

COUNTY OF MARQUETTE, MICHIGAN
Sawyer International Airport
Airport Advisory Committee
Thursday April 14, 2016 4:00 P.M.
Meeting Minutes

Members Present: County Commissioner Karen Alholm, Donald Kristola, Steve Adamini, Frank Rosado, Scott Schulz, and Steve Rodgers.

Members Absent: John La Court

Staff Present: Steve Schenden, Director of Operations and Duane DuRay, Airport Manager

Staff Absent: None

Guests Present: None

1. Call to Order:

The meeting was called to order by Vice Chair Rosado at 4:02 pm.

Member Schulz made a motion, supported by County Commissioner Karen Alholm to adjourn the March 17th meeting. Motion passed unanimously.

2. Approval of the Agenda:

Member Rodgers requested an amendment to the agenda with the addition of an alternate Airport Security Plan. Motion was made by Member Rodgers, supported by Member Schulz to approve the agenda as amended. Motion passed unanimously.

3. Public Comment:

A. None noted

4. Approval of Minutes:

County Commissioner Karen Alholm made a motion, supported by Member Rodgers, to approve the March 2016 minutes. Motion passed unanimously.

5. Items of Discussion:

A. Landing Schedule of Fees: DuRay provided a schedule of fees and open the floor for discussion. Vice Chair Rosado asked when the last time the fees were last reviewed. DuRay stated the landing fees were reviewed and adjusted in CY 2013 and the fuel flow fees have not been adjusted for several years. Member Schulz commented on Janesville Airport and their willingness to share rates and fees with the Wisconsin airports. Discussion took place on a time line for recurring fee structure review on

fuel flow fee, landing fees, and daily / monthly parking fees. County Commissioner Karen Alholm made a motion, supported by Member Rodgers to have a survey of the rates and fees on landing, parking, flow fees available for review at the July Advisory meeting and to schedule the review of the fees on a bi-annual basis thereafter. Motion passed unanimously.

- B. T Hangar Rates and Occupancy: DuRay provided a sheet with the current occupancy of the t hangars. Discussion took place.

6. Informational Items & Project Updates:

- A. Access Control Progress/ TSA visit- DuRay briefed the Committee on the progress of the access control project and a visit from Mr. Larry Marshall the Assistant Federal Security Director/TSA. DuRay stated the project is moving along and is hopeful for the implementation of the new system and the upgraded airport security level Category from Cat IV to a Cat III in July/ August time line.
- B. Dallas Envoy Meeting- Director Schenden briefed the Committee on the MRO show and the meeting with the Envoy corporate. The MEDC attended the MRO show and the meeting with Envoy and the meeting had very productive conversations. Discussion took place. Member Rodgers commented on the meeting and indicated the 50 seat aircraft will be in the Envoy system for years to come. Member Rodgers also spoke on the possibilities of a substantial number of ERJ 175 aircraft being added to the envoy fleet and a need to improve the current hangars to accommodate larger aircraft. Airport staff continues to research funding avenues to improve on the hangar facilities.
- C. Skanska License Agreement Hangar 662 and building 725- Director Schenden briefed the Committee on a one year lease agreement for building 725 and 662. The lease agreement provides for the occupant to complete some building improvements to the leased facilities as part of the lease fee as well. Discussion took place on security needs that will be addressed.
- D. CIV USARMY Letter of Intent- DuRay briefed the Committee on the coming icing season for the US Army, Agusta Westland. James Correia signed a letter of intent to lease hangar 663 from September 16 through April 2017 for icing testing. This letter of intent is a non-binding letter, but staff will begin to prepare for the CIV USARMY operation for the coming season.
- E. RFP Large Rotary Mower- DuRay briefed the Committee on a RFP for a large rotary mower. If purchased, the mower will replace some of the aging equipment at the airport. Proposals are due in on April 22, to be followed by a decision on the possible purchase.

7. Late Additions:

- A. Alternate Airport Security Plan (ASP) - DuRay briefed the Committee the TSA's decision to require Envoy to discontinue the CRJ 700 aircraft passenger operations at Sawyer. DuRay has been working closely with TSA in developing a draft alternate ASP to comply with the additional security needs to reinstate the Envoy CRJ 700 aircraft operations. The draft was submitted on April 14, 2016. Member Rodgers commented the need to get the CRJ 700 back into Sawyer as soon as possible especially after the very recent Envoy Sawyer meeting in Dallas.

8. Public Comment: None

- 9. Staff and Committee Member Comment:** Vice Chair Rosado spoke on a message given by Chairman LaCourt to limit comments to 3 minutes and anything that exceeds a 3 minute time would be added to the following agenda. Chairman LaCourt would like to add that to the By Laws. Discussion took place and the decision to add the item to be placed on the next month agenda.

Vice Chair Rosado asked about the terminal lighting items and how the progress was going. Director Schenden discussed the items with the County Administrator and facilities and is looking at how this could be done county wide. Discussion took place.

Director Schenden briefed the Committee on the consultant visit regarding the hangar insulation. Discussion took place. Schenden informed the Committee on the final closeout with Tactical Extractions and the leases they had with Marquette County. Director Schenden updated the Committee on the parking lot problems and some of the things the staff has been doing to eliminate the issues. Schenden added an update with the Brown Field Authority and some possible monies that he is trying to get allocated to complete asbestos and lead assessments at Sawyer. The Grant is through the EPA.

Adjournment: Member Schulz made a motion, supported by County Commissioner Karen Alholm to adjourn the meeting. Motion passed unanimously.

Respectfully submitted by Duane DuRay, Airport Manager