FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE
MEETING MINUTES
Wednesday, November 18, 2026 – 9:00 a.m.
Howard Male Conference Room/Zoom

Commissioners Present: Todd Britton, Chair
Brenda Fournier
Travis Konarzewski, excused
John Kozlowski

Others Present: Jesse Osmer, County Administrator
Mick Higgins, Airport Manager
Nick Akins, Maintenance Superintendent

CALL TO ORDER
Chairman Todd Britton called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

APPROVE AGENDA
Moved by Commissioner Fournier and supported by Commissioner Kozlowski to approve the agenda as presented. Motion carried.

PUBLIC COMMENT
None.

AIRPORT MONTHLY UPDATE
Airport Manager Mick Higgins presented the monthly airport update:

- Enplanement numbers are up and on track to beat last year's numbers. Two flights were cancelled due to the FAA issue this week.
- SkyWest fuel sales are still up. A minimum uplift price increase was recently enforced. If airport employees go out to an airplane and they don't take any fuel, they are still charged. The increased rate went from $70 to $105. Retail fuel sales were almost double, but low lead sales were down a bit.
- The backup plow and the Oshkosh blower are being repaired, and they hope to have the blower back next week. As of this week the airport is fully staffed to keep up with snow removal.
- A meeting was held with the County Administrator, County Treasurer and RS&H concerning the Airport Capital Improvement Projects. Projects were presented to the FAA for the next 5 years in which the FAA will let them know as far as improvement projects for the airport, which projects can be done, and which are exempt. Once approved this will come back to the committee for review.
- Interviews were conducted to fill the remaining two positions. The individuals that were selected started yesterday. There is now a roster of 6 people on the airfield which will be adequate personnel to complete all projects needed to sustain the airport.
- November 9th an MB training representative was here for snowplow training.

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- November 10th RS&H did the physical inspection on the t-hangar site. The foundation work is completed on building 1 and foundation work has started on building 2.
- There is no project number yet for the new snowblower or rotary plow. There is still discussion about what equipment they will receive.
- All paperwork has been submitted and is in process with the FAA for the airport layout plan and is awaiting approval.

CURRENT PROJECT UPDATES
Maintenance Superintendent Nick Akins gave the monthly maintenance update:

- Most of the trees that needed to come down at the fairgrounds have been removed. The City of Alpena will help remove the remaining trees with their bucket trucks. The trees might be used as poles to provide lighting for the Animal Control building.
- Preparing for winter and getting tubs by doors and salt relocated. The salt dawg that is used to salt all the parking lots is currently down. He is waiting on pricing and a brand new one will cost approximately $6,200.
- November 30th to December 4th the Register of Deeds Office will be painted.
- Storage at the fairgrounds is not completely full but they are expecting a few more after hunting season is over.

WINTER STORAGE IN MERCHANT'S BUILDING
County Administrator Jesse Osmer reported in the past there had been discussion on utilizing a portion of the Merchant's Building for climate-controlled storage. The temporary wall that was utilized during the ice storm is still there and could be used for separation. From 2023 through today the merchant's building has only been rented 19 times for a total of $6,365. There would be 8 to 12 spaces available charged at roughly $250 a month. Maintenance Superintendent Akins discussed the issue of putting the wall up and down but if they were built in panels, it would be easier to maneuver. When people come to get their items in the spring they can ask if individuals would have any interest in climate-controlled storage. Discussion was made on reevaluating rates as many surrounding storage companies are charging by the month rather than a one-time fee.

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve moving forward with the process of winter storage in the Merchant's Building as presented. Motion carried.

MDOT BUILDING FUND
Administrator Osmer reported the MDOT building is one of the few buildings that does not have its own fund to address any types of repairs and maintenance it may need. Currently the rental fee is $3,750 a month, in which the first year $750 could be allocated off to the side for use when needed then dropping down to $500 a month thereafter. His recommendation is for himself and the Treasurer work to allocate funds for 2027 to act as seed money, and beginning in 2028, set aside the $750 each month.

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to recommend approval of creating an MDOT Building Maintenance Fund as presented. Motion carried.

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ACTION ITEM #1: The Committee recommends approval to create an MDOT Building Maintenance Fund, allowing the Administrator and Treasurer to allocate funds to act as seed money for FY27 and beginning in FY28 to allocate $750 of the monthly lease payments to the fund each month, as presented.

STORAGE SPACE FOR FILING

Administrator Osmer reported there are multiple rooms that are used for storage space for files and discussed scanning in those documents that we are legally required to keep versus what we can get rid of. One option was to hire a couple of people for a temporary position to come in and scan, but after discussion with the Treasurer and Clerk it would be best to bring in current staff that know the files and what needs to be kept and what files they can get rid of to work with IT to make sure the files are put into a secure spot. A two-week project with a stipend of $500 for completion of 20 hours would be paid.

Moved by Commissioner Fournier and supported by Commissioner Kozlowski to recommend approval of the Storage Filing Project as presented. Motion carried.

ACTION ITEM #2: The Committee recommends approval of a 10-day, 20-hour program in FY2027 offering select employees the opportunity to assist with the process of scanning and saving files, discarding others, and retaining those that the County is legally bound to keep for a one-time stipend in the amount of $500 as presented.

NORTHERN LIGHTS ARENA MONTHLY REPORT

Chair Britton presented Northern Lights Arena monthly reports to receive and file. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to receive and file the Northern Lights Arena monthly report as presented. Motion carried.

RECYCLING REPORTS

Chair Britton presented the monthly recycling reports to receive and file. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to receive and file the recycling reports as presented. Motion carried.

FAIR BOARD REPORT

Chair Britton presented the quarterly Fair Board financial report to receive and file. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to receive and file the Fair Board financial report as presented.

FAIRGROUND MANAGER REPORTS

Chair Britton presented the Fairground Manager monthly reports to receive and file. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to receive and file the Fairground Manager monthly reports as presented. Discussion was made if the truck at the Optimist playground has been repaired and Superintendent Akins reported it has not. Administrator Osmer will reach out to the Optimist Club President. Motion carried.

***Next Meeting: Wednesday, December 16, 2026, at 9:00 a.m. in the Howard Male Conference Room/Zoom Room**

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ADJOURNMENT
Moved by Commissioner Fournier to adjourn the meeting with support from Commissioner Kozlowski. The meeting adjourned at 9:42 a.m.

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Todd Britton, Chair

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