

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

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

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Casey Polkinghorne – Airport Manager, Jillian Spagnotti, Russ Erkkila

AGENDA: A motion was made by Glenn Anderson to approve the updated agenda, seconded by Roy Britz.

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the April 2026 Airport Meeting Minutes, seconded by Glenn Anderson.

Motion Carried Unanimously

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

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

Motion Carried Unanimously

FINANCIAL REPORT: Casey Polkinghorne, Airport Manager, presented the airport, water and sewer financials for May 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 April 1, 2026, through April 30, 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 April 1, 2026, through April 30, 2026.

New Business Agenda Item 3, “Water/Sewage Report.” – The Airport Manager reviewed the Water & Sewer report for the period from April 13th to May 14th, 2026 (32 days), daily I&I was 12,049 gallons/day. For the same time period in 2025, daily I&I was 11,793 gallons/day. For the period from April 13th to May 14th, 2026 (32 days), total water loss was 126,600 gallons. For the same time period in 2025 total water loss was 185,792 gallons.

New Business Agenda Item 4, “Airline Monthly Statistics.” – The Airport Manager reviewed the Airline Monthly Statistics for the month of April 2026, SkyWest enplaned 2,151 passengers and deplaned 2090. Last year in April, SkyWest enplanements were 2,342 compared to this year’s enplanements of 2,151 a decrease of 191 passengers or 8%. SkyWest experienced 3 cancellations during the month compared to 4 in April of 2025. Our completed flights load factor was 75% compared to 80% in 2025.

New Business, Agenda Item 5, “Xeratec Parking Tool Update” – Programming and testing for the new parking system continue with Xeratec. The contract with omniQ expires on August 31, 2026. We have informed omniQ that we are canceling the contract; they expressed concern and requested additional information regarding the reason for cancellation.

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New Business Agenda Item 6, "Sun Country Charter Recap" – The Airport Manager reviewed the revenues and expenses from the recent Sun Country charter, noting that revenues were slightly lower than the previous charter. Currently, we do not have confirmation of a future Sun Country flight.

New Business Agenda Item 7, "Air Service Task Force Meeting" – A discussion ensued regarding the invitation received from Jeff Ratcliffe for Friday, May 29, 2026, from 12:00 p.m. to 1:00 p.m. at MTEC SmartZone, Room 107. Discussion will include a proposed survey from the Keweenaw Economic Development Alliance (KEDA) to gauge whether the business community is comfortable with continuing service into Chicago or if there is interest in pursuing a hub change to Minneapolis or Detroit

New Business Agenda Item 8, "Terminal Seat Re-covering Estimate" – An estimate from Boomer's Custom Canvas and Upholstery was provided for review. The cost for eighty-two seats at \$185 per seat totals \$15,170. Labor for padding removal and replacement is not included in the estimate. Approximately 25 hours of additional labor would be required by the part-time grounds/maintenance employee at \$18.62 per hour, for an estimated labor cost of \$465.50.

New Business Agenda Item 9, "Airport Manager Update" – The Airport Manager provided an update on several ongoing items. The revised Airport Emergency Plan (AEP) and associated training were completed on Tuesday, April 28, 2026, and the FAA has since approved the updated plan. Aircraft Rescue and Firefighting (ARFF) training and the required live burn took place on May 18–19 at Ford Field in Iron Mountain in accordance with FAR Part 139.319. Operations and Maintenance annual training was completed on Thursday, May 21. An FAA Community Planner visited on Wednesday, May 20, with discussion focused on the terminal building. The FAA physical inspection is scheduled for Wednesday, May 27, and all required documents were uploaded on May 20. Additional updates included current fuel pricing, ongoing work on specifications for a new tractor funded through PFCs, and continued focus on the airport manager license, weather observer duties, parking, and contracts.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, June 25, 2026, at 1:00 PM.

ADJOURNMENT: A motion was made by Roy Britz to adjourn the meeting at 2:28 PM, seconded by Tom Tikkanen.

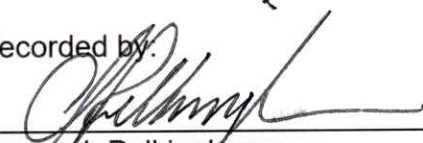
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Casey J. Polkinghorne
Airport Manager