
MEETING MINUTES

AIRPORT COMMITTEE MEETING

14 October, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

**Commissioners Present: Robert Adrian
Don Gilmet
Marty Thompson**

**Others Present: Steven Smigelski, Airport Manager
Mick Higgins, Assistant Airport Manager
Mary Catherine Hannah, Executive Administrator
Lillian Shriner, Great Lakes Air**

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

APPROVAL ITEMS:

- a) Invoice 1112-12 (\$719.40, PFC Application 4) has been received from Primary Airport Services. Permission is requested to transfer \$719.40 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Gilmet and supported by Commissioner Thomson to transfer \$719.40 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson and Commissioner Gilmet. NAYS: None, Motion passed.

- b) Invoice 1102-22 (\$479.60, PFC Quarterly Report July 2021) has been received from Primary Airport Services. Permission is requested to transfer \$479.60 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Thomson and supported by Commissioner Gilmet to transfer \$479.60 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. AYES: Commissioner Adrian, Commissioner Thomson and Commissioner Gilmet. NEYS: None, Motion Passed.

- c) Invoice 1102-23 (\$179.85, PFC Quarterly Report November 2021) has been received from Primary Airport Services. Permission is requested to transfer \$179.85 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice.

Motion by Commissioner Gilmet and supported by Commissioner Thomson to transfer \$179.85 from Line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay this invoice. . AYES: Commissioner Adrian, Commissioner Thomson and Commissioner Gilmet. NAYS: None, Motion passed.

DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for September: 1,081 Total YTD: 8,548. YTD for this period in 2020 was 4,687.
- b. Air Traffic Control Tower monthly operations summary (see PowerPoint). **Tower will be closed 15 Nov.-24 Dec 2021.**
- c. Landing Fees (38 Landings) (\$2190.00) (ACRA \$1596.00) (HAS \$684.00)
- d. Fuel Flow Report (24877 GL JET A x .08 = 1990.16)(8243 GL 100LL x .05 = 412.15)
- e. 10 Sep. AM filed renewal for National Pollutant Discharge Elimination System (NPEDS, storm water discharge permit) with EGLE.
- f. 13-17 Sep. AM attended the MAAE Fall Conference and was advanced to Board of Directors Vice President.
- g. 20 Sep. AM participated in Teams meeting with FAA and RS&H to discuss CARES funding and repairs to the main runway.
- h. 22 Sep. the annual GSA inspection for leased TSA areas was conducted, no issues reported.
- i. 23 Sep. received notification of DHS instituting TVD21-04 to replace 18-01 daily background checks, with a compliance date of 18 Oct. 2021.
- j. 23 Sep. a lease offer was sent to Dr. Currier for some space in the old passenger terminal.
- k. 29 Sep. AM submitted budget for FY2022.
- l. 30 Sep. The new County Executive Manager, Mary Catherine Hannah, was given a facilities tour and airport capabilities briefing.
- m. 1 Oct. AGS reported Gate 22 PIN pad was non-functional. Gate 21 was not completed so a 24 hour guard was posted by AGS for entry onto the AOA.
- n. 4 Oct. Gate 22 was repaired, a malfunctioning control board was replaced.



- o. 5 Oct. AM registered with DHS for access to TVD21-04 website and administration.
- p. 5 Oct. the Letters of Correction for the On Site inspection and the electronic records review were submitted to FAA.
- q. 5 Oct. AGS personnel began some clearing trees from the Runway Safety Area (extends 450 feet from runway centerline). This is a cost savings to the County as the work did not have to be contracted.
- r. 6 Oct. Gate 21 is fully upgraded and functional.
- s. 8 Oct. a second FOIA was received from Foster Swift.
- t. 14 Oct. AM participated in FAA MAP meeting with RS&H and MDOT.
- u. Discussion: Reduction of airport vehicle insurance policy.

Motion by Commissioner Gilmet and supported by Commissioner Thomson to retain the current vehicle coverage. AYES: Commissioner Adrian, Commissioner Gilmet and Commissioner Thomson. NYES. None. Motion passed.

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:

Lillian Shriner (Great Lakes Air) Inquired as to when they should expect a light switch to be installed on the ramp. It was explained that with the lack of funds in the airports maintenance budget, the airport manager and airport committee will find a way to address the situation. Mrs. Shriner reiterated that this was a safety concern and mainly was for Medical Flights, in which Huron Aviation and Great Lakes Air do not charge fees for. Mrs. Shriner also inquired as to where she can obtain information on the airport committee meetings. The Airport Manager, Mr. Smigelski sent an email to Huron Aviation with this information.

Commission Adrian, questioned if the logs on county property had been removed. At the time of the committee meeting, the logs in question still remained on county property. It

was proposed that the airport reach out to the land owner, (Mr. Kuchnicki) to find out what his intentions are.

ADJOURNMENT: 2:24 pm

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

Robert Adrian, Airport Chairman

Steven Smigelski, Airport Manager

Mick Higgins, Recording Assistant