

MENOMINEE COUNTY AIRPORT COMMITTEE

Minutes of Meeting

November 19, 2019

****APPROVED 12.17.19****

The Menominee County Airport Committee met on November 19, 2019 at 4:00 PM at the Menominee County Courthouse in Menominee, Michigan.

I. Call to Order

The meeting was called to order by Chair Gromala at 4:00 PM.

II. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

III. Roll Call

Commissioners Present: Chair Gromala, Commissioner Piche, Commissioner Cech

Other Present: Administrator Carviou & Jeff LaFleur

IV. Approval of the Agenda

Motion made by Commissioner Cech, seconded by Commissioner Piche to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

V. Approval of Previous Minutes (October 15, 2019)

Motion made by Commissioner Piche, seconded by Commissioner Cech to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

VI. Public Comment

None

VII. Business

A. Budget Report

Discussion ensued regarding budget reports for the Menominee Regional Airport through October 31, 2019. Administrator Carviou advised this was the first month of the new fiscal year, and there isn't anything that looks unusual or cause for concern.

B. Fuel Sales Report

Per the General Ledger, fuel sales were as follows:

Business Sales - \$5,558.76

Cash Sales - \$0.00

Credit Card Sales - \$7,190.85

Total - \$12,749.61

100LL – 1,261 Gallons Sold

Jet – 2,158 Gallons Sold

C. Activity Report

Jeff Lafleur advised that the Vice-President was supposed to fly-in to Menominee on October 23, 2019; however, that trip was cancelled the morning the Vice-President was supposed to arrive. The trip has been rescheduled for November 20, 2019, but the Vice-President will be flying into Green Bay this time instead of Menominee. They asked to fly-in to Menominee, but they want to bring a 757 this time compared to the smaller aircraft they were going to fly-in with last time. After talking to our engineer, it was determined that a 757 could land/take-off from Menominee; however, the weight of the aircraft would do damage to the taxiways and ramp. There were also logistical and operational issues with maneuvering the aircraft and turning it around on the runway. On the plus-side, the Navy will now be able to buy fuel from us on this trip. They wouldn't be able to otherwise due to the security necessary around the fuel farm if the Vice-President was there.

D. Community Hangar - Roof

Discussion ensued regarding the roof on the Community Hangar and options to fix the leaking. Administrator Carviou presented some pricing received by a vendor for various options, including repairing compared to replacing. The Committee decided to place a generic RFP allowing vendors to provide quotes for a new steel roof, a new roof over the existing roof, repairs, or other solutions. The Airport Committee would then consider the options and costs and make a recommendation to the County Board.

Motion made by Commissioner Piche, seconded by Commissioner Cech to advertise a Request for Proposals for replacement or repair options for the Community Hangar roof. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

E. Airport Fund Balance

Administrator Carviou advised that he would like to re-designate the amounts in the 216 Fund Balance to properly allocate funds for the Airport Capital Improvement Plan. Currently, the County budgets \$50,000 for ACIP, and at the end of the fiscal year that money is placed in the fund balance. However, that money has been mixed with undesignated funds and not specifically earmarked for future ACIP projects in the fund

balance. Administrator Carviou also noted that there is \$15,000 in the fund balance earmarked for a new courtesy vehicle; however, the County Board decided not to buy a new vehicle. Instead a used fleet vehicle from the Annex was transferred to the airport. That is working well for now, and he recommends that the \$15,000 be re-designated to the undesignated fund balance.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that \$150,000 from account 216-000-390.00 be designated for ACIP projects and to re-designate \$15,000 from 216-000-393.01 to account 216-000-390.00. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

F. 2020 Airport Event - Date

Discussion ensued regarding setting a date for the 2020 “Airport Days” event, which will primarily be orchestrated by M & M Aviation LLC. Mark Yankovich from M&M Aviation LLC requested the date be set for August 16, 2020. It gets hard to schedule the skydivers if you get too late in August or into September because a lot of the employees are college students that go back to school. The date also doesn’t interfere with Waterfront and the weather is generally nicer in August.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that August 16, 2020 be designated for “Airport Days” events and activities. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

IX. Public Comment

None

X. Commissioner Comment

None

XI. Adjournment

Motion made by Commissioner Cech, seconded by Commissioner Piche to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**