



3300 Airport Road
Escanaba, MI 49829
TJ Reid, Manager
Administration: (906)786-4902; Fax: (906)786-2583
tjreid@deltacountymi.org www.deltacountymi.org/airport

Brian Herioux, Chairman Dee Dee Anderson Skradski, V-Chair Airpt Brd David Moyle, Cty Brd Rep
Patrick Johnson, Cty Brd Rep Will Carne, Airpt Brd. Vickie Schwab, Airpt Brd. Brian Belmonti, Airpt Brd

**AIRPORT ADVISORY BOARD
MEETING MINUTES
Monday, August 13, 2018
8:00 AM**

- I. **ROLL CALL:** The meeting was called to order by Herioux at 8:05 AM.

PRESENT: Herioux, Carne, Johnson, Moyle, Phil Strom, TJ Reid, Dennis Hopkins.

ABSENT: Anderson-Skradski, Belmonti
- II. **APPROVAL OF AGENDA:** Moyle moved to approve the meeting agenda, Johnson second. **MOTION CARRIED UNANIMOUSLY.**
- III. **APPROVAL OF MINUTES:** Moyle moved to approve the July 16, 2018 meeting minutes. Johnson second. **MOTION CARRIED UNANIMOUSLY.**
- IV. **PUBLIC COMMENT ON AGENDA:** NONE.
- V. **REPORTS**
 - a. **Manager's Reports**
 - i. **Finances/Enplanements** –Financially the numbers look tight, but nearing the end of the year. Feels comfortable with where we are sitting with our current budget and expenditures. Enplanements are looking good; the Airport should meet the FAA annual enplanement requirement by the end of the month. Enplanement numbers look better than they have in the past four years, but not significantly.
 - ii. **County Board Passage of Airport Handbook** – The County Board passed support of the Delta County Airport Handbook during their August 6, 2016 meeting. The passage demonstrates support of the regulatory document by the County. The document has been reviewed by Administration, the Airport Advisory Board, and the County Board. A public comment meeting on the document was also held. Reid advised the document will now go into full implementation, including educating staff on the document and distributing final copies of the document to tenants. All new tenants will be given a copy of the document as well.
 - iii. **AFFF/Senator Peter's Office Visit** – Visit scheduled for August 23 at 10:00 AM. The meeting will be to tour Sen. Peter's staff and talk about AFFF. Reid will encourage Sen. Peter's office to support legislation allowing for Airports to continue to use the existing AFFF product or switch it out at the discretion of the Airport and the community based on the level of potential exposure.
 - iv. **TSA Screening News** – Reid briefed the Board about national news regarding the TSA pondering reducing screening staff at smaller airports like Delta County. TSA has walked back their suggested manpower changes. Reid advised contacting Sen. Peter's and Rep. Bergman's offices to brief them of the concern the Airport has towards such a policy.
 - v. **State Aeronautics Pilot Shortage Task Group** – MDOT has been working on coming up with solutions regarding the anticipated massive pilot shortage

nationwide. Information about the work the State is performing is included in the Board packet. Reid also added the Airport's Aviation Steering Committee is also working to address the same issues.

- b. EDA/Chamber Update – NONE.
- c. Quality Improvement Committee Update – NONE.
- d. Aviation Education Steering Committee Update – Dennis Hopkins briefed the Board about the background and efforts made so far to address the demand for technical trades in the aviation industry. Hopkins addressed workable strengths, hindrances, and efforts to be undertaken in the next weeks, months, and years.

VI. OLD BUSINESS

- a. Final Inspection of 01/19 – Reid advised the State and Prein & Newhof performed a final inspection of the work, signing it off August 8, 2018 pending a few minor corrective actions.
- b. Enterprise Lease/Wash Bay – Enterprise met with Reid last week to discuss the possibility of financing construction of a car wash bay, along with possibly purchasing ground fuel from the Airport. Enterprise brought up the use of Customer Facility Charges (CFC) as a means to either finance the projects. Herioux stated he didn't have a problem with this as long as the charges did not create a price disadvantage with other facilities in the region. Reid advised our closest competitor, Marquette, recently started charging CFCs as well but will let Enterprise know of his concerns.
- c. Clean-Kill Work Progress – Work still in progress on the tree cutting and clearing on the Airport, however, due to the weather the work has to be pushed back until this winter when the ground has frozen.
- d. Deice Truck Storage Project – Reid advises due to the demand of contractors he was unable to get competitive bids for the project and will have to push it back until next spring. He will work with DGS to coordinate parking their deice truck inside the Community Hangar.
- e. Hiring of Temporary Position – An offer was accepted for the Temporary Airport Administrative Clerk position. The new hire, James Ayotte, will start after all new hire paperwork and testing has been completed.

VII. NEW BUSINESS

- a. Boreal Aviation's Letter of Intent – Boreal submitted a Letter of Interest to Delta County Airport to sell fuel and provide FBO services. The letter also suggested leasing the existing Airport Administration Office, along with the Pilot Lounge for use as the FBO offices. This would be a temporary solution until the organization could build a facility. Reid requested that the Board give him enough time to review and prepare a Cost Benefit Analysis for the Board prior to considering taking these services out to a competitive bid process (if deemed necessary).
- b. Proposed Mission Statement/Vision Statement/Value Statement & Goals – Reid to resend to Board for consideration. Document presented was the old Mission Statement.
- c. Proposed Capital Improvements for 2019 – The Board reviewed Capital Improvements proposed by Reid for 2019. Herioux asked why the Airport needed to install fiber optic cable, especially since he believes the Airport does not require that much bandwidth and that there may be a cheaper option like using a cable provider like Charter. Reid advised the County's IT Director believes running fiber optic is a better long-term option and would allow for growth and support of security and camera systems required for future improvements to meet TSA requirements. Herioux recommended researching what other entities like Upper Hand Brewery do for their internet access, and recommended Reid

verify with the TSA improvements would meet security requirements. Strom asked if it were possible to paint the 100LL fuel tank by internal personnel instead of contracting it out to a company. Reid was unsure but could provide specs for a similar project conducted by an airport in Missouri. Strom thinks a part-time person employed by the County could perform the work for a fraction of the cost. Strom also added some of the access control upgrades proposed could be included under the IT Department's budget.

- d. Replacement of Vicki Schwab's position on the Board – Strom advised Vicki Schwab's position has been posted, but unaware if the vacancy on the Board requires someone with the EDA. Herioux believes Schwab was appointed by the area she represents, Rapid River, therefore it is up to the County Commissioner for that area to recommend a replacement to the County Board. Reid will work with the Commission to find a replacement.

VIII. PUBLIC/BOARD MEMBER COMMENT – NONE.

IX. ADJOURNMENT – Johnson moves for adjournment, Herioux seconds. MOTION CARRIES UNANIMOUSLY.

Next Board Meeting: Monday, September 17, 2018 at 8:00 AM

Respectfully Submitted by:

TJ Reid, Airport Manager

Brian Herioux, Board Chair