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**MEETING MINUTES**

**AIRPORT COMMITTEE MEETING**

11 February, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

**Commissioners Present: Robert Adrian**

**Bill Peterson**

**Marty Thomson**

**Don Gilmet**

**Others Present: Steven Smigelski, Airport Manager**

**Tammy Bates, Executive Manager**

**Mick Higgins, Assistant Airport Manager / AGS**

**Meeting called to order by Chairman Adrian at 1:00 pm.**

**PERSONS SCHEDULED TO BE HEARD:**

None

**APPROVAL ITEMS**

a) The Airport Minimum Standards have passed attorney review and all suggested edits were performed. Permission is sought to present the Minimum Standards to the Full Board for acceptance and, upon acceptance, to have an effective date of 1 March, 2021.

Motion by Commissioner Thomson and supported by Commissioner Gilmet that the below Action Item be presented to the Full Board for acceptance as submitted. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

**ACTION ITEM #1: The Committee recommends the Airport Minimum Standards be presented to the Full Board for acceptance and have an effective date of 1 March, 2021.**

## DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for December: 413 Total YTD: 413. YTD for this period in 2020 was 995.
- b. Landing Fees (9 Aircraft, Total \$430.00)(ACRA \$308.00)(HAS \$132.00)
- c. Fuel Flow Report (12505 GAL's Jet A, Total Revenue \$1000.40)
- d. 20 Jan. AM attended the Finance Committee meeting.
- e. 20 Jan. the dedication plaque and an ATM sign were installed in the new terminal.
- f. 21 Jan. AM participated in the State Aeronautics Commission Teams meeting.
- g. 21 Jan. AM participated in the first CRTC Community Council Teams meeting.
- h. 26 Jan. AM participated in the Full Board Zoom meeting.
- i. 26 Jan. AM participated in a Teams meeting with FAA, MDOT, and RS&H to prioritize CARES Act projects and equipment acquisitions.
- j. 28 Jan. AM participated in a Teams meeting with MAAE and MDOT for planning the February 2021 conference (virtual format).
- k. 29 Jan. AM participated in a Zoom meeting with RS&H and J. Rank to plan Gate Replacement project phasing.
- l. 4 Feb. AM participated in a Teams meeting with MAAE and MDOT for planning the February 2021 conference (virtual format).
- m. 9 Feb. AM participated in a Teams meeting with FAA, MDOT, and RS&H to discuss approval CARES Act projects and equipment acquisitions. Equipment has been approved, but regional has not provided commentary on the building projects yet. Next meeting is scheduled for 23 February.
- n. 10 Feb. AM participated in a rehearsal with MAAE for presentation of PFOS issue at Alpena concerning the STSWCS requirement by EGLE.

### **CURRENT PROJECTS**

- a) 3-26-0004-2216 Construct Passenger Terminal, Design. MDOT final financial grant closeout in progress.
- b) 3-26-0004-023-2218 Construct Passenger Terminal and Ramp Improvements (in closeout)
- c) 3-26-0004-024-2219 Acquire SRE, Runway Sweeper (in closeout)
- d) 3-26-0004-025-2020 Remark Airfield Markings
- d) 3-26-0004-025-2020 Security Gate Replacement (Gates 21 and 22) (Phase 1 completed 11 February 2021)

### **ADJOURNMENT: 2:15 pm**

Motion by Commissioner Peterson and supported by Commissioner Gilmet to adjourn.  
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

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Robert Adrian, Airport Chairman

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Steven Smigelski, Airport Manager

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Mick Higgins, Recording Assistant



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