

Twin County Airport Committee
Minutes of Meeting
March 21, 2017

*****Approved 4.24.17*****

The Twin County Airport Committee met on March 21, 2017 at 4:00 PM at the Airport, Conference Room.

Present at the meeting were Coms, Schei, Meintz, Phelps, Jeff LaFleur, Comm Piche

Call Meeting to order: Chairperson Schei called the meeting to order at 4:08 PM

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; All Airport Commissioners are present

Ammended Agenda was approved by Com. Meintz and Larry Phelps 3/0

Previous Meeting minutes: Previous minutes from 1/17/2017 were approved motion carries. Charlie/Larry 3/0

Public Comment: None

Presentations: None

Business:

1. **Explorer Solutions-status Larry S.** Pretty much the same, still waiting for FAA Sponsorship approval. They do have one company that has aircraft maintenance, mainly rotational wing, they are interested in coming to talk. Have talked twice informally, but they haven't made any offers, they are most likely waiting for sponsorship approval. Explorer solutions status is still the same, they still plan to have that person come up to talk to us, they haven't indicated that there was anyone else that was going to come.

2. **Status of Sponsorship with FAA: Larry S.** The title search is still on going with Bay Title in Menominee, it is not completed yet, and there isn't an update. The FAA wants a 40 year title search and like I said, it is not complete. The FAA also requested draft copies of the large hangar number 4 lease and any land tenant leases which encompasses all the leases for the other hangars within the fence. They have that information, but it has not been approved yet, the FAA is still making its decision. Until approval is granted, there are no lease payments that can be collected for this budget year. Normally the budget payments are collected right at the beginning of the budget year which is October 1st, but since the leases are not in the Counties name, they couldn't publish the invoices, pending FAA approval. **Charlie** We need to have the ordinances in place first before the leases...**Larry S** That's number 4, we will speak to that. That's part of the whole problem, the sponsorship, they wanted the draft leases, they are

not concerned with the ordinances because that's not part of the sponsorship, that's county only, but the leases have to reference the ordinance. So the ordinance has to be in place before the leases can be signed. Again, until the sponsorship is approved.... MDOT AERO did indicate that they would like to train the Chairman of the Airport Committee (Larry Schei), as far as grant applications, which is a sponsorship requirement each year. They are planning a workshop in May, and they just want one person, they don't want the Airport manager, but one of the sponsors to go down. That is still up in the air at this point. This will also include 2 other airports that are in the process, one being Manistique and the other being Ontonagon which has a new manager. The federal grant process starts in May, training teaches how to file for the 95% grant funding and it also establishes your 6-year capital outlay plan and airport layout plan, so that stuff has to be done in conjunction with the engineering firm and then finally filed and then approval is usually in October, so it is a 3 or 4 month process. Jeff, you were probably familiar with that process, Charlie were on the Commission at that time?

Charlie: Yes, we had yearly meetings on airport plan and layout to keep it updated. **Larry S** They will come and do an onsite meeting and walk around, look at everything and try to figure out what is priority and what isn't, they indicated that the fuel/ fire safety building is a high priority building because the equipment has to be stored inside the building and number 2, there are issues with the roof on that hangar or if it is the other one. **Larry P** It's the roof on the other hangar,

3. FAA regulations concerning use of Drones @ airport:

<https://www.faa.gov/uas/gettingstarted/flyforfun> **Larry S-** It was brought up to me by Comm. Piche that the County had passed an ordinance at the parks on the use of drones, at the last county board meeting, correct Jerry? **Jerry** You know I'm not sure on that. **Charlie** It was at the last meeting **Larry P** They were going to draft an ordinance were they Charlie? **Larry S** No I think the county prosecutor made a recommendation and the board approved it, so it came from the county prosecutor's office, via the Parks Committee. So that's all I know about it at the time. There are FAA regulations regarding drones at the airport, this link that you see in the agenda is the explanation of the federal aviation rule for flying drones at an airport. It is pretty explicit, questions are asked and answered, so there is really nothing that we need to do about it other than make it publicly known that there are to be no drones at the airport. Follow the FAA guidelines and there shouldn't be any problems. Any questions from the audience? none

