

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, April 19, 2016 4:00 PM
AIRPORT CONFERENCE ROOM

Minutes

1. Call to Order

Chairman Schei called the meeting to order at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Commissioners Schei and Williams were present, Commissioner Meintz was excused. Others present were County Administrator Bousley and Airport Manager LaFleur.

4. Approval of Agenda

Commissioner Williams made a motion to approve the agenda, Commissioner Schei seconded motion passed.

5. Approval of Previous Minutes

March 15, 2016

Commissioner Schei state an amendment to the minutes was in order. Under Approval of Agenda Commissioner Williams made the motion not Commissioner Schei and under d. Airport Manger Report the word value should be valve.

Commissioner Schei made a motion to approve the minutes of March 15 as amended, Commissioner Williams seconded, motion passed.

6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)

None

7. Presentations

None

8. Business

a. Financial

aa. Monthly Budget Review

Administrator Bousley updated the committee on the revenue and expenditures of the airport budget current revenue is at 41.83% and current expenses are at 34.44% with a current fund balance of \$191,036.13 of which is dependent on the current cash flow. The initial fund balance was \$159,470.53.

b. Buildings and Grounds

aa. Land Release

Administrator Bousley informed the committee that Mead & Hunt had prepared the initial proposal to be sent to the FAA to declare parcels of land within the airport excess to aviation in order to develop those respective properties. The FAA would have to sign off on the declaration of the land. Commissioner Schei, Administrator Bousley and Manager LaFleur all reviewed the preliminary document and informed Mead & Hunt to move forward with the request. Mead & Hunt will prepare the official document and send to Administrator Bousley for submission to the FAA. Commissioner Schei added that the potential businesses would have to petition the county who would in turn petition the FAA for final approval for the business locating at the airport.

bb. Airport Sponsor Legal Authority letter

Commissioner Schei informed the committee that the Betsey Strudel of MDOT Aero had submitted to the FAA all the required paper work on behalf of Menominee County for sole sponsorship of the airport.

cc. Camera

Administrator Bousley was presented the various options the airport has regarding the installation of a camera at the gate to record who is entering the airport. Commissioner Williams added the camera system are becoming more affordable and with the wireless camera the only element needed is power to the camera.

dd. Resurfacing Study

Commissioner Schei explained the Pavement Management Report received from the Department of Transportation for the airport. The report contains information and recommendation to address the planning or future pavement maintenance outlined in the five year airport capital improvement plan. The report ranks each section of the pavement throughout the entire airport. The report also outlined the estimated cost for the entire project upwards of six million dollars. Administrator Bousley and Manager LaFleur added the project would be spread out over the course of several years and the project is not set in stone.

ee. Airport Layout Plan

Commissioner Schei explained there will be a review of the six year capital improvement plan once the FAA grants Menominee County sole sponsorship of the airport. FAA has discussed the shortening of one of the runways but nothing has been decided at this point. All of the capital improvement projects slated within the six year plan the county has to contribute five percent towards the project expenditure. Once the FAA rules and Menominee County has sole sponsorship MDOT Aeronautics and Mead & Hunt will meet with the county to review and establish a new six year capital improvement plan.

c. Airport Accident Response Plan, Emergency Plan and Security Plan

Commissioner Schei discussed the TSA governance over a general aviation airport. The plans are being reviewed and updated by Emergency Management and airport personnel. The plan will incorporate new security measures and procedures to be implemented.

d. Airport Name Change

Administrator Bousley listed off the names submitted for the new change of the airport. FAA would have to approve any name change. Commissioner Schei shared the name of Menominee Area Regional Airport, as several business professionals in the area felt the regional moniker added a positive pronouncement to the airport. Commissioner Williams added the regional term is a good ambiguous term for small or large and felt it was appropriate for the airport.

e. Lineman Position

Administrator Bousley stated the County Board voted approving the hiring of an addition full time Lineman. The advertisement will be submitted and once an appropriate pool of applicants are available the interviewing will begin.

f. Airport Manager Report

Manager LaFleur stated a load of jet fuel has been purchased and a load of 100LL he is looking to split with Green Bay. According to the Green Bay airport they are not selling much 100LL and once they are ready to split a load they will contact us. The current fuel prices are one cent higher than Green Bay. The check valve in the big hanger has been replaced and came in under the projected cost. The divots along the runways are being repaired. FAA inspected the fuel farm and looking at process of testing and records. FAA inspector commented on the how thoroughly the records were kept and the process for testing was outstanding. The inspector commented on the cleanliness of everything and that the second signature is a good practice.

9. Correspondence

None

10. Public Comment (Limited to 5 Minutes)

None

11. Commissioner Comment

Commissioner Williams commented on staying positive to promote the airport and the airport crew needs to be recognized for the great job they are doing.

Commissioner Schei stated he has been able to check off a couple of items from his list of goals for the airport and would like to pursue the development of a business plan for the airport with input from the business community. Commissioner Schei also wanted to state that Administrator Bousley is still willing to take the airport manager's test.

12. Adjourn

Motion made by Commissioner Williams seconded by Commissioner Schei at 4:57 PM