

Menominee Regional Airport Committee
Minutes of Meeting
October 16, 2018

*****APPROVED*****

The Menominee Regional Airport Committee met on October 16, 2018 at 4:00 PM at the Menominee Regional Airport, Conference Room.

- A. Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Gromala, Piche – present: Com. Cech – absent, excused
Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. Approval of Agenda:** Motion to approve agenda by Com. Piche, seconded by Com. Gromala. Motion carried – 2/0.
- E. Approval of Previous Minutes:** Motion to approve Previous Minutes from September 18th, 2018’s meeting made by Com. Piche, seconded by Com. Gromala. Motion carried – 2/0
- F. Public Comment:** None
- G. Presentations:** None
- H. Business**
 - Financial**
 - 1) Month-End Budget Report Status – **Jeff:** We’re doing ok. We’re holding our own. **Jason:** It looks like we’ll have a fair surplus at the end of the audit. Expenses were in line with what we were expecting. Revenues are up from what we budgeted.
 - 2) Manager’s Report ~
 - b) Fuel Sales: **Jeff:** Sales have been up and down. We trying to serve everyone that comes through the door. **Jason:** I was working with Kim – she was redoing our numbers in fuel sales - recalculating our profit – it was a little off so she was going through that – unfortunately, I forgot to print it out for you.
 - c) Activity: **Jeff:** There’s been activity coming and going – as long as we keep people smiling – do what it takes, we’re ahead of the game.
 - Other Business**
 - 1) Action ~ Recommend the approval of Tim Plutchak’s Private Tenant Land Lease Agreement (Hangar 15) to the CB made by Com. Piche, seconded by

Com. Gromala – Motion carried 2/0

- 2) Action ~ Recommend the approval of the sale and wave our “right of first refusal” of Hangar 13 – Tom Quigley, Great Lakes Exploration to the CB made by Com. Piche, seconded by Com. Gromala – Motion carried 2/0
- 3) Action ~ Recommend the approval of the termination of the current lease with Hangar #13 – Tom Quigley, Great Lakes Exploration; and recommend to offer a new land lease, with 10 yr. option, to potential buyer to the CB made by Com. Piche, seconded by Com. Gromala – Motion carried 2/0
- 4) Discussion ~ Access Cards to the Airport: **Jason:** Just a discussion and update on the new access cards. The new lease agreements have been signed now – for the most part. Those that haven’t signed, we took action, as directed by the CB, to terminate at the end of their initial terms. Most of the tenants have the new access cards. There are a few that do not. We will be mailing them out the new access cards in the next week or two to those few stragglers. Once we know they have been received, we will deactivate the old access cards. We don’t want to deny access to the airport to anyone that has a legitimate reason for being there. **Com. Gromala:** With these new cards, will we be able to tell who is coming and at what time and when they’re leaving, correct? **Jeff:** Correct. Coming in, not leaving. I case something happens, we’ll know who’s out on the field and what time they arrived.
- 5) Discussion ~ Airport Brochure & Webpage: **Jason:** We’ll start with the brochure. I’ll turn it over to Doreen to explain what was done. **Doreen:** First, all the pictures and set-up is just temporary. Any changes that you feel need to be done can easily be done. *An explanation of the brochure set-up and format was presented to the committee for discussion.* **Jason:** I think it’s a good first draft. I’d like to see hotels and restaurants listed in there and would like to possibly see a map of the airport on the back page of the brochure. **Com. Gromala:** I would like to see the city-wide “Yellow Bike” program included by the services – by the courtesy van. **Jason:** Yeah, like I said, it’s a good first draft and we’ll continue to work with it in the next few months. Now, as far as the website, I did more research and was finally able to get in touch with my contact regarding web design. To design and build the stand alone airport website it would cost a one-time fee of \$1500 - \$1700, \$500/yr. hosting fee and a fee of \$25 for a domain. If we decide to have them do the County’s website along with the Airport website, they would cut the hosting fee to \$400/yr. In discussing the County’s website, they gave me pricing to update it that is **under** \$5000. The company we use now – the cost to update would be \$8000, plus hosting fee.
- 6) Discussion ~ Update on the Civil Air Patrol Hangar: **Jason:** I finally received information for the WI Wing chapter of CAP. They want to keep the hanger and are willing to work with us on the lease term. They also want to keep the current \$1.00 yearly rental fee. Those were the only two issues that they had a problem with in the new leases. My recommendation would be to write the lease for a 25 year term. This would keep in line with the original lease signed in 1993 for a 50 year term. As far as the rental fee, we can write a clause into the lease stating that in order to keep the nominal yearly fee (\$1.00/yr.,

\$25.00/yr. or whatever price), CAP would have to have the ability to maintain the capability to provide “in-kind” services (search and rescue, radio communications, disaster relief services, etc.). CAP would also have to provide a yearly report showing said services we done. If CAP is unable to provide these services, the lease would then be terminated. These two items should satisfy the FAA, as far as grant assurances. CAP does not have a problem with the rest of the clauses that need to be added to their lease to cover our grant assurances with the FAA (like the discrimination clause, right to first refusal, etc.).

- I. Public Comment: Terry Glimn, Escanaba:** Is it true that the Airport has a crew car of some sorts for transient pilots to use during a layover? **Com. Gromala:** Yes. **Terry:** Good, then I can fly in and maybe have some lunch in town instead of doing a turnaround flight back to Escanaba. **George Sporie:** As far as the Courtesy Car, it’s my understanding that it is only available if the Interim Airport Manager is here and if gives you the keys to use it. So I wouldn’t count on it being available after business hours or on weekends. Also, fuel sales for the year are about \$60,000.00 for the year – about 30% of what was budgeted. Why is this of no interest to the commissioners? It’s the single largest income source for the Airport and the numbers are way off. I’d like someone to figure it out! **Wayne Beyer:** I have a suggestion as far as the brochure, maybe you should see who would like to donate toward having the brochure printed. It seems like a reasonable thing and not very expensive.
- J. Commissioner Comment: Com. Gromala:** Also brought up possibilities of getting donations for printing the brochure. **Com. Piche:** I like Mr. Beyer’s comments. This would give us and idea of who cares enough about the Airport to donate towards its advertising. Also, gas sales – there is a big concern, here. We’ve been looking into it and are working on a solution. But there is concern, here. **Com. Gromala:** I think one of the problems were having with gas sales is the time lapse between the actual sale of fuel and when we receive payment from EPIC for that sale. We don’t receive payment from EPIC the same day the sale was made.
- K. Next Meeting:** November 20th, 2018
- L. Adjourn:** A motion made by Com. Piche, seconded by Com. Gromala. Motion carried 2/0 at 5:15pm