

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: MARCH 26, 2026, TIME: 1:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tom Tikkanen – Present, Roy Britz – Present, Glenn Anderson - Absent

ATTENDEES: Casey Polkinghorn – Airport Manager, Jillian Spagnotti, Bill Voght, Russ Erkkila, Jeff Ratcliffe – KEDA

AGENDA: A motion was made by Roy Britz to approve the agenda, seconded by Tom Tikkanen.

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the February 2026 Airport Meeting Minutes, seconded by Tom Tikkanen.

Motion Carried Unanimously

BILLS: A motion was made by Roy Britz to approve and pay the bills, seconded by Tom Tikkanen.

Roll call: Tom Tikkanen – YES; Roy Britz – YES;

Motion Carried Unanimously

FINANCIAL REPORT: Casey Polkinghorne, Airport Manager, presented the airport, water and sewer financials for February 2026.

PUBLIC COMMENTS: None

New Business, Agenda Item 1, “Traverse Engineering (TES) Monthly Progress Report”. – The Airport Manager reviewed the Traverse Engineering progress report summarizing activities for the period from February 1, 2026, through February 28, 2026.

New Business, Agenda Item 2, “Mead & Hunt Monthly Progress Report”. – The Airport Manager reviewed the Mead & Hunt progress report summarizing activities for the period from February 1, 2026, through February 28, 2026.

New Business Agenda Item 3, “Water/Sewage Report.” – The Airport Manager reviewed the Water & Sewer report for the period from February 11th, 2026 to March 12th, 2026 (29 days), daily I&I was 6,717 gallons/day. For the same time period in 2025, daily I&I was 5,527 gallons/day. For the period from February 11th, 2026 to March 12th, 2026 (29 days), total water loss was 83,624 gallons. For the same time period in 2025 total water loss was 142,477 gallons.

New Business Agenda Item 4, “Airline Monthly Statistics.” – The Airport Manager reviewed the Airline Monthly Statistics report for the month of February 2026, SkyWest enplaned 2,198 passengers and deplaned 1,973. Last year in February, SkyWest enplanements were 2,313 compared to this year’s enplanements of 2,198 a decrease of 115 passengers or 5%. SkyWest experienced 3 cancellations during the month compared to 4 in February of 2025. Our completed flights load factor was 83% compared to 86% in 2025.

New Business Agenda Item 5, “SkyWest – O’Hare (ORD) Discussion” – Mr. Jeff Ratcliffe, of the Keweenaw Economic Development Alliance discussed a recent news item regarding United and destination alternatives to United and Chicago O’Hare Airport. Our airline consultant, Volaire, was available via zoom to answer his questions.

PUBLIC Hearing: New Business Agenda Item 6, “Water and Sewer Rate Resolution Proposal” – A motion was made by Roy Britz to start the Public Hearing at 2:17 p.m., seconded by Tom Tikkanen.

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: MARCH 26, 2026, TIME: 1:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

Motion Carried Unanimously

The Airport Committee Board members discussed the changes in the water and sewer rate increases. There were no public attendees at this meeting.

A motion was made by Roy Britz to end the Public Hearing at 2:21 p.m., seconded by Tom Tikkanen.

Motion Carried Unanimously

A motion was made to approve the increase by Roy Britz, seconded by Tom Tikkanen.

Roll Call: Tom Tikkanen – YES; Roy Britz - YES

New Business Agenda Item 7, “Airfield Crack Sealing and Pavement Marking Approval” – The Airport Manager requested approval to begin bid process for the AIP project for airfield crack sealing and pavement marking.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

New Business Agenda Item 8, “Airport Manager Update” – The Manager reported that the Airport Security Plan has been updated and approved by the FAA, and the Airport Certification Manual has likewise been updated and approved. Parking remains a primary issue, and discussions are underway with Xeratec Software Development regarding a new parking system. The Manager is working with the Administrator on the current audit. It was noted that Representative Greg Markkanen will be utilizing the airport more regularly. Sun Country Charter operations are scheduled for April 22–25, 2026. The Manager is currently focusing on weather observer requirements, the airport manager license, parking, and contract matters. The Manager will be out of the office for the Volaire Conference from April 12–16. Updates to the pilots’ lounge, including new couches, were completed. TSA donation collections continue, limited to gas or gift cards (excluding Visa cards or cash) valued up to \$20.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, April 30, 2026, at 1:00 PM.

ADJOURNMENT: A motion was made by Roy Britz to adjourn the meeting at 2:42 PM, seconded by Tom Tikkanen.

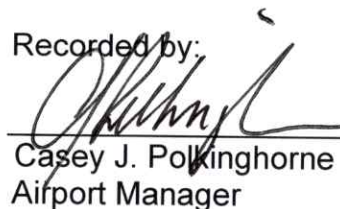
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Casey J. Polkinghorne
Airport Manager