

AIRPORT ADHOC COMMITTEE
MEETING MINUTES
Thursday, September 12, 2024 – 9:00 a.m.
Alpena County Regional Airport

Commissioners Present: Bill Peterson, Chair
Bill LaHaie
Burt Francisco

Others Present: Steve Smigelski, Airport Manager

CALL TO ORDER

ADOPT AGENDA

INFORMATION ITEM: Airport Manager Steve Smigelski presented the Airport Operations Summary:

AIRPORT OPERATIONS SUMMARY
1 August – 12 September 2024

Approval Items:

1) Accept RS&H Professional Services Agreement for ALP Update

ENPLANMENT TOTALS

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-------------|------------|------------|------------|------------|------------|------------|-------------|-------------|------|------|------|------|--------------|
| 2020 | 995 | 912 | 477 | 63 | 99 | 146 | 549 | 778 | 668 | 692 | 564 | 484 | 6427 |
| 2021 | 413 | 502 | 741 | 650 | 983 | 1049 | 1598 | 1531 | 1081 | 1208 | 1034 | 1002 | 11792 |
| 2022 | 694 | 723 | 1005 | 902 | 973 | 1062 | 1676 | 1621 | 1043 | 972 | 1021 | 706 | 12398 |
| 2023 | 708 | 633 | 873 | 648 | 165 | 0 | 0 | 482 | 1099 | 971 | 906 | 762 | 7247 |
| 2024 | 579 | 611 | 818 | 775 | 779 | 973 | 1554 | 1346 | | | | | 7435 |

FUEL SALES

| 2024 | Dec | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | GALLONS | YTD REVENUE |
|-----------------|------|------|-------|-------|------|--------|--------|--------|------|-------|-----|-----|-----|---------|-------------|
| KYWEST CONTRACT | 9159 | 9938 | 15494 | 15524 | 9938 | 19,673 | 14,857 | 19,255 | 8754 | 828 | | | | 123,875 | \$36,777 |
| RETAIL RET A | 377 | 2102 | 3255 | 467 | 1372 | 1364 | 1821 | 5793 | 2571 | 1218 | | | | 17,860 | \$58,22.00 |
| RETAIL 00LL | 35 | 393 | 427.7 | 467 | 1090 | 1383.5 | 989.5 | 3367.1 | 1600 | 408.6 | | | | 5,073.6 | \$34,057.94 |
| EXEMPT RET A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | 0 |
| EXEMPT 00LL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | 0 |
| DIESEL | 8 | 55 | 60 | 0 | 0 | 0 | 0 | | | | | | | 150 | \$150 |
| GASOLINE | 25 | 20 | 30 | 12 | 0 | 0 | 0 | | | | | | | 150 | \$150 |

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 2025 |
| 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 2025 |
| 2008 | OshKosh Snow Blower H2818B | Y | Replacement in 2025 |
| 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

- 1 Aug AM updated the TVP roster for daily background checks required by DHS/TSA
- 2 Aug Runway 1/19 reopened full length for NORTHERN STRIKE
- 5-9 Aug AM on leave
- 13 Aug AM attended the Finance Ways and Means Committee Meeting
- 13 Aug AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 13 Aug ANG APE team onsite for pavement evaluation report
- 14 Aug AM participated in the CRTC TDZ PHASE 2 construction meeting
- 15 Aug Airport Committee meeting
- 9 July AM attended the Finance Ways and Means Committee Meeting
- 15 Aug AM attended the Finance Committee Meeting
- 16 Aug DHS regional supervisor onsite for meeting with AM
- 20 Aug AM attended Munitrex training
- 21 Aug AM participated in Facilities Capitol and Strategic Planning Committee meeting
- 21 Aug AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 21 Aug AM participated in the CRTC TDZ PHASE 2 construction meeting
- 22 Aug Received FOIA request from Jeff Welch about the fueling operation
- 26 Aug New lease offer sent to Jef Welch for BLDG 1609
- 27 Aug AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 27 Aug Gosling and Czubek tested the water at the MDOT bldg. and new terminal, invoice sent to GSA for reimbursement
- 27 Aug AM participated in the Full Board Meeting
- 28-30 Aug AM on leave
- 3 Sept PK contracting onsite to repaint markings for North end Displacement
- 3 Sept. Fuel operation reply letter sent to Jeff Welch
- 4 Sept. AM participated in the CRTC TDZ PHASE 2 construction meeting
- 5 Sept FAA issued grant for SRE replacement
- 6 Sept AM participated in Teams meeting with TSA FSD
- 9 Sept Runway grooving begins
- 10 Sept AM attended the Finance Ways and Means Committee Meeting

10 Sept AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project

11 Sept AM participated in the CRTC TDZ PHASE 2 construction meeting

12 Sept Airport Committee Meeting

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) 3-26-0004-2024, Acquire SRE (2 runway plows)
- f) No project number yet Acquire Rotary Plow
- g) No project number yet Update Airport Layout Plan

INFORMATION ITEM: Discussion was made on the Professional Services Agreement with RS&H.

Moved by Commissioner Francisco and supported by Commissioner LaHaie to recommend approval of the Professional Services Agreement with RS&H as presented. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the Professional Services Agreement with RS&H as presented.

INFORMATION ITEM: Discussion was made on the extensive repairs that need to be made on the 2011 Ford pickup. The current low bid is from R Auto in the amount of \$8,000 and they are awaiting a quote from Dean Arbor Ford. The Committee decided that repairing the truck was more cost effective than leasing or purchasing a new replacement.

ADJOURNMENT

 10/8/24

Bill Peterson, Chair

kvm