

Menominee Regional Airport Committee
Minutes of Meeting
January 4, 2018

*****APPROVED*****

The Menominee Regional Airport Committee met for a Special Meeting to selection an Airport Consultant firm and forward recommendation to the CB for approval at the Menominee Regional Airport, Conference Room, on January 4, 2018 at 11 am.

- A. Call Meeting to order:** Chairperson Schei called the meeting to order at 11:00 AM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Schei and Gromala – present, Com. Meintz – excused absence. Also present were Jeff LaFleur, Valerie Mellon and Cassie Sturos, Eagle Herald, Mike Borta, QOE and Dan Kehoe, Mead & Hunt
- D. Approval of Agenda:** Motion is on the table to amend the Agenda to include Jeff LaFleur and Valarie Mell as part of the Selection Committee. A Motion to approve this amendment to the Agenda made by Com. Gromala, seconded by Com. Schei. Motion carried. A Motion to approve Agenda as amended by Com. Gromala, Seconded by Com. Gromala. Motion carried.
- E. Approval of Previous Minutes:** None available
- F. Public Comment:** Mike Borta, Project Manager with QOE introduced himself to let everyone know he would be the Project Manager, if QOE is selected. Dan Kehoe, Engineer and Project Manager with Mead & Hunt introduced himself as the current Engineer and Project Manager for Menominee Regional Airport and hopes to continue working as the Airport’s Engineer/Consultant.
- G. Amendment to Agenda:** Include Jeff LaFleur, Interim Airport Manager and Valerie Mellon to the Selection Committee. A motion to include Jeff and Valerie in the Selection Committee, moved by Com. Gromala, seconded by Com. Schei. Motion carried.
- H. Discussion/Selection/Recommendation, for an approved Airport Consultant Services, to the County Board – Com. Gromala:** We are just doing a selection to recommend to the CB. **Com. Schei:** Yes. The plan, today, is to go through the selection process for an Airport Consultant. Our recommendation will then move forward to the CB for approval. The FAA, because of the change of ownership/sponsorship, requires to us to go through the selection process to hire an Airport Consultant (as if we are starting new/fresh). ***The Selection Process will follow the requirements as set forth by MDOT/FAA. Some requirements are listed out as follows:*** **Com. Schei:** Now, requirements for this Selection Committee are: at least a 3+ member committee, at least 2 Commissioners, 1 Engineer and

we're adding the Interim Airport Manager. There is a rating and a weight system used to score, which is then multiplied to come up with a total score. Today's selection is between QOE and Mead & Hunt ~ both were received by the deadline. Our final decision will then be forwarded to the CB (January 9, 2018) for approval. The paperwork would then be filled out and sent to MDOT & the FAA. Jeremy Riley, a representative from MDOT, will then take care of the paperwork. **Jeff:** To be fair to everyone, we need to decide whether Com. Meintz' score sheet will be used, because it's basically useless if we are going to use rank/weight scoring system. **Com. Schei:** Let's vote on how to do the scoring. Just weights, just rank or both. ***After the vote, the committee decided to use both rank and weight – rendering Com. Meintz scoring sheet unusable!***

Com. Schei went through each item to get a consensus from everyone as to what the weight (of "importance") of each category should be. Each member to time to fill out the score sheet. Discussions/questions were addressed for a period of time.

After discussions/questions and tabulations, a choice as to which consultant was chosen was made.

Com. Gromala: Selection process was difficult because there were only 2 candidates that responded. **Com. Schei:** Yes. Now, going through the tabulations, it looks like Mead & Hunt came out on top. I can go through each one, if you like. **Com. Gromala:** I don't think that's necessary, at this time. **Com. Schei:** So, Mead & Hunt is the official high point winner and following the agenda, we need to move to make a motion to recommend Mead & Hunt as the Airport's consultant to the CB for approval– **Com. Gromala:** I so, move, seconded by Valerie. Motion carries.

- I. Public Comment – Dan Kehoe (M & H):** thanks for this opportunity - Mike you were a worthy competitor. **Mike Borta (QOE):** I would also like to thank you for this opportunity and Dan, you are also a worthy competitor.
- J. Commissioner Comment – Com. Gromala:** I just would like to restate that this was a difficult because they were both very comparable.
- K. Adjourn:** A motion was made to adjourn by Com. Gromala, seconded by Jeff at 12:30pm