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# ALPENA COUNTY REGIONAL AIRPORT 2016 AGENDAS

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Alpena County Regional Airport

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## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 13 January, 2015 – 1:00 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
- b) Landing Fees (monthly)
- c) Fuel Flow Report (quarterly)
- d) 2 December, participated in a teleconference involving the following airports: Houghton, Escanaba, Sault Saint Marie, and Pellston. This was a round table discussion of the MDOT transportation draft.
- e) 5 December provided flight line escort for a toy drop by Operation Good Cheer (Kathy Gotz) for needy children. Three aircraft participated operated by volunteer pilots.
- f) 8 December attended Airline Committee meeting
- g) 15 December the 5 year Airport Construction and Improvement Plan was submitted to FAA ADO.
- h) 16 December had final gate project inspection with MDOT, RS&H, and the J. Rank (installer).
- i) 16 December attended the LEPC meeting at the EOC
- j) 29 December the airport was closed due to snow and ice accumulation. Airport reopened 30 December at 10AM



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**5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project began 2 November. Project completed on 8 December 2015.
- 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**

## AGENDA

### **AIRPORT COMMITTEE MEETING** Wednesday 10 February, 2016 – 1:00 PM Howard Male Conference Room, County Annex

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

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

None

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

- a) Obtain 2 signed copies of the contract for pilot weather briefing services through WSI which will expire 31 January 2016, and 2 signed resolutions for the same contract. A renewal must be executed for a 3 year period to continue with this service.

**ACTION ITEM #1: The Committee recommends the 3 year renewal of WSI Pilot Brief System be approved, and that the Chairman of the Board should sign both contract copies, 2 resolutions, and any other pertinent paperwork.**

- b) The 25 year lease for Building 1455 will end 1 June 2016. The tenants have requested a 25 year renewal. The lease renewal proposal contains changes and should be sent to the tenants for their review.

**ACTION ITEM #2: Does the Committee authorize the lease proposal for Building 1455 be released to the tenants for review?**

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

- a) Enplanements
- b) Landing Fees (monthly)
- c) Fuel Flow Report (quarterly)
- d) FAA Quarterly construction reports sent to ADO 5 January
- e) Renewed airports SWPPP license with State of Michigan 5 January
- f) Attended the CRTC Quarterly AOB Meeting 8 January
- g) Airport closed due to massive snow storm 10 January, reopened 11 January
- h) PFC Application 3 submitted to FAA 11 January



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- i) Chaired a meeting for the annual Disaster Drill at the EOC 21 January
- j) Guest speaker for Alpena Rotary Club 25 January

**5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project began 2 November. Project completed on 8 December 2015, in closeout process.
- b) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work start date TBD.
- c) Terminal Design, awaiting FAA notice to proceed.

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

Public Comment

**7) ADJOURNMENT**

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## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 13 April, 2016 – 1:00 PM  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

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

None

#### 3) APPROVAL ITEMS:

- a) Transfer \$35,112.00 of Non-Primary Airport Funds to Gogebic-Iron County Airport. These funds had been allocated after a fiscal year when Alpena had not made the 10,000 enplanement mark. Money was going to be used for a hangar construction project that was cancelled by the FAA in favor of a pavement repair. These leftover funds were being saved for use in a future Non-Primary Airport project, but will expire 30 September 2016 (4 year hold over period). MDOT has requested the funding be transferred to IWD before it expires. MDOT requires legal review and signature by the County's attorney and chairman of the board.

**ACTION ITEM #1: The Committee recommends the Agreement for Transfer of funds be sent for legal review, and that the Prosecutors Office should sign the Agreement, and any other pertinent paperwork.**

- b) The Agreement for Transfer of \$35,112.00 of Non-Primary Airport Funds to Gogebic-Iron County Airport must be authorized by the chairman of the board.

**ACTION ITEM #2: The Committee recommends the Agreement for Transfer of funds requested by MDOT be sent to full board after legal review, and that the Chairman of the Board should sign the Agreement, and any other pertinent paperwork.**

#### 4) DISCUSSION ITEMS

- a) Enplanements
- b) Landing Fees (monthly)



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- c) Fuel Flow Report (quarterly)
- d) 2 March new flight schedule began
- e) 11 March CRTC agrees to take over maintenance of Taxiway Hotel
- f) 17 March new Gate and AOA policy letter published
- g) 31 March HSTS-16-H-SLR805 Approved, LEO Reimbursement

**5) CURRENT PROJECTS**

- a) AIP #3-26-0004-2215 Gate Improvement project began 2 November. Project completed on 8 December 2015, in closeout process.
- b) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work start date TBD.
- c) Terminal Design, awaiting FAA notice to proceed.

