

15 February 2024

To: Interim County Administrator Mathis

Re: Edward Higgins Position Funding

Good afternoon, Jennifer,

When Mr. Higgins was brought onto the County payroll full time to facilitate our aircraft fueling operations, the Board at the time tied his pay to the CARES Act Operations and Maintenance grant.

Last September I informed County Administrator Hannah about the grant exhausting its funds and what I should do about Mr. Higgins. I was advised to Keep Mr. Higgins on the Airport budget and that it would get taken care of during the budget process. It seems this rather important item wasn't addressed.

I would like to keep Mr. Higgins full time and for FY2024 fund his pay out of Line 295-000-001Cash-Airport Fund. In FY2025 I would like to have Mr. Higgins' pay become part of the annual Airport budget. The fueling operation has thus far produced over \$10,000.00 in revenue during what is the slowest part of the year for fuel sales and am confident that we will generate more than enough revenue to offset his pay.

In conclusion I need to mention that Mr. Higgins knowledge of FBO operations, the conduct of airline and EGLE inspections, his certification as a fuel safety supervisor, and skills in training other members of the AGS team in safe fueling procedure's is critical to the success of our enterprise.

Respectfully



Steven Smigelski
Airport Manager
Alpena County Regional Airport