

Menominee Regional Airport Committee
Minutes of Meeting
September 19, 2017

*****APPROVED*****

The Menominee Regional Airport Committee met on September 19, 2017 at 4:00 PM at the Menominee Regional Airport, Conference Room.

Call Meeting to order: Chairperson Schei called the meeting to order at 4:00 PM

Pledge of Allegiance: Recited by all

Roll Call: Coms. Schei, Meintz and Gromala - all present

Also, present at the meeting were Jeff LaFleur, Com. William Cech, Jay Wessely, Nancy Douglas and Penny Mullins.

Approval of Agenda: Motion to approve by Com. Gromala, Seconded by Com. Schei – 3/0

Approval of Previous Minutes – June 20, 2017: Motion to approve by Com. Gromala, Seconded by Com. Schei – 3/0

Public Comment: None

Presentation:

Com. Schei: I want to introduce Jay Wessely to give us a follow-up on the Airport Event, on September 9th, 2017. **Jay:** I want to thank the County Board for believing in us – The Train Club, my son and myself. There were helicopter rides, bouncers - out in front, tractors (light on the agenda), 70 vehicles, army vehicles, food booths, trains on display in the big hangers, train vendors, crafters, 4 fire trucks, the rescue squad, face painting, balloon art and the Valley Med. Flight, out of Escanaba, couldn't make it because they were booked up the emergency flights. We really appreciated everyone's help, especially Jeff LaFleur. We would very much like to book the facility for next year – September 8th, 2018. We have new things planned for next year – the owners of Orange County Chopper, to bring in custom bikes and choppers, we're look to get Specialty Snap-on and Miller Welding in with their bikes next year, too. **Com. Schei:** Well, we'd have to get the board approval for your event next year. I'll have to say that the event was well received, better than I thought it would be. It was a great turn-out, with no negative comments. **Com. Gromala:** My grandchildren just loved it immensely. **Com. Schei:** You may need to have a tent next year, because we can't guarantee that hanger will be available for use next year. We're actively trying to get a business in there, and if so, we can put you in a smaller hanger and you would need a tent – in case of inclement weather. That would be the only caveat to the whole thing. We are thinking of incorporating an airshow along with it – aren't we Jeff? **Jeff:** Yes. **Com. Schei:** That would be another possibility to expand it and

make it bigger. At this point, you have our blessing, but we still have to run it by the County Board so we can get the date reserved for you. **Jay:** I would also like to thank CC Sales for all they did – they made the “goodie bags” look good, so thank you, again!

Business:

1. Financial

Month-End Budget Status: Com. Schei: We’re not over budget on anything and all the percentages look good. The current budget ends September 30th with the new budget year beginning October 1st. **Jeff:** Everything looks good. We lived within our means that’s the best thing. **Com. Gromala:** We do have funds to work on our courtesy van? **Com. Schei:** Yes, Jeff will report on that as part of the Manager’s report.

2. Manager Report

Fuel Sales: Jeff: Fuel sales were fairly good. Helicopter fuel sales were up which helped tremendously. It will get us by for another month. It’s all dependent on the comings and goings of everyone and the weather – that plays a major role, too.

Activity: Jeff: Again, this also depends on the weather. **Com. Schei:** Do you foresee sales going down the next few months? **Jeff:** Well, yes. Fall we should be ok, but, it’s all dependent on the weather and everyone’s comings and goings. As you know, planes are not well equipped for the cold. So hope for good weather and people moving.

Fence Damage: Com. Schei: Can you explain what happened with that fence? **Jeff:** Yes, the fence has been an ongoing thing. It was hit twice – 2 different times by 2 different drivers (drunk driving) who were not insured. So now, it falls on us to repair it. Steve Goddard, Gary and I will pull the old stakes, cut fencing and weave in a new sections. The material is all from when Enstrom expanded their building, so we saved money there. There will be a small bill for his assistance, but he has all the tools and the know-how for the job to get it done. **Com. Meintz:** What dollar value in damages are we look at – is it worth doing a small claims action? **Com. Schei:** Did they get citations – do they know who they are? **Jeff:** Oh yes, they know who they are and they were issued citations. But, doing a small claims suit – if we are awarded judgement, and they aren’t working, what good does the judgement do? I think, in this case, just fix the fence and move forward.

