

**MINUTES**  
**TWIN COUNTY AIRPORT COMMISSION**

**February 17, 2015**  
**AIRPORT CONFERENCE ROOM**

**1. Call to order**

Chairman Larry Schei called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

Pledge of Allegiance recited.

**3. Roll call**

**Members present:** Chairman Schei, Commissioners Ted Sauve, and Don Pazynski

**Members absent:** Commissioners Joseph Ciochetto, Charlie Meintz, and Ronald Holmes

Due lack of quorum Chairman recessed meeting at 4:09 p.m.

Commissioner Ciochetto arrived and Chairman called meeting back to order at 4:36 p.m.

Commissioner Meintz on his way.

**4. Approve/Amend agenda.**

MOTION Ciochetto/Pazynski to approve the agenda as presented.

Motion carried.

**5. Approve/amend minutes of January 20, 2015 Reorganizational meeting and January 20, 2015 Regular Session meeting.**

MOTION Sauve/Pazynski to approve the January 20, 2015 Reorganizational meeting and January 20, 2015 regular meeting minutes.

Motion carried.

**6. Public Comment – Limited to 5 Minutes on Agenda items Only**

Greg Paulson commented on Items 17 and 18C regarding Security and Buildings and Grounds as part of the Advisory Airport Security Committee. No one from the airport users and/or Aircraft Owners and Pilots Association has been contacted for this Advisory Committee at this time.

Gary Scholtz, as a member of the Planning Commission for Menominee County, regarding 1974 Airport Ordinance. Any ordinance has to go through the Planning Commission and the matter may need to be a future agenda item. He has a letter that says the ordinance was supposed to be rescinded based on the fact that they established the minimum standards as the operating procedure for the airport. The Menominee County Board needs to recognize this but Gary doesn't know that they will as no one can find the information in any of the minutes. Gary thinks this group may need to rescind that or send a letter to the Menominee County Planning Commission to rescind that 1974 Airport Ordinance or any other one that was in the process of being developed, which he believes was being done at one time.

**7. Discuss/Consider regular meeting schedule, action if any**

Chairman Schei reports the meeting schedule had been posted and there is one error that needs addressing. The Airport Commission meets the third Tuesday of every month at 4:00 p.m. Meeting dates are as follows: Jan. 20, Feb. 17, March 17, Apr. 21, May 19, June 16, July 21, August 18, Sept. 15, Oct. 20, Nov. 17 and Dec. 15 all in 2015.

Commission Meintz arrived at 4:42 p.m.

MOTION Sauve/Pazynski to accept the Twin County Airport Commission meeting schedule dates as indicated but changing the meeting time to 5:00 p.m. to accommodate the Commission members.

Motion carried.

**8. Discuss/Consider 2015 Committee Assignments, action if any**

Due to resignation of Marinette County member Ron Holmes, there are vacancies on the following Committees: Personnel, Planning and By-Laws.

Commissioner Sauve recommends to Chairman Schei that Schei be appointed to replace Holmes on the Personnel Committee.

Chairman Schei appoints himself as chairman of the Personnel Committee at this time.

MOTION Meintz/Ciochetto that Schei replace Holmes as chairman of the Personnel Committee.

Motion carried.

Membership of Planning and By-Laws Committees will be addressed at a later date.

**9. Discuss Update from Nancy Douglas, MBDC**

**A. Explorer Solutions**

Nancy Douglas, Menominee Business Development Council, reports that Explorer Solutions is a consultant group that has a reputation of being excellent in helping small airports and other aviation industries to expand and/or bring business into these airports. A grant of \$40,000.00 was received three (3) years ago to work with Twin County airport on Phase I which was to identify what might work here, what would people accept, what would be a fit? Working with both County Boards, local industry, and survey results it was determined to work toward a full service airport (flight school, maintenance facility, charter business, eventual sale of aircraft, etc.). Focus was on rotary aircraft (because of presence of Enstrom) but did not exclude fixed wing aircraft.

Phase II was to bring interested companies, academia colleges and others in to meet with the group and to see the airport. Five private sector companies and two college/universities visited the airport during that time period. Task force at that time included the Airport Commission Chairman and Nancy asks that current Chair Schei be a part of the task force. Two of five original companies are still very interested in the Twin County Airport. There is a good possibility that NWTC would work with the private company(ies) to develop training courses that would result in a degree. Enstrom is willing to work with private sector companies to outsource business to them. Phase II was paid for by each county contributing \$40,000.00 for a total cost of \$80,000.00.

Phase III is to work until we lock somebody down. The cost of \$40,000.00 for this phase was put into the airport commission budget. Explorer Solutions wants to bring in other universities to meet with interested companies and the task force in April. Nancy looking for direction from Commission that this is the direction they want her to continue. Nancy would like to see the Airport Commission meet with Explorer Solutions on the day they are here in April. Confidentiality agreements are signed with companies and universities.

**B. Airport Land Use**

Nancy provided map and indicated areas of airport that have been identified as possible sites for business or industry development. Commission needs to work with current consultant, Mead & Hunt, to begin process with Michigan

Aeronautics and FAA to have parcels declared as “excess to aviation use”. The process takes a minimum of a year or longer as FAA is involved. Both City and Township of Menominee have designated the areas for industrial development districts and can offer tax abatement to companies who may lease the properties.

**10. Discuss/Consider Commercial Property/Inland Marine/Liability/Worker’ Compensation/Commercial Auto/Storage Tank Pollution Liability Insurance Policy, action if any.**

MOTION Ciochetto/Sauve to approve \$25,854.00 payment to Twin City Insurance Agency for airport insurance policies.

