

Menominee Regional Airport Committee
Minutes of Meeting
June 19, 2018

*******APPROVED*******

The Menominee Regional Airport Committee met on June 19, 2018 at 4:00 PM at the Menominee Regional Airport, Conference Room.

- A. Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Gromala and Piche – present.
Also present were Jeff LaFleur, Jason Carviou, Will Carne, Doreen Averill and others.
- D. Approval of Agenda:** A motion to amend agenda to add the discussion of the Enstrom Lease and recommend approval of the lease to the CB. Motion to amend agenda made by Com. Piche, seconded by Com. Gromala. Motion carried - 2/0. Motion to approve amended agenda by Com. Piche, seconded by Com. Gromala. Motion carried – 2/0.
- E. Approval of Previous Minutes:** Motion to approve Previous Minutes from May 15th, 2018 and May 21st, 2018's Special Meeting made by Com. Piche, seconded by Com. Gromala. Motion carried – 2/0
- F. Public Comment:** None
- G. Presentations:** Distributors from several riding lawnmower manufacturers were invited to state their case why their lawnmower is best. Jake's Sales and Reinder's arrived, each with a lawnmower to demonstrate. Meeting was temporarily stopped at 4:08pm to attend the demos outside. Meeting was resumed at 4:28pm.

H. Business

1 Financial

- a. Month-End Budget Report Status – **Com. Gromala:** There's only one area of concern. over budget.
Jason: I don't see anything of major concern. They've only used about 33% of their budget overall.

2 Manager Report

- a. Fuel Sales: **Jeff:** can be better, but with better weather, they're starting to travel again ~ meaning more fuel sales
- b. Activity: **Jeff:** It was a busier month, especially this past week-end with Porterfield. We had one of the acts from Porterfield Fest land their plane

- Saturday, rented the courtesy van for the day and fueled up their plane when they were ready to depart. They were smiling when they left.
- c. Status Aron/Asphalt Repair: **Jeff**: The repair of the 9' x 12' section damaged by snow removal was repaired June 6, 2018 for a cost of \$900.00. Biehl Construction was the only company that would even touch it, but it is complete now.
 - d. Status Installation of New Security Cameras/Servers: **Jeff**: Jason and I have been working with Tyler from UES for cost and installation. **Jason**: I have asked Tyler to go ahead and order 3 new cameras, recorder and server ~ cost \$683.88. The money was already budgeted – so no extra money will be incurred. They will be installed once they are delivered.
 - e. Status Upgrade computer network connection: **Jason**: Still an on-going project. I'll have to get with the High School and Merit for permissions, etc. to get the ball rolling.
 - f. Discussion of Airport Access to Emergency Service: **Jeff**: Menominee City Police, Fire & EMT Department, County Sheriff, Rescue Squads all have the access code information for access to the Airport in case of an emergency.
 - g. Status of New Courtesy Van: **Jeff**: I will be looking into purchasing a new van within the next few weeks.
 - h. MDOT Inspection of 6.14.18: Feedback ~ **Jeff**: Brian Rochon came out and did the inspection. It went very well. He was very satisfied and said to keep up the good work.

3 New Land Lease Agreements ~

- a. Review of Leases received from Hangars: 5, 6, 9, 10, 12, 13, 14B, 14C, 16, 17, 26, 28A-F, 33
- b. Motion was requested by Jason to move these forward to the CB for approval. Com. Piche made the motion to move them forward, seconded by Com. Gromala ~ motion carried 2/0.
- c. Enstrom Lease: **Jason**: Enstrom Helicopter signed an amended lease agreement with us. It's a commercial lease and had to add assurance clauses. It came at a good time because they have a 5 year renewal clause on their lease and it was time. We were able to adjust their rate according to CPI. They will now be paying \$.13 sq. ft. for their facility.
- d. Jason asked to make a motion to move their amended lease forward to the CB for approval. Com. Piche made the motion to move forward to the CB for approval, seconded by Com. Gromala ~ motion carried 2/0
- e. Consequences of Non-compliant Lease holders: **Jason**: We have about 8 leases – 7 different owners that have not signed the lease agreement. I have reached out to them to find out what was the hold up. It seems the 10 yr./10yr. renewal is the main issue. A long term “Initial” lease gave the owners a chance to amortize their investment. After guidance from the FAA, it has been determined that a long term lease afterwards would not be beneficial to either party. A shorter term lease would provide greater flexibility. The new lease process is not a negotiation. We were required

to issue new leases due to ownership/sponsorship change. The new leases are similar to the current lease with a couple of exceptions – grant assurances and discrimination clauses were added, the term of the leases changed from 20 yr./20 yr. renewal to 10 yr./10 yr. renewal. The FAA will not allow a term to be over 30 years and does not allow automatic renewals. The new lease was approved by the Airport Committee and the full County Board (with approval from both MDOT & the FAA). Our intent is not to get rid of anyone at the Airport. From a business standpoint, it doesn't make sense to have empty hangars or hangars that have to be taken down, because it's not generating any revenue. I don't think it would be as much of an issue as it has been if the communication between the Airport/Airport Committee and hangar owners was better. That has been a major issue throughout the new lease process - poor communication between the pilots, hangar owners, the Airport, Airport Committee and the Administrator's office. This is something that needs to be addressed and remedied – maybe advisory committee. **Com. Gromala:** This just proves that we are making baby steps in the right direction to get the Airport where it should be. Now we have the ALP and MDOT contract that's about to be approved to where we start getting the grant money to do improvements and replace equipment, etc. This guarantees a 20 year commitment from the County. Every time we receive Federal Grant money our commitment gets extended. This shows that the County is committed to keeping the Airport running.

