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**MEETING MINUTES**

**AIRPORT COMMITTEE MEETING**

11 March, 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**  
**Dave Joye , (RS&H)**  
**Jerry Broad, EAA Chapter 1021**  
**Mike Holdwick, C&S Engineering**  
**Nick Makhlof, C&S Engineering**  
**Brad Shriner, Great Lakes Aviation**  
**Lt. Col. David Lasagna, Alpena CRTC**  
**Maj. Anthony Hylko, Alpena CRTC**  
**Msgt. Andrew Perrin, Alpena CRTC / CE**  
**Max Melonic, Alpena CRTC**  
**Budd D., Alpena CRTC**

**APPROVAL ITEMS**

a) The new runway sweeper has proven reliable. Two sweepers places the Airport above the FAA SRE equipment allocation. A recommendation is made to donate the old sweeper to Oscoda-Wurtsmith General Aviation Airport, on 1 June 2021.

Motion by Commissioner Gilmet and supported by Commissioner Peterson that the below Action Item be presented to the Full Board for acceptance as submitted. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

**ACTION ITEM #1: The Committee recommends the old runway sweeper be donated to the Oscoda-Wurtsmith Airport with an effective date of 1 June, 2021.**

b) The Airport request permission to purchase a floor scrubbing machine for the

new terminal from Global Industrial. The Machine cost is \$3,399.00 + \$132.95 for scrubber head.

Motion by Commissioner Thomson and supported by Commissioner Gilmet that the above request be presented to the Finance Committee for approval. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None. Motion passed.

- c) As projects progress and more contractors become involved, there will be a need for additional authorization for the disbursement of funds. A recommendation has been made that at least three airport committee members be authorized to complete this function.

Motion by Commissioner Peterson and supported by Commissioner Adrian that the below action item be presented to the Full Board for approval as submitted. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None. Motion passed.

**ACTION ITEM #2: The Committee recommends that the Airport Committee meets twice a month and be authorized to sign bills for the disbursement of project funds.**

#### 4) DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for February: 502 Total YTD: 915. YTD for this period in 2020 was 1,907.
- b. Landing Fees (7 Aircraft Totaling \$415.00 (ACRA \$290.50, HAS \$124.50)
- c. Fuel Flow Report (25028 GAL, ACRA \$2002.24)
- d. 6 Feb. AM participated in the MAAE board of director's legislative meeting.
- e. 17-18 Feb. AM participated in the MAAE virtual conference and gave a presentation on Short Term Storm Water Characteristics Study as was required by EGLE. Other airports are getting these requirements as well.
- f. 17 Feb. County maintenance began demolition of the old TSA checkpoint walls.
- g. 18 Feb. As directed by the FAA the engineering consultancy was advertised including the new projects made possible by CARES. The Request for Qualifications ends 19 March, 2021.



- h. 19 Feb. Second CARES reimbursement submitted to MDOT, there were some changes in the submission process that caused immediate rejection.
- i. 19 Feb. Met with Capt. Alexander Hutchinson AMC to discuss the MOBILITY GUARDIAN exercise 15-26 May, 2021.
- j. 23 Feb. AM updated the County account in the Federal System for Award Management. This is required annually to do business with the federal government.
- k. 23 Feb. AM received permission from FAA to begin process for equipment purchases under the CARES grant.
- l. 24 Feb. demolition completed by County Maintenance.
- m. 1 Mar. Airport Minimum Standards take effect.
- n. 3 Mar. after 4 edits the second CARES reimbursement was accepted by MDOT, \$157,661.37.
- o. 4 Mar. AM participated in the quarterly security meeting hosted by Judge LaCross.
- p. 5 Mar. AM advised Oscoda AM on how to proceed with STSWCS required by EGLE. They have the same conditions as Alpena, in that the military has accepted monitoring and clean up responsibility.
- q. Discussion: Review contents of new airport terminal and move some items from the old terminal to the new terminal. No County equipment was transferred into the new terminal. Delta Airlines and TSA transferred, substantially, all their equipment.
- r. Request permission to purchase a floor scrubbing machine for the new terminal. \$3,399.00 + \$132.95 for scrubber head.

## **CURRENT PROJECTS**

- a. 3-26-0004-2216 Construct Passenger Terminal, Design. MDOT final financial grant closed out.
- b. 3-26-0004-023-2218 Construct Passenger Terminal and Ramp Improvements (in closeout)
- c. 3-26-0004-024-2219 Acquire SRE, Runway Sweeper (in closeout)
- d. 3-26-0004-025-2020 Remark Airfield Markings
- e. 3-26-0004-025-2020 Security Gate Replacement (Gates 21 and 22) in progress.
- f. 3-26-0004-026-2020 Acquire SRE and utility equipment in progress



Alpena County Regional Airport

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www.alpenairport.com

- g. 3-26-0004-026-2020 Construct Taxiways, Hangars, and Corporate Hangar (other building projects pending FAA approval), awaiting selection of engineering consultant

**PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD / PUBLIC COMMENT:**

- Commissioner Adrian recommended that as the projects increase on the airfield, the committee meet bi-monthly. This is to ensure there will be adequate oversight.
- Brad Shriner of Great Lakes Air, informed the committee that there business is growing and may be looking for more office space.
- Msgt Perrin Thanked the Airport, and Airport Committee for allowing the CRTC to use the airfield for testing a new mobile lighting system.
- Gerald Broad informed the committee of the EAA Chapter 1021 Fly-in breakfast on the 26<sup>th</sup> of June.
- Max Melonic (CRTC) informed the committee that there will be an abundance of military activity starting in April through October, with schedules to come.

**ADJOURNMENT: 1:56 pm**

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

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Robert Adrian, Airport Chairman

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Steven Smigelski, Airport Manager

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Mick Higgins, Recording Assistant