

# **MENOMINEE COUNTY AIRPORT COMMITTEE**

Minutes of Meeting

June 16, 2020

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

The Menominee County Airport Committee met on June 16, 2020 at 4:05 PM at the Menominee County Courthouse in Menominee, Michigan.

## **I. Call to Order**

The meeting was called to order by Chair Gromala at 4:05 PM.

## **II. Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

## **III. Roll Call**

Commissioners Present: Chair Gromala, Commissioner Schei (Attending on Behalf of Commissioner Piche), & Commissioner Cech.

Others Present: Jason Carviou, County Administrator & Jeff LaFleur, Lead Operations Technician.

## **IV. Approval of the Agenda**

Motion made by Commissioner Schei, seconded by Commissioner Gromala to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **V. Approval of Previous Minutes (February 18, 2020)**

Motion made by Commissioner Gromala, seconded by Commissioner Cech to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **VI. Public Comment**

None

## VII. Business

### *A. FY 19/20 Budget Report*

The Committee review revenue/expense reports through May 30, 2020. Fuel revenue is up considerably over the previous year. Expenses are mostly in line or lower than budgeted; as discussed previously was the airfield maintenance expenses that will have to be increased for the next budget.

### *B. Fuel Sales Report*

Per the General Ledger, fuel sales were as follows:

Business Sales - \$21, 371.77

Cash Sales - \$0.00

Credit Card Sales - \$64,059.52

Pre-Paid Sales - \$10,237.15

**Total Sales - \$95,668.44**

Administrator Carviou advised that through May 2020, fuel sales have reached 64% of the anticipated revenue for the year. The benchmark is 67%. Fuel sales have been increasing even in light of COVID-19.

### *C. Activity Report*

Jeff Lafleur advised things have been slow during the past several months due to COVID-19; however, there is still some air traffic of larger aircraft coming into Marinette Marine and they are buying fuel, which is helping sales.

Independent Roofing finished the new roof on the community hangar. It looks good and it fixed the leaking inside the building.

### *D. Pilotsmith, Inc. – Commercial Operating Agreement*

The Committee was updated on the progress that Pilotsmith, Inc was making with State regulators. The plan is to start operations on June 22, 2020 if they can get everything squared away with MDOT-AERO. The State has already provided conditional approval as long as Pilotsmith Inc. submits all the required paperwork.

### *E. M & M Aviation LLC*

Administrator Carviou advised that the commercial operating agreement with M & M Aviation LLC is set to expire at the end of June and needs to be renewed. He presented a new operating agreement with similar terms to the previous agreement, but increases the rent by \$50/month and includes garbage service.

Motion made by Commissioner Cech, seconded by Commissioner Schei to recommend to the County Board to approve the new commercial operating agreement with M & M Aviation LLC. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

#### *F. Airfield Maintenance*

Jeff LaFleur advised that emergency repairs were made to a sinkhole in the middle of the main taxiway caused by a failed culvert. M & M Trucking cut and disposed of the old concrete. The concrete was delivered and Jeff and Jeremy did the finishing work to save money. The project was approved by Administrator Carviou and Chairman Gromala as an emergency repair during the COVID-19 shutdown. Total cost was about \$2,500.

#### *G. Airport Days – August 16, 2020*

Mark Yankovich advised they were planning to move forward with Airport Days as scheduled for August 16, 2020; however, it is going to be considerably scaled back due to COVID-19 concerns. The skydivers are scheduled for sure and they hope to still have Valley Med and some other static displays, as well as Young Eagles and a food vendor. It is too difficult to get most government agencies to commit right now as they are still under lockdown for an unknown amount of time.

#### *H. Airport Logging Project*

Administrator Carviou advised that the logger that will be cutting Mason park this winter expressed interest in also logging the airport at the same time. Based on previous conversations, it was determined that most of the property is scrub brush and not worth much. It might be worth it to see if the logger will take the project and cut everything even if the County doesn't get a lot for stumpage – it would be better than having to pay to have it cut.

The Committee directed Administrator Carviou to contact the Forester and see if the logger is still interested. If so, work on getting a contract together to be considered by the Committee.

#### *I. FY 20/21 – Discussion*

Discussion was had regarding the need for additional space and different options that could be considered – adding on to the existing structure, building a new pole building, buying existing hangar space, etc. This is a capital project that may be worth pursuing for next year.

The Committee directed Jeff LaFleur to setup a teleconference with our consultants Mead & Hunt to discuss the options of what we could and could not do and where it would be located.

#### *J. CARES ACT*

Administrator Carviou advised that he applied and was approved for a grant through the CARES Act, which will provide \$30,000 of aid to the airport due to COVID-19. The plan will be to use these funds to offset salary and benefits for the approved time period of the grant.

**IX. Public Comment**

None

**X. Commissioner Comment**

Commissioner Gromala – Commented on the Eagle Herald Editorial regarding the airport and the new commercial operators and continued growth.

**XI. Adjournment**

Motion made by Commissioner Cech, seconded by Commissioner Schei to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**