

TWIN COUNTY AIRPORT COMMITTEE
Tuesday, January 19, 2016
AIRPORT CONFERENCE ROOM

Meeting Minutes

1. Call to Order

County Administrator Brian Bousley called meeting to order at 4:10pm

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Commissioner Schei, Commissioner Williams and Commissioner Meintz were present. Others present were County Administrator Bousley and Airport Manager Jeff LaFleur.

4. Approval of Agenda

Commissioner William moved and Commissioner Schei seconded to approve the agenda. Motion passed

5. Approval of Previous Minutes

Meeting minutes were tabled until next meeting.

6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)

None

7. Presentations

None

8. Business

a. Election of Officers

aa. Chairman

Nominations were taken for the position of Chairman. Commissioner Williams nominated Commissioner Schei and Commissioner Meintz seconded. No other nominations were offered and the nominations were closed and Commissioner Schei was voted unanimously as the 2016 Chairman. At this point County Administrator Bousley turned the meeting over to Commissioner Schei.

bb. Secretary

Nominations were taken for the position of Secretary. Commissioner Meintz nominated Commissioner Williams and Commissioner Schei seconded. No other nominations were offered and the nominations were closed and Commissioner Williams was voted unanimously as the 2016 Secretary.

b. Approval of Meeting schedule

Commissioner Schei proposed to keep the printed meeting schedule, the committee meeting will be held at 4pm on the third Tuesday of the month except for the month of November when the meeting will be held on the 10th.

c. Explorer Solution Update

Nancy Douglas updated the committee on the dealings between the university and NMU. The two universities are working hard to provide the necessary curriculum for the flight school. Both Departments of Education in the respective states are working together for this program as well. The University is looking for the cost of the hanger rental and to review a lease agreement. Administrator Bousley is discussing the lease and fee structures with Christian Perrault from Explorer Solutions to promote dialog between the County and University. Commissioner Meintz asked if the University was still start this fall. Ms. Douglas replied that this fall would be a very ambitious timeframe, but the two states are working hard towards that goal. Commissioner Schei added if the University needs to expand the airport/county would look for additional space on the airport grounds. The University offers an accredited flight school for fixed wings at their

current location and here they would expand to rotary wing program. Ms. Douglas confirmed that the program at our airport would be an accredited rotary winged program. The University is looking at the costs for startup. Enstrom Helicopters will also meet with Ms. Douglas and Explorer Solutions to discuss options as well as support for the University program. Ms. Douglas also informed the committee that a national recognized maintenance company is interested in explore options at the airport. Commissioner Schei stated MDOT Aeronautics will be setting up as meeting to discuss the capital outlay projects and the declaration process for declaring certain areas of the airport excess to aviation for the potential development of non-aviation businesses locating to airport property. Administrator Bousley is working with Mead and Hunt on that process. Commissioner Meintz asked if the University t would be looking for a full time lease (an entire calendar year) or just a lease during the school year. Ms. Douglas replied that the University is looking for a year long lease and would even like to see a multiyear lease. Commissioner Schei added that was his understanding as well and that the airport/county needs to accommodate the needs of the University. Ms. Douglas went on to report the only concern the University has is maintenance for the aircraft. The flight school needs maintenance, but the maintenance facility does not need the flight school to operate. Ms. Douglas went on to say that she does not promise the businesses she meets with anything but just introduces the businesses to the right people, so each party can discuss and see what can be done.

d. Financial

aa. Monthly Budget Review

Commissioner Schei asked Administrator Bousley to provide a review of the monthly budget for the airport. Administrator Bousley went on to review the revenues and expense for the first quarter of the 2015-2016 Budget Year. Revenues received are at 21.39% and expenses are at 17.04% percent both below the anticipated 25% after the first quarter. Capital outlay expenses for the airport are currently at \$10,300 due to the repairs to the terminal roof (\$5,800) and the waterline repair/replacement (\$4,500). The current fund balance is \$211,639.19 which is a floating number. The fund balance at the beginning of the fiscal year was \$193,018.36. Administrator Bousley also went on to say the county is looking at including the airport in the telecommunications audit to see of savings can be obtained.

bb. Capital Projects Update

Commissioner Schei asked Administrator Bousley for an update on the capital projects. Administrator Bousley informed the Committee that Rick Hammond from MDOT Aeronautics has retired and Betsy Strudel will be his replacement. Betsy will reschedule the capital improvement meeting with Mead and Hunt and meet with the airport personnel to reviewed the capital improvement schedule. As of right now a meeting date and time has not been set.