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

Public Comment

**7) ADJOURNMENT**

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## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 11 May, 2016 – 1:00 PM  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

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

None

#### 3) APPROVAL ITEMS:

- a) On 26 April, 2016 the Full Board authorized the establishment of the Passenger Facility Charge Fund Equity Reserve Account Line Number 295-000-393. PFC income, estimated at \$50,000.00 annually, is no longer being posted to the airport budget as a form of income. These funds, used to finance Airport Improvement Projects, will now be deposited in the standalone account (Line Number 295-000-393) as recommended by our consultant at Primary Airport Services to ease auditing actions by the FAA. A request is made to transfer \$50,000.00 from the General Fund to the airport budget to offset the PFC revenues.

**ACTION ITEM #1: The Committee recommends the requested transfer of \$50,000.00 from the General Fund to the Airport Budget to offset the Passenger Facility Charge funds, be sent to the Finance Committee for approval.**

- b) The 25 year Land Lease Agreement between Richard McTaggart and the airport will conclude on 1 June, 2016. Mr. McTaggart has requested a 25 year renewal of this lease. A current insurance binder is attached. The new lease has been drafted and requires the signature of the Chairman of the Board.

**ACTION ITEM #2: The Committee recommends the Land Lease Agreement for Richard McTaggart be renewed for 25 years, and that the Chairman of the Board should sign the Land Lease Agreement, and any other pertinent paperwork.**

- c) The 25 year Land Lease Agreement between James Gaasch, Raymond Bock, Kenneth Lauer, David Dierking, and the airport will conclude on 1 June, 2016. These four individuals share Building 1455 and have requested a 25 year renewal of this lease. A current insurance binder is attached. The new



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lease has been drafted and requires the signature of the Chairman of the Board.

**ACTION ITEM #3: The Committee recommends the Land Lease Agreement for James Gaasch, Raymond Bock, Kenneth Lauer, and David Dierking be renewed for 25 years, and that the Chairman of the Board should sign the Land Lease Agreement, and any other pertinent paperwork.**

- d) Land Lease Agreement rent payments are adjusted every other year and the change is based on the Consumer Price Index percentage. The maximum amount of increase that can be charged is 5% and the minimum amount is 2%. This cumbersome system has resulted in several over and under payments through the years. All new Land Lease Agreements have been simplified to an annual fixed rate of 3%. The Airport Manager requests permission to amend Section 3 of the Land Lease Agreements for five remaining long term leases from the current rate calculation to a fixed 3% annual adjustment.

**ACTION ITEM #4: The Committee authorizes the Airport Manager to amend the Land Lease Agreements from the current bi-annual, Consumer Price Index based calculation to a fixed 3% annual adjustment.**

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

- a) Enplanements
- b) Landing Fees (monthly)
- c) Fuel Flow Report (quarterly)
- d) 19 April a coordination meeting for the Active Shooter Drill held at the EOC.
- d) 27 April the annual certification of the North BAK 14 was accomplished.

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

- a) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work will start in June, exact day TBD.
- b) Terminal Design, awaiting FAA notice to proceed.

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

Public Comment

#### **7) ADJOURNMENT**

## **AGENDA**

### **AIRPORT COMMITTEE MEETING**

Wednesday 8 June, 2016 – 1:00 PM  
Howard Male Conference Room, County Annex

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

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

None

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

- a) None, land lease renewals have been tabled pending further discussion

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

- a) Enplanements
- b) Landing Fees (monthly)
- c) Fuel Flow Report (quarterly)
- d) 3 May AERO-PM training in Lansing
- e) 6 May attended a meeting in Traverse City with Senator Peter's staff
- f) 16 May Odin started work as a BASH method
- g) 17 May TSA conducted annual inspection
- h) 25 May conducted Active Shooter drill at the airport
- i) Airline Ticket Pricing presentation

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

- a) AIP 3-26-0004-2215 Runway Markings awarded to JJ Cunningham LLC, work will start 10 June.
- b) Terminal Design, awaiting FAA notice to proceed.

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

Public Comment

#### **7) ADJOURNMENT**

## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 13 July, 2016 – 1:00 PM  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

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

Steve Lappan, hanger lessee insurance requirements.

#### 3) APPROVAL ITEMS:

- a) An invoice from the consultant Primary Airport Services have been received in the amount of \$2697.30 and is payable with Passenger Facility Charge money. A request is made to reduce the Passenger Facility Charge Reserve Account 295-000-393 by \$2697.30 and transfer the amount to the Airport Cash Line Item 295-000-001 to cover an increase in Airport Consulting Services Line Item 295-536-805.

