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## **MEETING MINUTES**

### **AIRPORT COMMITTEE MEETING**

9 September, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

**Commissioners Present:** Robert Adrian  
Bill Peterson  
Marty Thomson

**Others Present:** Steven Smigelski, Airport Manager  
Mick Higgins, Assistant Airport Manager  
Lillian Shriner, Great Lakes Air  
Rae Guzman

**Meeting Called to Order by Chairman Adrian: 1:02 PM**

**INFORMATION ITEM:** The FAA is now requiring the installation of overfill protection equipment on all fuel farms and fuel trucks under NFPA 407. A quote from Northern Pump Service (our repair and inspection contractor) has been received in the amount of \$14,437.00 to order and install the equipment. Permission was requested to present this to the Finance Committee for the best funding method, then seek reimbursement through CARES.

Motion by Commissioner Peterson and Supported by Commissioner Thomson to present to Finance Committee to acquire funding which will be reimbursed through the Cares Act. AYES Commissioner Adrian, Commissioner Peterson and Commissioner Thomson. NEYS: None Motion passed.

## Discussion Items

- a. Enplanements SkyWest monthly total for August: 1,531 Total YTD: 7,467. YTD for this period in 2020 was 4,019.
- b. Air Traffic Control Tower monthly operations summary (1346 Ldgs.) Tower will be closed 15 Nov.-24 Dec 2021.
- c. Landing Fees (32 Landings Total. \$1900 (ACRA \$1491, HAS \$639)
- d. Fuel Flow Report( 24821 GL Jet A (ACRA \$1985.68)
- e. 16 August Mr. Burger of AGS reported the exterior door of the ATM machine had not been secured. The credit union was informed and the door secured the next day. The cash box was secured by its own lock.
- f. 17 August AM participated in Teams meeting with MDOT Aeronautics and the MAAE to discuss AFFF collection around the State and issues with the new foam testing carts.
- g. 19 August Annual Certification inspection by the FAA began with an onsite inspection. A digital records inspection will be conducted 7-10 Sept.
- h. 19 August AM contacted Paul Rose to survey the parcels the recycling center would like to lease.
- i. 24-25 August Mr. Higgins attended the Michigan Aviation Professionals Training Course sponsored by the MAAE.
- j. 27 August AM contacted by the Yankee Air Museum concerning the possibility of bringing some WW2 aircraft to Alpena.
- k. 27 August AM notified by TSA that one TSO tested positive for COVID19. Four other TSO's were quarantined. AGS sanitized the check point and the GSA leased area.
- l. 30 August AM met with Christina Cole and Kayliegh Tarbet concerning the artwork for Phase 2 of the SkyWest sponsored digital ad campaign.
- m. 31 August AM, RS&H, and FAA had a Zoom update on the CARES projects progress.
- n. 31 August sent final 10% payment to M&B for the runway sweeper of \$39,705.40. This amount will be reimbursed by MDOT.
- o. 31 August AM, Dave Joye (RS&) and the FAA ADO conducted a Zoom meeting to discuss repairs to RWY1/19.
- p. 31 August AM participated in a Zoom meeting with the MAAE and MDOT to conduct final planning for the Fall Conference to be conducted 13-17 September at Crystal Mountain.
- q. 31 August AM attended the Full Board meeting.
- r. 2 Sept. AM and AAM uploaded all documentation for EDOC inspection by FAA.
- s. 7 Sept. Randy Bricker and Jeff Mallory were onsite for development planning for the old passenger terminal.
- t. Discussion: Airport construction fund.



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## 5) CURRENT PROJECTS

- a) 3-26-0004-025-2020 Remark Airfield Markings (work completed)
- b) 3-26-0004-025-2020 Security Gate Replacement (Gates 21 and 22) in progress.
- c) 3-26-0004-026-2020 Acquire SRE and utility equipment in progress
- d) 3-26-0004-026-2020 Construct Taxiways, Hangars, and Corporate Hangar (other building projects pending FAA approval)

### PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

- Lillian Shriner (Great Lakes Air) asked why the tower will be closed for 6 weeks. Airport Manager, Mr. Smigelski notified her that the tower will be undergoing an interior rehabilitation project.
- Lillian Shriner (Great Lakes Air) Questioned why the old terminal (Bldg. #1617) is being considered for lease, when her company had shown interest in leasing the property.
- Lillian Shriner (Great Lakes Air) discussed having an extra light switch installed in their building to control the ramp lights for night arrivals.

### ADJOURNMENT: 2:24 pm

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

A blue ink signature of Steven Smigelski, the Airport Manager.

Robert Adrian, Airport Chairman

Steven Smigelski, Airport Manager

A blue ink signature of Mick Higgins, the Recording Assistant.

Mick Higgins, Recording Assistant