4. Ordinance/Rules updated: Larry S- It was made known to us that there was a county ordinance that was in effect when the Twin County Airport Commission was formed and that ordinance hasn't been touched since that time which was probably 1973- 1976. The ordinance pertains to general aviation use of the airport, rules and public use of the airport. It is not minimum standards for commercial operation which is another document. It basically governs the rules of the airport so to speak. We did send that to our lawyer in Lower Michigan (Dave Stoker) and they reviewed it and updated it, because the FAA said that it was out of date and they wanted some required clauses put in, mandatory. Then it was forwarded to MDOT AERO just for their review, this isn't part of sponsorship requirements, but it is part of the lease agreement. The lawyer sent it back, saying it looked good, had updated a multitude of things. The FAA decided they wanted to add a couple more things to the ordinance. This ordinance then has to go to the county board for approval. It has been through the planning commission. The FAA made a few comments. In section 23, it refers to a control tower that the airport doesn't have, it might be worth removing, so we will remove that. Section 27 refers to the Michigan Aeronautics Committee, it is a Commission, so it was changed to read Michigan

Aeronautics Commission. Then, section 34 says it would restrict the building of an aircraft inside a hangar. Generally this is allowed, as an aeronautical use, they would recommend to add the language permitting homebuilders to use the hangar for assembly. So these FAA regulations were printed out and incorporated them into the ordinance. So now the ordinance went back to the lawyer to have a final look at it. Everything else is covered according to the FAA and MDOT AERO, so as soon as the lawyer gives the OK, it will be taken to the board.

5. Manager Job Description-approval & forward to personnel for approval/DMG study:

Larry S- The Airport manager job description when it was the Twin County Airport was never submitted to the Menominee County Airport. This has to go to the Personnel committee next, so this committee has to give approval of the job description, which basically has not been changed. The committee name will replace anything that would have referred to the Administrator and all else can stay the same. From the personnel committee it can be forwarded to DMG for a job study. Motion to forward to Personnel committee, Charlie moves Larry P. seconds, motion carried.

6. Financial:

a. Month end status report: Larry S- All revenues were received except for fuel revenues. As far as expenses, as far as the % of budget used, it doesn't look like anything is over budget. Fuel will show high because there has been none purchased yet. Everything is under 50%, we are already in the last part of the first half of the budget year. Utilities, telephone, natural gas are status quo, natural gas will go down now after winter. The only thing that was put on there is on the "airport loan" area. There is a loan on the fuel farm which was not paid off in full. Thru the state at a lower interest rate, done by the TC Airport Comm. **Charlie** Thought it was a 6 year...**Larry S** The TC Comm. Paid at least one payment when they were in effect so that would have split it, but the second was given to Menominee. The amount \$6072 is a yearly payment for 4 more years. That payment was taken out of the fuel profit, there was liability insurance taken out of there as well as some overhead costs, right Jeff? **Jeff** Right, **Charlie** Questions were brought to his attention about this year's budget and this year had \$179,000 capital outlay, could you explain that. **Larry S:** Marinette left in July, that budget year expired Sept. 30th, 2015. Menominee County had a 3 month budget that year. Marinette didn't pay anything for 9 months of that year. Employee, expenses went thru Menominee, which was the agreement. Any capital outlay or like the fuel farm loan, 5% grant money, had originally been to be split 50-50, Marinette paid for half of the Explorer Solutions Contract, paid 1 fuel farm payment. The fund balance had transferred over, auditors said that it was not money we actually had, that its money in a fund balance and your capital outlay. So, it's an offsetting account basically. Then the next budget showed all revenue and fund balance and all the expected expenses. The auditors are just finishing for the year 2015-2016, so we don't have that full year of history yet, that includes all fuel, anything.....thinks it is supposed to done complete at the end of March. Hasn't been published yet, will be as soon as audit is complete. Having the BS&A software installed had put a bit of a delay on all departments. Budget planning begins in April and continues throughout the summer, August.....finalizing the end of September.

