

AIRPORT COMMITTEE  
 DRAFT - MEETING MINUTES  
 Thursday, July 11, 2024 – 8:00 a.m.  
 Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, (Chair)  
 Bill Peterson  
 Bill LaHaie

Others Present: Jesse Osmer, County Administrator  
 Steve Smigelski, Airport Manager  
 Mick Higgins, Airport Operations Supervisor  
 Kim MacArthur, Board Assistant

**CALL TO ORDER**

Chair Travis Konarzewski called the meeting to order at 8:00 a.m.

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

INFORMATION ITEM: Recommendation was made for future meetings to be held at the airport.

INFORMATION ITEM: The RS&H invoices in question from the Finance meeting now have the proper line item numbers to pay.

INFORMATION ITEM: Airport Manager Steve Smigelski presented June’s Airport Operations Summary:

**AIRPORT OPERATIONS SUMMARY**

**1- 30 June 2024**

**Approval Items:**

- 1) Permission to approach Oscoda and Rogers City Airports about the donation of Runway Plow 1

**ENPLANMENT TOTALS**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>2020</b>	995	912	477	63	99	146	549	778	668	692	564	484	<b>6427</b>
<b>2021</b>	413	502	741	650	983	1049	1598	1531	1081	1208	1034	1002	<b>11792</b>
<b>2022</b>	694	723	1005	902	973	1062	1676	1621	1043	972	1021	706	<b>12398</b>
<b>2023</b>	708	633	873	648	165	0	0	482	1099	971	906	762	<b>7247</b>
<b>2024</b>	<b>579</b>	<b>611</b>	<b>818</b>	<b>775</b>	<b>779</b>	<b>973</b>							<b>4525</b>

### FUEL SALES

2024	Dec	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	GALLONS	YTD REVENUE
SKYWEST CONTRACT	9159	9938	15494	15524	9938	19,673	14,857							110,804	\$66,320.78
RETAIL JET A	377	2102	776	467	1372	1364	1821							7,579	\$9,659.97
RETAIL 100LL	35	393	289	467	1090	1383.5	989.5							4,665	\$7,577.43
EXEMPT JET A	0	0	0	0	0	0	0							0	
EXEMPT 100LL	0	0	0	0	0	0	0							0	
DIESEL	8	55	60	0	0	0	0							123	\$123
GASOLINE	25	20	30	12	0	0	0							87	\$87.00

### AIRPORT EQUIPMENT STATUS

YEAR	MAKE / MODEL	IN SERVICE	NOTES
1978	Autocar Sand Spreading Truck	Y	Will be retired and auctioned (not purchased with AIP funds) when new plows are delivered
1998	Chevrolet Pickup w/ Tapley friction tester with salt spreader (parking lots only)	Y	
1999	John Deere TC44H Loader w/ bucket and snow box	Y	
2001	New Holland Tractor TL90 with salt spreader (parking lots only)	Y	
2002	OshKosh Plow Truck HB2723 (Plow 1)	Y	Bid Received replacement in 2024
2005	Volvo Loader L110E	Y	
2005	Wausau Sno Go blower attachment	Y	
2006	OshKosh Plow Truck P2552 w/ Epoke 3500 Sirius 2T sand and chemical spreader (Plow 2)	Y	Bid received replacement in 2024.
2008	OshKosh Snow Blower H2818B	Y	Replacement in 2024
2008	Trackless MT5T Multi Use Tractor w/ snow blower, mower deck, and 6" snow blade SN MT5-3580	Y	
2011	Ford Pick Up w/ Vericom friction tester	Y	
2020	M&B Runway Sweeper RWY-01183	Y	

