
MEETING MINUTES

AIRPORT COMMITTEE MEETING

9 December, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

Commissioners Present: Robert Adrian
Don Gilmet
Marty Thompson
Bill Peterson

Others Present: Steven Smigelski, Airport Manager
Mick Higgins, Assistant Airport Manager
Mary Catherine Hannah, County Administrator
Brenda Fournier, Commissioner
TSgt Max McCorvie CRTC/OPS
Maj. Anthony Hylko CRTC/CE

Meeting Called to Order by Chairman Adrian: 11:00 AM

APPROVAL ITEMS:

INFORMATION ITEM: Invoice 1112-13 (\$359.70, PFC Application 4) has been received from Primary Airport Services. Permission is requested to transfer \$359.70 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice

Motion by Commissioner Peterson and supported by Commissioner Gilmet to approve the below action item
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson, Commissioner Fournier and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM #1: The Committee recommends the transfer of \$359.70 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1112-13.

INFORMATION ITEM: Invoice 1102-24 (\$179.85, PFC Quarterly Report) has been received from Primary Airport Services. Permission is requested to transfer \$179.85 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Gilmet and supported by Commissioner Thomson to approve the below action item.
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson, Commissioner Fournier and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM #2: The Committee recommends the transfer of \$179.85 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1102-24.

INFORMATION ITEM: A proposal has been received from the Commemorative Air Force to bring some WW2 era aircraft to Alpena 4-8 August 2022. The proposal requires the signature of the Chairman of the Board.

Motion by Commissioner Thomson and supported by Commissioner Peterson to approve the below action item.
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson, Commissioner Fournier and Commissioner Gilmet. NAYS: None, Motion passed.

ACTION ITEM #3: The Committee recommends the proposal from the Commemorative Air Force be presented to the Chairman of the Board for his signature.

INFORMATION ITEM: The lease is ending for Cross Roads Auto LLC, and requires a one-year extension (this lease is extended year by year). The lease extension requires the signature of the Chairman of the Board.

Motion by Commissioner Gilmet and Supported by Commissioner Peterson to approve the below action item.
AYES: Commissioner Adrian, Commissioner Fournier, Commissioner Gilmet and Commissioner Thompson.
NAYS: None. Motion Passed

ACTION ITEM #4: The Committee recommends the annual lease extension for Cross Roads Auto be presented to the Chairman of the Board for his signature.

DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for November: 1,304 Total YTD: 10,790. YTD for this period in 2020 was 5,943.
- b. Air Traffic Control Tower monthly operations summary (see PowerPoint). Tower will be closed 13 December – 7 February, 2022.
- c. Landing Fees (29 @ \$1855.00) (ARCA \$1319.50)(HAS \$565.50)
- d. Fuel Flow Report (25152 GL Jet A) ARCA Received \$2328.46
- e. 12 Nov. the logs that had been placed on Airport property have been removed.
- f. 15 Nov. AM participated in a conference call regarding the counter claim by a former tenant.
- g. 16 Nov. AM participated in a Zoom planning session with MAAE and MDOT for the February conference.
- h. 16 Nov. AM participated in a Zoom meeting with MDOT as a member of the Airports PFAS working group.
- i. 17 Nov. AM participated in a snow crew meeting hosted by CRTC Civil Engineering.
- j. 19 Nov. AM attended a meeting with the CRTC concerning operational procedures while the tower is closed.
- k. 22 Nov. a reduced heat condition was reported in the passenger terminal. A firmware upgrade was done by Weinkauff Plumbing and heating to both rooftop units and the system is operating normally.
- l. 23 Nov. AM participated in a Zoom meeting with CRTC and RS&H concerning runway repairs.

- m. 23 Nov. 3rd QTR reimbursement was submitted to MDOT (\$331,521.26).
- n. 30 Nov. AM attended the Full Board meeting.
- o. 2 Dec. AM attended the scheduled Department Head meeting.
- p. 2 Dec. AM participated in the quarterly CRTC Council meeting via Teams.
- q. 3 Dec. AM participated in a Zoom meeting with RS&H concerning runway repairs and military participation.
- r. 6 Dec. AAM participated in a Zoom meeting concerning the counter claim by a former tenant. Next meeting with the judge is 20 Dec.
- s. 7 Dec. AM participated in a Zoom meeting with FAA and RS&H concerning CARES projects.
- t. Alpena Chamber of Commerce has requested the Airport host a luncheon event Thursday, August 11, 2022 from 11:00-1:00. Everything is supplied, and there would be 60-70 guests.
- u. Present fee's list for Alpena County FBO services.

CURRENT PROJECTS

- a) 3-26-0004-025-2020 Remark Airfield Markings (in close out process).
- b) 3-26-0004-025-2020 Security Gate Replacement (Gates 21 and 22) in progress.
- c) 3-26-0004-026-2020 Construct T Hangars (pending FAA approval).

PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Major Hylko, Alpena CE/CRTC requested to be involved with further discussions between the Airport, FAA and RS&H concerning repairs and conditions with the main runway 1/19.



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ADJOURNMENT: 1:28 PM

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



Robert Adrian, Airport Chairman



Steven Smigelski, Airport Manager



Mick Higgins, Recording Assistant