**ACTION ITEM #1: The Committee recommends the Passenger Facility Charge Equity Fund 295-000-393 be reduced \$2697.30, with the amount being transferred to the Airport Cash Line Item 295-000-001 to cover an increase in the Airport Consulting Line Item 296-536-805.**

#### 4) DISCUSSION ITEMS

- a. Enplanements
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 1 June, met with Dennis Jouppe of Primary Airport Services for the annual Passenger Facility Charge meeting. This meeting is required by the FAA and established projects for the PFC money collected by the airport.
- e. 3 June, Thunder Bay Electric repaired passenger ramp lights, LED drivers and circuit boards were damaged by a water leak on the Southern light mast. Two other LED banks were repaired on the Northern mast.
- f. 7 June, met with Air Traffic Control Tower personnel to review ACRA use of a K9 for Wildlife Hazzard mitigation.



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- g. 13 June, airfield remarking project began and ended on 15 June.
- h. 13 June, met with CRTC Safety NCOIC Pat Czyka about USDA setting up live traps on the airport for coyote control.
- i. 20-24 June, 180<sup>th</sup> Fighter Wing (Springfield OH) conducted air to air and air to surface training in conjunction with the 107<sup>th</sup> Fighter Squadron (Selfridge ANGB MI).
- j. 22 June, South barrier was certified by an arranged engagement with a 180<sup>th</sup> FW F16.
- k. 23 June, conducted final inspection and acceptance of airfield remarking with David Joye, RS&H.
- l. 29 June, held a meeting with Airport Committee members concerning Land Lease contracts.
- m. August Airport Committee meeting cancelled.

## **5) CURRENT PROJECTS**

- a) AIP 3-26-0004-2215 Runway Markings completed 15 June.
- b) Terminal Design, awaiting FAA notice to proceed.

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

Public Comment

## **7) ADJOURNMENT**

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## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 7 September, 2016 – 1:00 PM  
Howard Male Conference Room, County Annex

#### 1) CALL MEETING TO ORDER:

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

MSgt Amy Franklin CRTC Environmental, water testing wells by Taxiway C.

#### 3) APPROVAL ITEMS:

- a) The 25 year Land Lease Agreement between Richard McTaggart and the airport concluded on 1 June, 2016. Mr. McTaggart has requested a 25 year renewal of this lease. A current insurance binder is attached. The new lease has been drafted and requires the signature of the Chairman of the Board.

**ACTION ITEM #1: The Committee recommends the Land Lease Agreement for Richard McTaggart be renewed for 25 years, and that the Chairman of the Board should sign the Land Lease Agreement, and any other pertinent paperwork.**

- b) The 25 year Land Lease Agreement between James Gaasch, Raymond Bock, Kenneth Lauer, David Dierking, and the airport concluded on 1 June, 2016. These four individuals share Building 1455 and have requested a 25 year renewal of this lease. A current insurance binder is attached. The new lease has been drafted and requires the signature of the Chairman of the Board.

**ACTION ITEM #2: The Committee recommends the Land Lease Agreement for James Gaasch, Raymond Bock, Kenneth Lauer, and David Dierking be renewed for 25 years, and that the Chairman of the Board should sign the Land Lease Agreement, and any other pertinent paperwork.**

- c) The Airport Awareness Air Service Marketing Grant between Alpena County and MDOT will expire 22 September, and MDOT has indicated the funding level for the next grant will be \$10,000.00. It is recommended that the Airport Manager begin the Grant Approval process for the Air Service Marketing grant for presentation to the Finance Committee and Full Board. MDOT requires a resolution and authorization before the grant money will be allocated.

**ACTION ITEM #3: The Airport Committee recommends beginning the Grant Acceptance process for the 2016-2017 Michigan Air Service Marketing Grant for presentation to the Finance Committee and the Chairman of the Board.**

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

- a. Enplanements
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 1 July FAA Quarterly Progress reports sent to ADO.
- e. 18 July the Alpena News was at the airport to interview Odin.
- f. 21 July R4 Robotics conducted the first UAS test session at the airport.
- g. 27 July was interviewed by WBKB for Insights.
- h. 14-30 August NORTHERN STRIKE was conducted without incident.
- i. 18 August the Quarterly Industrial Storm Water Pollution Plan inspection was conducted by Dennis Partlo, no deficiencies found.
- j. 19 August the Airport Security Plan revisions received and posted.
- k. 22 August 2 copies of the Passenger Facility Charge Application were mailed to the ADO in Romulus Michigan.
- l. 25 August attended a Passenger Facility Charge training workshop hosted by the Detroit ADO.

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

- a) Terminal Design, AIP grant authorized for design phase, awaiting FAA notice to proceed.

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

Public Comment

#### **7) ADJOURNMENT**

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## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 12 October, 2016 – 1:00 PM

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 2016. A one year extension of the lease is proposed with the following change. The current monthly lease rate of \$345.60 be adjusted by 3%, in accordance with the lease pricing structure implemented in September 2016, for a monthly lease rate of \$355.97 (a \$10.37 increase).