e. Buildings and Grounds

aa. Baggage Room Renovation

Commissioner Schei complimented Jeff and Gary and doing a good job on the renovation. The renovation has made the area more energy efficient.

bb. Waterline Replacement

Mr. LaFleur explained the contractor came in and fixed the waterline. The only portion of the project that needs to be completed is the instillation of an additional water meter. This project will allow the water to be turned off to the hanger and still feed the terminal building and vice versa.

cc. Fire Hydrant by Hangers

Commissioner Schei stated Administrator Bousley and Mr. LaFleur had been in contact with the City Fire Chief regarding the installation of a fire hydrant near the hangers and Enstrom's building. Mr. LaFleur informed the committee that he spoke to the Fire Chief about fighting a fire near the hangers and that response plan would be to run about 1000 feet of hose from the current hydrant. The installation of a new hydrant would greatly improve the fire protection. Commissioner Meintz stated that this discussion has been ongoing for several years.

Commissioner Schei would like a letter drafted from the County Board addressed to the City requesting a fire hydrant be installed.

f. Airport Manager Vacancy

Administrator Bousley stated there has not been an Airport Manager for over a year and that Mr. LaFleur has no desiring in becoming the full time Airport Manager. Administrator Bousley would like some direction on how to continue to address the vacancy. Right now Mr. LaFleur is recognized the Manager a new Manger would have 60 days to pass the manger test from the state. Commissioner Meintz stated that there are too many unknowns at this point in the future operations of the airport. Commissioner Meintz also stated that Mr. LaFleur does a great job for the airport and recognizes his hard work and his desire to stay more hands on and blue collar rather than white color, but at this point cannot support hiring and airport manager due to uncertainty of how the airport is going to operate in the near future. Commissioner Williams and Schei both supported the comments from Commissioner Meintz. Commissioner Williams added a lot of projects in the works and the needs and duties of the airport manager may be different in a few months as compared to present day. Commissioner Schei also added that the airport is in need of a backup for Mr. LaFleur maybe not at the manager level but at the Lineman level but the budget is going to have to look at and additional revenue streams have to be looked at for the future to maintain staffing levels at the airport including the current leases. Commissioner Meintz posed the question of asking if Delta or Dickinson could step in to help out in an emergency if something where to happen to Mr. LaFleur. Mr. LaFleur commented that there is an agreement with an Enstrom employee that use to be a casual/emergency employee at the airport that he could be called in if anything ever happened Mr. LaFleur. Commissioner Williams state that with all the variables the committee cannot really committee to hiring an Airport Manager at this time. All commissioners agreed to wait.

g. Business Development Engagement

Commissioner Meintz wants to develop a plan and steps to entice development on the grounds at the airport. Guidelines need to be developed and implemented for business, possibly discounted lease rates or other incentives. Commissioner Williams echoed the need for guidelines and the need for the development opportunities for growth. Commissioner Schei added that he would like to see a business plan from potential FBOs and other business that would like to locate to the airport. Commissioner Meintz also commented that if the airport had enough capital it would be great to construct a few hangers for rent or lease.

h. Airport Manager Report

Mr. LaFleur commented that the fuel price are within \$.10 per gallon of other area airports. Mr. LaFleur did purchase a load of Jet and a half of load of 100LL. This is the lean time of year where it is slow for fuel sales. The deicing truck is being use occasionally as well. Commissioner Meintz comment that the fuel sales are a majority of our revenue and we have to concentrate the sale of the fuel.

9. Correspondence

None

10. Public Comment (Limited to 5 Minutes)

Richard Sexton – Menominee County Emergency Management discuss the updating the Accident Response Plan and the Emergency and Security Plan. Plans were handed out and Richard would like the plans to be reviewed internally and not publicly and any comments to be sent to him.

11. Commissioner Comment

Commissioner Schei would like to see younger people take an interest in the airport and the need to continue to promote the airport for future development.

Commissioner Williams would like to development at the airport and would like to see what can be done to entice the potential school to expand at the airport as well as other business as the airport has a lot to offer.

Commissioner Meintz agrees that the development of the airport will benefit everyone and in the future meetings the current leases have to be reviewed and possible rates for residents and nonresidents. Also promote the airport as

12. Adjourn

Motioned by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 4:57pm.

Note: Quorum of Menominee County Board of Commissioners maybe present

If you are an individual who needs a special accommodation while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).

Minutes were approved 2.16.2016