at minimal cost and with great expertise. The employees were instructed to continue to repair any other doors needing work with the same minimal cost and expertise.

10. Discussion Budget Preparation Status, Capital Outlay

County Administrator Bousley informed the Commissioners that the budget is complete and will be available for the July Finance Committee meeting. No Capital Outlay projects are planned.

11. Approval of May 2015 Financials, including check numbers 13282 through 13292, totaling \$5,926.98.

MOTION Meintz/Ciochetto to approve the May 2015 Financials, including check numbers 13282 through 13292, totaling \$5,926.98 as recommended by the finance committee.

Motion carried.

12. Approval of Payment of \$1,108.38 for Environmental Insurance Policy, action if any

MOTION Sauve/Pazynski to approve \$1,108.38 payment for the Environmental Insurance Policy as recommended by the finance committee.

Motion carried.

Commissioner Sauve advised he attended the Lake Michigan Land and Water Spring Conference in Kewaunee County and spoke with an insurance underwriter. Sauve said the underwriter is interested in possibly underwriting insurance for the airport. The information has been placed on file so the underwriter can be contacted next year when the airport insurance comes up for renewal.

13. Committee Reports - Discussion

A. Finance

No further discussion

B. Personnel

No meeting in May

C. Building and Grounds

No further discussion

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14. Communications/Correspondence

Chairman Schei reported the MDOT submitted the annual letter requesting an update to the five (5) year capital outlay project grant plan.

15. Dialog between Manager and the TCAC

Interim Manager LaFleur has nothing else for Commission consideration at this time.

16. Public Comment – speakers will be limited to 5 minutes

No public comment.

17. Commissioner Comment

Commissioner Meintz appreciated the idea presented by the Pilots Association and thinks the Commission should begin gathering more information about the possibilities.

Commissioner Pazynski had no comment.

Commissioner Ciochetto agreed it was a good presentation by the Pilots Association.

Commissioner Sauve believes we are on the right path and is hopeful that things will be better in the future.

Chairman Schei thanks the Twin County Pilots Association for their very good proposal and everyone in attendance for the respect paid to each other and the professionalism that was portrayed at the meeting

18. Schedule Next Meeting

Next meeting will be Tuesday, July 21, 2015 at 5:00 p.m. at the airport.

19. Adjourn

MOTION Pazynski/Meintz to adjourn at 6:13 p.m.

Motion carried.

Respectfully submitted,
Sally R. Witak, minutes secretary

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
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REGULAR AIRPORT COMMITTEE MEETING SCHEDULE, 2015

The Twin County Airport Committee will hold the Airport Committee meetings in the airport conference room at the Twin County Airport on the 3rd Tuesday of every month of 2015 at 5:00 pm.

Special meetings may be held at the discretion of the Committee. Notice of these special meetings will be announced and posted at the Twin County Airport at least 18 hours prior to the meeting.

08/18/2015

09/15/2015

10/20/2015

11/17/2015

12/15/2015

These meetings are open to the public under Michigan's Open Meeting Act.

