
AGENDA

AIRPORT COMMITTEE MEETING

Thursday 12 January, 2017 – 1:30 PM
Howard Male Conference Room, County Annex

1) CALL MEETING TO ORDER:

2) PERSONS SCHEDULED TO BE HEARD:

None

3) APPROVAL ITEMS:

- a) The contract with Alpena Ground Services will terminate on 1 March, 2017. The Request for Proposal (RFP) has been drafted to solicit bids for the contract, and has passed attorney review. A request is made to publish the RFP on all approved venues as approved by the County, to solicit bids from the public.

ACTION ITEM #1: The Committee recommends the Request for Proposal for Ground Services at Alpena County Regional Airport be advertised for the purpose of soliciting public bids.

- b) On November 9, 2016, a request was granted to transfer \$3087.01 from the PFC Equity Line to Consulting to pay Primary Airport Services. Updated invoices did not arrive before the end of the County Fiscal Year. A request is made to carry over these funds to FY2017.

ACTION ITEM #2: The Committee recommends the \$3087.01 be carried over to Fiscal Year 2017 for the payment of Primary Airport Services invoices.

4) DISCUSSION ITEMS

- a. Enplanements 817 short of 10,000 (470 charter enplanements brings total to 9183)
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 3 December, 10 aircraft arrived for Operation Goodwill
- e. 8 December meeting with CRTC ATC concerning RCAM reporting
- f. 12 December, submitted annual SWWP to MIWATERS
- g. 16 December applied for Airport Awareness Grant from MDOT



Alpena County Regional Airport

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www.alpenairport.com

- h. 27 December received Terminal Design contracts from MDOT
- i. 29 December MDOT contracts mailed out with Chairman's signatures
- j. Ground services contract, any changes to:
 - a) Length of bidding period
 - b) Contract duration of 3 years
 - c) Any experience requirements (Part 139 references)
 - d) Any Commissioner inputs / changes
 - e) Permission to post RFP
- k. Representatives from RS&H wish to address the Full Board Meeting

5) CURRENT PROJECTS

- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Public Comment

7) ADJOURNMENT

AGENDA

AIRPORT COMMITTEE MEETING

Thursday 16 February, 2017 – 1:30 PM
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 666 for January 2017, 572 for January 2016
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 3 January, all runway lights inoperative due to panel overload
- e. 4 January runway lights restored by Thunder Bay Electric
- f. 11 January, Vesco to install bulk fluid storage system in SRE
- g. 11 January sent invitation to SkyWest to visit Alpena
- h. 13 January met with C of C concerning Volaire Consulting retention
- i. 17 January MDOT reported a leaking roof, County Maintenance repaired the ceiling and dried the carpeting
- j. 17 January a region wide ice storm caused 2 hour delay to the 10:20PM arrival, no APN flights cancelled
- k. 18 January a plow driver for Alpena Ground Services struck the North barrier cable resulting in significant damage. The driver was released by AGS
- l. 19 January JTE Radiation Hazard Zone increased by CRTC
- m. 30 January met with Mark Guresko to begin planning for the full scale exercise in May 2017
- n. 31 January representatives from RS&H addressed the Full Board Meeting
- o. Bids received for Ground Services at the Airport

5) CURRENT PROJECTS



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- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Public Comment

7) ADJOURNMENT

AGENDA

AIRPORT COMMITTEE MEETING

Thursday 9 March, 2017 – 1:30 PM
Howard Male Conference Room, County Annex

1) CALL MEETING TO ORDER:

2) PERSONS SCHEDULED TO BE HEARD:

None

3) APPROVAL ITEMS:

1)

4) DISCUSSION ITEMS

- a. Enplanements 664 for February 2017, 604 for February 2016
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 1 Feb. started Full Scale Exercise planning with Mark Gurisko
- e. 8 Feb. opened 4 sealed bids for ground services contract, met with bidders 8 March, 2017. Discussion of bids.
- f. 10 Feb. 7PM all runway lights inoperative, transformer failure
- g. 13 Feb. 9:30AM runway lights restored, new transformer installed
- h. 16 Feb. slip and fall accident, data collected and turned over to insurance
- i. 22-23 Feb. attended MAAE conference in Lansing
- j. 27 Feb. began working with Joint Land Use Study team
- k. In order to generate advertising income and move terminal advertising to a digital format, the Airport Manager seeks permission to use \$1000.00 from Line Number 295-536-808, Weather Observation to purchase 2 smart TV's and associated mounting equipment.

5) CURRENT PROJECTS

- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:



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Public Comment

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7) ADJOURNMENT

AGENDA

AIRPORT COMMITTEE MEETING

Thursday 13 April, 2017 – 1:30 PM
Howard Male Conference Room, County Annex

1) CALL MEETING TO ORDER:

2) PERSONS SCHEDULED TO BE HEARD:

RS&H, presentation of passenger terminal designs

3) APPROVAL ITEMS:

a) MDOT Aeronautics has issued a grant in the amount of \$10,000.00 for Airport Awareness advertising. The grant requires a County match of 10% (\$1000.00). MDOT will require a contract signed by the Chairman of the Board and two signed resolutions.

ACTION ITEM: The Committee recommends sending the MDOT Aeronautics Airport Awareness grant to Finance for their review and then to Full Board for acceptance. The Committee recommends the Chairman of the Board sign two resolutions and all pertinent documents.

