



MEETING MINUTES

AIRPORT COMMITTEE MEETING

8 July, 2021 – 1:00 PM

Howard Male Conference Room, County Annex Building

Commissioners Present: Robert Adrian
Bill Peterson
Marty Thomson
Don Gilmet

Others Present: Steven Smigelski, Airport Manager
Mick Higgins, Assistant Airport Manager
Tammy Bates, Executive Manager
Col. Bud, Alpena CRTC
Maj. Anthony Hylko, Alpena CRTC
Sra. Gracen Moore, Alpena CRTC
Lillian Shriner, Great Lakes Air

Meeting Called to Order by Chairman Adrian: 1:01 PM

PERSONS SCHEDULED TO BE HEARD

None

INFORMATION ITEM: MDOT has determined that the County must pay the final 10% of the New Runway Sweeper. The grant amount is \$547,253.00, MDOT paid \$507,547.60. The County has already paid MDOT its grant match of \$14,021.00, leaving \$39,705.40 to close the grant. Permission is requested to transfer \$39,705.40.40 from Line 295-595-625 PFC Equity Fund to 295-595-977 High Speed Broom to pay this invoice. This amount will then be reimbursed at grant closeout.



Motion by Commissioner Peterson and supported by Commissioner Gilmet to recommend the transfer of \$39,705.40 From Line 295-595-625 PFC Equity Fund to 295-595-977 High Speed Broom to pay the balance of the High Speed Broom grant, with the amount being reimbursed at grant close out. AYES: Commissioner Adrian, Commissioner Thomson, Commissioner Gilmet and Commissioner Peterson. NAYS: None, Motion passed.

ACTION ITEM #1: The Committee recommends the transfer of \$39,705.40 From Line 295-595-625 PFC Equity Fund to 295-595-977 High Speed Broom to pay the balance of the High Speed Broom grant, with the amount being reimbursed at grant close out.

DISCUSSION ITEMS

- a. Enplanements SkyWest monthly total for June: 1,049 Total YTD: 4338. YTD for this period in 2020 was 2,692.
- b. Air Traffic Control Tower monthly operations summary (see PowerPoint).
- c. Landing Fees (17 Landings for a total of \$750.00 plus \$20.00 in ramp fees.)(ACRA \$539.00)(HAS \$231.00)
- d. Fuel Flow Report (Total delivered 21,859 Gallons = \$1748.72 for ACRA)
- e. 11 June, AM provided contact information and construction details of the new terminal to Mr. Anthony Eason, TSA/DHS.
- f. 14 June replacement of the Very High Frequency, Omni-Directional Range (VOR) building. Work is scheduled for completion by 15 July, 2021.
- g. 15 June AM met with representatives of Allegra Alpena to discuss a mutual agreement for advertising in the new terminal.
- h. 16 June AM attended the Finance Committee meeting.
- i. 16 June Commissioner's Thomson and Peterson had a meeting with Dr. Currier and Lilian and Brad Shriner. This was to discuss building maintenance responsibilities, changes to ramp lighting, and lease durations. Also in attendance were the AM and Mr. Higgins.
- j. 21-23 June RS&H was on site to conduct a surface survey of RWY 1/19. RS&H will be back on site the week of July 12th for the lighting inspection and evaluation.



- k. 21 June – 1 July PK Contracting was onsite to repaint all airfield markings.
- l. 22 June the annual mass casualty exercise was conducted at the County EOC. This year was the table top exercise. Major Hylko Alpena CRTC expressed interest in being included with any future exercises.
- m. 24 June MUSTA Insurance documentation was filed with LARA for the Airport's underground fuel farm.
- n. 28 June AM sent request for Buy American Waivers to the FAA ADO for review prior to airfield support equipment purchases.
- o. 28 June AM notified that SkyWest has begun funding Phase 2 of a digital marketing plan for the Airport. Total investment by SkyWest is \$20,000.00. This will run through the travel season.
- p. 29 June AM attended (virtually) a meeting of the Board of Directors of the MAAE. Among other items, MAAE will investigate holding the 2023 Fall Conference in Alpena. This would consist of 250 to 350 people in attendance.
- q. 29 June the advertising agreement with Allegra Alpena was accepted by the Full Board of Commissioners.
- r. 30 June AM began process of getting FAA approval for the release of some land for a new County recycling facility.
- s. 6 July AM sent Letter of Correction closeout documentation to the Certification Inspector regarding the airfield paint markings.
- t. 6 July AM sent a request to USDA to conduct an airfield Wildlife Hazard Assessment, as the current WHA is overdue.
- u. 7 July Commissioner's Thomson and Gilmet had a scheduled meeting with Dr. Currier and Lilian and Brad Shriner.
- v. A proposal by Alpena Ground Services has been accepted for supplying a tug, ground power unit, lavatory cart, potable water delivery, and spray deicing services. The additional services would add \$40,000.00 annually to the existing contract, based on a seven year contract, and \$20,000.00 for FY2021. This should be presented to Finance increase Line 295-595-801 Alpena Ground Services Contract, by the requisite amount for FY2021.

CURRENT PROJECTS

- a) 3-26-0004-025-2020 Remark Airfield Markings (Work Completed)
- 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



Alpena County Regional Airport

1617 Airport Road
Alpena, MI 49707
Phone: 989-354-2907
FAX: 989-358-9988
www.alpenairport.com

- 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 Adrian proposed Mr. Smigelski (Airport Manager) consider a meeting with SkyWest to conduct future planning for the airline and ACRA.

Major Hylko (CRTC / CE) requested a meeting with Airport manager Steve Smigelski and RS&H to discuss the future runway lighting projects / airport projects.

Lillian Shriner (Great Lakes Air) wanted it noted for the record that Huron Aviation / Great Lakes Air did not have an opportunity to bid on the Grounds Services Contract. Mrs. Shriner also added, if there was a possibility to track and see how much the added services for the minimum standards were actually being used.

Mr. Smigelski noted that he has begun the process through the FAA to get the land released on the West side of Airport Rd. for a future recycling center.

Per Major Hylko (CRTC / CE) The Guard is currently undergoing a BASH Study.

ADJOURNMENT: 1:47 pm

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

Robert Adrian, Airport Chairman

Steven Smigelski, Airport Manager

Mick Higgins, Recording Assistant