



---

## **AGENDA**

### **AIRPORT COMMITTEE MEETING**

Friday, January 9, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

**1) CALL MEETING TO ORDER:**

**2) PERSONS SCHEDULED TO BE HEARD:**

**3) APPROVAL ITEMS:**

- a) Gate Improvement Contract DRAFT
- b) Pavement Marking Contract DRAFT

**4) DISCUSSION ITEMS**

- a) BASH coordination meeting with CRTC Security Forces, Safety, and Airfield Management, 1500 9 January.
- b) CRTC BASH / USDA assistance
- c) Airport Joint Use Agreement
- d) Airport Terminal Design funding submitted, awaiting MDOT approval
- e) Landing Fees

**5) CURRENT PROJECTS**

- a) AIP 3-26-0004-020-2014 Rehab Taxiways A,C,E,F, and G completion on hold till spring 2015
- b) Terminal Design, application for grant submitted

**6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

**7) ADJOURNMENT**

## **AGENDA**

### **AIRPORT COMMITTEE MEETING**

Friday, June 5, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### **1) CALL MEETING TO ORDER:**

#### **2) PERSONS SCHEDULED TO BE HEARD:**

#### **3) APPROVAL ITEMS:**

- a)
- b)

#### **4) DISCUSSION ITEMS**

- a) Enplanements
- b) Landing Fees (quarterly)
- c) Fuel Flowage (quarterly)
- d) Alpena Ground Services Cost increase.
- e) Airport Emergency Plan Table Top Exercise
- f) TSA Checkpoint Breach Training 22 May
- g) Lynn Bunting to Airport 101 Course 3 June
- h) Acquired 2 bumper magnets from CRTTC, steel bristles.

#### **5) CURRENT PROJECTS**

- a) AIP 3-26-0004-020-2014 Rehab Taxiways A,C,E,F, and G Work resumed 18 May, project completion estimated for 5 June. Visit by Ms. Crannell from MDOT 3 June.
- b) Terminal Design, application for grant submitted
- c) Gate Improvement Project in Bid Stage

#### **6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

#### **7) ADJOURNMENT**

updated 3-4-15



Alpena County Regional Airport

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

**AGENDA**

**AIRPORT COMMITTEE MEETING**

Friday, March 6, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

**1) CALL MEETING TO ORDER:**

**2) PERSONS SCHEDULED TO BE HEARD:**

Mark Wilcer of RS&H Teleconference at 10:30. Discussion Items:

- a) Enplanement Data
- b) Update on FAA Terminal Justification report status
- c) Local share funding update
- d) Impressions and takeaways from Pellston Airport visit
- e) Occupancy needs in new terminal

**3) APPROVAL ITEMS:**

- a) Letter of Agreement (LoA) with CRTC concerning airfield inspections, NOTAMS, runway checks, status responsibilities.
- b) LoA with CRTC Bird/Wildlife Aircraft Strike Hazard (BASH).
- c) LoA with CRTC Airfield Driving Program.
- d) AJUA final review and approval (send to Finance)
- e) Thunder Baykery Lease

**4) DISCUSSION ITEMS**

- a) Landing Fees
- b) Fuel Flowage
- c) ATM installation by Besser Credit Union, accomplished NLT 10 April 2015.

**5) CURRENT PROJECTS**

- a) AIP 3-26-0004-020-2014 Rehab Taxiways A,C,E,F, and G completion on hold till spring 2015
- b) Terminal Design, application for grant submitted
- c) Present engineering blueprints and schedule from RS&H for Pavement Marking Project, 2015.

