

AIRPORT ADHOC COMMITTEE  
MEETING MINUTES  
Thursday, August 16, 2024 – 9:00 a.m.  
Alpena County Regional Airport

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

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

**CALL TO ORDER**

Chair Bill Peterson called the meeting to order at 8:58 a.m.

**ADOPT AGENDA**

Motion was made by Commissioner LaHaie and supported by Commissioner Peterson to adopt the agenda with removal of Passenger Facility Charge Change as presented. Motion carried.

**INFORMATION ITEM:** Airport Manager Steve Smigelski presented a Grant Request Form to acquire the SRE – Two Runway Plows. Motion was made by Commissioner LaHaie and supported by Commissioner Peterson to approve submission to the Grant Review Committee for review and approval as presented. Motion carried.

**INFORMATION ITEM:** Steve reported the FAA is requiring an update to the Airport Layout Plan. The current plan is 20 years old, and RS&H was the only company to submit a Request for Qualifications. Funding comes out of AIP funds. Motion was made by Commissioner LaHaie and supported by Commissioner Peterson to recommend approval of the Statement of Qualifications provided by RS&H as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of RS&H’s Statement of Qualifications for Professional Planning Services at the Alpena County Regional Airport as presented.**

**INFORMATION ITEM:** Steve presented an agreement between the FAA and the County of Alpena to provide commissioning flight inspection for signature. Once the paint markings are done and the new NAVAIDs are installed MDOT comes to verify that everything is correct. The Committee gave approval for County Administrator Jesse Osmer to sign the document as presented.

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

**AIRPORT OPERATIONS SUMMARY**

**1- 31 July- 9 August 2024**

**Approval Items:**

- 1) Accept RS&H qualifications package for Airport layout Plan update
- 2) Submit SRE grant review form and insurance binder

### 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>1554</b>						<b>6089</b>

### FUEL SALES

<b>2024</b>	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	19,255	8754						\$36,777
RETAIL JET A	377	2102	3255	467	1372	1364	1821	5793	2571					16,642	\$54568
RETAIL 100LL	35	393	427.7	467	1090	1383.5	989.5	3367.1	1600					4,665	\$28,984.34
EXEMPT JET A	0	0	0	0	0	0	0	0	0					0	0
EXEMPT 100LL	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 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

- 1 July AM updated the TVP roster for daily background checks required by DHS/TSA
- 1 July AM requested Independent Fee Estimate from OHM Contracting for Airport Layout Plan update
- 2 July AM participated in the mandatory budget meeting
- 2 July AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
- 2 July RFQ received from RS&H for the Airport Layout Plan update
- 3 July Request for Qualifications closes, only package received from RS&H.
- 3 July AM participated in the CRTC TDZ PHASE 2 construction meeting
- 9 July AM attended the Finance Ways and Means Committee Meeting
- 9 July AM attended the Finance Committee Meeting
- 10 July AM attended the Department Head meeting hosted by the County Administrator
- 10 July AM participated in the state-wide TSA unauthorized UAS tabletop exercise
- 10 July AM participated in the CRTC TDZ PHASE 2 construction meeting
- 10 July AM participated in the quarterly meeting with the TSA Federal Security Director
- 11 July AM participated in the monthly Airport Committee Meeting
- 12 July AM interviewed by WBKB
- 12 July Lab results from water testing of GSA leased buildings received from Gosling Czubek, water tested good in new terminal and MDOT building. Results were sent to GSA completing our testing requirements
- 15 July CRTC SILENT SWARM exercise commences, ends on 26 July

15 July Automated Surface Observation System (ASOS) down due to power outage at CRTC Bldg. 490

15 July ASOS back in service 1500HRS

16 July AM participated in the MDOT EGLE FAA MPART PFAS working group meeting

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

17 July AM participated in Facilities Capitol and Strategic Planning Committee meeting

17 July AM approved and forwarded to FAA ADO Ohm IFE for Airport Layout Plan update

17 July AM participated in the CRTC TDZ PHASE 2 construction meeting

18 July AM participated in the Runway 1/19 reopening Coordination meeting

19 July A worldwide network outage impacted thousands of Domestic flights. At Alpena UNIFI booked passengers onto flights manually so no enplaning passengers were affected at Alpena.

19 July AM participated in the quarterly MAAE Board of Directors meeting

23 July AM participated in the NGB BASH Team in brief

23 July AM attended the Full Board meeting

24 July AM participated in the CRTC TDZ PHASE 2 construction meeting

24 July AM sent the quarterly construction report to the ADO

25 July AM participated in the ANG BASH Team out brief

29 July PK Contracting onsite for paint marking RWY 1/19

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

31 July AM participated in the CRTC TDZ PHASE 2 construction meeting

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

## **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: Administrator Osmer presented discussion on Car Rental Counter. Steve reported there has been interest in getting car rental back up and running. Crossroads Auto currently has a cooperative agreement with the airport and discussion was made to increase the annual cost of \$250 for keeping cars at the airport for leasing. Administrator Osmer will contact Enterprise to see if they have any interest in car rental.


INFORMATION ITEM: Administrator Osmer received an email regarding a fuel farm matter and will forward the email to the Committee for further review.

INFORMATION ITEM: Discussion was made to have Commissioner Peterson be the Chair of the Airport Adhoc Committee.

**\*Next Meeting: Thursday, September 12, 2024, at 9:00 a.m. at the Alpena County Regional Airport**

ADJOURNMENT

The meeting adjourned at 9:43 a.m.

A handwritten signature in black ink, appearing to be 'Bill Peterson', written over a horizontal line.

Bill Peterson, Chair

kvm