



3300 Airport Road
Escanaba, MI 49829
Administration: (906)786-4902;
<https://deltacountymi.gov/airport>

Brian Herioux, Chair Airpt. Brd. Dee Dee Anderson Skradski, V-Chair Airpt. Brd. Will Carne, Airpt. Brd.
Matthew Jensen, Cty Brd Rep Kelli van Ginhoven, Cty Brd Rep Brad Reed, Airpt. Brd. Jay Bostwick, Airpt. Brd

**DELTA COUNTY AIRPORT ADVISORY BOARD
NOVEMBER 18, 2024, 8:30 a.m.
REGULAR MINUTES**

I. CALL TO ORDER: A regular meeting of the Delta County Airport Advisory Board was held this date pursuant to the Delta County Airport Advisory Board Schedule for 2024 at **8:35 a.m.** Please rise for the Pledge of Allegiance.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: *Brian Herioux, Chair; DeeDee Anderson-Skradski, Vice Chair; Will Carne; Commissioner Jensen; Commissioner Van Ginhoven; Brad Reed; Jay Bostwick; Robert Ranstadler, Airport Manager; and Robyn Morrison, Assistant Airport Manager.*

ABSENT:

MEMBERS OF THE PUBLIC PRESENT (INCLUDING ANY OFFICIALS EXTERIOR TO THE AIRPORT BOARD OR AIRPORT MANAGEMENT): *Dennis Hopkins, private pilot and tenant at large.*

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS: *10/14/2024. Motion to approve minutes from previous meetings by Chair Herioux, supported by Commissioner Jensen. MOTION CARRIED.*

APPROVAL OF AGENDA: *11/18/2024. Motion to approve agenda by Mr. Carne, supported by Chair Herioux. MOTION CARRIED.*

Mr. Carne motioned, on behalf of Manager Ranstadler, to add Agenda Item #5, Paper Reduction of Board Packets, to the Agenda. Supported by Chair Herioux. MOTION CARRIED (see below).

V. PUBLIC COMMENT (ON AGENDA ITEMS ONLY): None.

VI. AIRPORT TENANT ISSUES: None.

VII. REPORTS

A. Management Report: Attached

Airport Manager Ranstadler pointed out a typo for Item B.7. Trane Fall Service. He stated that he incorrectly entered the amount due as \$5000 while it was in fact \$7500.

Mr. Reed brought up his concerns about the amount of work that was not getting done due to a backlog of work. Airport Manager Ranstadler replied that the backlog of work was due to not having enough time or adequate staff to balance daily

business with program maintenance and long-term priorities.

Commissioner Van Ginhoven stated that staffing shortages have been an ongoing issue at the Airport and motioned that the Airport Board write a letter to the County Board of Commissioners emphasizing the pressing need to add a third full-time administrative employee to its staff. Motion supported by Mr. Bostwick and UNANIMOUSLY APPROVED. Chair Herioux agreed to draft this letter and provide a copy for review at December's meeting of the Airport Board.

B. Financial: Attached

C. PFC Account/Project Update: Attached (see Management Report)

D. Commercial Air Service: August MTD: 1,974 (+389 from October 2023); YTD: 13,654 (+1,060 from YTD 2023)

E. Airport Capital Improvement Plan (ACIP): Attached

VIII. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. 2024-25 Amended Airport Fee Schedule Memorandum of Review

Airport Manager Ranstadler discussed the contents of the memo with the Board, citing specific findings and actions taken to address and resolve issues brought up by Mr. Wils and Mr. Ketchum during the Public Comment portion of last month's Airport Board meeting. The Board concurred.

2. Approval of 2025 Airport Advisory Board Meeting Schedule

Mr. Carne made a motion to approve the schedule as written, which was supported by Commissioner Jensen. MOTION UNANIMOUSLY CARRIED.

3. Mead & Hunt PFC Services Agreement Proposal

Chair Herioux motioned that the Airport Manager coordinate with the County Prosecutor's Office to conduct a legal review of the current contract, between the Airport and Primary Airport Services, to determine if the latter was in breach of contract. Supported by Vice Chair Anderson-Skradski. UNANIMOUSLY CARRIED.

Chair Herioux motioned to adopt the Mead & Hunt Service Proposal as written, pending a review by the County Prosecutor's Office. Supported by Vice Chair Anderson-Skradski. UNANIMOUSLY CARRIED.

4. Airport Administration Personnel Reviews

Chair Herioux stated that he had received a working template of a personnel

review from Administrator Young and that he still needed to adjust it to better fit the roles of Airport Manager and Assistant Airport Manager. He said that he would have a working copy prepared by the next Airport Board meeting. Chair Herioux additionally asked for volunteers to form a group which would perform the reviews. Mr. Hopkins volunteered to represent the public (airport tenants).

5. Paper Reduction of Board Packets [added via amendment]

The Board agreed that reducing the amount of paper and toner consumed in producing monthly Board Meeting packets would a good cost-saving measure. Moving forward, the Board agreed that printed copies would be limited to copies of the tentative agenda, one copy of the Per Diem and Travel Voucher (for signatures), one copy of unapproved minutes from previous meetings (for Chair's signature), and (on an annual basis) the Airport Budget.

IX. GENERAL PUBLIC COMMENT (OTHER THAN AGENDA): *Mr. Hopkins expressed his displeasure and frustration over the Airport's mission statement, which is currently posted on the Airport website. He stated that the mission statement lacks any sort of specific direction or substance, which is what the Airport Manager asked of the Board approximately six months ago. He said there was not a single item that that stood out on the statement, which defined the future of the Airport and that the statement was nothing more than copied and pasted platitudes and generalizations.*

X. ADJOURNMENT: Motion to adjourn at **10:13 a.m.** made by Commissioner Jensen, seconded by Chair Herioux.

Next Board Meeting December 9, 2024 @ 8:30 a.m.

RESPECTFULLY SUBMITTED BY:

Robert C. Ranstadler
Airport Manager

Brian Herioux
Airport Board Chair