**6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

**7) ADJOURNMENT**

## **AGENDA**

### **AIRPORT COMMITTEE MEETING**

Friday, April 10, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

**1) CALL MEETING TO ORDER:**

**2) PERSONS SCHEDULED TO BE HEARD:**

**3) APPROVAL ITEMS:**

- a) No items for approval this month

**4) DISCUSSION ITEMS**

- a) New ATM installed 30 March
- b) Airport Joint Use Agreement signed locally and submitted to CRTC for routing.
- c) Airport Terminal Design funding submitted, awaiting FAA approval
- d) Enplanements
- e) Fuel Flowage
- f) Landing Fees
- g) Aircraft barrier rehabilitation project (CRTC)
- h) CRTC end of season snow plow crew meeting

**5) CURRENT PROJECTS**

- a) AIP 3-26-0004-020-2014 Rehab Taxiways A,C,E,F, and G completion on hold till spring 2015. Meeting with contractor 9 April
- b) Terminal Design, application for grant submitted
- c) Gate repairs design at 100%
- d) Airfield marking project submitted to MDOT for bids
- e) CRTC restarting Military Ramp project ASAP in April

**6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

**7) ADJOURNMENT**

---

## AGENDA

### AIRPORT COMMITTEE MEETING

Friday, May 1, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

#### 2) PERSONS SCHEDULED TO BE HEARD:

Randy Bricker, Alpena Ground Services. Justification of 3% annual increase to services contract.

#### 3) APPROVAL ITEMS:

- a) The County has a contract with Alpena Ground Services to provide operational, maintenance, clerical assistance to the Airport Manager at a set rate plus 3% annual increase for additional duties assumed and performed.

**Does the Airport Committee recommend sending the 2015 annual 3% increase, on the order of \$1512.36 to Finance Committee?**

#### 4) DISCUSSION ITEMS

- a) Enplanements (data not compiled yet, will be sent via email).
- b) Landing Fees (Monthly, data not compiled yet, will be sent via email).
- c) Fuel Flowage (Quarterly).
- d) TSA inspection for Airport Security Plan 14 April, no deficiencies found.
- e) Navy will be operating 6 F18's at Alpena for 2 weeks.
- f) Annual audit for Certification Activity Tracking System will be conducted 30 April. This is an audit of the airports finances submitted to FAA. This audit is required and covers all aspects of the airports financial activity.
- g) Submitted quarterly projects report to FAA.

#### 5) CURRENT PROJECTS

- a) AIP 3-26-0004-020-2014 Rehab Taxiways A,C,E,F, and G resumes 15 May.
- b) Terminal Design, application for grant submitted.

#### 6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

#### 7) ADJOURNMENT

## **AGENDA**

### **AIRPORT COMMITTEE MEETING**

Friday, June 5, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### **1) CALL MEETING TO ORDER:**

#### **2) PERSONS SCHEDULED TO BE HEARD:**

#### **3) APPROVAL ITEMS:**

- a)
- b)

#### **4) DISCUSSION ITEMS**

- a) Enplanements
- b) Landing Fees (quarterly)
- c) Fuel Flowage (quarterly)
- d) Alpena Ground Services Cost increase.
- e) Airport Emergency Plan Table Top Exercise
- f) TSA Checkpoint Breach Training 22 May
- g) Lynn Bunting to Airport 101 Course 3 June
- h) Acquired 2 bumper magnets from CRTTC, steel bristles.

#### **5) CURRENT PROJECTS**

- a) AIP 3-26-0004-020-2014 Rehab Taxiways A,C,E,F, and G Work resumed 18 May, project completion estimated for 5 June. Visit by Ms. Crannell from MDOT 3 June.
- b) Terminal Design, application for grant submitted
- c) Gate Improvement Project in Bid Stage

#### **6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

#### **7) ADJOURNMENT**



## AGENDA

### AIRPORT COMMITTEE MEETING

Friday, July 10, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

#### 2) PERSONS SCHEDULED TO BE HEARD:

#### 3) APPROVAL ITEMS:

- a) Obtain 2 Signed resolutions for the Air Service Marketing grant. MDOT requires a certified resolution and authorization that specifically names the official(s) authorized to sign the contract. Contract was signed 30 June.

**ACTION ITEM: Does the Airport Committee recommend requesting two signed Resolutions Adopting and Approving the 2015-2016 Michigan Air Service Marketing Grant from the Chairman of the Board?**

- b) Peckham Engineering was on retainer to prepare Passenger Facility Charge funded projects for the airport. The owner passed away before a project was completed and now our current consultant, Primary Airport Services, is starting the necessary paperwork to recover \$6145.63 from the estate of Peckham Engineering.

