
7 January 2025

Finance Committee

Re: Budget Adjustment OT wages

Mr. Higgins has been putting in overtime because of his snow removal and aircraft refueling duties.

I am requesting \$2,000.00 be transferred from the 295-595-729.001. MDOT HVAC Control and \$2,000 from 295-595-933.002 Runway maintenance into 295-595-708.000 Overtime Wages to cover the additional time he is putting in.

Due to an oversight while going through the budget process, the overtime line was not funded. I am requesting \$10,000 be transferred from the 295-000-002 Airport Cash Savings and placed into 295-595-708 Overtime Wages.

Respectfully



Steven Smigelski
Airport Manager
Alpena County Regional Airport