

Menominee Regional Airport Committee  
Minutes of Meeting  
November 20, 2018

\*\*\*\*\***APPROVED**\*\*\*\*\*

The Menominee Regional Airport Committee met on November 20, 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. Cech, Gromala & Piche all present. Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. Approval of Agenda:** Motion to approve amended agenda by Com. Piche, seconded by Com. Gromala. Motion carried – 3/0.
- E. Approval of Previous Minutes:** Motion to approve Previous Minutes from October 16, 2018’s meeting made by Com. Piche, seconded by Com. Gromala. Motion carried – 3/0
- 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. As for the new FY, I have no concerns at this time. **Com. Cech:** October was the first month of the new FY, correct? **Jason:** Yes it is.
- 2) Manager’s Report ~
  - a) Fuel Sales: **Jeff:** It depends on who is flying in and needs service. Now we’re in the midst of the holiday season – it may bring some people in.
  - b) Activity: **Jeff:** Waupaca came in – but it’s the holiday season, so activity will be slow.

**Other Business**

- 1) Action ~ A motion was made to approve the termination of Great Lakes Expedition (Tom Quigley) Hangar #13 land lease agreement, and move it forward to the County Board for approval, was made by Com. Cech, seconded by Com. Piche ~ Motion carried 3/0

- 2) Action ~ A motion was made to approve the new land lease agreement for Alan Kozikowski – Hangar #13, and move it forward to the CB for approval, was made by Com. Piche, seconded by Com. Cech ~ Motion carried 3/0
- 3) Update ~ Airport Website: **Jason:** Well, we did not get the Hannahville grant for the upgrade to the County’s website, so money for the Airport’s website would have to come out of the fund balance. I’d like to table this until next month for further research.
- 4) Discussion ~ Organizational Structure of the Airport: **Jason:** I think that the duties of “Airport Director” should stay with the County Administrator, now and in the future. Most of the administrative duties come across the Administrator’s desk anyway – grants, leases, legal docs, etc. I also feel that instead of hiring an Airport Manager, we should concentrate on hiring another full time Airport Lineman. He/she would have to be certified in all aspects as Jeff is right now; and would train with Jeff in order to cover days off, illness or any other reason he would not be able to work. Down the road, here, Jeff will be planning to retire and we’ll need someone in there with certifications. It would save the County money, in the long run, by hiring a lineman rather than an Airport Manager. **Com. Gromala:** Now this would be for normal business hours, not expanding the Airport’s hours – like open on the week-ends – still just “on-call” stuff, right? **Jeff:** Correct. **Jason:** Right now, Jeff is on-call 24/7, 365 days a year. With another full time person, this would alleviate that with the new full time person taking some of those on-call responsibilities. From a safety standpoint, I would recommend that we have two people on while doing any major repairs, maintenance, the lawn mowing, plowing, cutting trees, etc. **Com. Gromala:** That’s a good idea. I also want to say, again, that I think the by-laws should be changed to include 2 additional people on this committee. I would like to include someone from local business and someone from our pilot community. **Jason:** I’ll research it so we have it for our first meeting next year. I would like to hold off on it until after the new Board comes in.
- 5) Discussion ~ Civil Air Patrol Lease: **Jason:** Went over the new lease for the CAP – with provisions they were concerned about and the provisions we were concerned about. Rent was an issue – they still only want to pay \$1 per year for rental, but we have it listed that they have to provide in-kind services in order to qualify for this. Also, the only plane allowed in their hangar is a CAP airplane. **Com. Piche:** Shouldn’t we have some wording in there that will let them know what will occur if we do not receive in kind services? **Jason:** It does, in paragraph 3 of the lease. **Com. Piche:** That will cover it – you’re right. **Com. Gromala:** Shouldn’t we have they give a report showing what services were provided during the year? **Jason:** Par. 5 of the agreement, it states that they are to provide us with a list of services. **Com. Piche:** Can we add in there that we want to know what services were provided? **Jason:** We can change the wording in there to say - must provide a report of services it can provide and services that were provided during the year/quarter/month, etc. – upon requested. If they fail to provide this report, it is a material breach of contract. I can start working with CAP on that change so we can get this lease ready to forward to the Board for approval once it’s approved by this committee.

**I. Public Comment:** None

**J. Commissioner Comment: Com. Piche:** Well, we'll see in January, with the new Board members coming in, whether they have issues they want to discuss concerning the Airport.  
**Com. Cech:** I'd like to wish everyone a safe and happy start to the holiday season.

**K. Next Meeting:** December 18<sup>th</sup>, 2018

**L. Adjourn:** A motion made by Com. Cech, seconded by Com. Piche. Motion carried 3/0 at 4:45pm