

AIRPORT ADHOC COMMITTEE
MEETING MINUTES
Thursday, September 12, 2024 – 9:00 a.m.
Alpena County Regional Airport

Commissioners Present: Bill Peterson, Chair
Bill LaHaie
Burt Francisco

Others Present: Steve Smigelski, Airport Manager

CALL TO ORDER

ADOPT AGENDA

INFORMATION ITEM: Airport Manager Steve Smigelski presented the Airport Operations Summary:

AIRPORT OPERATIONS SUMMARY
1 August – 12 September 2024

Approval Items:

1) Accept RS&H Professional Services Agreement for ALP Update

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					7435

FUEL SALES

2024	Dec	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	GALLONS	YTD REVENUE
SKYWEST CONTRACT	9159	9938	15494	15524	9938	19,673	14,857	19,255	8754	828				123,875	\$36,777
RETAIL JET A	377	2102	3255	467	1372	1364	1821	5793	2571	1218				17,860	\$58,22.00
RETAIL 100LL	35	393	427.7	467	1090	1383.5	989.5	3367.1	1600	408.6				5,073.6	\$34,057.94
EXEMPT JET A	0	0	0	0	0	0	0	0	0					0	0
EXEMPT 100LL	0	0	0	0	0	0	0	0	0					0	0
DIESEL	8	55	60	0	0	0	0							150	\$150
GASOLINE	25	20	30	12	0	0	0							150	\$150

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

1 Aug AM updated the TVP roster for daily background checks required by DHS/TSA
 2 Aug Runway 1/19 reopened full length for NORTHERN STRIKE
 5-9 Aug AM on leave
 13 Aug AM attended the Finance Ways and Means Committee Meeting
 13 Aug AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
 13 Aug ANG APE team onsite for pavement evaluation report
 14 Aug AM participated in the CRTC TDZ PHASE 2 construction meeting
 15 Aug Airport Committee meeting
 9 July AM attended the Finance Ways and Means Committee Meeting
 15 Aug AM attended the Finance Committee Meeting
 16 Aug DHS regional supervisor onsite for meeting with AM
 20 Aug AM attended Munitrex training
 21 Aug AM participated in Facilities Capitol and Strategic Planning Committee meeting
 21 Aug AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
 21 Aug AM participated in the CRTC TDZ PHASE 2 construction meeting
 22 Aug Received FOIA request from Jeff Welch about the fueling operation
 26 Aug New lease offer sent to Jef Welch for BLDG 1609
 27 Aug AM participated in a meeting with CRTC and County Administrator about pay application coordination processing for CRTC TDZ project
 27 Aug Gosling and Czubek tested the water at the MDOT bldg. and new terminal, invoice sent to GSA for reimbursement
 27 Aug AM participated in the Full Board Meeting
 28-30 Aug AM on leave
 3 Sept PK contracting onsite to repaint markings for North end Displacement
 3 Sept. Fuel operation reply letter sent to Jeff Welch
 4 Sept. AM participated in the CRTC TDZ PHASE 2 construction meeting
 5 Sept FAA issued grant for SRE replacement
 6 Sept AM participated in Teams meeting with TSA FSD
 9 Sept Runway grooving begins
 10 Sept AM attended the Finance Ways and Means Committee Meeting

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

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

12 Sept Airport Committee 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

INFORMATION ITEM: Discussion was made on the Professional Services Agreement with RS&H.

Moved by Commissioner Francisco and supported by Commissioner LaHaie to recommend approval of the Professional Services Agreement with RS&H as presented. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the Professional Services Agreement with RS&H as presented.

INFORMATION ITEM: Discussion was made on the extensive repairs that need to be made on the 2011 Ford pickup. The current low bid is from R Auto in the amount of \$8,000 and they are awaiting a quote from Dean Arbor Ford. The Committee decided that repairing the truck was more cost effective than leasing or purchasing a new replacement.

ADJOURNMENT

Bill Peterson, Chair

kvm