## ACTIVITY LOG

- 4 June. AM updated the TVP roster for daily background checks required by DHS/TSA
- 4 June AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 5 June. AM attended the Pre-paving meeting hosted by RS&H with CRTC, Pyramid Paving and M&M contracting
- 5 June AM participated in the CRTC TDZ PHASE 2 construction meeting
- 5 June Request for Qualifications posted for Airport Layout Plan update
- 6 June TACAN out of service for antenna replacement by FAA tech Ops
- 10 June AM participated in quarterly Teams meeting with TSA Federal Security Director
- 11 June Water testing accomplished in MDOT Building and Passenger terminal as directed by GSA for leased spaces
- 11 June AM participated in the Ways and Means committee meeting
- 11 June AM participate in the MAAE Quarterly board of Directors meeting via Zoom
- 11 June AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 12 June AM participated in the CRTC TDZ PHASE 2 construction meeting
- 13 June AM participated in the Mandatory Department head meeting
- 14 June 248<sup>th</sup> birthday of the United States Army observed
- 17 June AM attended the Courts and Public Safety meeting via Zoom
- 18 June AM Participated in the MDOT MAAE Fall conference planning meeting via zoom
- 18 June AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 18 June AM participated in the quarterly Aviation Coalition meeting hosted by MDOT aeronautics
- 19 June AM participated in the CRTC TDZ PHASE 2 construction meeting
- 20 June AM attended the Budget Workshop
- 21 June AM participated in a meeting with the County Administrator
- 24 June TSA inspectors onsite to conduct an audit of airport security procedures, no deficiencies noted
- 25 June AM participated in a planning conference with CRTC and Civil Air Patrol for their encampment at Alpena 30 June to 5 July
- 25 June AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 25 June AM attended the Full Board meeting
- 26 June AM participated in the MAAE sponsored General Aviation virtual roundtable
- 26 June AM participated in the CRTC TDZ PHASE 2 construction meeting
- 26 June AM conducted the required annual mass casualty drill, this year being a tabletop exercise.
- 27 June Airport hosted a blood drive that was coordinated by SGT. Prince of the CRTC, 26 donations were collected



28 June AM participated in a Zoom meeting with Cochrane Clearview, a fencing company that manufactures high security fencing

28 June AM participated in a Zoom meeting with FAA and MDOT concerning open grants at Alpena

### **CURRENT PROJECTS**

- a) 3-26-0004-025-2020 Remark Airfield Markings (in close out process).
- b) 3-26-0004-025-2020 Security Gate Replacement (in close out process).
- c) 3-26-0004-026-2020 Design / Construct T Hangars, design in FY 2024, construct in FY 2025.
- d) 3-26-0004-027-2023 Rehabilitate RWY 1/19, Shoulders, and Lighting (in closeout process)
- e) No Project Number Yet, Acquire SRE (2 runway plows and a rotary plow)

INFORMATION ITEM: County Administrator Jesse Osmer reported the Jet A Sales line item 295-595-642.001 for fuel is projected to bring in \$107,500. Looking at the report, to date, it appears only \$9,500 was brought in and \$41,500 was spent. The previous Airport Manager was managing the funds differently for purchasing fuel and rather than being put into the line item the money was held and used as a rotating fund. Steve is working with the County Administrator and Treasurer to get the funds transferred into the line item. Administrator Osmer will send an updated report once complete.

INFORMATION ITEM: Commissioner Peterson inquired about the tree cutting around the property line at the airport. The company doing the cutting left due to the construction on the south end but will be back within the next couple of weeks. Discussion was made to have the four remaining airport lots cleared once they come back. The item will be added to the Full Board meeting in July for further discussion.

INFORMATION ITEM: Steve reported there was a Request for Qualifications posted for the Airport Layout Plan Update and the only RFQ received was from RS&H which is the current engineering and consulting firm for the airport.

INFORMATION ITEM: Discussion was made on the John Deere mower. Administrator Osmer will speak with Maintenance Superintendent Wes Wilder on the mower their department had replaced. Chair Konarzewski may also have a John Deere mower.

INFORMATION ITEM: Discussion was made on the Alpena Ground Service contract regarding employees, maintenance schedules, and snow and ice removal.

INFORMATION ITEM: Discussion was made on lighting around the airport. Mick reported Alpena Ground Services takes care of the interior lights, and ground maintenance. Anything at MDOT, or any major overhaul is handled by the Maintenance Department.

INFORMATION ITEM: Steve reported the airport has a LineLazer that is fully functional that Maintenance is more than welcome to borrow for painting lines instead of hiring a contractor.

**\*Next Meeting: Thursday, August 15, 2024, at 9:00 a.m. at the Alpena County Regional Airport**

ADJOURNMENT

The meeting adjourned at 9:17 a.m.

A handwritten signature in blue ink, appearing to read "Travis Konarzewski", written over a horizontal line.

Travis Konarzewski, Chair

kvm