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**COUNTY OF MARQUETTE, MICHIGAN
Sawyer International Airport
Airport Advisory Committee**

**Friday, March 10, 2011, 4:00 P.M.
Meeting Minutes**

**Second Floor Conference Room
Airport Services Center
Gwinn, MI 49841**

Members Present: Committee Members Andy Sikkema, Scott Schulz, Fred Benzie, Charles Bergdahl and Frank Rosado. (Jim Cihak at 4:12 and John LaCourt at 4:24)

Members Absent: Committee Member Steve Rodgers was excused.

Staff Present: Scott Erbisch, Director of Operations and Keith Kaspari, Airport Manager.

Staff Absent: N/A

Guests Present: Roger Bentlage

1. **Call to Order:** The meeting was called to order at 4:09 by Chairman Benzie.

2. **Approval of the Agenda:**

Keith Kaspari, requested the addition of two items to the agenda, as follows:

- Item: I FBO Update; and,
- Item: J WAAS Update.

Committee Member Schulz made a Motion to Approve the Agenda for March with the additions. Committee Member Rosado provided a Second of approval.

Motion passed.

3. **Public Comment:**

Mr. Roger Bentlage provided comment that he is glad to be here, but must leave by 5:00.

4. **Approval of Minutes:**

Committee Members reviewed the minutes from the Advisory Committee meeting held on Thursday, February 3, 2011.

A motion was offered by Committee Member Rosado to approve the February 3, 2011 minutes with a second followed by Vice Chairman Sikkema.

Motion passed.

5. Items for Discussion:

A. Long Range Strategic Planning and Budget Discussion: (4:13)

Mr. Erbisch opened and continued discussion from the February 2011 meeting regarding a line-by-line review of airport expenses including salaries and wages.

Mr. Erbisch provided information to the Committee Members regarding fees programmed for airport legal services, and the ability to have staff continue to have legal services via the office of the Marquette County Civil Counsel (Prosecutor's Office), or to contract for legal services.

Additional discussion included part-time services provided by County employees in the finance and human resources division.

Mr. Erbisch continued discussion with the committee regarding airport utilities. Examples and a handout was provided to the Committee Members. One site-specific building that was discussed was the airport passenger terminal.

Mr. Erbisch continued discussion regarding requesting a review of energy costs and usage via the Upper Peninsula Power Company (UPPCO), including that while the airport usage has decreased, the cost for utilities had increased.

Discussion continued between the Committee Members, with Mr. Cihak discussing the electric and gas-heat utilities for the air traffic control tower (ATC).

Committee Member Rosado, (SAW's FC-ATCT Manager), responded that it is difficult for the HVAC system to provide consistent temperatures.

Committee Member Rosado recommended the future installation of thermostatic controls for SAW's ATCT.

Additional discussion continued amongst the committee members.

Chairman Benzie recommend staff contract with a specialist with HVAC and Utility management to review current use rates and settings, and provide recommendations for future energy savings.

Committee Member Rosado questioned the disparity of revenues between those paid by American Eagle Airlines in contrast with those paid by Delta Air Lines.

Staff provided a reply that SAW's airlines pay fees (except for landing fees) in the terminal building related to their passenger market share numbers for a given period (month).

Daily parking rates and fees were discussed between staff and the committee members.

As a result, a Motion was provided by Committee Member Cihak, with a Second of Support provided by Committee Member Rosado, to increase the daily parking rate from \$5.00 to \$6.00, and increase the lost ticket rate from \$35.00 to \$50.00. Motion passed.

Committee Member Sikkema requested for the April meeting, a review of all fees including when the last time they were adjusted.

Committee Member Cihak asked questions regarding consistency of existing leases and resultant lease revenues, with examples provided of Frontier Medical and Argonics, and "Miscellaneous Income" (Exs: Services provided by staff, unexpected additional revenue).

Fees discussion continued, to include fees such as employee parking permits, corporate parking permits, fuel flowage fee rates, the next rental car concession agreements (expected for a renewal date of July 1, 2011), terminal coverage for law enforcement support via the MCSO, taxing authority via the expiration of SAW's Renaissance Zone, and various airport rate-making methodologies.

Mr. Kaspari provided comment that in time for the April meeting, that he would provide to the committee, as examples only, rate making methodology from other airports.

Chairman Benzie questioned whether or not that SAW had the opportunity to have private security to lower the cost of Law Enforcement Officer (LEO) services.

Airport staff provided clarification on the funds received from the DHS/TSA for using the funds on a Reimbursable Agreement for deputies from the MCSO to provide armed law enforcement services at the terminal. SAW receives approximately \$25.94 per hour for 16-hours per day, per seven days per week.

Significant discussion continued. Mr. Erbisch provided continued comment that the airport and Waste Water Treatment Plant departments operate as separate Enterprise Accounts of Marquette County.

Mr. Erbisch provided final comment by providing Members of the Committee an estimate for the ending date of the airport's Stabilization Fund estimated to be early to mid CY-2013 based on the projections on current leases and other revenues.

6. Informational Items / Project Updates: (17:27)

A. SAW Airport Report: CY-2010 Overview and Summary

Mr. Kaspari led discussion regarding a verbal update on the overview of CY-2010 for Sawyer Airport. A handout was provided.

