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## **MEETING MINUTES**

### **AIRPORT COMMITTEE MEETING**

13 May, 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  
Mick Higgins, Assistant Airport Manager  
Tammy Bates, Executive Manager  
Maj. Anthony Hylko, Alpena CRTC  
Lillian Shriner, Great Lakes Air  
Brad Shriner, Great Lakes Air  
Steve Schulwitz, Alpena News  
Randy Bricker, Alpena Ground Services  
Jeff Mallory, Alpena Ground Services

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

### **PERSONS TO BE HEARD**

Randy Bricker Sr. (Mr. Bricker asked to be heard at a later time during the meeting .)

**INFORMATION ITEM:** With the CARES reimbursements being received the PFC Reserve account needs to be reimbursed for funds borrowed to pay RS&H invoices 2100047000-1 in the amount of \$25,500.00. The funds would be drawn from 295-000-001 Cash-Airport Fund and go to 295-000-002 Cash Savings. The reimbursement would flow from 295-595-390 Fund Balance and then to 295-595-383 PFC charges Reserve.

Motion by Commissioner Gilmet and supported by Commissioner Peterson. That the PFC Reserve account be reimbursed for funds borrowed to pay RS&H invoices 2100047000-1 in the amount of \$25,500.00. The funds would be drawn from 295-000-001 Cash-Airport Fund and go to 295-000-002 Cash Savings. The reimbursement would flow from 295-595-390 Fund Balance and then to 295-595-383 PFC Charges Reserve  
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

**ACTION ITEM #1:**      **The Committee recommends the That the PFC Reserve account be reimbursed for funds borrowed to pay RS&H invoices 2100047000-1 in the amount of 25,500.00. The funds would be drawn from 295-000-001 Cash- Airport Fund and go to 295-00-002 Cash Savings. The reimbursement would flow from 295-595-390 Fund Balance and then to 295-595-383 PFC Charges Reserve.**

**INFORMATION ITEM:**      Invoice 2100025001-5 (\$1,830.00, Professional services through 22 January 2021) has been received from RS&H Permission is requested to transfer \$1,830.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this invoice.

Motion by Commissioner Peterson and supported by Commissioner Thomson that a transfer in the amount of \$1,830.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this invoice.  
AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

**ACTION ITEM #2:**      **The Committee recommends the transfer of \$1,830.00 From Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay RS&H invoice 2100025001-5.**

INFORMATION ITEM: Huron Aviation Services has requested waivers from the Airport Minimum Standards for the following services: Lavatory Services, Ground Power, and Aircraft Deicing

Motion by Commissioner Thomson and supported by Commissioner Gilmet, to grant the waivers requested. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

**ACTION ITEM #3: The Committee recommends granting Great Lakes Air waivers for Lavatory Services, Ground Power, and Aircraft**

INFORMATION ITEM: The 25 year lease for the Experimental Aircraft Association (a non-profit organization) ends 31 May, 2021. Timely notification was made of their desire to renew the lease for another 25 years. The lease is \$1.00 per year in exchange for promoting both flying and the Airport.

Motion by Commissioner McDonald and supported by Commissioner McRoberts to recommend the following action item. Motion carried.

**ACTION ITEM #4: The Committee recommends that the Airport not enter into a 25 year lease with EAA, but enter into a 5 year lease with the option of a 5 year renewal. Effective June 12, 2021**

INFORMATION ITEM: Change Order 1 (\$4,302.00) has been received for the Security Gate Replacement project. This change

reflects the replacement of the gate access server which was beyond economical repair. Permission is requested to transfer \$4,302.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this invoice, and seek reimbursement through CARES.

Motion by Commissioner Gilmet and supported by Commissioner Peterson, to transfer \$4,302.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this invoice, and seek reimbursement through CARES. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Gilmet. NAYS: None, Motion passed.

**ACTION ITEM #5: The Committee recommends the transfer of \$4,302.00 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay Change Order 1.**

**INFORMATION ITEM:** Change Order 2 (\$8,871.00) has been received for the Security Gate Replacement project. This change reflects adding two level PIN pads and the appropriate pedestals. Permission is requested to transfer \$8,871.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this invoice, and seek reimbursement through CARES.

Motion by Commissioner Thomson and supported by Commissioner Peterson, to transfer \$8,871.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this invoice, to transfer \$8,871.00 from Line 295-595-640 PFC Equity Fund to 295-595-805 Consulting Services to pay this Invoice. Motion Passed

**ACTION ITEM #6: The Committee recommends the transfer of \$8,871.00 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay Change Order 2.**

## DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for March: 650 Total YTD: 2,306. YTD for this period in 2020 was 2,447.
- b. Air Traffic Control Tower monthly operations summary (see PowerPoint).
- c. Landing Fees (21 Landings for \$980.00)(ACRA \$714.00)(HAS \$306.00)
- d. Fuel Flow Report( 25,019 Gallons, ACRA \$2001.52)
- e. 14 April the sealed bids for the new ground equipment were opened and bid tabulation completed. They are waiting for bid recommendations from the FAA.
- f. 21 April AM attended the Finance Committee meeting.
- g. 22 April AM participated in the CRTC quarterly Airfield Operations Board meeting virtually.
- h. 22 April AM met with Mr. George Roberts of the Federal Protective Services to discuss construction aspects of the new terminal.
- i. 26 April AM met with Dave Joye (RS&H) to discuss upcoming airport projects.
- j. 27 April AM and Mr. Joye presented to the Full Board the list of building projects submitted to the FAA for funding through CARES, and the funding and oversight procedures for such projects.
- k. 28 April Third CARES reimbursement submitted (\$204,363.91).
- l. 28 April AM began working on the annual mass casualty drill portfolio.
- m. 29 April AM attended the department head meeting.
- n. 29-30 April AM attended the Michigan Association of Airport Executives board of directors meeting at Crystal Mountain. There is a possibility that Alpena may host in the future.
- o. 3 May AM met with Mr. Makowske, Colonel Budd, and SMSgt Trisko to review the UAS letter of agreement.
- p. 4 May AM attended the Finance Committee meeting and presented the ENERCO boiler testing contract.
- q. 7 May CARES reimbursement accepted by MDOT.
- r. 12 May AM hosted the planning meeting for the 2021 Mass Casualty Exercise at the Central Dispatch center.
- s. 12 May AM participated in the CRTC Community Council Zoom meeting. This council was set up as a better way to communicate with the community.
- t. Discussion: Airport providing ground services in conjunction with Alpena Ground Services. Mr. Randy Bricker Sr. spoke to having an

interest in providing services that are not currently being provided at ACRA. These services are to include a Tug for moving aircraft, De-icing equipment, Lavatory pump out cart and a Ground Power Unit. Mr. Bricker also informed the committee that he has the insurances required at other airports and the training in place for personnel. Mr. Bricker would purchase the equipment and a new contract would be negotiated with Alpena Ground Services.

Moved by Commissioner Peterson and supported by Commissioner Gilmet to open negotiations with Alpena Ground Services for additional items, to include AGS providing de-icing equipment and other items to meet minimum standards at Alpena County Regional Airport. This will be sent for attorney review as well and presented at the next Airport Committee meeting. Motion Carried.

### **CURRENT PROJECTS**

- a) 3-26-0004-025-2020 Remark Airfield Markings
- 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:**

Great Lakes air asked about office space on the airfield, with an interest to lease. GLA will be offering flight instruction along with a new in-house flight simulator.

**ADJOURNMENT: 2:00 pm**

Motion by Commissioner Peterson and supported by Commissioner Gilmet 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