

*“Menominee – Where the best of Michigan Begins”*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
www.menomineecounty.com*

*Sherry DuPont – Interim County Administrator  
Doreen Averill – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

3/13/2018

TO: MENOMINEE COUNTY CLERK  
839 10<sup>TH</sup> AVE.  
MENOMINEE, MI 49858

**ALL AIRPORT COMMITTEE COMMISSIONERS HAVE REQUESTED A SPECIAL MEETING OF THE MENOMINEE COUNTY BOARD OF COMMISSIONERS THROUGH THE ADMINISTRATIVE OFFICE.**

**TIME:** 4:30 PM

**DATE:** THURSDAY ~ MARCH 22, 2018

**PLACE:** COUNTY COURTHOUSE – COURTROOM B

**PURPOSE:** THE PURPOSE OF THIS MEETING IS TO MEET WITH STEPHANIE WARD OF MEAD & HUNT TO DISCUSS THE DRAFT SCOPE OF SERVICES FOR THE AIRPORT LAYOUT PLAN UPDATE.

*Steven Gromala*

*Gerald Piche – Chairperson*

*William Cech – Vice Chairperson*

*Larry Phelps*

*John Nelson*

*Jan Hafeman*

*Charlie Meintz*

*Bernie Lang*

*Larry Schei*

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The Menominee County Board of Commissioners  
will meet for a Special Called Meeting on  
Thursday-March 22, 2018 at 4:30 P.M.  
Menominee County Courthouse – Courtroom B

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comment *(statements, not debate, limited to five minutes per person on agenda items only)*
- E. Approval of the Agenda
- F. Discussion Items
  - a. Meeting with Stephanie Ward of Mead & Hunt to discuss the draft scope of services for the Airport Layout Plan update.
- G. Public Comment
- H. Adjourn

*Steven Gromala*

*Gerald Piche – Chairperson*

*William Cech – Vice Chairperson*

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This is a 24+ month process and the meeting on the 22<sup>nd</sup> is just the beginning.

The intent of the meeting on the 22<sup>nd</sup> will be to educate the Board on the process that we need to undertake for the Airport Layout Plan Update.

I will review the draft scope of services with them for the project and get comments and questions from them that I will address so that we get a final draft for the MDOT AERO to review and approve.

We'll plan to have the final draft available for your first meeting in April which will allow plenty of time for approval prior to the late May Aeronautics Commission meeting. MDOT will be reviewing in concurrently. Once MDOT approves the project and the Aeronautics Commission transfer takes place in late May, you will receive the grant paper work for signature in early June and we should hopefully be under contract by late June.

The entire project will take about 14-16 months for us to conduct the necessary research, analysis and develop the ALP drawings and then about 6 more months for MDOT AERO and FAA approval. This all assumes we'll get approvals along the way from the Commission at key decision points.

I will explain all of this for the entire commission on the 22<sup>nd</sup> so that we're all on the same page for the project as we move forward.

The funds to pay 95% of the project are already allocated with the Federal funds and the state funds. Menominee County will have to pay 5% of the total costs.

At this point in time, I'm guessing the full project will be under \$250,000 of which the local share would be \$12,500.

**Stephanie A. D. Ward, AICP | Manager, Aviation Planning; Vice President**

Mead & Hunt, Inc | M & H Architecture, Inc | 2605 Port Lansing Road | Lansing, MI 48906

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