

AIRPORT ADHOC COMMITTEE
MEETING MINUTES
Thursday, November 14, 2024 – 9:00 a.m.
Alpena County Regional Airport

Commissioners Present: Bill Peterson, Chair
Bill LaHaie
Travis Konarzewski
John Kozlowski

Others Present: Steve Smigelski, Airport Manager
Jesse Osmer, County Administrator

CALL TO ORDER

ADOPT AGENDA

INFORMATION ITEMS:

- A grant waiver was promised by the federal government to offset the flight interruptions due to construction. Congress adjourned without granting this waiver, so we are no longer expected to receive it. As a result, this will impact the plans for the T-hangar.
- Mr. Welch has not signed the contract yet and the 30-day grace period has passed. Administrator Osmer will reach out to Mr. Welch.
- The CRTC expressed concerns over the damage done to the concrete on the runway. This is due to the county's equipment needing additional parts and repairs. Until further notice the county is to only plow the asphalt and CRTC will take care of the concrete.
- A ribbon cutting for the runway is planned for November 25th at Building 490 at 1:30 p.m. Invitations to follow.
- The new blower will be paid for using AIP funds.
- The draft agreement for the flight check tests will cost approximately \$20,000 and will come out of the Airport fund.
- There are several other leases that need attention, and Steve will provide a full list before or at the next meeting for review.
- The CRTC expressed that the AJUA needs to be renegotiated soon. They would like to discuss a plan with the airport. The agreement will not be enshrined in the AJUA, instead it will be a handshake deal.
- There have been staffing issues with Alpena Ground Services and discussion was held to look into the contract to ensure compliance.
- Discussion was made that a maintenance plan is needed going forward for the upkeep of our equipment.
- The quantity and stock of lighting was discussed.

INFORMATION ITEM: Airport Manager Smigelski presented the Airport Operations Summary for October:

AIRPORT OPERATIONS SUMMARY
13 September- 14 November 2024

ENPLANMENT TOTALS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020	995	912	477	63	99	146	549	778	668	692	564	484	6427
2021	413	502	741	650	983	1049	1598	1531	1081	1208	1034	1002	11792
2022	694	723	1005	902	973	1062	1676	1621	1043	972	1021	706	12398
2023	708	633	873	648	165	0	0	482	1099	971	906	762	7247
2024	579	611	818	775	779	973	1554	1346	1066	929			9430

FUEL SALES

2024	Dec	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	GALLONS	
SKYWEST CONTRACT	9159	9938	15494	15524	9938	19,673	14,857	19,255	8754	828	340			124,215	
RETAIL JET A	377	2102	3255	467	1372	1364	1821	5793	2571	1218	457			18,317	
RETAIL 100LL	35	393	427.7	467	1090	1383.5	989.5	3367.1	1600	408.6	1323.6			6,397.2	
EXEMPT JET A	0	0	0	0	0	0	0	0	0					0	
EXEMPT 100LL	0	0	0	0	0	0	0	0	0					0	
DIESEL	8	55	60	0	0	0	0	0	0					150	
GASOLINE	25	20	30	12	0	0	0	0	0					150	
														TOTAL YTD	\$181,688.21

AIRPORT EQUIPMENT STATUS

YEAR	MAKE / MODEL	IN SERVICE	NOTES
1978	Autocar Sand Spreading Truck	Y	Will be retired and auctioned (not purchased with AIP funds) when new plows are delivered
1998	Chevrolet Pickup w/ Tapley friction tester with salt spreader (parking lots only)	Y	
1999	John Deere TC44H Loader w/ bucket and snow box	Y	
2001	New Holland Tractor TL90 with salt spreader (parking lots only)	Y	
2002	OshKosh Plow Truck HB2723 (Plow 1)	Y	Bid Received replacement in 2025
2005	Volvo Loader L110E	Y	
2005	Wausau Sno Go blower attachment	Y	
2006	OshKosh Plow Truck P2552 w/ Epoke 3500 Sirius 2T sand and chemical spreader (Plow 2)	Y	Bid received replacement in 2025
2008	OshKosh Snow Blower H2818B	Y	Replacement in 2025

2008	Trackless MT5T Multi Use Tractor w/ snow blower, mower deck, and 6" snow blade SN MT5-3580	Y	
2011	Ford Pick Up w/ Vericom friction tester	Y	
2020	M&B Runway Sweeper RWY-01183	Y	

ACTIVITY LOG

17 Sept AM and Operations Supervisor issued new cell phones.

18 Sept AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project

18 Sept AM participated in Facilities Capitol and Strategic Planning Committee meeting

19 Sept AM participated in FAA mandated Title VI training

19 Sept AM participated in a nominating Committee meeting for the MAAE

24 Sept AM participated in the Full Board Meeting

24 Sept AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project

25 Sept AM participated in a meeting sponsored by the FAA about Great Lakes Region grant funding for FY 2025

25 Sept AM participated in the CRTC TDZ PHASE 2 construction meeting

30 Sept.- 4 October AM attended the MAAE Fall conference in Ypsilanti

8 Oct AM attended the Finance Ways and Means Committee Meeting

9 Oct AM participated in the CRTC TDZ PHASE 2 construction meeting

10 Oct AM submitted Airport Title VI plan to FAA for approval. First draft rejected.

15 Oct. Received signed Commercial Operator Agreement from Jeff Welch

16 Oct Resent lease offer to Jeff Welch

16 Oct Dave Joye (RS&) at airport for 5-year ACIP planning session

21 Oct MAP meeting with FAA and RS&H to finalize 5-year plan.

22 Oct AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project

22 Oct AM participated in Full Board meeting

23 Oct AM participated in the CRTC TDZ PHASE 2 construction meeting

24 Oct AM participated in annual pre-season snow crew meeting hosted by CRTC

25 Oct AM participated in the Aviation Professionals Training Seminar hosted by MAAE in Gaylord MI.

30 Oct AM participated in the CRTC TDZ PHASE 2 construction meeting

31 Oct Runway 1/19 grant closeout meeting with FAA and RS&H.

6 Nov. AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project

7 Nov Airport Layout Plan meeting with FAA and RS&H. FAA cannot fund a full layout plan for FY2025, discussed reducing the scope of the ALP update to lower costs by half.

7 Nov AM interviewed by Business View Magazine concerning RWY 1/19 rebuild project

8 Nov AM met with CRTC Civil Engineer to discuss reducing snowplow damage mitigation to new runway.

12 Nov AM attended the Finance Ways and Means Committee Meeting

13 Nov AM attended Department Head Meeting

14 Nov Airport Committee meeting

Set Date for next AC 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 (in close out process).
- c) 3-26-0004-026-2020 Design / Construct T Hangars, design in FY 2024, construct in FY 2025.
- d) 3-26-0004-027-2023 Rehabilitate RWY 1/19, Shoulders, and Lighting (in closeout process)
- e) 3-26-0004-2024, Acquire SRE (2 runway plows)
- f) No project number yet Acquire Rotary Plow
- g) No project number yet Update Airport Layout Plan

ADJOURNMENT

Bill Peterson, Chair

kvm