7. Airport Manager Report

a. Fuel report: Jeff- Haven't purchased any fuel, selling some, hoping will get better weather and it will pick up. We do what we can, keep the lights on and try to help everybody. **Larry S** Fuel sales are all credit card sales, handled by EPIC, they take their fee, and then the Treasurer gets a check with the money that is owed to the county. Out of that come liability insurance, fuel farm payment and any other expenses considered to be overhead or fixed. That's why it is hard until the budget year is final, to get a good look at what happened. Especially when buying fuel, overlapping from one year into the next. **Jeff** Keeps track of what is on hand and sends monthly reports to the county. **Larry S** Some of the fuel is directly invoiced, like Tyco, Enstrom,etc. No cash sales otherwise.

b. Activity Larry S This was already covered...

c. Radio Control Date (9.9.2017) Jim Wesley MI WI Model RailRoad Club is doing car shows, train shows, would like to add custom tractors. Hope to do model trains with layouts, vendors, tractors, cars. Would also like to have fly-ins like they do in Oshkosh. Looking for available food vendors...Enstrom helicopters...would have to have insurance. 1 million dollar. Bob Autinberger will be guest speaker from National Railroad Museum. He will talk about beer and trains. At one time they were a large transporter for the breweries. **Larry S** I think that date is alright. **Charlie** How much space do you need? **Jeff** We had looked at basically splitting the ramp in half, one side for aircraft and the other for cars, trains....and have tractors in the parking lot. **Charlie** What about weather factors, will you have tent space or use part of the building here set up some? **Jeff** That's what we were thinking, maybe part of the big hangar. **Larry S** We can't charge you for public areas, the large hangar belongs to the county, and we would have to charge you a nominal payment. So, what do you need from us, just an ok for the date? You said you have liability insurance, right? **Jim** Yes, and can get you a copy of that. **Charlie** Yes, we should have a copy on hand. And are you looking to use the big hangar for the day? More than one day? Two days? Would have to charge like a normal daily rental. **Larry P** Is there a set fee? **Charlie** There is a fee schedule. **Larry P** So then if anyone else were going to want to use it, it would be the same rate. **Larry S** That's the regulation, that you can't have exclusive rights. We would have to have a fee. **Charlie** That's the problem, if someone complained that they wanted to store their plane for a day, but it was occupied and we hadn't charged the normal fee rate, we would be in violation. **Larry S** Its usually first come first serve anyway, so as long as your claiming that day, it's just coming up with the fee to make it legal. **Charlie** It would be a wonderful event for out at the airport. **Larry S** As far as the items, will they be covered too? **Bob Banno** We would have insurance too. If we have a model fly-in, we can get insurance through the FAA. **Larry S** So you would take care of that? Your club is part of the deal, right? **Bob Banno** I have not talked to our club, I'm just saying that we can have insurance. Will talk to the club to see if they will want to participate. It would also be advertised in our magazine that would draw other clubs in. **Jim** I have a fellow , Mark Nole that sets up. **Charlie** You having multiple events with three or four different clubs all at one time, it makes quite an extravaganza, which brings people from all different aspects. People can walk around enjoying all of the different things. **Larry P** And being after the Waterfront, It's like a hoorah after the big hoorah. **Charlie** I'm very supportive, I guess the only is the pricing structure would be on the hangar. **Jeff** Basically for a small aircraft overnight is \$100-\$300 for a large one. **Charlie** Not sure if the Committee has to do this or if it would have to be done at the board level. **Larry S** We should first of all, if the date is ok, we should recommend to the board that we have this interest at this particular date and the manager has a lot of discretion for what is done at the airport, the county board is responsible for the liability and to make sure that everything is

