

## 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, Meintz and Williams were present. Others present were County Administrator Bousley and Airport Manager LaFleur. Sign-up sheet passed around

**4. Approval of Agenda**

Commissioner Williams made a motion, seconded by Commissioner Schei to amend the agenda to add items bb. Freight Runners Operating Agreement, cc. Feasibility of Farming. Roll call vote was taken passing unanimously to amend the agenda. Commissioner Meintz made a motion to approve the agenda, Commissioner Williams seconded motion passed.

**5. Approval of Previous Minutes**

April 19, 2016

Commissioner Williams made a motion to approve the minutes of April 19, Commissioner Meintz 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 explaining we are seven months into the budget and expenditures should around 58.3%. The current revenue is at 54.19% and current expenses are at 38.39% with a current fund balance of \$226,999.92 of which is dependent on the current cash flow. The initial fund balance was \$159,470.53.

**bb. Freight Runner Operating Agreement**

Administrator Bousley explained the proposed agreement between the airport and Freight Runners to update the past agreement from 2010. A recommendation was

made by Commissioner Williams seconded by Commissioner Schei to move the operation agreement to the County Board for approval. The recommendation passed unanimously. Commissioner Schei went on to state with the changes that have occurred at the airport due to Menominee County becoming the sole sponsor there is a clean slate with all operations associated with the airport will have to be reviewed. Commissioner Meintz and Williams agreed.

**b. Airport Name Change**

Commissioner Schei expressed the desire to change the name of the Twin County Airport to Menominee Area Regional Airport. Commissioner Meintz received a comment from regarding the use of County in the name due to people may be confused between Menominee Michigan and Menomonie Wisconsin. Motion made by Ray seconded by Larry to recommend the name of Menominee Area Regional Airport to the County Board for approval. Motion passed unanimously.

**c. Buildings and Grounds**

**aa. Gate**

Administrator Bousley state he would like to see the gate closed, with the potential of development and expansion the gate should be closed in anticipation of development and hanger occupancy. If an FBO were to lease the big hanger than the gate should be utilized for the outfit renting the hanger and transient pilots. The code can be changed on a weekly basis and if a transient pilot wants to use the gate he can simply call Jeff for the code.

Commissioner Meintz disagreed with locking the gate at this point and time feeling it would be an inconvenience to transient pilots and does not want to see the airport locked down.

Commissioner Williams asked what are the mandates set by Homeland Security or FAA. Commissioner Schei responded that the County Emergency Management Coordinator is reviewing and researching everything in preparation for updating the security plans for the airport. The gate should be used for transient pilots and other operations such as UPS and Freight Runners. At least a camera should be positioned on the gate to see who is coming in and out of the gate, liability is on the County now and security has been enforced.

Commissioner Williams and Commissioner Meintz agree with the camera above the keypad and leave the gate operation using the current code for entrance instead of locking down the gate. Commissioner Schei stated if an FBO moves into the hanger than the gates access does need to be revisited, Administrator Bousley agrees.

**bb. Update on Land Release Request**

Administrator Bousley informed the committee that all the paperwork has been submitted to Mead and Hunt to submit to the MDOT Aeronautics and FAA. This process will take some time to complete as this is still part of phase one feasibility of land release. FAA would still have the final approval of business that are able to move onto the airport.

**cc. Feasibility of Farming**

Commissioner Schei stated that in the past farming was going to be started but did not happen due to potential taxes on the crops. Leases would have to be written up and the farming of the land would have to be approved by the FAA. Commissioner Meintz

disagrees with the taxes on the crops. All the Commissioners do agree that if someone is interesting in farming at the airport they would be more than willing to listen and consider any proposal.

**d. Airport Manager Report**

Manager LaFleur stated the trees are too high on the approach to the airport and the FAA wanted to turn off the landing assistance system until the trees could be trimmed. It was relayed to the FAA personnel that we were told the runways were going to be shorten. The FAA person was not aware of the possibility of shorting the runways. The two departments of the FAA were not communicating with each other. After the FAA had talked to each other the landing assistance system was realigned to a higher angle in order to extend above the trees as this is the most effective way to deal with the issue. A new AWOS (Automatic Weather Observation System) was installed by the FAA at no cost to the airport. Administrator Bousley added that the fuel checks have been going well.

**e. Enforcement of 1980 Airport Ordinance**

Administrator Bousley stated several years ago the commission created the new Minimum Standards for the airport and wanted the Minimum Standards to replace the ordinance. But anytime an ordinance is amended or rescinded there is a process to go through. Also the ordinance is listed as the Twin County Airport Ordinance. Motion by Commissioner Meintz seconded by Commissioner Williams to have the Prosecuting Attorney look at the ordinance and have a recommendation to county board at a later date.

**f. Discussion of FBO Management of Airport**

Commissioner Meintz stated that if there is interest in FBO establishment not only for management but other business propositions at the airport. The Committee is willing to discuss opportunities on a one to one basis as each proposition is going to be unique. Administrator Bousley added that it needs to be kept in mind that the county is the sole sponsor and is responsible for the capital improvement of the airport. Commissioner Schei echoed the responsibilities of the capital improvements and also stated that all the liability falls on the county. Any FBO will have to be vetted and looked at closely before any agreement or contract can be approved by the County Board. Commissioner Meintz also added that the airport is not looking to be the funding agents for potential projects at the airport but if a private individual or company wanted to develop something on the airport they need to bring it to the committee to be discussed.

**g. Creation of Long Term Business Plan for the Airport**

Commissioner Schei discussed the different types of operations that could benefit the airport, but the airport itself needs to have a long term business plan to promote development. Goals need to be established and worked towards to maintain a financially responsible airport. Commissioner would like to see a working business plan developed from input from the county, area business and financial people, the airport users and others to promote the airport. Commissioner Meintz stated he agrees with plan and would like to see a group come together and work together to make the airport fiscally stable while reducing liabilities. Commissioner Schei added that the establishment of a long term business plan is needed to perpetuate the development and growth of the airport that will superseded any changes in political offices within the county. Commissioner Williams added that a well-defined business plan will not only

help promote the airport but intense businesses to be a part of the airport development due to the understanding and embracing along term business plan. Expectations need to be established from the county and the potential business.

**9. Correspondence**

None

**10. Public Comment (Limited to 5 Minutes)**

Wayne Beyer, Menominee Township wanted an update on Explorer Solutions and the renting of the hanger for potential businesses.

Evert Anderson, Menominee Township would like to see the Ron Bush "Bushwhackers" sign put back up in the back room.

**11. Commissioner Comment**

Commissioner Williams – had the opportunity to talk to a few transient pilots and they were impressed by how nice the airport is maintained. The educational powers that be are looking into the establishment of a Michigan based college to have a presences in Menominee County

Commissioner Schei provide an update regarding Explorer Solutions, the university interested in renting the hanger to provide a rotational wing flight school, but there are a lot of factors that have to be in place before the operation can be realized. The University is still interested in pursuing the flight school at our airport offering a degree program in conjunction with NMU. Also a different global organization may be interested in locating here to establish a maintenance facility.

**12. Adjourn**

Motion made by Commissioner Williams seconded by Commissioner Meintz at 5:35 PM