Courtesy Van: Com. Schei: We put money in the new budget for a used van, but in the meantime, the old van is too far gone to put the money in it that it needs. So at the Finance Committee, we discussed using funds available in this year’s budget to purchase a used van without going into next year’s budget. The committee recommended that this be moved forward to the County Board for approval. What’s the status on this, Jeff? **Jeff:** I called for quotes from Dodge, Ford, Chevy and Linder-Sorenson. I got a couple of bites, but I don’t want to jump on the first thing available. I’m still working on it – I want to get the best bang for our buck. **Com. Schei:** So, it’s an ongoing process? **Jeff:** Yes. **Com. Gromala:** It will be nice to have it back again so we don’t lose business to “Yupper Uber”. Our tourists will be able to enjoy our city and see more things.

3. MAAE Conference – Escanaba

Com. Schei: MAAE is Michigan Administration of Airport Executives. Most Airport

Managers in the state are involved in organization. The show was sponsored by Delta County and Iron Mountain. During the amount of time I was at the conference, they had an MDOT-Aero update, FAA Update and a Round Table Discussion. I learned a lot. Bigger airports (like in Detroit) are run by an Authority, some are run by a Commission (like our old Twin County Airport Commission). The difference – Authorities have the ability to levy taxes and collect money, whereas Commissions operate on budgets by the owner. There are 100+ airports in Michigan that are publicly owned and fall under FAA and MDOT-Aero guidelines and funding. There are 90+ airports that are privately owned and fall under FAA guidelines but are not funded by FAA and MDOT-Aero – not able to get grant funding. Then there were exhibitors and other things, but I needed to leave for a Library meeting and then the CB meeting. Are there any questions or comments, ok then let's move on.

4. Status of Sponsorship with MDOT-Aero/FAA

Airport Land Transfer Status: Com. Schei: There are two things involved with sponsorship-MDOT-Aero mainly and the FAA handles the land transfer. The Great Lakes Regional FAA has finally submitted the land transfer/Quick Claim Deed to the Federal FAA office for approval. Once approved, the land transfer will be complete, to Menominee County. We can then proceed with the name change.

Airport Name Change: Com. Schei: As far as the name change, the only thing that is required is a letter to MDOT-Aero/FAA stating the name change along with a copy of a signed resolution by the County Board showing the approved name change. The name we came up with is Menominee Area Regional Airport. Any questions? **John Hart – Menominee Township:** What's wrong with Menominee County Airport like it used to be? **Com. Schei:** That wasn't the name the committee came up with way back when Brian Bousley was here. This is the name the committee came up with back then and this is what will be submitted to the CB.

5. MAP Meeting w/MDOT-AERO-Aero

Com. Schei: This was a meeting introducing a new software program in preparing both State and Federal grant applications for the Airport. The software contains 2 parts - Project-Wise and E-Invoice. Jeff went to train on this in July. Jeff tell us a little bit about this. **Jeff:** Basically, it streamlines projects so that State and Federal agencies know what's going on instead of waiting on all the paperwork.

MDOT-Aero Budget Status: Com. Schei: The State and Governor have reduced their budget and they are going to be downsized (retiring pilots will not be replaced). Asked what our intentions were and I told them that the CB was thinking about sending them a letter stating that the county was no longer in the position to fund the airport. There is an option to get the state to participate in funding the airport, but they're not in a position to help. This is just to help us operate the airport – we don't intend on closing the airport or anything like that, it's just to get help to operate the airport. Their lack of funds/reduced budget has nothing to do with grant projects or federal funding or anything like that. We don't intend on closing this airport. We're just looking for additional funding to help operate it.

Existing Projects (None): Com. Schei: There are currently no open projects with the State, MDOT-Aero or the FAA. The ILS system is something the FAA funded, installed, and

maintain. It's not from a grant or anything else. They bought, installed and maintain it.