done above board. I think the price setting is done by the airport manager, with the fee schedule that we have published. Does anyone have any problem with this date? As long as they meet the insurance requirements and any appropriate fee that is established? **Charlie** I don't see why we couldn't have it on the next board meeting which will be next Tuesday night. I don't see why we can't approve and let it go as long as we get**Larry S** you talked about flying in, **Jeff** The only flying we would have would be the Young Eagles, the local pilots give the free rides for the young eagles. **Larry S** Who is in charge of this group? Who are the Young Eagles? You also talked about helicopter rides...**Larry S** I wonder if UP Helicopter would be interested in giving helicopter rides, they do the waterfront rides. **Jeff** There is another outfit that I am working with. They are out of Appleton, the first thing was to make sure it was ok with this board to pursue it. **Larry S** As soon as the board ok's, the more the better. We can make a motion to approve the date, insurance etc...**Charlie** I'll make a motion that we move this to the county board, and then we can present information. Second by Larry P, **Charlie** What is the expected turnout that we will have here? **Jim** When we were running train, tractor, car show we were looking at between 4-5 hundred people. **Charlie** Part of my question was that if we have the parking filled, where do we park? **Jeff** We would utilize the grass area. **Charlie** Is there an alternative "bad weather" day? **Jim** It has always been the weekend after Labor Day, not his decision to make to change that date. Stephenson has an "event" day in September as well. **Jim** In talking with Ron Schroeder, would like to get a Johnsonville sausage truck to come, that would bring people. It is a grill on a semi. **Larry S** Ok, we have a motion on the floor, any more discussion? **Larry P** Do you want to come up with a lease price now? **Larry S** We have a motion on the floor now that would include that. Motion carried, will forward to board for Tuesday meeting.

d. Oconto Airport closure-hangar #4 rental opportunity- **Larry S** When the airport closes, people won't have hangar uses, and the opportunity to have those people come here is a wonderful idea, so why don't you explain Jeff. **Jeff** Rather than be stuck in a hangar, these people would like to come here. This would help with aviation fuel sales, I'm looking for the authority to rent the big hangar out. **Larry S** You have that on an ongoing basis, as long as it is temporary and not a long term basis arrangement. You have a fee schedule. Some might want to use tie downs outside. **Charlie** What is the day that it will close? **Jeff** They are going to start next month. Won't interfere with September event. Can probably get 6 or so in a hangar.

e. LED lights for parking lot- **Larry S** Jeff brought to attention that lights in the fuel farm are LED fixtures that were purchased. The lights in the parking lot should be LED as well, would like to buy some. Much brighter and energy efficient. Jeff would like to get estimates. **Jeff** I already have a price, it's like \$ 1,050 depending on the wire prices at the time. \$1100 would take care of it. **Larry S** So the Finance Committee has to approve anything over \$500. So what do we have to do with it, the bill I mean. **Charlie** As the manager you would have to show that you have comparative pricing. How many lumens are those lights? **Larry S** So get those prices, it would come out of the B&G budget. **Jeff** 11000 lumens, they are much brighter and more energy efficient by 1/4. They work so nice.

f. Use of old baggage room in lobby- **Larry S** I just thought we should do something with that room especially if we are going to have visitors. We should look at long term use with maybe some vendor. Maybe a popcorn machine, or maybe coffee and donuts. **Charlie** I agree, but you have todo you have the requirements to support any type of food network according to Michigan Code. If someone were interested in setting something up, there would

be the need for specific drains for water, etc. **Larry S** For long term that would be necessary but you could put a popcorn machine out there. It is used for meetings now, but was just thinking that we could use it for something. When people are here storing their planes, would be nice to have something for them. Oconto probably has something for them. Just a thought.

g. any other items to report- Larry S Was there anything else to discuss?

Public Comment: John Hart, on the Explorer Solution status, why are we still working with them when the contract should have expired?

Commissioner Comment: Larry S Explorer Solution contract is still open, we still owe one payment to them and as long as it is open it is still on the books even though it started in 2012. Has been kind of in limbo because of Marinette pulling out but basically a contract, legally, is not closed without paying the last payment. So it would be to our benefit to keep it open. **Larry P** I'm not going to support closing it as long as they are under contract. **Charlie** I agree with both of you, I guess I really like the idea of having a show here at the airport and make it as much a success as we can. Would enjoy to get back to having yearly events and get back to those days when it was active. With the problems we had with Marinette and trying to get their support, hopefully at some point we will have a better handle on the airport and be able to glide along with ease. This is a real positive thing for us at the airport and hope we can make this an accommodating event as possible.

Next meeting date: April 18th at 4:00 p.m. **By then the ordinance should be passed and we will have to look at the leases. Larry S** As far as the sponsorship approval, they did say that it is imminent. **Charlie** When we were with Marinette and MDOT FAA was bent out of shape and we are now on the low part of the totem pole.

Adjourn: Moved by Com. Charlie Meintz Supported by Com. Larry Phelps. Motion approved 3/0 meeting adjourned at 5:17 p.m.