

Menominee Regional Airport Committee
Minutes of Meeting
April 17, 2018

*******DRAFT Amended-Approved 5.15.18*******

The Menominee Regional Airport Committee met on April 17, 2018 at 4:00 PM at the Menominee Regional Airport, Conference Room.

- A. Call Meeting to order:** Chairperson Schei called the meeting to order at 4:00 PM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Schei, Piche and Gromala – present.
Also present were Jeff LaFluer, Jason Carviou, Ken Marks, Sherry DuPont, Doreen Averill, Will Karne and others.
- D. Approval of Agenda:** Motion to approve agenda by Com. Gromala, Seconded by Com. Piche. Motion carried – 3/0.
- E. Approval of Previous Minutes:** Motion to approve Previous Minutes from April 3, 2018 made by Com. Piche, seconded by Com. Gromala Motion carried – 3/0
- F. Public Comment:** None
- G. Presentations:** None
- H. Business**
 - 1 Introduction of County Administrator:** Jason Carviou was, once again, introduced to the committee
 - 2 Financial**
 - a. Month-End Budget Report Status – **Com. Schei:** Not much changed from the last meeting. I understand jet fuel went up or is going up \$.13/gal. We're not over budget yet....
 - 3 Manager Report**
 - a. Fuel Sales: **Jeff:** Fuel sales usually run hot and cold this time of year, but they've been good so far. I'm looking to split a load of 100LL with Green Bay, but with all this snow – I don't know that I can get anyone to split a load with us. 100LL did go up \$.13/gal.; and Jet Fuel is not too far behind with their price increases.
 - b. Activity: **Jeff:** Due to this snow storm, the Navy and Lockheed Martin did not make it in for the christening ceremony at Marinette Marine. As far as snowfall, we got a foot Saturday, a foot on Sunday plus all the drifting that occurred. I worked 5 hrs. Saturday, 7 hrs. Sunday and came in

at 12:30am and stayed until around 11am., Monday. Equipment held up well.

- c. **RFQ request – Sherry:** The RFQ for the Airport Lawnmower has been advertised in the papers and on the website
- d. Other

4 Private Tenant Land Lease Agreements ~ Doreen: The lease agreement packet went out Friday, April 13, 2018.

5 Mead & Hunt ~ Copies were passed out to those that did not have them

6 By-Laws ~ Discussions, on what things should be changed and what things could be changed, took place. It will discuss more at next meeting.

- I. Discussion ~ Part-time Manpower Help: Com. Schei:** I'm recommending that we have/request PT administrative help, at the airport, to assist with the new leases, agendas/minutes, etc. **Com. Gromala:** I agree, I think it would be beneficial in the long run. She can continue doing the administrative work while Jeff gets his work done. **Com. Piche:** I think Doreen should be let go. It's not necessary for her to be here, now that the Administrator has been hired. So, I think the position should end. **Sherry:** So, who's all this work going to fall on to? **Com. Piche:** It should go back to the Admin. Office. **Sherry:** We don't have the time for that workload; and, Jeff doesn't have time to come off the line to attend to the leases. It's that time of year where it's going to start getting busier at the Airport. **Jason:** From what I was told, Airport duties were taken out of the Administrator's job description; and yet you're saying it should go back to the Administrator's office. **Com. Schei:** I'd like to make a motion to recommend to the CB to have the administrative support – **Com. Gromala:** I so move, seconded by **Com. Schei.** Motion carried 2/1
- J. Public Comment: Will Carne:** PT/FT administrative support would be helpful out there to work with the ALP due dates, purchase orders, invoices and other work needing to be done. As far as the Advisory Committee members, Mead & Hunt would handle that, so you should contact them regarding this.
- K. Commissioner Comment – Com. Piche:** Jeff, can your PT person run all the equipment if you are out sick/vacation? **Jeff:** No. **Com. Schei:** There's licensing involved. Gary is not licensed. He can't run the ~~grater~~grader, but can run the lawnmower and is certified for minor fueling responsibilities.
- L. Next Meeting:** May 15, 2018
- M. Adjourn:** A motion was made to adjourn by Com. Piche seconded by Com. Schei at 5:34pm. Motion carried 3/0