

Menominee Regional Airport Committee  
Minutes of Meeting  
August 20<sup>th</sup>, 2019

\*\*\*\*\*Approved 10.15.19\*\*\*\*\*

The Menominee Regional Airport Committee met on August 20<sup>th</sup>, 2019 at 4:00 PM at the Menominee County Courthouse, Courtroom B.

- 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 announced that Com. Cech asked to be excused. And Com. Piche is also absent. Com. Piche asked Com. Schei to be here in his place. Roll call of Com. Gromala and Schei are here.
- D. Approval of Agenda:** Two changes #6 – Sublease of hangar #11 & #7 Airport Curtesy Vehicle. Com. Gromala approved and Com. Schei approved the agenda with the added changes. 2/0
- E. Approval of Previous Minutes:** Com. Gromala moved to approve the minutes from the June 18, 2019 meeting, Com. Schei seconded ~ motion carried – 2/0
- F. Public Comment:** None
- G. Presentations:** None
- H. Business**

**Financial**

- 1) Month-End Budget Report Status – **Jason**: Looking at the Financials through July 31, we’re at about 66% of our revenue so far for the year. Doing Good! Expenses some are over, some are under, overall we’re at 80% of what we budgeted.
- 2) Manager’s Report ~
  - a) Fuel Sales: **Jason**: Happy to report, July of this year we had the most LL100 sold in the last two years. Part of that can be contributed to M&M Aviation being on our airfield. We’ve had 36 new aircraft into the airport in his first month here. We sold 2142 gal of 100LL @ \$10,800 revenue; and we sold 2167 of Jet Fuel @ \$10,400 revenue. Total revenues in July was \$21,218.70. We will need to purchase more fuel, so we’ll be going over on our fuel purchases in this budget. (with inventory to show)
  - b) Activity: **Jeff**: Roof on the maintenance building needs to be sprayed. It’s leaking and we need to know where it’s coming from so we can fix it. **Jason**: Did speak to Bryan Budds at M-DOT AERO regarding the gate and signs. No issues, so we can go forward with the gates to allow the planes to use the taxiway again (not vehicles). Reason for this is we have a lot more aircraft on the ramp now. Once we get the gate and signs up, if you break the rule once you may receive a warning, twice we may suspend airport privileges for 30 days, restrict your access. Third time we’d be looking at a lease violation.

## **Other Business**

- 1) Fuel Prices: **Jason:** We heard feedback from some of the pilots. Lowering fuel prices was a suggestion. My analysis, Our breaking point with 100LL fuel is \$4.37 (including all costs). Prepaid bulk fuel, we've ordered the scanner and cards. But we'll be looking at a new selling price for the prepaid sales. I think we'll spur some additional sales there. Loan for the fuel farm will be done next year. Gromala moves to forward to the full board with the prepaid fuel selling at \$4.65/gal. with over 250 gal having an additional 10 cents off, seconded by Com. Schei. Motion Carried 2/0
- 2) Open Operations Tech position: **Jason:** This has been out there for quite some time now. Just an update, I've received 6 applications. Of those I'd consider two of the candidates to interview. I'd like to receive a larger pool before interviewing. Ideally we'd like someone that has experience being around an airport, not necessarily working at an airport. We're hoping for some ex-military, or some experience being around a flight line. My recommendation is we keep the position open for now, perhaps we get some more experience. Com. Schei and Gromala agree to allow more applications before interviewing. Try to get the right person the first time...with a larger pool of candidates.
- 3) Skydiving event update: **Jason:** Unfortunately at the last date (Aug.10-11) the cloud cover was too thick to have the event. We've rescheduled to this Sunday (25<sup>th</sup>). They plan to have 30 people come and have had to cancel others. The interest is enough that we should look at having this event again. Com. Schei moves to allow the airport director to proceed with the new date of the 25<sup>th</sup>, Com. Gromala seconds. Motion Carried 2/0
- 4) Model Train & Car Show update: **Jason:** Still moving forward, Saturday- September 7<sup>th</sup>. I advised that they needed liability and WC insurance. He's ok with that. We have all of the necessary approvals from MDOT AERO. Now it's up to the organizers to get it all together. Com Gromala spoke about an airshow he was recently at with the Blue Angels flying over.
- 5) Airport Layout Plan (ALP): **Jason:** We're looking to schedule the final ALP meeting. Possibly September 19<sup>th</sup> at 4:00 PM. As we get closer we'll confirm the date.
- 6) Sublease of hangar #11 – **Jason:** Chris Stewart would like to sublease his hangar to Joe Drust. This is the right way of doing it, and I have all of the paperwork needed. I recommend we approve this sublease. Com. Gromala moves to recommend to the full board for approval of the sublease. Com. Schei seconds. Motion Carried 2/0
- 7) Airport Curtesy Vehicle – **Jason:** We took some of the sheriff vehicles out of this rotation to the annex. The vehicle that was at the annex, my idea is to put it at the airport for another curtesy vehicle. I recommend we utilize this vehicle at the airport. Right now the vehicle is having decals removed and we hope to have Menominee Regional Airport decals put on the vehicle. This would be a good second vehicle at the airport...and perhaps the only vehicle, if the van fails. Com Schei moves to proceed to have the car moved to the airport for a second curtesy vehicle. Seconded by Com. Gromala. Motion carried 2/0

**I. Public Comment:** None

**J. Commissioner Comment:** Com Schei said the airport director and his staff are doing an excellent job.

**K. Next Meeting:** September 17, 2019 @ 4:00PM – if needed.

**L. Adjourn:** A motion to adjourn the meeting at 4:42 PM was made by Com. Schei, seconded by Com. Gromala. Motion carried 2/0.