



MEETING MINUTES

AIRPORT COMMITTEE MEETING

10 June, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

**Commissioners Present: Robert Adrian
Bill Peterson
Marty Thomson**

**Others Present: Steven Smigelski, Airport Manager
Mick Higgins, Assistant Airport Manager
Tammy Bates, Executive Manager
Maj. Anthony Hylko, Alpena CRTC
TSgt. Max McCorvie, Alpena CRTC
Sra. Gracen Moore, Alpena CRTC
Brad Shriner, Great Lakes Air
Don Grabel, EAA Chapter 1021
Jerry Broad, EAA Chapter 1021**

Meeting Called to Order by Chairman Adrian: 1:00 PM

PERSONS SCHEDULED TO BE HEARD

None

INFORMATION ITEM: Invoice 1102-21 (\$302.15, PFC Quarterly Reports) has been received from Primary Airport Services. Permission is requested to transfer \$242.80 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Peterson and supported by Commissioner Thomson, to transfer \$242.80 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services. AYES: Commissioner Adrian, Commissioner Thomson and Commissioner Peterson. NAYS: None, Motion passed.



ACTION ITEM #1: The Committee recommends the transfer of \$242.80 From Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1102-20.

INFORMATION ITEM: The annual lease with Jeff Welch is due for renewal 1 July, 2021. Bldg. 1601 is to undergo an extensive rehabilitation, but FAA has not released a schedule for the work to begin. A notice to proceed could be granted with very short notice. Consequently the lease ought to be renewed, but with notification that requires a 30 day vacate clause included.

Motion by Commissioner Peterson and supported by Commissioner Thomson to proceed with the below action item as presented. AYES: Commissioner Adrian, Commissioner Peterson, and Commissioner Thomson
NAYS: None, Motion passed.

ACTION ITEM #2: The Committee recommends the lease with Mr. Welch for Bldg. 1601 be renewed but with the addition of a 30 day vacate clause.

INFORMATION ITEM: The land lease for Bldg. 1425 (Robert Currier and Grant Werth) is due for renewal on 1 July. Timely notification for renewal was not made. A new lease in the current lease format ought to be offered for an additional 25 years.

Motion by Commissioner Thomson and supported by Commissioner Peterson, to renew this lease as presented in the action item below. AYES: Commissioner Adrian, Commissioner Peterson, and Commissioner Thomson. NAYS: None, Motion passed.

ACTION ITEM #3: The Committee recommends offering Robert Currier and Grant Werth a 25 year land lease using the current lease format.



INFORMATION ITEM: The 25 year lease for the Experimental Aircraft Association (EAA, a non- profit organization) ends 31 May, 2021, a 60 day extension has been granted. There was an interest in selling the building back to the EAA for \$1.00. Motion was made but after further discussion withdrawn. It was agreed upon by the Committee to lease the building for another 25 years, (June 1, 2021- May 31, 2046)

Motion by Commissioner Peterson and supported by Commissioner Thompson to renew the 25 year lease (June 1, 2021- May 31, 2046) for the Experimental Aircraft Association (EAA Chapter 1021).AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Commissioner Thomson. NAYS: None, Motion passed

ACTION ITEM #4: The Committee recommends renewal of the 25 year Lease (June 1, 2021- May 31, 2046) for the Experimental Aircraft Association (EAA Chapter 1021)

INFORMATION ITEM: The contract for Alpena Ground Services is set for renewal on 1 January, 2022. In order to assist AGS with acquiring the new ground equipment for expanded services, it is recommended to extend the current contract until 1 January, 2029. The proposal includes supplying a tug, ground power unit, lavatory cart, potable water delivery, and spray deicing services, training for existing personnel, and expanded insurance coverage. The additional services would add \$40,000.00 annually to the existing contract, based on a seven year contract.

Motion by Commissioner Peterson and supported by Commissioner Thomson, to recommend sending to the Finance Committee the contract for Alpena Ground Services to be extended to 1 January, 2029 to facilitate AGS acquiring additional equipment for expanded ground services, and to seek further information as to when these services will begin, and seek information as to how billing may be affected. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Peterson and Gilmet. NAYS: None. Motion passed.



DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for May: 983 Total YTD: 3289. YTD for this period in 2020 was 2546.
- b. Air Traffic Control Tower monthly operations summary (see PowerPoint).
- c. Landing Fees (16 =Revenue \$430.50)
- d. Fuel Flow Report (25,023 GL. Jet A, Revenue \$2001.28) (8500 GL 100LL, Revenue \$425.00)
- e. 15 May MOBILITY GUARDIAN began and ran through 26 May.
- f. 17 May Major Chang signed the contingency lease for Bldg. 1617.
- g. 19 May AM attended the Finance Committee meeting.
- h. 20 May, the steering gear for the 11:00 arrival was found to be inoperative after landing. With the assistance of the CRTC the aircraft was quickly towed to the CIVIL ramp, restoring main runway operations.
- i. 21 May AM participated in a CARES projects Teams meeting with FAA and RS&H. Project approval is still pending from the FAA.
- j. 24 May met with the CRTC First Sergeant Andy White and Commanders Assistant Leslie Egelski to plan a CRTC display in the new terminal.
- k. 24 May measured the ramp in front of the old terminal and placed temporary markings for an Air Force Gulfstream 5 that brought 2 generals, the Latvian ambassador, and assorted staff to Alpena for MG on 25 May.
- l. 25 May AM attended the Full Board meeting virtually.
- m. 26 May was the deadline for bidders to supply FAA required Buy American waiver paperwork for the equipment purchases using CARES.
- n. 1 June AM attended a preconstruction Teams meeting with FAA, and the contractors performing the VORTAC roof replacement project. Roof replacement will take 2 weeks, equipment upgrading will take 2 more weeks VORTAC will be operation by 15 July.
- o. 3 June AM, and AGS attended BAK12 Barrier improvement project preconstruction meeting. This work should have no effect on air traffic.
- p. 3 June AM participated in a CARES projects Teams meeting with FAA and RS&H. Project approval is still pending from the FAA, regional FAA representatives is committed to project start and on time completion.
- q. 7 June Oscoda-Wurtsmith Airport Authority took possession of the 2004 runway sweeper.
- r. 7 June CRTC ATC began 4 day CAPSTONE inspection by NGB and FAA.



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- s. 7 June AM participated in a meeting with Mr. Bricker and Commissioner Thompson regarding providing additional ground services.
- t. 7 June BAK12 barrier project commenced, project should be completed by 18 June.
- u. 8 June AM and AAM were provided 800 MHz radio training and issued radios.
- v. 8 June AM met with Karl Springer, NGB ATC, and Pamela Durrant FAA liaison to the NGB, concerning overall satisfaction with the ATC services provided by the CRTC.
- w. Discussion: Review of current lease format to be conducted by Airport Manager and go through attorney review. Review to be completed before 31 July, 2021.

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:

Commissioner Thomson requested a meeting with Great Lakes Air to discuss their future business plans as a FBO and Charter service at Alpena County Regional Airport.

Major Hylko (CRTC / CE) requested a meeting with Airport manager Steve Smigelski to discuss future runway / airport projects. This will take place after RS&H conducts the runway survey in June.



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ADJOURNMENT: 1:55 pm

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

Handwritten signature of Robert Adrian in blue ink.

Robert Adrian, Airport Chairman

Handwritten signature of Steven Smigelski in blue ink.

Steven Smigelski, Airport Manager

Handwritten signature of Mick Higgins in blue ink.

Mick Higgins, Recording Assistant