Consultant Procurement Status for New Projects (2013): Com. Schei: Every 5 years, we have to approve, by letter, a new consultant with MDOT-Aero. We will have to issue a new letter of approval to Mead & Hunt (our current consultant). Once the FAA approves the land transfer and airport name, this is one of the first things that needs to get done in order for any work or projects can be done by Mead & Hunt – regarding the Airport.

Airport Layout Plan (ALP) and Exhibit “A” Map: Com. Schei: The ALP (now on line) has to be updated every 10 years – last time it was done was 2012. It has mapping of the airport, buildings, layout, measurements, etc. – but a smaller version.

Exhibit “A” is an addendum to the AIP (Airport Improvement Plan) that includes maps (URS shows most current) of the airport layout, measurements, property layout, and runways, buildings, fencing – the whole ball of wax. The back shows airport owned interests and easements.

All of this needs to be updated (currently a 2012 version) and needs to be current in Exhibit “A” (through aerial surveys, topical mapping etc.), as required by the FAA, to be done by Mead & Hunt, once the land transfer is approved.

Now, none of this has anything to do with applying for grants. The first thing they said to us, at the meeting, was that our ALP does not meet specs. It is out of date with URS, and it has to be on record at our current consultant of record (Mead & Hunt). All of this needs to be updated (currently 2012).

The plan for the airport must be on file with the FAA in order to qualify as a General Aviation Airport and have a license. This all needs to get done – both the ALP and Exhibit “A” map – and it's an expense item that needs to get done – it's required.

Review of Airport Inspection Report (8/31/16) and Airport License (General Utility): Com. Schei: The last time the inspection was done was August 2016. At that time, we were considered a General Utility Airport and is on file with the FAA/MDOT-Aero as such. The ALP is required to be up to date at all times for grant assurances and everything else. Our Exhibit “A” map is dated 2014, but is on record with URS not Mead & Hunt. It must be redone by Mead & Hunt to bring it up to spec.

Inspections are usually done yearly. The last one was August 31, 2016. It was done by Brian Roucheon. The comment he had was “please maintain your approach markers.

Status of Federal Funds (expires 9/30/18): Com. Schei: The State has money set in an escrow account for different airports that are on a priority list. We are still on that list yet. There's \$150,000 in there as a part of the 90% share for the runway resurfacing project. It's still available and funded by FAA/MDOT-Aero, the State and locally. 90% is Federal, 5% is State and 5% is local. It expires September 30, 2018.

If we don't apply for that money – apply for that grant and continue to be a part of FAA/MDOT-Aero as far as sponsorship (That's where sponsorship comes in. You have to qualify for sponsorship by having ALP, Exhibit “A” map, land ownership all up to date to

qualify for sponsorship with the FAA/MDOT-Aero), we need to get that grant done and submitted – hopefully by April 2018 - before it expires September 30, 2018. The application is on line and easy enough to complete, but we need to get all these other things up to date first – which includes environmental issues that are now federal law, current economic development condition of the area, remove any and all critical obstructions/safety issues and an aerial survey done through LYDAR – all of which the consultant will complete through CVA software (will need approval by CB, resolution for updating the ALP/Exhibit “A”, etc.). The long and short of it is - we just need to get things up to spec., which I am told should take 2 – 3 months.

Pavement Condition Index Survey (2015) Com. Schei: This is done separately from the ALP. The survey was done in 2015 and published in 2016. It shows the conditions of all runway surfaces of Michigan airports. We’re listed at 48-50% surface condition on our runways. This survey is done by MDOT-Aero/FAA.

We were told it is our responsibility to keep our records up to date – all monthly drive-by inspections, pavement maintenance/conditions – to be done on line. It’s also a requirement by the FAA (for economic reasons) to have current records of the number of Based Aircraft on site. We were at 34 aircraft, now we are at 41 which puts us at a higher level. This is updated on “Based Net Aircraft. Com”.

Sponsor’s (owner) Airport Capital Improvement Plan (ACIP) and New Grant Application Timeframe: Com. Schei: This a 10 year plan. This and grant applications are published on-line. The first one is a 3 year project – Resurfacing/Rehab of runways 1 4 3 2. We have until September 30, 2018 to apply for this \$150,000 in grant money or we lose it.

