

COUNTY OF MARQUETTE, MICHIGAN
Sawyer International Airport
Airport Advisory Committee
Thursday February 12, 2015 4:00 P.M.
Meeting Minutes

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

Members Absent: Steve Rodgers, John LaCourt

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 Steve Schenden at 4:00 pm. Introductions were made and Mr. Schenden provided an overview of the Advisory Committee Bylaws.

2. Organizational Items:

A. Appointment of Officers:

- i.** Chairman: Mr. Schenden opened the floor for nominations for the Chairman vacancy; a motion was made by Member Rosado to elect Mr. Scott Schulz, supported by Member Alholm. Motion passed unanimously.
- ii.** Vice Chair: Chairman Schulz took over the meeting and opened the floor for nominations for the Vice Chair vacancy; a motion was made by Member Alholm to elect John La Court as Vice Chair, supported by Member Rosado. Motion passed unanimously.
- iii.** Secretary: Chairman Schulz opened the floor for nominations for the Secretary vacancy; a motion was made by Member Rosado to elect Steve Rodgers as the Secretary, supported by Chairman Schulz. Motion passed unanimously.

B. Establish Meeting Schedule:

Motion was made by Chairman Schulz to hold the Advisory Committee meetings on the second Thursday of every month at 4:00 pm, supported by Member Alholm. Motion passed unanimously.

C. Rules of Order:

Motion was made by Chairman Schulz to accept Roberts Rules of Order, supported by Member Rosado. Motion passed unanimously.

3. Approval of the Agenda:

Motion was made by Member Alhorn, supported by Member Rosado to approve the agenda. Motion passed unanimously.

4. Public Comment:

A. None noted

5. Approval of Minutes:

Chairman Schulz made a motion, supported by Member Rosado, to approve the December 2014 minutes. Motion passed unanimously.

6. Items of Discussion:

A. MDOT Office of Aeronautics Grant Opportunities through the Michigan Air Service Program

~Capital Improvement and Equipment – DuRay discussed funding opportunities available under this program category, designed for various capital improvement items. In 2014, Sawyer applied for, and was awarded, a grant to purchase new brake meters. This year Sawyer applied for funding to replace personnel radios due to the condition of existing radios and the size of the staff and is awaiting the Committee's decision. Grant amount total: \$7,515.60

~Carrier Recruitment and Retention – Under this program, Sawyer would have the ability to provide incentives to air carriers willing to implement new service at Sawyer. (DuRay noted Sawyer has not applied yet, but is likely to apply pending a positive response to preliminary conversations with Sky West Airlines.) Member Rosado inquired whether Staff was pursuing other carriers. Further discussion on the topic of U.S. Small Community Air Service Development grant opportunities followed.

~Airport Awareness – This marketing grant is distributed to Michigan airports when the State has available funding. Last year, Sawyer was awarded \$12,000. Application was made for CY 2015 in the amount of \$20,000. Combined with a mandatory local match of 10%, staff anticipates expending a total of \$22,000 towards an awareness/communications campaign and is awaiting the State's decision.

B. Airline Flights/Capacity :

DuRay outlined the current level of flights Sawyer receives from its legacy air carriers along with some of the critical issues that domestic carriers are currently facing/experiencing. DuRay reviewed CY2014 passenger numbers, and provided explanation for the differences in those levels. DuRay also defined Passenger Facilities Charges (PFC) and how they are accounted for and used.

~LSCP Air Service Task Force – DuRay provided a recap of the task force, and how (in collaboration with the LSCP) meetings with local business leaders (Mines, NMU,

and Hospital) are being established as a means to garner support in the Airport's retention and expansion efforts. With community and business leaders advocating/lobbying on our behalf, this airport/public asset will continue to thrive.

Next steps include acquiring an air service study - focused on the needs of Marquette's business community. Several proposals provided by Trillion (currently working with the State of Michigan) and the Boyd Group are being considered.

7. Informational Items & Project Updates:

- A. Tower Recorder – Member Rosado and Director Schenden outlined current voice recording equipment challenges and what is needed to get a replacement system installed due to continuous failures. Estimated replacement costs are about \$34,000.
- B. Customs – Section 559/560 Pilot Program. This federal program is designed to schedule Customs on an as-needed basis. DuRay spoke on the value of having some level of Customs at the Airport along with the pilot programs being researched to see if they would be a fit for Sawyer. The Section 559/560 Pilot programs are designed to grow the level of Customs services by allowing a group to provide compensation to the Customs office. This is a competitive grant program and would require evaluating what level(s) Sawyer would be willing to pursue.
- C. Airport 10+1 – Ten Year Airport Improvement Plan with FAA and MDOT Funding. Staff provided the Advisory Committee a copy of the Airport 10 + 1 plan for their review. Discussion took place surrounding the CY 2015 projects. Member Alholm raised concerns/inquired about potential budgeting issues.
- D. Runway Justification – The FAA is “right-sizing” airport runways and Sawyer has been asked to complete a study to determine needed/appropriate runway length. DuRay outlined the history of runway length decisions and current planning between the FAA and Marquette County.
- E. MAP Meeting – The FAA Planning Meeting was basically a review of past, current, and future items relating to Sawyer Airport Improvement Projects and Federal funding items. The meeting focused primarily on runway length issues.
- F. Air Force Airfield Survey – The Air Force visited Sawyer late CY2014 to survey facilities as a diversionary airport. The purpose of the survey was to evaluate the Airport's facilities and capabilities in the support a regional and/or national disaster plan the Government would put in place in response to unforeseen catastrophic events.
- G. GA – Private Hangars – DuRay informed the Committee that he has no current update on this topic, but will follow-up and provide the Committee more details in the very near future.
- H. Minimum Standards – DuRay provided a basic overview of the current minimum standards project, and expressed concerns that an executed minimum standard

document may restrict or deter future growth of business on the airport. DuRay suggested that, at this time, it may be better to use the document as a guide versus a requirement. But, acknowledges the document is still a very useful document. Further discussion ensued.

- I. Aircraft Accident – DuRay discussed the aircraft accident of January 5, 2015 and reviewed how all of the operations/responders had performed during the event.

8. Late Additions: None

9. Public Comment: None

10. Staff and Committee Member Comment: None

Adjournment: At 5:43 p.m., a motion was made by Member Alholm, supported by Member Rosado to adjourn. Motion passed unanimously.

Respectfully submitted by Duane DuRay, Airport Manager