

MEETING MINUTES

AIRPORT COMMITTEE MEETING

14 January, 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
Msgt, Perrin, Alpena CRTC / CE
Brad Shriner, Great Lakes Air
Lillian Shriner, Great Lakes Air

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

PERSONS SCHEDULED TO BE HEARD:

MSgt Andrew Perrin CRTC / CE IEALS update on current activities concerning Alpena CRTC in conjunction with ACRA. The Entrim lighting system testing is scheduled to continue in February. There is a heavy lift exercise scheduled for March 1st through the 5th. ACRA will be getting updates as dates are confirmed.

Motion by Commissioner Thomson and supported by Commissioner Peterson to continue support of the IEALS system. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

APPROVAL ITEMS:

- a) Permission is sought from Finance Committee to carry over the funding from 2020 into 2021 in Line 295-536-801.003 (Short Term Storm Water Characterization Study), in the amount of \$21,057.50.

Motion by Commissioner Thomson and supported by Commissioner Gilmet to request that the Finance Committee carry over funding from FY2020 to FY2021 the funds for Line 295-536-801.003 (Short Term Storm Water Characterization Study in the amount of \$21,057.50. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

- b) With the initial CARES Reimbursement received, permission is sought to request the Finance Committee repay Line 295-536-625 PFC Equity Fund in the amount of \$63,500.

Motion by Commissioner Thomson and supported by Commissioner Peterson To request that the Finance Committee return \$63,000.00 to the PFC Equity Fund. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

- f) The final payments have been received from Team Elmer's, Pay Application 20, Change Order 13, and RS&H in the total amount of \$241,408.05. There is \$152,438.00 remaining in the Terminal Construction fund, leaving a balance of \$90,970.05 (there will be an estimated \$549,069.18 reimbursed to the County at grant closeout). Permission is sought to present the final billings to the Finance Committee for payment.

Motion by Commissioner Peterson and supported by Commissioner Thomson to recommend the final payment be made. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

- c) Invoice 1102-19 (\$362.85, PFC Quarterly Reports) has been received from Primary Airport Services. Permission is requested to transfer \$362.85 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 transfer \$362.85 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

ACTION ITEM #1: The Committee recommends the transfer of \$362.85 from Line 295-536-625 PFC Equity Fund to

295-536-805 Consulting Services to pay this invoice.

- d) Invoice 1102-19 (\$1,438.80, PFC Application 04) has been received from Primary Airport Services. Permission is requested to transfer \$1,438.80 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Thomson and supported by Commissioner Peterson to transfer \$1,438.80 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

ACTION ITEM #2: The Committee recommends the transfer of \$1,438.80 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

- e) Invoice 1112-10 (\$959.20, PFC Application 04) has been received from Primary Airport Services. Permission is requested to transfer \$959.20 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 transfer \$959.20 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed

ACTION ITEM #3: The Committee recommends the transfer of \$959.20 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

4) DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for December: 484 Total YTD: 6,427. YTD for this period in 2019 was 12,391.
- b. Air Traffic Control Tower monthly operations summary (December Landings = 174)
- c. Landing Fees (\$530.00 from 10 aircraft)
- d. Fuel Flow Report (12520 GL, \$1001.60)
- e. 10 Dec. AM participated in a Zoom meeting with MAAE and MDOT for planning the February 2021 conference (virtual format).
- f. 11 Dec. AM filed the Storm Water Pollution Prevention Plan annual report with MIWATERS/EGLE.
- g. 14 Dec. AM participated in an interview with WBKB.
- h. 16 Dec. AM attended the Finance Committee meeting.
- i. 16 Dec. AM was contacted by Vicki Jenson who represents Airport Improvement Magazine, a nationwide publication. The new terminal building will be featured in either the March or April edition.
<https://airportimprovement.com/>
- j. 18 Dec. first CARES Act reimbursement received by the County.
- k. 18 Dec. FAA approves construction of the new Sheriff's Office antenna mast.
- l. 21 Dec. AM participated with RS&H to detail the terminal construction closeout grant and the costs associated with the closeout.
- m. 29 Dec. AM, along with a deputy from ACSO, went to the terminal to talk to an individual who had spent the night in the terminal. Indications are the individual had been the victim of a confidence scheme. Arrangements were made for transportation to a local hotel, further details are unknown.
- n. 4 Jan. 2021 AM attended the County Organizational meeting.
- o. 7 Jan. AM participated in a pre-construction meeting with RS&H and J. Rank for the replacement of Gates 21 and 22.
- p. 7 Jan. AM participated in a meeting with Commissioner Thomson concerning airport improvement projects that will be funded through the CARES Act.
- q. 7 Jan. AM contacted by 34th Combat Training Squadron (Little Rock, Arkansas) about placing A4 Skyhawk's on the civil ramp to support an exercise being hosted by CRTC in May 2021.
- r. 11 Jan. AM participated in a Teams meeting with FAA, MDOT, and RS&H to outline future projects that will be funded by CARES.
- s. Engineering contract has to be re-advertised and new Request for Qualifications (RFQ) collected.



Alpena County Regional Airport

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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
- c) 3-26-0004-024-2219 Acquire SRE, Runway Sweeper
- d) 3-26-0004-025-2020 Remark Airfield Markings
- e) 3-26-0004-025-2020 Security Gate Replacement (Gates 21 and 22)

PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Brad and Lillian Shriner of Great Lakes Air commented as to how they would be able to be kept informed of the upcoming changes to ACRA.

ADJOURNMENT: 2:25 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

Robert Adrian, Airport Chairman

Steven Smigelski, Airport Manager

Mick Higgins, Recording Assistant