Overall, passenger traffic reflected an increase of nearly 7.0% in contrast with CY-2009. A total of 114,295 passengers used Sawyer in 2010.

Additional elements of the report included:

- Air Traffic Operations;
- Air Cargo Operations;
- Quarterly, Mid-Year and Calendar Year Summary of Airport Parking Revenue;
- Airport Market Share in Contrast with the Other Five Upper Peninsula Airports; and,
- Local and Regional Air Service Notes.

B. Runway Broom Update:

Mr. Erbisch led discussion on an overview of the operation of the snowbroom. Discussion ensued, with the members of the committee recommending the future purchase of a snowbroom as airport funding allows pending project priorities.

C. 400-Series Hangar Interior Rehabilitation Project:

Mr. Kaspari provided a handout and a verbal update on the status of the repairs and final completion of the interior lighting and insulation improvements to Hangars 400, and 423, 424 & 425. A handout was provided.

Airport staff is waiting for consistent warmer weather conditions for the sub-contractor to return to reapply an insulated coating of material that will take the place of the fibrous material that was applied to the ceiling area of Hangar 423-East.

D. Future Passenger Facility Charge Application:

Mr. Kaspari led discussion with regard to the intent of staff for making application to the FAA for a future Passenger Facility Charge (PFC) application. More information will be provided to the Committee at the April meeting.

Staff requested for Committee consideration, the ability to make application to the FAA for Sawyer to enter into the PFC Pilot Program.

A handout was provided.

E. FY-2011 Snow Removal Equipment (SRE) Purchase:

Mr. Kaspari led discussion and provided an update to the Committee Members regarding a current inventory of snow removal equipment in the airport fleet. A handout was provided.

The Committee agreed with Staff's recommendations to proceed with the purchase of a replacement snowblower.

F. FY-2011 RWY Joint Sealant Rehabilitation & Pavement Markings Project:

Mr. Kaspari led discussion and provided an update to the Committee Members regarding an improvement to airfield pavement areas. Visual charts were provided. SAW has via the FAA Part A funding, approximately \$472,000 for this project.

This project, estimated to begin in mid-to-late July, will provide for the routing and sealing of concrete and asphalt pavement joints and cracks, on Runway 1/19.

This project continues with a repainting of all airside pavement markings on the runway, taxiways and apron areas.

G. Lansing Trip Report: CY-2011 Michigan Airports Conference

Mr. Kaspari led discussion and provided an update to the Committee Members regarding the outcome of the 2011 Michigan Airports Conference in Lansing (February 16 & 17). A written Trip Report was provided to the Committee.

Concerns expressed by staff to the Committee Members continue to be carried over from 2010, as follows:

- Decrease of \$1.1B in Funding to the FAA's Airport Improvement Program (AIP); via the proposed 2-year Reauthorization Bill;
- No increase in the Passenger Facility Charge;
- Status of funding of the Essential Air Service Program (EAS);
- Lack of legislative support and action to MDOT's State Aeronautics Fund (SAF);

H. Lansing Trip Report: CY-2011 MBAA Annual Meeting & Legislative Briefing.

Mr. Kaspari led discussion and provided an update to the Committee Members regarding the outcome of the 2011 MBAA Annual Meeting and Legislative Briefing in Lansing (Wednesday, March 2).

Staff provide examples of the House Bills that are proposed (HB-4025) by Representative Dave Agema, that would increase funding to the State Aeronautics Fund, via a redirect of Sales Tax funds from the State's General Fund, that was originally derived by fuel tax sales from aviation fuels.

I. FBO Update: (Use Agreement)

This update was provided earlier, as noted above.

J. WAAS Update:

Mr. Kaspari led discussion and provided an update to the Committee Members regarding the update on the Runway 1 Wide Area Augmentation System.

7. Public Comment:

No public comment was received.

8. Staff and Committee Member Comment

- Committee Member Sikkema provided an update regarding future road improvements in Marquette County, with regard to the Sawyer area chip sealing on M-94 and Kelly Johnson Drive.
- Keith Kaspari provided a comment on the following:
 - FAR Part 139 ARFF Indexing requirements for fire department coverage;
 - Cheryl Cox on the airport staff - is asking for input from members of SAW's General Aviation community with regard to Sawyer's "Coming Home" website;
 - Article regarding the FAA's Contract Tower program; and,
 - Sawyer's 2011 FAA Safety and Certification Inspection is currently scheduled for the week of May 16th.
- Sawyer's service to MSP returns on Friday, April 1. April 1 and June 10th flight schedules were distributed to the committee.
- Sawyer's flight schedule will see a return of twice-daily service to both Detroit and Minneapolis on June 10th.
- Committee Member La Court provided comment with regard to a conversation that he had with a member of the Department of Commerce to provide future support for the length of SAW's runway.
- Scott Erbisich provided comment and asked the members of the committee on the quarterly newsletter, and his experience regarding the success and use of the new restrooms in the terminal building.

9. Adjournment

A Motion to Adjourn the meeting was offered by Committee Member La Court, with a Second offered by Committee Member Cihak.

Motion Passed.

Time of adjournment: 6:02.