

**MINUTES**  
**AIRPORT COMMITTEE**

**September 15, 2015**  
**AIRPORT CONFERENCE ROOM**

**1. Call to order**

Chairman Larry Schei called the meeting to order at 5:00 p.m.

**2. Pledge of Allegiance**

Pledge of Allegiance recited.

**3. Roll call**

**Members present:** Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** Assistant Airport Manager LaFleur and Lineman Schultz. **Excused County Administrator** Bousley

**4. Approve/Amend agenda.**

Motion by Williams seconded by Meintz to amend the agenda to include Airport Minimum Standards and meeting time change as brought by Commissioner Schei. Motioned passed to amend agenda.

MOTION by Williams seconded by Meintz to approve the amended agenda. Motioned passed to amend agenda.

**5. Approve of Previous Minutes August 19, 2015 Regular Session Meeting.**

MOTION by Williams seconded by Meintz to approve the August 19, 2015 regular session meeting minutes. Motion passed.

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

None

**7. Presentations**

None

**8. Business**

**a. Financial**

**aa. Monthly budget review.**

A monthly breakdown of the account activities of revenue and expenditures was discussed. A 2014/2015 Budget of revenue and expenses was discussed and present

to the committee. Commissioner Schei also discussed the Delta County budget, which he received from the administration office, to compare budgets.

**b. Buildings and Grounds**

**aa. Terminal building roof**

Commissioner Schei stated the insurance company is working with a contractor to replace the roof. The insurance company will take care of procuring the contractor and work with the contractor on the price of the replacement. The work should commence by the middle of October.

**bb. Additional Hangars**

Commissioner Schei discussed the need for the construction of additional hanger or hangers at the airport. The current maintenance hangar could be occupied by the college as soon as next fall and the need for an additional hanger to house the maintenance equipment would be needed. The area between the current maintenance hangar and the terminal building could be an area for a new hanger with two sixteen foot doors to accommodate the airport's equipment. There has been a previous plan submitted to the airport's engineering firm, Mead and Hunt, to erect a new maintenance hangar at an estimated cost to the county of \$21,000 which represents a 5% match of the cost of construction. Commissioner Meintz would like to see the specifications for the hanger, see different cost estimates for the project.

Commissioner Schei stated Jeff LaFleur provide a grounds tour of the airport for him and Brian Bousley to get a better look at the infrastructure and grounds of the airport. During this tour several areas were pointed out as possible sites for additional hangars. The additional hangars could be used as revenue sources such as a distribution hub for the delivery industry, space for an FBO to lease, additional space to be utilized by transient pilots. All Commissioners agreed to further explore the construction of at least one additional hangar. Commissioner Meintz did profess the airport's maintenance and infrastructure has to first and foremost before any additional buildings can be constructed.

**cc. M-Dot Aero 5 Year Capital Plan**

Commissioner Schei stated the maintenance of the airport is under control and several capital projects have been pushed back due reorganization of the airport. One capital project is the shorting of one of the runways. This project has been looked at due to funding levels, maintenance and up keep and another factor is the height of the trees surrounding the approach of the runway. Commissioner Meintz state the airport has easements to cut the trees but the majority of the trees are on private residential property. Commissioner Meintz and Williams will receive a copy of the plan from Jeff after the meeting to review.

**c. Personnel**

**aa. Airport Manager/Lineman Positions**

The Airport Manager and Lineman job descriptions were reviewed and update language to remove commission and to add the County Administrator as the direct supervisor of the Air Port Manager. Other changes were that were mentioned included the ability of the Airport Manager to use heavy equipment. Commissioner Meintz stated the ability to operate heavy equipment should remain in the job description at present time as Jeff is in the Manger role right now and he needs to be allowed to continue to operate equipment. Commissioner Schei stated it was questioned due to refining the job description to be more of an administrative position dealing with office work, grants, accounting, invoicing, public relations and administrative skills. Commissioner Williams stated the changes in the Manger job description can be made at a later date once we advertise for the position.

**bb. Job Descriptions – Lineman, Airport Manager**

The only changes to the Lineman job description were to change commission to committee and remove Marinette County.

**cc. Airport Work Rules/Policies**

Commissioner Schei stated Administrator Bousley had made mention of the work rules being the same as the Menominee County Personnel Manual and thus the work rules could be replaced by the personnel manual.

Motion made by Commissioner Meintz and seconded by Commissioner Williams to move the proposed revamped job descriptions and Work Rules to the Personnel Committee. Motion passed.

**d. Airport Manager Report-**

Jeff LaFleur, Airport Manger, wanted to schedule the class A certification testing for the fuel farm at a cost of \$75. The committee agreed it would be important for Jeff to take the test. Fuel prices and sales were reported on, fuel prices are right in line with Dickinson and Delta County Airports. There some privately own airport that have lower fuel prices but the Twin County Airport is on par with the other county airports in the area. Another tank of Jet fuel will need to be order within the next couple of weeks as it is selling steadily while the 100LL is not selling as fast. Commissioner Schei stated the fuel prices are based on the purchase price; it is an addition \$.10 per gallon for full service. Enstrom and Freight Runners are invoiced for their fuel purchases and discounts are given for volume sales.

**e. Airport Name Change-**

Commissioner Schei state he is looking for name change considerations, Menominee County Airport would seem to be the first choice. Once the title search and the Quit Claim deed are signed FAA and MDot will be approached about the name change. Commissioner Williams moves and Commissioner Meintz seconds to have

Administrator Bousley to pursue channels to change the name of the airport. Motion passed.

#### **f. Meeting Schedule**

Commissioner Schei proposed a new time for the Airport Committee meetings to be moved from 5pm to 8am. Commissioner Meintz would have difficulty attending the meetings at that time. Commissioner Williams said any time would work for him. The commissioners agreed to begin the committee meetings at 4pm for the remainder of the year.

#### **g. Minimum Standards**

Commissioner Schei wants to the Minimum Standards to reflect the change from the commission to committee and then reviewed at a later date. Commissioner Meintz moved and seconded by Commissioner Williams to forward the Minimum Standards document to the County Board for approval with the name changes. Motion passed.

#### **9. Correspondence - None**

#### **10. Public Comment (Limited to 5 Minutes)**

Greg Paulson – Daggett Township- brought forth the issue of the dialog between to the airport committee and the pilots association. Mr. Paulson believes it should be placed as a permanent agenda item.

Wayne Beyer – Menominee Township – discussed the request from the Twin County Airport to the Pilot Association to bring forth options/ways to lessen the burden of cost to operate the airport. Mr. Beyer went on to explain he had several ideas he wanted to pass on to the County Chairman and County Administrator that the Pilot Association would be able to perform some duties around the airport to help out when short of staff. Mr. Beyer went on to state he had a verbal confrontation with Commissioner Schei in the County Administration Office and felt Commissioner Schei should resign.

#### **11. Commissioner Comment**

Commissioner Meintz stated he was very happy with moving forward with Explorer Solutions as the County Board had given the green light to continue negotiations with the interest college for a rotator wing flight school. Commissioner Meintz went on to say the interested college had tremendous growth over a ten year period in their flight school at their current location.

Commissioner Williams echoed Commissioner Meintz's comments and added that with the change in the airport governing structure, situations will occur and they may take time and adjustments to get moving in the right direction.

Commissioner Schei commented on the continued progress of Explorer Solutions and feels the school and college are a great opportunity to grow and develop the airport. Commissioner Schei also state he has received positive comments from transient pilots who have utilized the Twin County Airport.

### **13 Adjourn**

Motion made by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 6:12pm.