There are 3 major questions that need to be answered: 1) Do we want the grant? 2) Is the ALP up-to-date? 3) Has an advisory committee (made up of 10-12pp) been established consisting of businessmen, educators and citizens) to provide input to help update the ALP?

The information on-line is still listing URS (as our consultant) not Mead & Hunt. So this all needs to be updated and entered on-line. So the earliest we can apply for the grant is April 2018 for the funds available before the September 30, 2018 deadline. The FAA has stated that the runways need to be resurfaced, so, if we don’t get everything corrected and up-to-date before the September 30th deadline, the resurfacing will be at the cost of the county. You realize that, don’t you Charlie? **Com. Meintz:** Yes. **Com. Gromala:** We have the funds is the 2017/18 budget, under Capital Outlay, to satisfy our obligation of these monies. **Com. Schei:** Yes, we budgeted \$53,000 to \$55,000 for the next 10 years to satisfy our obligation. We cover 5% of the cost, the state covers 5% of the cost and the federal government covers 90% of the cost.

We budgeted, in a separate Capital Outlay account, \$100,000 to expand the fire crash building. This is to put all the equipment in a building, under a roof and out of the weather elements. This will free up the large hanger to have an FBO to lease to a business for monthly income. We are also looking at getting an A&P Mechanic and, possibly (or in addition to), a certified flight instructor. This is something that has been missing on our site. That’s our goal!

6. Airport 3 year Inspection Report (9/14/17)

Inspector Randy Coller – MDOT-Aero/FAA: We had a surprise inspection done to

check safety areas on each side of the runways along with any obstructions on either side of the runways. In the beginning of the summer, Brian Roucheon (inspector from Marquette) came in and raised our PATHY markers from 3 degrees to 4 degrees to help clear the trees at the end of the runway. But after all his measurements and calculations, Randy Collier showed us where there were critical obstructions and handed us a provisional license stating we had 60 days to correct the critical obstruction or lose our General Utility license (where we would lose our funding – meaning any monies are gone). The critical obstructions are the trees and shrubs in the trapezoidal areas of 3 2 4 runways. The FAA requires 20 degrees to 1 for non-precision runways. We are at 12 degrees to 1 which is way below the requirement and a violation. Jeff, can you explain this better? **Jeff:** What this means is that for every 20 ft. of runway, you need to go up a foot to create an open corridor. Basically saying the angles are not correct in the approach of the airport.

We were told to correct our critical obstruction within 60 days first, then we can work on getting our ALP updated. So, I would like to make a motion take the option of hiring Penske Trim a Tree at a fee of \$3500.00 and move it to the CB for approval. **Com. Gromala:** I'll make a motion to move it forward. **Com. Meintz:** I'll support. Passed 3/0.

Airport License Status: Com. Schei: Until our critical obstructions are corrected (within the 60 days), we are have a provisional license – we are *temporarily* no longer a General Utility licensed airport.

Public Comment – None

Commissioner Comment – Com. Cech: Asked what was remaining on the Fuel Farm plan bill. **Com. Schei:** There is 6 payments left (approx. \$6,000 plus interest). **Com. Meintz:** I would like to state the reason for submitting the letter to the state regarding not funding the airport. My intention was to have the state step in, and if the runways needed to be resurfaced, it would then fall on the state. **Com. Schei:** At the beginning of the meeting, I stated that the state did not want any part of it and would not accept any letter stating we were not going to fund the airport. **Com. Gromala:** I just want to state that we did set aside funds in the 2017/18 – as if we will get the sponsorship and be able to apply for the grant in a timely manner. **Com. Meintz:** I would just like to say, Larry, that you did a very nice job representing and going over all the issues concerning the airport. **Com. Schei:** Steve, Jeff and I went over and submitted the operational budget the best we could. We need to get the ALP and everything that needs updating completed so we can apply for the grants/funding needed for our improvements.

Next meeting date 10/17/17

Adjourn: A motion was made to adjourn by Com. Charlie Meintz and seconded by Com. Gromala. The motion was approved 3/0. Meeting adjourned at 5:35 p.m.