**ACTION ITEM: Recommend the Airport Committee Chairman sign the document initiating the recovery of PFC funds.**

- c) Primary Airport Services has been engaged by the airport to prepare and submit Passenger Facility Charge projects (PFC money is paid by the airlines for each boarding passenger. This money is used for projects that do not fit into the scope of the FAA Airport Improvement Program. Examples are the purchase of a John Deere lawn tractor, a brush hog, and most recently the Gate Improvement Project). The amendment before you is for the continuation of PAS to be our consultant for a period of 2 years.

**ACTION ITEM: Does the Airport Committee recommend sending the Primary Airport Services service agreement to the full board for signature by the Chairman of the Board?**

**4) DISCUSSION ITEMS**

- a) Enplanements
- b) Landing Fees (quarterly)
- c) Fuel Flowage (quarterly)
- d) Alpena was contacted by Mr. Tony Adervan about hosting the USDA Wildlife Hazzard class. This is a Do's and Don'ts for the BASH program and is an annual requirement. The Airport Manager accepted and the class will be held 22 September, 2015 at the MDOT conference room from 9AM till 5PM.
- e) Raccoon infestation, North Hanger. Live traps being used, deteriorated awning will be removed and covered over to prevent further infestation.
- f) Segmented Circle removed by the CRTC. Airport Manager contacted the Base Commander and CRTC Civil Engineers. A temporary replacement consisting of yellow Jersey Barriers has been emplaced, with a permanent replacement to be constructed.
- g) FAA Quarterly Construction Progress and Inspection Report prepared for submission to Detroit Airports District Office.

**5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project awarded
- b) Terminal Design, application for grant submitted.
- c) AIP 3-26-0004-020-2014 Rehab Taxiways A, C, E, F, and G completed.

**6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

**7) ADJOURNMENT**



---

## AGENDA

### AIRPORT COMMITTEE MEETING

Friday, August 7, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

#### 2) PERSONS SCHEDULED TO BE HEARD:

None

#### 3) APPROVAL ITEMS:

None

#### 4) DISCUSSION ITEMS

- a) Enplanements
- b) Landing Fees (monthly)
- c) Fuel Flowage (quarterly)
- d) Alpena was contacted by Mr. Tony Adervan about hosting the USDA Wildlife Hazzard class. This is a Do's and Don'ts for the BASH program and is an annual requirement. The Airport Manager accepted and the class will be held 22 September, 2015 at the MDOT conference room from 9AM till 5PM.
- e) Segmented Circle removed by the CRTC, a temporary replacement consisting of yellow Jersey Barriers has been emplaced, with a permanent replacement to be constructed before 17 August.
- f) Three large cracks have been repaired in Taxiway D. TWY D is an asphalt surface that sustained thaw and freeze damage from edge to edge this past winter. Foam filler and asphalt sealer was used to repair the damage.
- g) Meeting with FAA on 4 August. Discussed community fund matching, environmental study, design phase in 2017, and construction in 2018-2019.

#### 5) CURRENT PROJECTS

- a) AIP #3-26-0004-2215 Gate Improvement project awarded
- b) Terminal Design, application for grant submitted.
- c) AIP 3-26-0004-020-2014 Rehab Taxiways A, C, E, F, and G completed.
- d) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work to commence 1 September 2015.



Alpena County Regional Airport

1617 Airport Road  
Alpena, MI 49707  
Phone: 989-354-2907  
FAX: 989-358-9988  
[www.alpenairport.com](http://www.alpenairport.com)

**6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

Public Comment

**7) ADJOURNMENT**

---

## AGENDA

### AIRPORT COMMITTEE MEETING

Friday, September 4, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

#### 2) PERSONS SCHEDULED TO BE HEARD:

Shane Smolinski, Delta Global Services. Use of airport site license (deicing fluid tank failure).

