



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. Steven Viau, Airpt. Brd

**DELTA COUNTY AIRPORT ADVISORY BOARD
FEBRUARY 10, 2025, 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 2025 at **8:30 a.m.** Please rise for the Pledge of Allegiance.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Brian Herioux, Chair; Commissioner Jensen; Commissioner Van Ginhoven; Will Carne; Brad Reed; and Ashleigh Young, County Administrator.

DeeDee Anderson-Skradski, Vice Chair *remote*

ABSENT: Steve Viau

MEMBERS OF THE PUBLIC PRESENT (INCLUDING ANY OFFICIALS EXTERIOR TO THE AIRPORT BOARD OR AIRPORT MANAGEMENT): Dennis Hopkins, private pilot and tenant at large; and Lily Simmons, WZMQ-19 News

IV. SPECIAL ORDERS OF BUSINESS

V. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS: 1/13/2025. Motion to approve minutes from previous meetings by Commissioner van Ginhoven, supported by Mr. Reed. **MOTION CARRIED.**

APPROVAL OF AGENDA: 2/10/2024. Motion to approve agenda by Commissioner Jensen. No support. Motion to amend agenda to include Old Business: Overdue Airport Administration Personnel Reviews by Commissioner van Ginhoven, supported by Commissioner Jensen.

VI. PUBLIC COMMENT (ON AGENDA ITEMS ONLY):

Commissioner van Ginhoven – Inquiry about the fish tank located in the terminal. Who is caring for the fish tank? Who is buying the fish food? The tank isn't secured to the wall, would that be a liability to the County? What if a child pulls down on it?

VII. AIRPORT TENANT ISSUES: None

VIII. REPORTS

A. Management Report:

Administrator Young gave a brief overview of personnel matters, equipment updates and finance. PERSONNEL: Airport Operators current schedule and SkyWest reimburses overtime caused by the airline at \$40/hour. Update on Airport Manager search progress. EQUIPMENT: Airport Operators building's garage door springs broke and has been replaced by Delta Door. CSA Air hangar door cable snapped and is being fixed by Airport Operators. Maintenance Director is arranging MIOSHA training for his team and has inquired about certifying airport equipment. While the vehicle lift has been certified, the crane and bucket truck require certification. The Maintenance Director will coordinate with the Airport to maximize MIOSHA training opportunities for Airport Operators, recognizing the value of this training even if not FAA-mandated. FINANCE: Finance operations are continuing smoothly, with consistent billing for SkyWest and Unifi fuel, CSA fuel and hangar, and other credit purchases. Staff are maintaining hangar rent billing and accounts payable processes. I've contacted SkyWest regarding an updated fuel agreement, as we currently operate without one. However, their current rate of \$4.14/gallon is approximately 30% below retail

B. Financial Report:

Administrator gave a brief review of the Airport and PFC Funds.

C. PFC Account/Project Update:

Comments regarding PFC program. Is Primary Airport Services, Inc. in breach of contract? DAAB inquired about movement with Mead & Hunt providing PFC services. Administrator will inquire and give an update to the Board.

D. Commercial Air Service: January 2025 MTD: 1,227 (+231 from January 2024); YTD 2024: 1,227 (+231 from YTD 2024)

E. Airport Capital Improvement Plan (ACIP): See item B3

IX. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

1. FAA Part 139 AEP Water Rescue Plan Compliance Letter

Administrator Young updated Board prior to Mr. Ranstadler's departure he requested an extension to the Compliance Letter. The extension was granted.

2. Mead & Hunt Main Terminal Holdroom Expansion Survey

Administrator Young updated the Board of a meeting that Chair Herioux and I attend with Mead & Hunt. A grant application was submitted to MDOT's Air Service Revitalization to cover \$80,000 terminal study, a necessary component of the AIP-scheduled expansion. The full Terminal Expansion application is due July 2025, and we are working towards meeting this deadline.

3. Airport Board By-Law Subcommittee Initial Review Report

Mr. Reed inquired if Administration had editable versions of the by-laws and the resolution Mr. Ranstadler provided the AAB. Administrator Young will inquire with Administrative Office.

4. Overdue Airport Administration Personnel Reviews

Commissioner van Ginhoven asked if a review was given prior to Mrs. Morrison and Mr. Ranstadler's departure. Administrator Young responded evaluations for Airport Manager were distributed to 7 individuals and received 5 completed evaluations. Assistant Airport Manager was not under the supervision of the Administrator and occurrence is unknown. Administrator Young inquired why require one department head to undergo an evaluation but not others. Delta County has not performed evaluations for Department Heads in the past.

B. NEW BUSINESS

1. Mead & Hunt Airport 101

During Administrator Young and Chair Herioux's meeting with Mead & Hunt, it was offered to conduct an Airport 101 training session for Delta County Airport Management staff, the Airport Advisory Board, and County Administration. This valuable training will ensure consistent understanding of county-owned airport operations.

2. Air Force Static Display Loan Renewal

Administrator Young updated the board that this is the first-year renewal of the 5-year contract for the display. A thorough examination needs to be conducted. Reminded the AAB that the display needs maintenance. Mr. Reed noted he offered to find painters but it was said that it wasn't needed. He will look into finding painters or other services in support of maintaining the display.

3. Grant Review

Presented open airport grants to AAB. A meeting with FAA, MDOT and Airport Consultants will be scheduled to discuss these grants in detail and will provide an update following the meeting.

4. Informational – Airport Manager

Mr. Carne presented information he has collected to the AAB. The items included a letter from Dr. Mike Jones, a presentation from Mr. Christopher Hopkins and a list of airport websites. Our current website isn't sufficient for Airports. An Economic Impact needs to be redone for ESC.

[Commissioner van Ginhoven stepped out at 9:55 a.m. and returned at 10:00 a.m.]

[Administrator Young stepped out at 10:03 a.m. and return at 10:08 a.m.]

X. GENERAL PUBLIC COMMENT (OTHER THAN AGENDA):

XI. AIRPORT BOARD MEMBERS' COMMENTS

Vice Chair Anderson-Skradski is looking for approval for coordinating Santa Fly In and currently building a polar express. D. Hopkins used to be the pilot for this event. This will be in December. If we lose Part 139 certificate we will not get it back. We need to bring other types of services to the airport.

Mr. Carne said General Aviation doesn't look at operations just the airfield.

Chair Herioux we should look into someone who specializes in marketing airports.

Commissioner Jensen noted that a salary of \$180,000 plus fringes is too much for the Airport to afford.

XII. ADJOURNMENT: Motion to adjourn at **10:17 a.m.** made by Commissioner Jensen, seconded by Mr. Carne.

Next Board Meeting March 10, 2025 @ 8:30 a.m.

RESPECTFULLY SUBMITTED BY:

Ashleigh Young
County Administrator

Brian Herioux
Airport Board Chair