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

- b) In July a request was made to transfer \$2697.30 from the Passenger Facility Charge Reserve Account 295-000-393 and transfer the amount to the Airport Cash Line Item 295-000-001 to cover an increase in Airport Consulting Services Line Item 295-536-805. This transaction needs to be reversed per the FAA as they had not approved the transfer of funds.

**ACTION ITEM #2: The Committee recommends the transaction that reduced the Passenger Facility Charge Equity Fund 295-000-393 by \$2697.30, with the amount being transferred to the Airport Cash Line Item 295-000-001, be reversed pending FAA approval.**

#### 4) DISCUSSION ITEMS

- a. Enplanements
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 12-16 Sept. MAAE conference in Gaylord
- e. 15 Sept. meeting with Customs and Border Patrol



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- f. 20 Sept. in-pavement approach lights upgraded by FAA
- g. 21 Sept. Customs Working Group formed with Rogers City
- h. 22 Sept. Airport Awareness Ad Grant expired, awaiting new grant
- i. 27 Sept. Preseason snow crew meeting postponed by CRTC till 13 Oct.

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

- a) Terminal Design, RS&H has assigned an architect for the design phase..

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

Public Comment

#### **7) ADJOURNMENT**

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## AGENDA

### **AIRPORT COMMITTEE MEETING** Wednesday 9 November, 2016 – 1:00 PM Howard Male Conference Room, County Annex

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

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

Randolph Bricker, Pellston ARFF / Alpena Ground Services

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

- a) The FAA has authorized reimbursement for consulting costs to Primary Airport Services (PAS) from the collected Passenger Facility Charges. A request is made to transfer \$3517.79 from the PFC Reserve Line 295-000-393, and deposit \$2660.39 into the Equipment Maintenance Line 295-536-931, and \$857.40 into the Weather Observation Line 295-536-808. These amounts were transferred to Consulting Line 295-536-805 cover PAS Invoices 1042-11 and 1042-13.

**ACTION ITEM #1: The Committee recommends authorizing the Treasurer to transfer \$3517.79 from PFC Line 295-000-393 to replace funds that were transferred from Lines 295-536-931 and 295- 536-808.**

- b) The FAA has authorized reimbursement for consulting costs to Primary Airport Services (PAS) from the collected Passenger Facility Charges. A request is made to transfer \$3807.01 from the PFC Reserve Line 295-000-393 to Consulting Line 295-536-805 to pay PAS Invoices 1042-14, 1042-15, 1042-16, 1042-17, and 1042-18.

**ACTION ITEM #2: The Committee recommends authorizing the Treasurer to transfer \$3807.01 from PFC Line 295-000-393 to Consulting 295-536-805 to pay PAS invoices 1042-14, 1042-15, 1042-16, 1042-17, and 1042-18.**

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

- a. Enplanements



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- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. 3 October FAA Quarterly Reports accomplished and mailed
- e. 4 October Airport License renewed with MDOT
- f. 5 October WHMP / BASH meeting with CRTC
- g. 6 October New Snow and Ice Control Plan approved by FAA
- h. 18 October CRTC AOB Meeting, sent data on TALPA reporting
- i. 18-21 October annual FAA Airport Certification Inspection. Three minor discrepancies found
- j. 24 October attended County Budget meeting for 2017
- k. 27 October attended annual CRTC / Airport snow crew meeting

## **5) CURRENT PROJECTS**

- a) Terminal Design, project in design phase

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

Public Comment

## **7) ADJOURNMENT**

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## AGENDA

### AIRPORT COMMITTEE MEETING

Wednesday 14 December, 2016 – 1:00 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. A Request for Proposal has been drafted to solicit bids for the contract. A request is made to submit the RFP to the Prosecuting Attorney for legal review.

**ACTION ITEM #1: The Committee recommends the draft Request for Proposal be sent to the Prosecutor for attorney review.**

#### 4) DISCUSSION ITEMS

- a. Enplanements
- b. Landing Fees (monthly)
- c. Fuel Flow Report (quarterly)
- d. Transfer balance from Diesel Fuel Line to Equipment MX Line
- e. 2 Nov. traveled to Lansing for Michigan Airport Planning (MAP) meeting
- f. 7 Nov. reported a trespassing incident to the Sheriff Department
- g. 7 Nov. Industrial Storm Water Discharge Permit renewed
- h. 9 Nov. met with CBP working group concerning loss of Customs agent
- i. 15 Nov sent warning notice to Mr. Pricopi via registered letter about trespassing
- j. 21-22 Nov. 12 soil borings were conducted at the new terminal site
- k. 2 Dec informed SkyWest forcing schedule change starting 2 January

#### 5) CURRENT PROJECTS

- a) Terminal Design, project in design phase



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

Public Comment

**7) ADJOURNMENT**