

**TWIN COUNTY AIRPORT COMMISSION
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408**

**PLANNING COMMITTEE MEETING
NOVEMBER 19, 2013
4 PM, AIRPORT CONFERENCE ROOM**

MINUTES

Present: Jason Lauzer, chair; Mary Johns and Charlie Meintz, commissioners, Valerie Mellon, city engineer, Menominee; Brian Miller, city engineer, Marinette; Tony Krysiak, airport manager.

- 1. Call to Order** – Jason Lauzer called the meeting to order at 4:03 p.m.
- 2. Pledge of Allegiance** – Recited.
- 3. Approve/Amend Agenda** – Approved on a motion from Lauzer, seconded by Johns.
- 4. Minutes of October 15, 2013 meeting** – Approved on a motion from Lauzer, seconded by Johns.
- 5. Public Comment** – Tony reminded the committee to pay attention to work with the Michigan Department of Transportation as they reviewed engineering firms' experience. Brian Miller noted the importance of weighting responses to questions during the interview process. Lauzer noted that all responses would be rated and prioritized.
- 6. Selection of consultants for interviews** – Three of the four firms (OMNI Associates, Mead & Hunt, and Prein & Newhof) were selected to participate in interviews to be scheduled for 1 p.m., 2:15 p.m. and 3:30 p.m. on Dec. 3, 2013. Commissioners will ask the same questions of all firms, with time for clarification and committee discussion provided. At this time, Corradino/TesTech will not be included in the interview process.

In reviewing the firms' qualifications, the committee looked at airport experience in Michigan, relationships with MDOT/FAA, width and depth of airport expertise, varied backgrounds of principle engineers, and expertise with airport funding mechanisms.

7. Public Comment – Krysiak urged the committee to pay special heed to references. Lauzer will conduct reference checks.

9. Schedule Next Meeting – Interviews on Dec. 3, 2013, 1- 5 p.m., with the possibility of running longer for discussion.

10. Adjourn – On a motion from Johns, seconded by Lauzer, the meeting adjourned at 5 p.m.

Respectfully submitted,

Mary Johns, Commissioner