#### 3) APPROVAL ITEMS:

- a) The 1600 gallon storage tank for deicing fluid, owned by Delta Global Services, developed a crack and released about 600 gallons into the retaining cistern. All 1200 gallons are considered “contaminated” and must be removed so a new tank can be installed. DGS is requesting the use of the ACRA HazMat Site License to remove this non-toxic fluid.

**ACTION ITEM #1: The Committee recommends we approve the one time use of the Alpena County Regional Airport Hazardous Materials Site License by Delta Global Services (Alpena Branch) for the removal of about 1200 gallons of non-toxic deicer fluid, at no cost to the County**

- b) The Lease between Alpena County Regional Airport and General Services Administration (for Transportation Security Administration) will terminate 30 November 2015. GSA is seeking a 10 year renewal, ACRA is proposing a 5 year renewal (based on projected new terminal construction) at a calculated rate of \$1,457.44 per month for an annual total of \$17,489.31. The total for the 5 year period will be \$87,446.55. Several documents require the signature and initials of the Chairman of the Board of Commissioners.

**ACTION ITEM #2: The Committee recommends we approve the lease renewal between Alpena County Regional Airport and General Services Administration (for Transportation Security Administration) for a period of 5 years at a monthly rate of \$1,457.44 for an annual total of \$17,489.31 and a total of \$87,446.55 for 5 years, and authorize the Chairman of the Board to sign all pertaining documents upon attorney approval.**



Alpena County Regional Airport

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

- c) The Gate Improvement Project has progressed from the design phase to the construction phase. Authorization to release grant funds for payment of the construction phase requires the Chairman of the Board of Commissioners to sign Amendment Number 1 to the Agreement for Professional Engineering Services. These funds are already allocated, but must be released.

**ACTION ITEM #3: The Committee recommends we authorize the Chairman of the Board to sign Amendment Number One for payment of the construction phase of the Gate Improvements Project..**

#### **4) DISCUSSION ITEMS**

- a) Enplanements
  - b) Landing Fees (monthly)
  - c) Fuel Flowage (quarterly)
  - d) Segmented Circle was replaced 12 August.
  - e) Attended My Town interview (Carroll Broadcasting, WKJC) at Cabin Creek 12 August
  - f) Attended Barrier Pre-construction meeting 18 August
  - g) PFC Meeting with Primary Airport Services 25 August
  - h) FAA Airport Certification Inspection 31 August – 1 September
- LoC Airfield markings are faded and need to be remarked. These markings are scheduled to be corrected in AIP #3-26-0004-2215 Runway Markings.
  - LoC Tenant fueling documentation exceeded 12 calendar months. Proper documentation was on hand, but we were using a superseded form. Proper form was used, LoC is cleared.
  - LoC There are 2 non-standard makings, one on Runway 1 and one on Runway 25. These markings are scheduled to be corrected in AIP #3-26-0004-2215 Runway Markings.

#### **Safety Recommendations:**

- Replace 2004 Oshkosh Runway Broom
- Install MIL signs at junction of Taxiways Alpha and Charlie
- Continue conducting daily inspections of areas under construction
- Light colored asphalt (or asphalt 3 years and older) should have black border markings to make markings stand out more



Alpena County Regional Airport

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

- Revise the Wildlife Hazard Assessment. Coordination is already underway with MDOT to have USDA perform the assessment in 2016

**5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project to begin 1 October
- b) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work TBD.
- c) Terminal Design, application for grant undergoing edit for resubmission.
- d) CRTC Barrier project begins 21 September, 60 day projected work period.
- e) FAA replacement of Glideslope building begins 14 September. Fourteen day projected work period.

**6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

Public Comment

**7) ADJOURNMENT**

---

## AGENDA

### AIRPORT COMMITTEE MEETING

Friday, October 2, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

#### 2) PERSONS SCHEDULED TO BE HEARD:

None.