4) DISCUSSION ITEMS

- a. Enplanements 793 for February 2017 (SkyWest 765, charters 28)
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 1 March, met with JTC Civil Engineering to discuss a large increase in the quarterly power consumption. A clear reason could not be determined, so CE is monitoring the electrical meters.
- e. 8 March, held interviews with Ground Services bidders. Elected to remain with Alpena Ground Services LLC
- f. 16 March had a computer and phone conference with RS&H concerning proposed floor plans for the new terminal.
- g. 21 March began initial planning for the full scale exercise in May. Several emergency agencies, Mid Michigan hospital, Red Cross, State Police, City Police, and the Sherriff Department were in attendance.
- h. 22-23 March, attended mandatory training for the County
- i. 28 March addressed the Lions Club
- k. 30 March participated in a teleconference with Mike Mooney of Voltaire



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concerning pricing structure for Alpena

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- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Public Comment

7) ADJOURNMENT

AGENDA

AIRPORT COMMITTEE MEETING

Thursday 11 May, 2017 – 1:30 PM
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 624 for April 2017 (SkyWest 585, charters 39) 2772 YTD
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly) Next report July
- d. 6 April attended the JTC quarterly Air Operations Board. Most important discussion point was preventing VTOL for an upcoming Harrier deployment.
- e. 12 April met with RS&H designers to discuss new terminal issues. The designers addressed the Airport Committee on 13 April.
- f. 19 April traveled to Traverse City for a meeting with Sen. Peter's staff about EAS cancellation concerns.
- g. 24 April Participated in a teleconference for the JLUS.

5) CURRENT PROJECTS

- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Public Comment

7) ADJOURNMENT

AGENDA

AIRPORT COMMITTEE MEETING

Thursday 8 June, 2017 – 1:30 PM

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 847 for May 2017 (SkyWest 847, charters have not been reported to MDOT for April or May) 3619 YTD
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly) Next report July
- d. 1 May was invited to visit Gaylord Airport (GA) by manager Matt Barresi. Discussed various aspects of GA and how to increase traffic.
- e. 2 May Besser Company has requested reassignment of their lease which expires in 2033.
- f. 8 May responded to Besser Company after discussing the legal aspects with Prosecutor Black. They were informed the County has a say in who the lease can be reassigned to.
- g. 9 May had the final coordination meeting for the full scale exercise to be held 16 May.
- h. 15 May revised and submitted the APN Tarmac Delay Plan to MDOT. This plan outlines actions to be taken if an airliner is delayed more than 1 hour with passengers aboard and what steps are taken in the event of a diverted airliner to APN.
- i. 15-17 May SkyWest representatives Mike Ostler (Manager of Network Planning) and Daniel Belmont (Network Planning Analyst) arrived as guests of the Chamber of Commerce and the Airport for a tour of Alpena.
- j. 16 May conducted the triennial full scale exercise, this was an active shooter scenario.
- k. 23 May attended the post season Snow Removal Crews meeting with the CRTC. Discussed lessons learned and successes.



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- l. 30 May sent a letter to Ms. Tammy Lyons who wishes to conduct flight training at Alpena. The letter enumerated the MDOT requirements for conducting flight training. Ms. Lyons has not yet responded.
- m. 30 May met with Senator Stabenow and her staff at ACC. The Customs and Border Patrol issue was discussed as well as continuation of the Essential Air Service program.
- n. 31 May received a bill from Alpena Township for the repair of a water main break at the Airport for \$4566.08. As the break was caused by the Township's subcontractor who bored the supply line, the question is if the County is responsible for this repair.
- o. 31 May Chamber of Commerce asked if a large welcome to Alpena sign can be erected on Airport property.

5) CURRENT PROJECTS

- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

Public Comment

7) ADJOURNMENT

AGENDA

AIRPORT COMMITTEE MEETING

Thursday 13 July, 2017 – 1:30 PM
Howard Male Conference Room, County Annex

1) CALL MEETING TO ORDER:

2) PERSONS SCHEDULED TO BE HEARD:

Alpena Chamber of Commerce

3) APPROVAL ITEMS:

None

4) DISCUSSION ITEMS

- a. Enplanements 984 for June 2017 (SkyWest 936, 48 charters reported to MDOT for June) 4640 YTD
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly) Next report July
- d. 1 June Airport Manager participated in Joint Land Use Study activities including CRTC orientation and tour followed by a working group.
- e. 2 June sent an email request to Brandon Fewins (Sen. Stabenow) to resubmit our request for a CBP agent to be assigned to Alpena.
- f. 2 June sent copies of the executed services agreement to Primary Airport Services. This is the consultant for our PFC executions.
- g. 6 June all Forrest Service firefighting aircraft depart Alpena for Arizona.
- h. 12-15 June annual TSA inspection of Alpena was conducted. No deficiencies noted for the Airport.
- i. 19 June had a teleconference with McKinnley Matson of SkyWest Public Affairs. SkyWest has offered to assist the Airport with future marketing plans.
- j. 20 June Airport Manager participated in a meeting that was requested by Rogers City Manager Joe Hoeffle, the purpose of which was to see where we stood with the CBP issue.
- k. 20 June participated in a meeting with Jim Makowske (Michigan Unmanned Aerial Systems Consortium) and Tim Snare (manager of Alpena Contract ATC Tower) to create a letter of agreement for the operation of small UAS at the Airport.



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- l. 21 June Airport Manager briefed the Airline Committee about the recent visit by SkyWest to Alpena.
- m. 23 June FAA Flight Check orbited the Airport testing the NAVAIDs, one PAPI was reported as inaccurate. The PAPI had been hit by a lawn mower, but not reported to APN OPS.
- n. 26 June Airport Manager participated in a teleconference requested by the Civil Air Patrol for their upcoming deployment to Alpena. Mr. Snare was included in the teleconference which covered operations, flight schedules, and safety parameters for the 7 powered aircraft and 4 gliders. Deployment will be from 29 June – 7 July.

5) CURRENT PROJECTS

- a) Terminal Design, project in design phase

6) PERSONS OR ITEMS NOT SCHEDULED TO BE HEARD:

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