**MICHIGAN STATE BLOCK GRANT PROGRAM
AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP)**

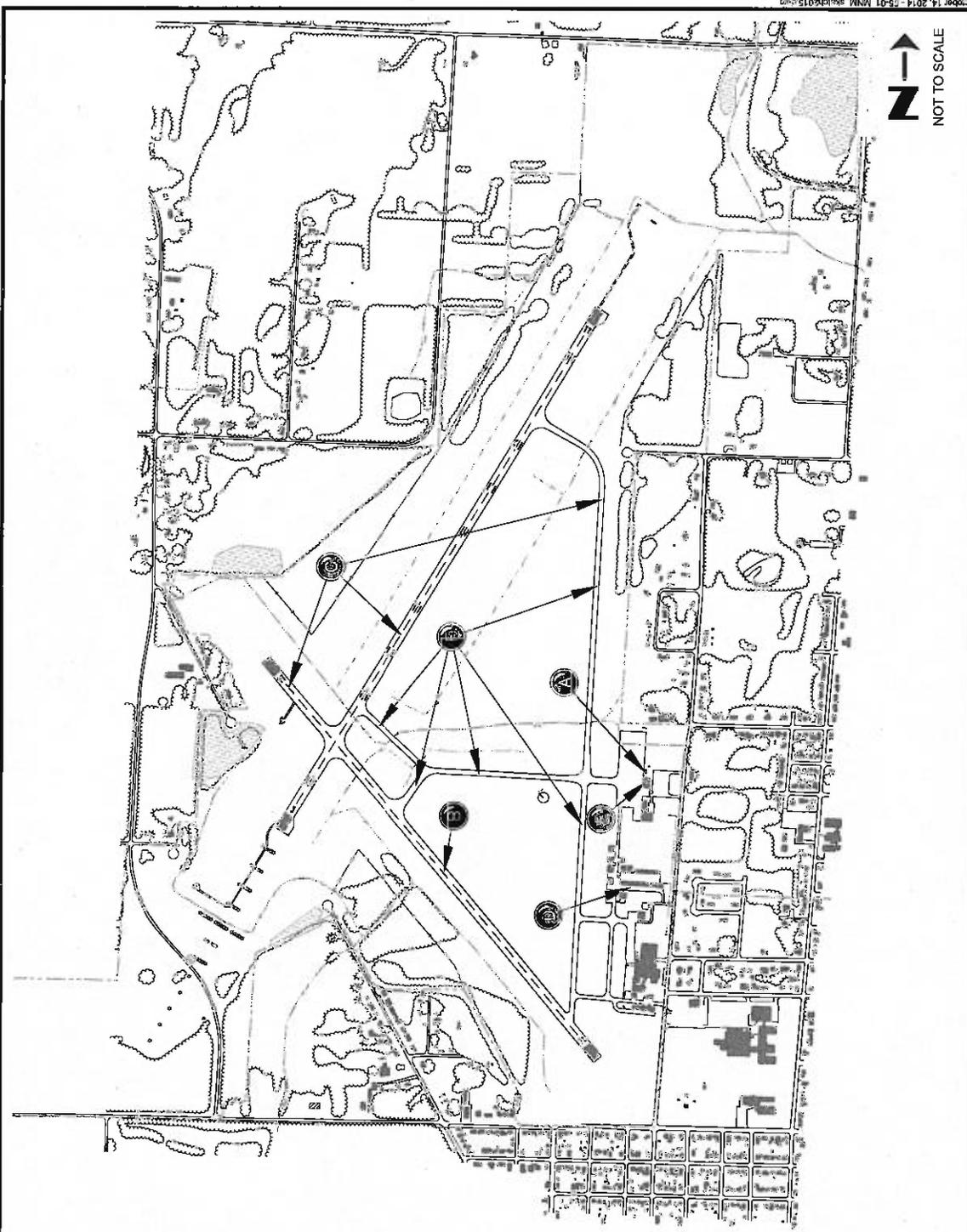
Airport Name: Menominee - Marinette Twin County Date Prepared: 10/30/2014
 Associated City: Menominee Sponsor Name: Marinette & Menominee Counties
 Airport Identifier: MNM Sponsor Email: akrysiak@menomineeco.com
 FINAL ACIP Due: 10/31/2014

Dev. Year	Project Description	Shown On ALP	ACIP Code	NPIAS Priority Rating	Entitlement	Discretionary	Apportionment	State	Local	Total	Project Description (Long)
2014	Const/Imp Fuel Farm (MAP or NP) Jet A Cabinet	N/A	OTOTFF	18	\$99,000			\$5,500	\$5,500	\$110,000	refer to attached Rev-Gen docs
2014	Rehab Taxiway SE intersection	Yes	RETWIM	64	\$50,400			\$2,800	\$2,800	\$56,000	includes terminal apron crack sealing
2015	Const/Imp Fuel Farm (MAP or NP) Reimbursement for 100LL Cabinet	Yes	OTOTFF	18	\$40,500			\$2,250	\$2,250	\$45,000	The 100LL cabinet was replaced in 2012 using local funds. This project seeks reimbursement using NPE funds.
2015	Rehab Runway 14-32 Preliminary Engineering	Yes	RERWIM	68	\$36,000			\$2,000	\$2,000	\$40,000	
2015	Light/Mark/Remove Obstructions Runway 14-32 Approach Survey	Yes	STOTOB	46	\$27,000			\$1,500	\$1,500	\$30,000	
2015	Rehab Runway Craek Sealing and Pavement Marking	Yes	RERWIM	68	\$189,000			\$10,500	\$10,500	\$210,000	
2016	Rehab Runway 14-32 Design	Yes	RERWIM	68		\$85,500		\$4,750	\$4,750	\$95,000	
2016	Install Runway Lighting 14-32 MIRL Design	Yes	STRWLI	47		\$36,000		\$2,000	\$2,000	\$40,000	

