

Approved
Delta County Airport Advisory Board
July 12, 2006 Minutes

I. ROLL CALL

PRESENT: Falcon, Jussila, Mark, Schultz, Larrabee, Bengry and Thill

ABSENT: Herioux, Lantagne and Shirley

OTHERS PRESENT: Manager Ness, Asst. Manager Smith & Parks Supervisor Gary Branz, and Forrester Rory Mattson

II. AGENDA APPROVAL: Moved by Commissioner Schultz and supported by Commissioner Jussila to approve the July 12, 2006 Agenda. MOTION CARRIED.

III. MINUTES: Moved by Commissioner Jussila and seconded by Commissioner Schultz to approve the June 14th, 2006 minutes. Discussion: Commissioner Mark made a correction to the minutes; Page 1, #8 A 1 – Finance Committee – the word administration should be administrator. Commissioner Schultz amended the motion and Commissioner Jussila amended his second. MOTION CARRIED. Minutes approved with the above correction.

Commissioner Shirley arrived at the Meeting.

IV. COMMUNICATIONS:

A: Received:

- 1) Midwest Airlines received their EAS grant. One year contract – FAA approved.
- 2) MAAE Meeting in September – Fall Conference – Important – 5 yr plan and meetings with the State and FAA. Fees are due August 22, and with the new billing system, it takes some time to make sure the bills get paid on time if waited until next meeting. Mileage - \$180.00 (Approx) and registration fee of \$175.00. Schultz made a motion to allow Manager Ness to attend. Jussila seconded motion. Discussion was held regarding the amount being in this year's budget. MOTION CARRIED.

B: Sent: Routine

VIII. REPORTS:

A. Finance Committee: None

B. Personnel Committee: None

C. Property Committee:

- 1) Engineer Selection Committee made their recommendation to the entire board. Recommended that URS continue to be our engineer. Motion was made by Commissioner Bengry and seconded by Commissioner Mark to approve the recommendation from the Selection Committee and send this recommendation to the County Board of Commissioners for approval. Discussion was held. A few concerns came out of the selection committee meeting. Before a contract is signed, it was suggested we talk with the engineer regarding bid specifications and receiving them in a timely manner; require URS to visit at least four (4) times a year (quarterly reports) and make these concerns known. It may be possible to shorten the length of the contract. Manager Ness will check on the required length of contract. Commissioner Bengry and Mark amended their motion to include these concerns. MOTION

CARRIED. Also, Manager Ness was asked to write the other engineering firms a letter letting them know of the board's decision.

D. **Resolution Committee:** Updated copies of the resolution were given to the advisory board. Just for information. Board members were asked if they had changes to be made or comments to call the airport office. Commissioner Mark requested the following changes: #3 – delete the words “by majority vote”; #7 delete “to contract and employ the”, replace with “to negotiation for employment an”; #10 – Replace the last word “Board” with “Commissioners; #12 – add “or as prescribed by law. Under “Signatures”, add the “County Board of Commissioners (5)” and the “Airport Board of Commissioner (10)”. Commissioner Shirley pointed out that #1 would automatically take Commissioners Larrabee, Herioux and Shirley off the Airport Advisory Board – changing the number from 7 to 10. These changes will be made and the copy taken to Administrator Erickson to get legal opinion prior to approval by the Airport Advisory Board and the County Board of Commissioners. Commissioner Bengry opposes the word “Advisory”, stating he wants the word “Authority”. He will also vote against this resolution. He wants this on record. Commissioner Mark also requested the original organizational chart be given to all advisory board members, and then also showing what the new chart would look like, because of this resolution. Manager Ness was asked to get the new organizational chart approved prior to the vote on the resolution. Request to put the resolution on the August board meeting was made, hoping that we will have the legal opinion from the attorney and the FAA's approval on the organizational chart prior to taking any action.

E. **Chairman's Report: NONE**

F. **Manager's Report**

1. Airport Projects

- a. Budget and appropriation request – Manager Ness discussed the July 5 budget meeting for the airport and parks. The Assistant Manager's contract was discussed, with reference to time and money spent on other departments. After much discussion, Commissioner Mark made a motion for 10% of the Assistant Manager's wages and benefits are allocated from the Parks Budget and Manager Ness will reflect this in changes to the airport's budget. Commissioner Shirley seconded the motion. Vote was called. MOTION CARRIED 7 TO 1 with Commissioner Schultz as no. After more discussion on what took place, Chairman Falcon decided to dismiss the motion and vote and called a finance committee meeting to go over the budget and the former discussion and bring it back to the board for their support of the budget to the County Board of Commissioners. Discussion took place regarding how to generate more revenue for the airport. Commissioner Shirley brought up parking fees and finding out how other airports around the UP charge. Marquette was used as an example. They have no equipment, no gates or automatic ticket dispensers, so the start-up costs would be minimal. The Finance committee will also discuss the next step with this possible charge. Finance Committee meeting was set up for July 21 at 10:00 a.m. Commissioner Schultz will go the County board and ask that the Airport be put on one of the last COW meetings so there is sufficient time to adjust the airport budget prior to presenting it to the County Board.
- b. Budget status – Manager Ness discussed the current status of the Airport Budget. Discussion was held regarding the reports given to us by the County based on their accounting system. We just need the time to figure out the way the reports will work with the Airport's budget reports.

2. RenZone Update:

3. CBA report – Copy given to the Board – based on the presentation given by State – Rick Hammond and Rob Abent. Manager Ness impressed upon the board the importance of having these numbers, in letting the general public know about \$37 million dollars of direct impact. The Airport Advisory Board needs to be ambassadors for the airport. Commissioner Falcon requested a thank you letter be sent to the State.

4. Customer Service –

- a. Enplanements: Midwest numbers top last year, same month, for the first time this year. Manager Ness also informed our report on enplanements for 2005 is complete and we are over 11,000, qualifying for our \$1,000,000 entitlement.
- b. Manager Ness did an interview on RRN. (11:30 a.m.)

IX. OLD BUSINESS:

- a. Reminder: Business After Hours, July 26th, at Pioneer Trail Park. All are encouraged to attend.
- b. Commissioner Mark brought us the PFC account attachment to the budget.
- c. Survey team was here week of June 19th. Only talked to customers on the 6:00 am flight. We have requested a report on their findings, when compiled.

X. NEW BUSINESS: Bill Malinowski, URS will be here at the August 9, board meeting (5 and 10yr plans).

XI. PUBLIC AND BOARD COMMENT:

- a. Ray Leech made comments regarding the parking fee discussion.

XII. ADJOURNMENT:

Moved by Commissioner Mark, seconded by Commissioner Schultz to adjourn at 6:40 p.m.

Respectfully Submitted by:

Kelly J. Smith, Assistant Manager

Michael Falcon, Board Chairperson