

Menominee Regional Airport Committee  
Minutes of Meeting  
April 3, 2018  
(Rescheduled from March 20, 2018 Meeting)

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

The Menominee Regional Airport Committee met on April 3, 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, Doreen Averill, Terry Glimn, Will Karne and Gary Scholtz.
- 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 December 19, 2017 and January 4, 2018 made by Com. Gromala, seconded by Com. Schei. Motion carried – 3/0
- F. Public Comment:** None
- G. Presentations:** None
- H. Business**

**1 The Menominee Regional Airport Committee 2018 Meeting Schedule**

There was a motion to approve the 2018 schedule, starting with the April 17<sup>th</sup>, 2018 meeting by Com. Gromala and seconded by Com. Piche. Motion carried – 3/0

**2 Financial**

- a. Month-End Budget Report Status – **Com. Schei:** Our budget is looking really good, we’re keeping a close eye on it – and Sherry is, too. Fuel sales seem to be doing well.
- b. Budget Amendments - **Com. Schei:** We were able to carry over 2 separate amounts/accounts. The first is an Airport non-lapsing account, as of 9/30/17, for \$27,245.09 and the second is Airport Capital Outlay & Courtesy Van account for \$15,000.00. Now, Jeff was able to fix the Courtesy Van for under \$1000.00, so we can still go out and find another one with this money. The plan is to use the non-lapsing account money to

purchase a new diesel lawnmower for the Airport. **Com. Gromala:** Good, we shouldn't use money earmarked for the Courtesy Van on the lawnmower. **Com. Schei:** No, the non-lapsing account will be used for the lawnmower and the money in the Airport capital overlay account will be used to purchase another Courtesy Van.

### 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.
- b. Activity: **Jeff:** It's been brisk for this time of year
- c. RFQ request – New Lawnmower for the Airport was discussed. **Com. Schei** asked about the pricing. **Doreen:** This was a general inquiry to the vendors on whether they carried diesel fueled lawnmowers. Two vendors came back they have diesel engines and gave a general quote for diesel fueled lawnmowers. We'll have to do an "official" RFQ to these vendors for prices. **Com. Piche:** There was some talk about buying local, but here, what's local – it doesn't have to be kept in MI when you're talking about this kind of money. A motion to submit an official RFQ was made by Com. Schei, seconded by Com. Gromala. Motion carried – 3/0
- d. FBO Inquiry: **Com. Schei:** Jeff had someone that is interested in starting a flight school. Is he still interested? **Jeff:** Yes, very interested... He's interested in getting a flight school started, here. I told him he needs to get with Randy Coller to get the proper paperwork (licenses, permits, etc.). He needs to be certified and legal in the state of MI, as he currently runs a Flight School in WI. This will be good, because I know about 4 or 5 people that are interesting in learning how to fly. **Com. Piche:** You mean planes, right, not helicopters? **Jeff:** Yes, planes. **Com. Schei:** This means renting part of the big hangar, then, on a steady basis? **Jeff:** Yes, he'll bring in his aircraft and base it in the big hangar. **Com. Schei:** This would be a separate lease – a monthly lease – different from the Tenant Land Lease. I think, if it's a consensus, we should have Jeff run with this. **Com. Gromala:** As long as he has all the credentials needed, I think we should go with it.

- 4 **New Land Lease Agreement Procedure/Packets – Com. Schei:** New Leases are ready to go. The only thing that really changed is the Airport name on all the documentation, with the exception of some added things like a check list, registration form – some of which are required by our Ordinances, Minimum Standards and MDOT/FAA. We'll have Doreen go over the check list. **Doreen:** Once Jeff gets all the signed documents back (lease, certification of liability insurance, contact list, registration, etc.), they will be reviewed by the Airport Committee for recommendation to the CB for approval. **Com. Schei:** If not approved, the lessee will have to remove their hangar. **Doreen:** Once the CB approves and signs off on the lease, the Administration office will make copies and send an invoice along with the copy of the lease to the hangar owner. **Com. Schei:** The last page is security where Kenny gave his input on what needs to be done. New gate access key cards will be given to each hangar owner once the

lease is approved by the CB. **Jeff:** Old cards will be rendered useless. **Com. Schei:** I think this a good plan and would keep security at check and liability down – lawsuits, accidents, etc. I think the packets are good to go, so the Manager can go ahead and get these leases out.

- 5 Jersey Barriers - Jeff:** Marinette Marine is waiting on us for a date to get these over to us. They want us to give them a 2 day notice of when we want to pick them up. They'll need to get them out of the area that they're stored at. Now, Tim Plutchak can do it and Twin City said they can do it for a minimal fee. **Com.**

**Schei:** Tim is a hangar owner and can get them loaded and over to the Airport – as sort of a donation. **Jeff:** The holdup has been the snow. If we bring them over too soon and we get snow, they'll be in the way of plowing. As soon as the weather cooperates, we'll get them over here.