2017	Rehab Runway I4-32 Construction	Yes	RERWIM	68		\$1,651,500	\$91,750	\$91,750	\$1,835,000	
2017	Install Runway Lighting I4-32 MILK Construction	Yes	STRWLI	47		\$585,000	\$32,500	\$32,500	\$650,000	Sponsor requests LED edge lights and signs.
2018	Rehab Taxiway for T- Hangar Design	Yes	RETWIM	64	\$11,700		\$1,900	\$1,900	\$15,500	Hangar taxiway located north of Enstrom apron
2018	Imp/Mod/Rehab Terminal Bldg (standards) Design	Yes	STTEIM	33	\$36,000		\$2,000	\$2,000	\$40,000	
2019	Rehab Taxiway for T- Hangar Construction	Yes	RETWIM	64	\$168,300		\$25,600	\$25,600	\$219,500	Hangar taxiway located north of Enstrom apron.
2020	Imp/Mod/Rehab Terminal Bldg (standards) Construction	Yes	STTEIM	33	\$198,000		\$11,000	\$11,000	\$220,000	
2020	Rehab Taxiway A, B, E & F Design	Yes	RETWIM	64		\$153,000	\$8,500	\$8,500	\$170,000	
2020	Install Taxiway Lighting A, B, E & F Design	Yes	STTWLI	44	\$45,000		\$2,500	\$2,500	\$50,000	Sponsor requests LED edge lights and signs.
2021	Rehab Taxiway A, B, E & F Construction	Yes	RETWIM	64	\$150,000	\$2,235,000	\$132,500	\$132,500	\$2,650,000	
2021	Install Taxiway Lighting A, B, E & F Construction	Yes	STTWLI	44		\$693,000	\$38,500	\$38,500	\$770,000	

MENOMINEE - MARINETTE TWIN COUNTY AIRPORT MENOMINEE, MICHIGAN

AIRPORT CAPITAL IMPROVEMENT PROGRAM - YEARS 2015 TO 2021



YEAR - 2015	<ul style="list-style-type: none"> Ⓐ REBURISHMENT FOR TOLL CABINET REPLACEMENT Ⓑ PRELIMINARY DESIGN AND APPROACH SURVEY FOR RUNWAY 14-32 Ⓒ DESIGN & CONSTRUCT RUNWAY CRACK SEALING AND AIRFIELD PAVEMENT MARKING
YEAR - 2016	<ul style="list-style-type: none"> Ⓓ FINAL DESIGN RUNWAY 14-32 REHABILITATION Ⓔ DESIGN RUNWAY 14-32 MEDIUM INTENSITY EDGE LIGHTING
YEAR - 2017	<ul style="list-style-type: none"> Ⓕ CONSTRUCT RUNWAY 14-32 REHABILITATION Ⓖ CONSTRUCT RUNWAY 14-32 MEDIUM INTENSITY EDGE LIGHTING
YEAR - 2018	<ul style="list-style-type: none"> Ⓖ DESIGN TAXIWAY TAXIWAY REHABILITATION Ⓗ DESIGN TERMINAL BUILDING REHABILITATION - ENERGY EFFICIENCY UPGRADES (INCLUDES CBN)
YEAR - 2019	<ul style="list-style-type: none"> Ⓖ CONSTRUCT TAXIWAY TAXIWAY REHABILITATION
YEAR - 2020	<ul style="list-style-type: none"> Ⓗ CONSTRUCT TERMINAL BUILDING REHABILITATION - ENERGY EFFICIENCY UPGRADES Ⓖ DESIGN TAXIWAY A, B, E & F REHABILITATION Ⓗ DESIGN TAXIWAY A, B, E & F MEDIUM INTENSITY EDGE LIGHTING
YEAR - 2021	<ul style="list-style-type: none"> Ⓗ CONSTRUCT TAXIWAY A, B, E & F REHABILITATION Ⓖ CONSTRUCT TAXIWAY A, B, E & F MEDIUM INTENSITY EDGE LIGHTING