Motion carried.

**11. Discuss/Consider additional advertising for Airport Manager Vacancy, action if any.**

No responses to local ads at this time. Menominee County Administrator, Brian Bousley, advertised in the Marquette Mining Journal, with an Internet search firm which is nationwide, reactivated Michigan Works, and contacted Wisconsin Works.

MOTION Sauve/Pazynski to advertise for Airport Manager position with the Green Bay Press Gazette.

Voting yes – Sauve, Pazynski

Voting no – Meintz, Ciochetto, Schei

Motion failed.

**12. Discuss/Consider appointing Jeff LaFleur as interim/Assistant Airport Manager, action if any.**

MOTION Ciochetto/Meintz to appoint Jeff LaFleur as Assistant Airport Manager.

Motion carried.

**13. Discuss/Consider appointing Jeff LaFleur as the single point of contact for the TCA and notifying Randy L. Coller, A.A.E MDOT-Airport Division of appointment, action if any**

MOTION Pazynski/Ciochetto to appoint Jeff LaFleur as the single point of contact for TCA and notify Michigan Aeronautics Association and Randy L. Coller, A.A.E.

MDOT – Airport Division of the appointment.

Motion carried.

**14. Discuss/Consider fees associated with Airport Manager exam, action if any.**

An application to take the Assistant Airport Manager exam needs to be filled out and signed by TCA Commission chairman. Mr. Coller agreed to give the test in Marquette rather than LaFleur having to drive to Lansing.

MOTION Pazynski/Sauve to authorize Jeff LaFleur to take Assistant Airport Manager exam, pay fees associated with the exam, and subsidize his total expenses, including mileage and meals.

Motion carried.

**15. Discuss/Consider January 2015 Financials, including check numbers 13194 through 13215, action if any.**

MOTION Meintz/Pazynski to approve January 2015 Financials to include check numbers 13194 through 13215 in the amount of \$10,435.31 as recommended by the Finance Committee at their February 12, 2015 meeting.

Motion carried.

**16. Discuss/Consider Fuel Sales/Fuel Purchase/Fuel Prices Adjustments, action if any.**

MOTION Sauve/Ciochetto to lower the price of 100 octane fuel from \$5.90 to \$5.55 per gallon effective February 18, 2015 and to keep the \$5.20 per gallon price of Jet fuel the same.

Motion carried.

**17. Discuss/Consider Airport Security Measures**

Chairman Schei and Menominee County Administrator Brian Bousley emailed people on Airport Advisory Security Committee list and requested a response to verify their interest in serving on the committee. Only response received was from Wayne Beyer of the Twin County Pilots Association who stated security measures of the past were more than enough. The present system is too complicated and very inconvenient for visiting pilots and passengers. Marinette Marine head of security has stated the Navy does not require any security measures from the airport as the Navy supplies their own security. Beyer suggests going back to the Unicom code for the gate code as well as the remote openers they had in the past. He also suggests TCA use the TSA guidelines as a reference. The number one security recommendation for an airport of our size is to have all aircraft in hangars, sufficient lighting, and an airport watch program. The gates and fences are way down on the list. Why not offer transient

aircraft hangar space as a money making incentive? Issues of security and failure of former Commission members to listen to airport users complaints has caused friction between the parties.

Chairman Schei has spoken to Jeff and listened to the different airport users. During the day, when airport is open, access can be gained to the terminal by using the Unicom code and entering through side door. However, the turnstiles that must be utilized after hours are not adequate for getting in and out of the airport. Schei proposes changing main gate to Unicom code just like two turnstiles, which will make the airport more accessible after hours therefore making it friendlier. We could add another security camera at the main gate.

Sauve requests the matter be referred to Buildings and Grounds Committee for their next meeting to bring a recommendation to be placed on agenda of March commission meeting for action.

## **18. Committee Reports - Discussion**

### **A. Finance**

Commissioner Pazynski reports the annual audit is under way and no problems are expected.

### **B. Personnel**

No action at this point.

### **C. Buildings & Grounds**

Sauve reports LaFleur will be coordinating purchase of fuel in future by splitting a load with another airport in order to get a good price.

LaFleur and Scholtz did good job of repairing north door by raising sill and making adjustments to prevent heat loss. Committee will be looking at cost to repair large door in near future as weather warms up.

## **19. Communications/Correspondence**

Chairman Schei reports only receiving correspondence from Mr. Beyer and Randy Coller with the Michigan Aeronautics Association.

## **20. Dialog between Manager and the TCAC**

None at this time.

**21. Dialog between airport users and the TCAC.**

Commissioner Ciochetto speaking as a user of the airport feels it is a fine start to solving the security issues by considering the use of the Unicom code and key pad. Also would like to see the use of remote gate openers brought back.

**22. Public Comment**

Greg Paulson thanks Commissioner Schei for addressing the issues of the airport users.

Everett Anderson thanks Commission for discussing the card and keypad issues.

**23. Future Agenda Items**

Chairman Schei requests parties contact him regarding items they want on the agenda. Meintz advises contacting Mead & Hunt and provide Commission with update.

**24. Schedule next meeting**

Next meeting will be Tuesday, March 17, 2015 at 5:00 p.m. at the airport.

**25. Adjourn**

MOTION Meintz/Ciochetto to adjourn at 6:24 p.m.

Motion carried.

Respectfully submitted,  
Sally R. Witak, minutes secretary