4 Mead & Hunt/MDOT ~

- a. Review of the Contract and AIP/ALP: **Jason:** This is the contract sent by MDOT outlining the grant monies. Page 4 list total project cost of \$306,500 with FAA portion of \$276, 500, MDOT portion \$15,000 and the County's portion \$15,000. The process is once the contract is signed, Mead and Hunt will start working. They will submit any invoices to the MDOT for which they will send to us for approval. We will send them back to MDOT for payment to Mead and Hunt.
- b. Motion ~ recommendation to the CB to approve Mead & Hunt/MDOT's contract and AIP/ALP at the June 26th, 2018 meeting made by Com. Piche, seconded by Com. Gromala ~ motion carried 2/0
- c. Official Signatory of MDOT Contract: **Jason:** MDOT is requesting a Resolution be drafted naming the official signatory of the contract. Com. Gromala made a motion to draft a Resolution specifically naming Com. Piche as official signatory to sign the MDOT contract; and the Resolution is to be forwarded to the CB for approval at the June 26th, 2018 meeting, seconded by Com. Piche ~ motion carried 2/0

- 5 **Discussion – Riding Lawnmower: Com. Piche:** We had the demos and have gone over the bids, so I think we should refer back to Jeff and Gary as they are the ones that will be using it. **Com. Gromala:** Jeff and Gary should get with John Deere and anyone else for a demo before a final decision is made. Plan on a

special meeting before the CB meeting on June 26th so we can move this forward for approval.

6 Status ~ Bylaws-Updates/Changes: **Com. Gromala:** I'd like to see the committee increase in size to a 5 member committee. Maybe 1 person at large and 1 person that uses the Airport. Both would have to be recommended by the current Airport committee and approved by the CB. **Com. Piche:** I would prefer to wait until after we name a third person to the committee and discuss it further.

I. Public Comment: George Sporie: I have a question for Jason – have the Airport vandals been apprehend? **Jason:** Normal procedures do not allow me to answer questions at this time. **Com. Gromala:** This is the time for public comment, so we are not allowed to speak or comment at this point in time. **George:** Sorry, I didn't know that. Steve Gromala, Jerry Piche – the tenants' share the same concerns on the Airport and want to keep it going. Some of the information you're getting, however, is inaccurate. The need for jersey barriers – they are not a requirement of MDOT or the FAA, Homeland Security doesn't know anything about it and neither does the Secretary of the Navy. It comes down to a liability issue for the Airport. Everyone's worried about liability. FAA does not require private tenant leases or Minimum Standards – they are recommended (not required) and have guidelines for them. I would like you to reconsider the terminal being locked down. Inclement weather last week-end – a pilot and his family had to land because of the weather. They were unable to get into the terminal, because it's a M-F 8-4 terminal. So they had no shelter from the storm. **Wayne Beyer:** All the tenants' personnel information was posted on the website – this is the reason I'm not signing the lease. The jersey barriers – you were given misinformation. Brush needs to be cut down by 577. **Will Carne:** I'm on the Advisory Board in Escanaba. I just want to say how much work that has been done on this committee in the last year from when it was Twin County Airport and with the ALP and contracts being signed next week that's a big step and everyone involved should be applauded. I'd like to suggest maybe an Airport Handbook – all the rules, regulations, etc. in one handy book. Your consultant can assist you with this. Otherwise, things are moving along very well.

J. Commissioner Comment: **Com. Piche:** We will be appointing a new committee member from the CB on Tuesday night. My hope is that the barriers will be coming out – the sooner the better. Security cameras will be coming in and installed. I'll defend this committee saying that security is a big issue. We don't want anyone vandalizing us. It's important. Vandalism is just wrong. We will be forming a committee – we will be working on it so that we can come together to discuss working together instead of fighting. **Com. Gromala:** We're moving forward – baby steps – but we want to be as thorough as possible. The barriers – this is a liability issue. If a plane is here, waiting on the tarmac and people are driving around it – there could be problems – for everyone. We're looking at every aspect – maybe only have them in place when certain flights come in. We apologize when we do things wrong and change things when they need changing. We were right in closing down the terminal due to vandalism. I think it was childish upon the things that have been happening on both sides. We need to work together. Next step, once ALP is approved, is to proceed with the 10 yr. plan – expand fire safety building, resurface runways and taxiways. These are all small steps, but they are steps in the right direction. Once we have the new Airport budget ready, the next step is looking into hiring a full time Airport Manager. I'm not going to put all this on a new person. I want to have a budget that is workable so that we can build on that for the future.

K. Next Meeting: July 17, 2018

L. Adjourn: A motion was made to adjourn by Com. Piche seconded by Com. Gromala at 5:45pm. Motion carried 2/0