Brian Bousley

From: North Shetter [nshetter@gmail.com]
Sent: Wednesday, August 05, 2015 2:42 PM
To: Brian Bousley
Subject: Twin County Pilots Group
Attachments: TCPA FBO Worksheet.xlsx; Twin County Pilots Association.docx

Mr. Bousley,

The group has asked that I send a copy of the financial data we reviewed regarding the cost savings of having a Fixed Base Operator run the airport that was given to the airport commission before the group dissolved in hopes that the County commission might review it. Please find the documents attached. The spreadsheet just puts numbers on concepts stated in the most recent master plan and the Explorer Solutions ideas.

The goal of a flight training school based at the airport able to confer some form of degree is laudable. While we wait for the educational institutions to consider this idea it may still be possible to put the other building blocks in place that will be needed to get approval for a CFR Part 141 program. A functioning airport with an active Fixed Base Operator would be a good start.

TCPA is NOT interested in running the airport. The group does want to support the airport as a vital part of our community infrastructure and for the continued use of the general aviation community. We realize that management of the airport at the county level and at the physical site will be evolving for a period of time.

As always we are willing to assist as we move forward into new territory.

Kind regards,

North Shetter DDS

Twin County Pilots Association

Airport Fixed Base Operator/ Manager Analysis

June 12, 2015

The Airport commission has asked the TCPA to come to them with ideas to improve the airport and reduce operational costs. Since our airport has no scheduled commercial service and no fixed base operator it is difficult to develop a stable revenue stream to make the airport self-sustaining. Increasing user fees and fuel costs is a sure way to have pilots choose another destination. However, taking steps to reduce costs and improve revenue is possible.

TCPA would like to suggest the Commission consider adopting the idea of a combined Fixed Base Operator/ Airport Manager. Many successful smaller airports have adopted this operational system over the past several years. Two airports that come to mind are Wausau Downtown and Howell Michigan, communities roughly our size. The Aircraft Owners and Pilots Association (AOPA) have conducted studies recently that support the concept of the Manager/FBO in small communities. A review of the Airport Facilities Directory demonstrates a growing number of communities across the country with county owned airports with no services other than self-service fuel. These airports are struggling to stay in service. Combining manager duties with FBO duties such as inspection, repair and maintenance saves money for the community and adds revenue at the same time. The operator is compensated through no or low cost access to the existing hangar facilities and a portion of the fuel sales. This approach is a strong motivator for the operator to run a lean and user friendly facility.

We have attached a simple spread sheet that outlines how we feel a Manager/FBO would improve the "bottom line" for the airport. These numbers are pulled from your current budget. They have been treated as though the airport is on a cash basis – not accrual. Depreciation has been removed as a line item. The spreadsheet assumes no allocation of funds to the airport as part of income. The estimated loss under a FBO/Manager system saves \$60,000 at the outset.

We believe that there are individuals who would be interested in this position. There are pro-forma contracts for this sort of arrangement readily available that can be modified to suit the needs of the county and any candidate.

We do have other ideas to improve revenue and make the airport both user friendly to pilots and to the community at large. However, we feel this proposal offers the greatest short and long term return for the effort needed to make the changes and should be addressed now.

Respectfully,

Twin County Pilots Association

tcpa615

Twin County Airport Budget Analysis
 Cash Basis not Accrual

	YTD Budget	YTD Actual	Annual Budget	FBO/Manager Budget
Income	230962	159234	350837	350837
Less COG Fuel	-79968	-68228	-171397	-171397
Less FBO Flowage Fee				-43575
Expense	-125496	-264234	-254440	-151595
Less Depreciation		132443		
Profit/Loss	25498	-40785	-75000	-15730

Estimated Savings with FBO/ Manager (Annual)

Wages	78745
Office/Uniform	3050
Health coverage	15000
Workmans Comp	4300
Travel/Meetings	1750
Total Savings	102845

No changes other than those noted above in budget
 No allcation from either county
 FBO has use of all facilities