#### 3) APPROVAL ITEMS:

- a) The lease between Bay Rental and Leasing, DBA Avis Rent-A-Car will expire 1 November 2015. A one year extension of the lease is proposed with the following change. The current monthly lease rate of \$340.09 be adjusted by the 2014 Consumer Price Index of 1.62% for a monthly lease rate of \$345.60 (a \$5.51 increase).

**ACTION ITEM #1: The Committee recommends that the one year lease extension for Bay Rental and Leasing be approved.**

#### 4) DISCUSSION ITEMS

- a) Enplanements
- b) Landing Fees (monthly)
- c) Fuel Flowage (quarterly)
- d) Attended bi-annual Michigan Association of Airport Executives 14-18 September. Salient points of discussion:
  - Drone usage at airports
  - Wildlife Management techniques
  - FAA update (general information about programs)
  - Backup weather observers and the slow pace for certification
  - Part 77 Tall Buildings application changes
- e) Took the Airport Managers examination and passed 18 September.
- f) Attended pre-season Snow Removal meeting with the CRTC 23 September. Nothing Significant to Report.





Alpena County Regional Airport

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

- g) SkyWest began using Runway 7/25 on 25 September to provide continuous air service for the duration of the CRTC Barrier project.
- h) 28 September met with Michael Vogel, National Weather Service. This was a meet and greet and a general discussion about weather products available for aviation at [weather.gov](http://weather.gov).
- i) The mower deck for the John Deere lawn tractor has reached the end of its useful life and needs replacement.

#### **5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project to begin 1 October
- b) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work TBD.
- c) Terminal Design, application for grant undergoing edit for resubmission.
- d) CRTC Barrier project begins 21 September, 60 day projected work period.
- e) FAA replacement of Glideslope building completed.

#### **6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

Public Comment

#### **7) ADJOURNMENT**

---

## AGENDA

### AIRPORT COMMITTEE MEETING

Friday, November 6, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

#### 2) PERSONS SCHEDULED TO BE HEARD:

None

#### 3) APPROVAL ITEMS:

None

#### 4) DISCUSSION ITEMS

- a) Enplanements
- b) Landing Fees (monthly)
- c) FAA replacement of in pavement approach lights
- d) Generator LP tank replacement behind SRE building
- e) Wilson Elementary field trip 29 October
- f) CRTC Airfield Operations Board Meeting 29 October
- g) Discuss SIXEL Consulting proposal

#### 5) CURRENT PROJECTS

- a) AIP #3-26-0004-2215 Gate Improvement project began 2 November
- b) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work TBD.
- c) Terminal Design, application for grant undergoing edit for resubmission.
- d) CRTC Barrier project begins 21 September, 60 day projected work period.
- e) FAA replacement of ILS Localizer building completed Glideslope building replacement in progress.

#### 6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Public Comment



Alpena County Regional Airport

1617 Airport Road  
Alpena, MI 49707  
Phone: 989-354-2907  
FAX: 989-358-9988  
[www.alpenairport.com](http://www.alpenairport.com)

**7) ADJOURNMENT**

## **AGENDA**

### **AIRPORT COMMITTEE MEETING**

Friday, December 11, 2015 – 10:00 a.m.  
Howard Male Conference Room, County Annex

#### **1) CALL MEETING TO ORDER:**

#### **2) PERSONS SCHEDULED TO BE HEARD:**

None

#### **3) APPROVAL ITEMS:**

None

#### **4) DISCUSSION ITEMS**

- a) Enplanements
- b) Landing Fees (monthly)
- c) Attended Labor Law training seminar 4 November
- d) CRTC Barrier project completed 10 November
- e) Addressed Rogers City Kiwanis Club 17 November
- f) Met with Senator Stamas and Rep. Pettalia 19 November
- g) 30 November finalized AIP 5 year plan for MAP meeting on 2 December
- h) Discuss fund raising legalities for new terminal building (setup of bank account, etc.)

#### **5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project began 2 November. Not completed due to faulty keypad.
- b) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work TBD.
- c) Terminal Design, application for grant undergoing edit for resubmission.

#### **6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:**

Public Comment

#### **7) ADJOURNMENT**