

Menominee Regional Airport Committee  
Minutes of Meeting  
May 15, 2018

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

The Menominee Regional Airport Committee met on May 15, 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 4:01 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 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 17, 2018 (to include the spelling change from “grater” to “grader”) made by Com. Piche, seconded by Com. Gromala. Motion carried – 3/0
- F. Public Comment: George Sporie** (hangar owner) commented on 3 issues ~ leases, Airport Use Ordinance and Jersey Barriers. Leases - has concerns regarding terms of lease ~ 10yr./10yr. renewal vs. 20yr./20yr. renewal on previous lease. He feels this will negatively impact hangar value. Airport Use Ordinance: Issues with section 10 regarding FBO’s. Other than wings and fuel, he feels that pilots need both flight instructors and maintenance personnel in order to fly. Not to mention some of the items in the “Use Ordinance” are poorly worded. Jersey Barriers: He feels that they are set in place to block tenants from the terminal. **Wayne Beyer** (hangar owner) commented on “Use Ordinance”. Feels that if updates are going to be made to the “Use Ordinance” there should be some involvement from the users/tenants so you know what we need or could use ~ we should be included.
- G. Presentations:** None
- H. Business**
  - 1 Financial**
    - a. Month-End Budget Report Status – **Com. Schei:** We didn’t receive the month end reports, but I don’t feel we are over budget anywhere. Jeff, what is your thoughts. **Jeff:** I think we’re good as far as I know. **Jason:** I didn’t see anything of concern.

## 2 Manager Report

- a. Fuel Sales: **Jeff**: Had to order a load of both jet fuel and aviation fuel. There wasn't anyone that needed any to split a load. So, we just purchased around \$52,000.00 in fuel. Gas keeps going up weekly, so it's good we're full now, before prices go any higher. We will recoup this money when pilots come in to fill up.
- b. Activity: **Jeff**: It's been quiet lately, but with nicer weather coming it should pick up. There has been issues with vandalism. I talked to Jason regarding someone coming in and turning on the lights – they were left on all week-end. **Jason**: With the incident over the week-end, I have instructed Jeff to rekey all the doors in the terminal. The only people that will have keys to the terminal are Jeff, Gary S., Admin., and the Sheriff's office. Access key code to the terminal has also been changed ~ emergency numbers will be posted on the doors. Port-o-potties will be placed on the outside of the terminal for pilot/hangar owner use. We're dealing with a huge liability issue by leaving it open and unattended. **Com. Gromala**: This will probably make Homeland Security happier.
- c. Snowplow Blades – **Jeff**: The snowplow blades need replacing. They are 8 years old. Daniel's 3 in 1 Blades can do it for \$2501.39 – this includes the 6 blades needed, hardware and belts. Motion to order blades made by Com. Schei, seconded by Com. Gromala ~ Motion carried 3/0
- d. Aron/Asphalt Damage – A 9' x 12' section needs to be repaired due to snowplow damage. Redoing the area is part of the 5 yr. plan, so for now, it needs to be temporarily repaired. Jeff to get quote and timeline for repair completion.

## 3 New Land Lease Agreements ~

- a. Review of Leases received from Hangars 14A, 29, 30 & 34
- b. Motion was requested by Jason to move these forward to the CB for approval. Com. Gromala made the motion to move them forward, seconded by Com. Piche ~ motion carried 3/0.
- c. Consequences of Non-compliant Lease holders that have not returned signed leases by May 15<sup>th</sup>, 2018 ~ **Jason**: I would like to send a "Eviction Pending" letter to those hangar owners. It seems the big hold-up is understanding that sponsorship/ownership of the Airport has legally changed and approved by the attorneys, plus all legal documentation needs to reflect these changes. Also, most had issues with Sect. 10, 42 & 43 of the Airport Use Ordinance. Sheriff Marks requested that the Sheriff Department deliver these notices. Motion to send & deliver "Eviction Pending" Letters to Non-Compliant hangar owners was made by Com. Gromala, seconded by Com. Piche ~ Motion carried 3/0

## 4 Sealed Bids-Riding Lawnmower

- a. All bids were opened by Jason. Clarification on each machine will be needed. A bid recapitulation will need to be done and distributed to the Airport Committee, Jeff and Jason and brought back to the next Committee meeting for a vote to move to the CB for approval.
- b. Motion was tabled until the next Committee meeting.

- 5 “Airport Use Ordinance”**
- a. Update Sections 42 & 43 – **Jason:** First of all, the lease supersedes the “Airport Use Ordinance”. The legal opinion is that the third “Whereas” clause of the lease covers Section 42, however, it is recommended to strike out “a lot less than 15,000 sq. ft. ....” phrase from Section 42. Section 43 is also covered in the third “Whereas Clause” – no changes recommended.
  - b. Motion to recommend to the CB to approve updates of the “Airport Use Ordinance” was made by Com. Gromala, seconded by Com. Piche ~ Motion carried 3/0
- 6 Status ~ Jersey Barriers ~ Jeff:** 10 Jersey Barriers will be brought in by the end of the week. We only have to pay for transportation from MMC to the Airport, as they were donated to us by MMC. The 10 will be enough to keep traffic off the taxi lane. **Sheriff Marks:** We have VIP’s coming in on a regular basis. So, in order to “beef up” security, MMC was willing to assist by donating the jersey barriers. This is a good example of Corporate Partnership.
- 7 Discussion ~ By-Laws - Com. Schei:** With the name change throughout our By-Laws, it will need to go to the CB for approval. Any changes we need/want to make to the by-laws should be made as soon as possible so we can get an updated set of by-laws on the record. Further discussion at next committee meeting.
- 8 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 at least to the end of June. **Com. Piche:** There should be a separation between Administrative duties in Admin. Office and duties for the Airport. **Com Gromala:** So, how much work will be needed, administratively, when the ALP is approved? **Com. Schei:** Mead & Hunt will be updating the ALP, but I’m not sure how much additional administrative work will be involved – if any. I’d like to keep Doreen on through June, to next committee meeting, to finish lease agreements. **Jason:** It’s too much for the Administrator’s office to handle the Airport Administrative duties on top of the County’s Administrative duties. **Com. Schei:** I’d like to recommend that we make a motion to the CB to have the administrative support for the Airport extended, at least until the next committee meeting (money to come out of Airport salary account). **Com. Gromala:** I so move, seconded by Com. Piche ~ Motion carried 3/0
- I. Public Comment:** George Sporie: I seriously do not see the need or evidence for additional security – block the tenants from coming in here! I recommend that you bulldoze it. What’s it here for if the tenants can’t use it? **Wayne Beyer:** I never got the lease packet, so if you’re going to serve eviction notices, you might as well serve me now.
- J. Commissioner Comment – Com. Gromala:** We get all our information from the FAA, MDOT/Aero and attorneys. As far as our By-Laws, I think we need to add additional people to this committee. **Com. Piche:** I have no axes to grind with this at all. We’re trying to get issues resolved and straightened out. I’m willing to talk to anyone about any issues. **Com. Schei:** I’m hesitant to talk. Liability is the issue – FAA. It’s an \$11 million General Aviation Airport. I think an Advisory Committee would be a good thing
- K. Next Meeting:** June 19, 2018
- L. Adjourn:** A motion was made to adjourn by Com. Piche seconded by Com. Gromala at 5:08pm. Motion carried 3/0