- 6 Discussion – Airport Focus Group/Advisory Committee: Com. Schei:** Now, Jerry, you originally asked for this to be added to the agenda. **Com. Piche:** Yes, I did. I met with Jim Mekash and Com. Phelps and they thought I should be on it – which I didn't think I should. I wanted Com. Gromala on it and someone from Finance, like Jan Hafeman and Jeff to be on it. So it would be Jim M, Jan, Jerry, Jeff and Larry Phelps on it. Basically, we want to come up with ways to motivate the Airport in a positive direction. Pretty simple, just thoughts. For instance, we were talking about what could be done with the big room. What are the possibilities? **Com. Schei:** We had talked about using it for CB meetings, but we have to be careful of the restrictions with the FAA. Because the Airport is county owned, we would be able to utilize it for CB meetings. There's a lot of grey areas with doing this, the aeronautical restrictions.

- 7 Mead & Hunt/ALP:** As part of the ALP, they will be formulating a focus group which would be made up of local businesses in the area, someone from education, economic development. **Com. Schei:** We should get Stephanie to go ahead and put this in the ALP (it would be covered under the grant, so the County wouldn't have to pay for it outright. She also wants to send out questionnaire to the public – about 150 questionnaires to get their input on what they would like to see done at the Airport. Is this something we should have done? **Com. Piche:** Yes, I completely agree. We need to get the community involved with the questionnaires. I think we need this advisory committee as well. **Com. Schei:** Let me ask the audience, have any of you been on an advisory committee? **Will Karne:** Yes, I was on the Delta County Advisory Committee and would be interested in being on the Advisory, as part of the ALP plan. **Com. Schei:** I would like to see an Advisory set-up and Stephanie had said that maybe they could be part of the Airport Committee somewhere down the road-but not 10 or 12 people-but definitely more than just the 3 commissioners we have now. **Com. Gromala:** Stephanie had said that she'd like to see someone from education, economic development, different areas of business, and people from Hannahville – casino – a lot of their patrons come from this area. If it's ok with both Chair's, I'd like to set up meetings with city Administrators and Superintendents from here all the way to Bark River/Harris. This way, we will have input from the northern end of the County. **Will:** I'm handing out copies that could serve as a starting point of ideas. I gave Stephanie a copy as well. I think this will help. The Airport is where the first impression of the area is perceived. They'll get

a feeling of what's happening in this area. **Com. Schei:** Now, Stephanie wants to be assured that the CB will approve the Final Draft of the Scope & ALP at the meeting, Tuesday, April 10, 2018. She also wants to go ahead with organizing the Advisory Committee and send out the questionnaires. So Doreen, would you make sure that this is on the agenda for Tuesday's CB meeting? **Doreen:** Yes, it will be added to the agenda. **Com. Schei:** I'd like to make one more comment before we move on to Public Comment. I want to have Land Release information included on the next couple of agendas, because it has to be talked about. These parcels are not necessary for aviation. There's a lot of possibilities for this land. **Com. Gromala:** It will probably take a couple of years to get this land released, so now's the time to start thinking about what we want to do with it – be proactive.

- I. Public Comment – Terry Glimm:** You were talking about getting a new mower. It takes me about an hour to mow my 80 by 1/2 mile runway with the tow behind. It's something to consider using a tow behind. Also, maybe consider purchasing one of the Sheriff Department's vehicles. **Com. Schei:** We tried this before and got shut down.
- J. Commissioner Comment – Com. Piche:** I'm just curious, what interests do you have with Menominee County? **Will:** Well as a pilot, I've done business in this area over the years. Menominee has a multitude of businesses, here, that employs over 200 people. In our county, we don't have a lot of large businesses, so we're lucky the Airport has Commercial, General, Corporate and Freight Aviation along with flight instruction and maintenance. Your area has a lot of potential. This Airport has a lot going for it, location, dining, hotels/motels, the Bay, the marina, shopping, camping, fishing, the casino. Door County is just a 10 mi. plane ride. Oshkosh, Green Bay are not that far away, either. You basically have it all, and now it's time to capitalize on it. I do a lot of diving, here as well, and you have like 6 shipwrecks right here. We just took someone from the Virgin Islands on an Ice Dive about a month ago. This is something you guys should highlight about your area. This is the gateway to the Upper Peninsula – the starting point.
- K. Next Meeting:** April 17, 2018
- L. Adjourn:** A motion was made to adjourn by Com. Piche seconded by Com. Schei at 5:14pm. Motion carried 3/0