

MEETING MINUTES

DRAFT

AIRPORT COMMITTEE MEETING

10 November, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

Commissioners Present: Bill Peterson
Don Gilmet
Marty Thompson

Others Present: Steven Smigelski, Airport Manager
Mick Higgins, Assistant Airport Manager
Mary Catherine Hannah, Executive Administrator
(Attended Via Zoom)
LtCol Budd Alpena CRTC OG
MSgt McCorvie, Alpena CRTC OG

Meeting Called to Order by Commissioner Peterson: 1:01 pm

APPROVAL ITEMS: None

DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for October: 1,208 Total YTD: 9,756. YTD for this period in 2020 was 5,379.
- b. Air Traffic Control Tower monthly operations summary (see PowerPoint). **Tower will be closed 13 December – 7 February, 2022.**
- c. Landing Fees (30 Aircraft reported, Total collected for the airport (\$1,323.00). Total for HAS (\$567.00)
- d. Fuel Flow Report (10,568 Gallons of JET A Delivered 10-13-21. Total collected for ACRA (\$845.44)
- e. 18 Oct. NA 21-04 in effect, replaces NA 18-01.
- f. 19 Oct. Airport Security Plan updates were submitted to DHS for approval.
- g. 19 Oct. a Zoom meeting was conducted with CRTC, RS&H, and AM to discuss repairs for RWY 1/19.
- h. 23 Oct. the antenna mast for the Sheriff's office was completed and closeout report submitted electronically to MDOT 27 Oct.



- i. 26 Oct. AM participated in a planning meeting (Teams) with MDOT Aeronautics and MAAE for Feb. 2022 conference in Lansing.
- j. 26 Oct. AM attended the Full Board meeting.
- k. 28 Oct. AM attended the CRTC quarterly Airfield Operations Board meeting.
- l. 29 Oct. received quote from Northern Pump to install new dead man switch in the fuel farm. The present configuration was 110 volts at the switch, a new relay system will be installed that will be low voltage. \$2,235.00
- m. 2 Nov. AAM selected furniture from DHHS building for use in the Welch Terminal.
- n. 3 Nov. AAM and Mr. Torsch escorted Mr. Gallagher from John's Electric through Bldg. 1539 and onto the ramp. Awaiting the estimate from John's Electric for the requested lighting modifications from HAS.
- o. 4 Nov. AM attended the scheduled Department Head meeting.
- p. 4-5 Nov. AAM in Benton Harbor MI for the quarterly MAAE board of directors 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 (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:

LtCol Budd from Alpena CRTC asked to be kept informed as to the current situation of the main runway, runway 1-19. This is to include any weight restrictions that may be enforced and the dates this would take effect.

ADJOURNMENT: 1:32 pm

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

Robert Adrian, Airport Chairman

Steven Smigelski, Airport Manager

Mick Higgins, Recording Assistant