

MINUTES

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858

906-863-8408

REGULAR SESSION MEETING

DECEMBER 17, 2013

Members Present: Chairperson Jason Lauzer, Mary Johns, Nick Lakari, Charlie Meintz, & Ted Sauve
Excused: Chris Plutchak
Others present: Bill Clyma, Peshtigo Times; George Sporie, Twin County Pilot's Association

1. Call to order at 5:00 pm by Chairperson Lauzer

2. Pledge of Allegiance recited.

3. Roll call taken by Chairperson Lauzer.

4. Approve/amend agenda

MOTION (Sauve/Johns) to approve the agenda as presented. Motion carried. No negative vote.

5. Approve/amend minutes of the November 19, 2013 regular session meeting

MOTION (Johns/Meintz) with the correction of item #6 Bill Clyma's name correction.

6. Public comment – speakers will be limited to 5 minutes on agenda items only
None.

7. Discuss/Consider Explorer Solutions Phase III Contract, action if any.

Jason Lauzer noted that the contract was not sent to committee members, however he did send to Dan Hass for Legal Review as required by By-laws and he has approved. A report out of Phase II will be ready in January. Will be ready to move to Phase III in January. The commission has already budgeted \$49,500 for Phase III.

A meeting has been scheduled for January 10 to tie up Phase II.

MOTION (Lakari/Sauve) to approve the Explorer Phase III contract as presented. Motion carried. No negative vote.

8. Discuss Consider New Tenant Lease Template, action, if any
Discussion

9. Discuss/Consider Enstrom Lease Amendment, action, if any
Attorney Dan Hass has made an amendment to the lease for additional square footage. Contract will go into effect the date of signing.

Thanks to Attorney Dan Hass for his work on this lease.

MOTION (Lakari/Meintz) to approve the amendment to the Enstrom Lease as presented effective December 17, 2013. Motion carried. No negative vote.

10. Discuss/Consider Revised Minimum Standards Document, action, if any
MOTION (Johns/Meintz) to accept the revised minimum standards document as presented and also the new Operating Agreement as presented. Motion carried. No negative vote.

All commissioners shall receive copies of the documents for their packets.

11. Discuss/Consider New Operating Agreement, action if any.
See item 10.

12. Discuss/Consider Request Menominee County to rescind the Menominee County Airport Use Ordinance, action if any.
MOTION (Meintz/Johns) to request Menominee County to rescind the Menominee County airport use ordinance from 1974.

13. Discuss/Consider Selecting Mead & Hunt for 5-year term as airport Engineering Consultant - as recommend by Planning Committee, action if any.
MOTION (Sauve/Meintz) to concur with the Planning Committee to select Mead & Hunt for a five-year term effective January 1, 2014. Motion carried. No negative vote.

14. Discuss/Consider hiring Mead & Hunt to finalize Runway Justification User Study, action if any.
MOTION (Johns/Lakari) to hire Mead & Hunt to finalize the Runway Justification User Study effective immediately. Motion carried. No negative vote.

15. Discuss/Consider 2014 Insurance Bidding, action if any.
Item will be discussed at the January meeting.

16. Discuss/Consider adopting Personnel Committee recommendation for Statement of Intent for Maintenance - Lineman Employment Status and Conditions. Action, if any.
Nick Lakari explained the background of the Maintenance Lineman position's employment background of the last 39 years.
MOTION (Lakari/Sauve) that the commission adopt the Personnel Committee recommendation for the statement of intent for the Maintenance – Lineman employment status & conditions as presented. Motion carried. No negative vote.

17. Executive/Finance Committee report:
 - A. Discuss/Consider Profit & Loss for November 2013, action if any
 - B. Discuss/Consider Reconciliation Summaries for November 2013, action if any
 - C. Discuss/Consider Vendor Balance for November 2013, action if any
 - D. Discuss/Consider Customer Balance for November 2013, action if any
 - E. Discuss/Consider Check Detail (#12875 – 12896) and in the amount of \$18,790.55 for November 2013, action if any
 - F. Discuss/Consider Fuel Sales Report for November 2013, action if any
 - G. Discuss/Consider airport traffic for November 2013, action if any

MOTION (Meintz/Johns) to accept the finance report with the check details from check numbers 12875 through 12896 in the amount of \$18,790.55 for November 2103 and items A through G. Motion carried. No negative vote.

18. Communications/correspondence
A facebook page has been established.

Mary Johns has volunteered to put out an end of year newsletter.

Swipe cards/readers will be installed tomorrow. If additional user cards are needed, a form will need to be filled out by the tenant.

19. Dialog between Airport Manager and the TCAC
Tony reported Jet A project for next year has been approved. Projected start date is next fall.

Tree clearing needs to be done on the runway which is being looked at to be shortened by the FAA.

Ted Sauve commented that the committee was not made aware of the increase of flight patterns. Ted will contact the Wisconsin Counties Association to see if they can come up with some funding. Many of the trees are on private property

20. Dialog between airport users and the TCAC
George Sporie spoke on behalf of the Twin Counties Pilot's Association their appreciation to the board members for all of their efforts and determination in administering and approving the airport for all of the users.

21. Public comment – speakers will be limited to 5 minutes
None.

22. Future agenda items
Tenant leases
Insurance bids

23. Schedule next meeting
Tuesday, January 21, 2014 at 5:00 pm.

The reorganizational meeting will be held prior to the regular meeting

24. Adjourn

MOTION (Meintz/Johns) to adjourn at 6:30 pm.

Respectfully Submitted,

Jennifer Seguin
Marinette County Administrative Secretary

Date Approved: