

DRAFT

MINUTES

Monday, September 12, 2011
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Ervin Kowalski, Chairperson; Paul Schulert, Vice-Chairperson; Duane Anderson; Glenn Lottie; Dale Picardat; Ross Spencer; and Bob Wilson

Members Absent: None

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Authority Treasurer; Ken Grabowski, Manistee News Advocate; Tom McIntyre, Chairman & CEO, Passageways Travel; Patrick McIntyre, Vice President, Passageways Travel; and Rachel Nelson, Airport Authority Secretary

Ervin Kowalski, Chairperson, called the meeting to order at 10:00 A.M. Roll was taken by the Secretary.

Tom and Patrick McIntyre presented information on SwiftTrip (APPENDIX A), which is an online booking tool that could be used on the airport's website instead of Kayak, which is currently used. Mr. Lind stated that Kayak is currently used because it was available, free and easy to integrate into the airport's website. SwiftTrip was developed in 2001, and Passageways acquired it in 2005. SwiftTrip charges the customer a \$7/trip booking fee, and the airport can increase this fee as much as they would like to create revenue for the airport (most airports increase the fee to \$10/trip). When using SwiftTrip, the customer stays on the airport's website instead of being transferred to an external website, which is what happens with Kayak. Travelers that would book their flight using SwiftTrip would also have access to free 24/7 travel support. Some Airport Authority members were concerned about how this would effect the local travel agencies, and it was explained that this tool is geared at customers that will be booking online anyway, as opposed to those that prefer to go to a travel agency. The local travel agencies can be listed on the website as well. Examples of websites that use SwiftTrip are www.flyithaca.com, www.tvcairport.com, and www.pways.com. It was noted that SwiftTrip will provide data on tickets that were purchased as well as searches that were performed that did not end in a purchase. This information could be valuable to the airport in future planning and marketing. The implementation fee for SwiftTrip would be \$995 to \$4,995, but it was noted that the higher price range would be for a custom setup. There would also be a \$2,000 annual fee. If required, there would be a \$100 per hour programming fee, but it was noted that this is normally not necessary. After the presentation, the Airport Authority discussed the pros and cons of SwiftTrip and directed Mr. Lind to review the contract that will be provided and further explore this possibility.

The Chairman confirmed that each member had received a copy and had an opportunity to review the minutes from the regular meeting of the Airport Authority held on Monday, August 8, 2011.

There was a motion by Mr. Schulert, supported by Mr. Picardat to approve the Airport Authority regular meeting minutes of Monday, August 8, 2011, as presented. Motion carried by unanimous vote.

The Authority next reviewed the August 2011 Accounts Payable Report (APPENDIX B). Mr. Pomeroy noted that the Consumers Energy and Gockerman Wilson Saylor payments are for two months; the Galaxy Electric payment is for repairs to the gate; the State of Michigan payment is the annual fee for the underground tank registration; and the Primary Airport Services payment is the quarterly passenger

facility charge oversight fee.

There was a motion by Mr. Anderson, supported by Mr. Wilson to approve the August 2011 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$35,393.41.

A roll call vote was taken:

Yeas: 7 (Kowalski; Schulert; Anderson; Wilson; Picardat; Spencer; Lottie)

Nays: 0

Absent: 0

Motion carried.

The Authority next reviewed the August 2011 Financial Statement (APPENDIX C) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Passenger Facility Charges collected. Mr. Pomeroy noted that the \$5,000 miscellaneous income is the Revenue Sharing Board grant for marketing. Mr. Spencer requested that Mr. Pomeroy provide a breakdown of how much income is coming from each rental car company.

There was a motion by Mr. Anderson, supported by Mr. Wilson to approve the August 2011 Financial Statement. Motion carried by unanimous vote.

Mr. Pomeroy presented the proposed FY 2011/12 budget (APPENDIX D). The only difference from the proposed budget that was presented at the previous month's meeting is the addition of marketing funds totaling \$15,000. The Manistee County Board of Commissioners will be finalizing their FY 2011/12 budget on Thursday, September 22, 2011, and Mr. Pomeroy expects that they will not change the amount of money that is tentatively budgeted for the airport (\$115,000), however, if they do, a special meeting would need to be held to approve an amended budget before the end of September.

There was a motion by Mr. Picardat, supported by Mr. Lottie to approve the Manistee County Blacker Airport Fiscal Year 2011/12 Budget, covering 10/1/11 through 9/30/12, for \$438,118.00.

A roll call vote was taken:

Yeas: 7 (Lottie; Spencer; Picardat; Wilson; Anderson; Schulert; Kowalski)

Nays: 0

Absent: 0

Motion carried.

There was no report from the Promotion Committee.

Sheets were handed out showing airplane passenger numbers for 2011 as well as the previous six years (APPENDIX E), and the Orchard Beach Aviation rent information (APPENDIX F). There were no Airport incidents to report. Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City and Grand Rapids for travel in October 2011 (APPENDIX G).

Mr. Lind informed the Authority that the car rental volume has been good, with 30 cars rented over Labor Day weekend. Customers can now book their rental car from Manistee County Blacker Airport through Enterprise's online system. Mr. Lind expressed concern that he has still not received Enterprise's signed contract. Mowry Leasing & Rental has regularly had all of their rental cars being used.

Mr. Lind reminded the Authority of the two upcoming federally funded airport construction projects. The parking lot project will begin in early October. Bids were opened on August 5, 2011. Elmers was the low bidder at \$63,157, and a pre-construction meeting has already been held. Manistee County is listed as a sponsor on the contracts and the Manistee County Board of Commissioners will also need to approve the two contracts with the State of Michigan. Since the Airport Authority owns the airport, this is something that needs to be changed, and Mr. Lind will work on this for future projects. Oversight

construction services for the parking lot project will be provided by Prein & Newhof for \$7,824. Bids for the t-hangar project were due and opened on August 31, 2011. Tailored Building Systems was the low bid at \$168,300, however, this was \$52,000 above the engineer's estimates. After discussion and some changes, the bid was brought down to \$156,300. The four new t-hangars should be constructed before winter. Oversight construction services for the t-hangar project will be provided by Prein & Newhof for \$6,115. The Airport Authority will pay the 2.5% local match on the two bids, as well as the Prein & Newhof charges. Mr. Saylor has reviewed the two contracts with Prein & Newhof and the contract with the State of Michigan for the parking lot project, but has not yet reviewed the contract with the State of Michigan for the t-hangar construction project.

There was a motion by Mr. Schulert, supported by Mr. Spencer to approve the contract with the State of Michigan for the parking lot project at a cost of \$63,157, with the Airport Authority paying 2.5% for the local match; the contract with Prein & Newhof for construction oversight of the parking lot project at a cost of \$7,824; and the contract with Prein & Newhof for construction oversight of the t-hangar construction project at a cost of \$6,115; and authorizing the Airport Authority Chairman to execute all three contracts.

A roll call vote was taken:

Yeas: 7 (Wilson; Picardat; Spencer; Lottie; Kowalski; Schulert; Anderson)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Anderson, supported by Mr. Lottie to approve the contract with the State of Michigan for the t-hangar construction project at a cost of \$156,300, with the Airport Authority paying 2.5% for the local match, and authorizing the Airport Authority Chairman to execute the contract, pending legal review of the contract.

A roll call vote was taken:

Yeas: 7 (Schulert; Kowalski; Lottie; Spencer; Picardat; Wilson; Anderson)

Nays: 0

Absent: 0

Motion carried.

Mr. Lind stated that the FAA does "flight checks" periodically to check for obstructions, and some trees have grown too tall on the north side of the airport going up the hill on US-31 towards the casino. An easement does exist and Prein & Newhof is looking into what firm previously provided tree removal services at no charge.

Mr. Lind reminded the Authority that they authorized him to spend up to \$15,000 on upgrades to the fuel farm, however, he is waiting to hear back from Chautauqua/Frontier regarding fueling before moving forward. A full scale emergency exercise has been tentatively scheduled at the airport on November 9, 2011. This is something that needs to be completed every three years as part of the FAA requirements for a Category I airport. Mr. Lind will be attending the MAAE fall conference in Grand Rapids on September 13-15, 2011.

The annual FAA airport inspection was performed on September 8-9, 2011. There were no required correction items. Recommendations were that staff should get more outside training; a Letter of Agreement with West Shore Medical Center; and the tree trimming. When the airport changed to a Category I, the runway safety area expanded to 500 feet wide by 1,000 feet off the end of the runway. Due to this increase, the grading off of the northeast corner of runway 9/27 requires further investigation.

Bookings with Frontier have started to slow down for the fall. This is to be expected since, for example, Traverse City sees about a 65% decrease in passengers from August to November. September is estimated to have 2,400-2,500 passengers, and October will probably have around 2,000 passengers. Beginning November 1, 2011, Frontier has slightly changed the schedule for Manistee. The morning flight will be moved from 7:30 A.M. to 7:00 A.M., and the evening flight will be arriving at 9:30 P.M. instead

of 9:34 P.M. The afternoon flight will have a 30 minute turnaround, and will vary a bit during the week. It was noted that Frontier has been announcing major cutbacks in flights, but Mr. Lind noted that it tends to be cutbacks in frequency rather than destinations, so this should have little impact on Manistee.

Mr. Lind has not yet heard whether or not the \$50,000 SCASDP marketing grant will be awarded. The grant was submitted on August 2, 2011. Advertising is continuing with TV/cable ads running periodically through November and the Frontier billboard was installed on the end of one of the t-hangars on August 9, 2011.

Mr. Lind reminded the Authority that on August 5, 2011, Congress passed the 21st extension of the FAA Reauthorization Bill to September 16, 2011. It is expected that Congress will pass the 22nd extension, but Mr. Lind hasn't heard any details on how this might affect the EAS program. Mr. Lind has been contacted by the Rural Air Service Alliance, which is a lobbying group of EAS airports, and they would like Manistee's membership. The group currently consists of about ten airports, most of which are in Pennsylvania. The Airport Authority asked Mr. Lind to get more details on the group and any associated costs.

Mr. Spencer stated that his motion last month to have Mr. Lind look into improving the airport signage might be something that should wait until the airport's Master Plan is updated. The other Airport Authority members agreed. The Airport Authority by-laws have not been updated since 1998. Mr. Schulert, Mr. Spencer and Mr. Wilson volunteered to be on a committee to start the process of updating the by-laws. Mr. Spencer wondered if West Shore Community College's marketing class might do a class project to conduct a customer survey at the airport. Mr. Wilson will approach the instructor to see if this is a possibility.

Mr. Kowalski suggested that the Authority go into closed session to discuss a potential property acquisition.

There was a motion by Mr. Wilson, supported by Mr. Lottie to convene in closed session pursuant to P.A. 267 of 1976, to discuss a potential property acquisition.

A roll call vote was taken:

Yeas: 7 (Lottie; Spencer; Picardat; Wilson; Anderson; Schulert; Kowalski)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Wilson, supported by Mr. Schulert to return to regular session, pursuant to P.A. 267 of 1976. Motion carried by unanimous vote.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 12:45 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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to view Calendar of Events, County Board Agendas and Minutes, Committee meeting reports
(under Board of Commissioners), etc.

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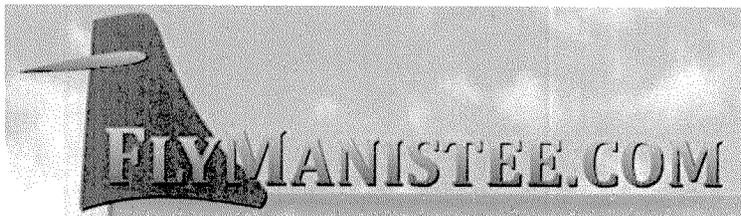
Manistee Airport – SwiftTrip

September 12, 2011



What is SwiftTrip?

- A company that provides online travel solutions, including a booking tool that:
 - Is completely customizable to your website
 - Allows you to capture data from any searching and/or booking activity on your website
 - Provides an additional source of revenue for your airport
 - Helps increase traffic on your website



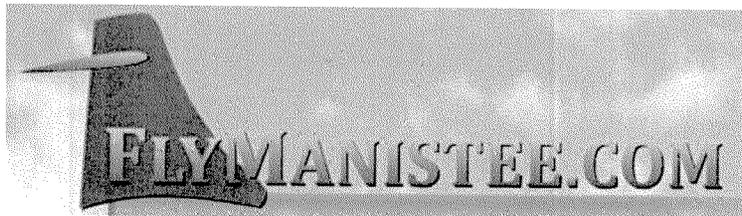
How does SwiftTrip work?

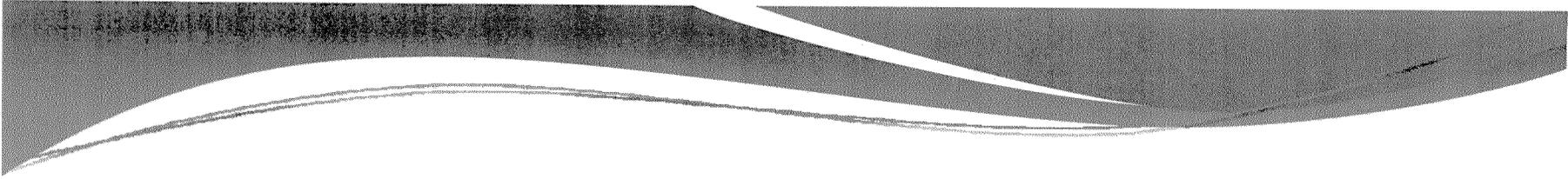
- It integrates into your website so that travelers never leave your interface to view or purchase tickets, hotel bookings, and car rentals online
- It uses real-time fares as displayed in Worldspan (GDS) whenever a search is conducted – no “snapshots” of fares
- It is connected to a travel agency, who provides traveler support anywhere between the time of booking and the completion of a trip.



Who uses SwiftTrip?

- More than 25 Airports using SwiftTrip
- 3 Universities using SwiftTrip
- More than 20 Travel Agencies using SwiftTrip
- More than 200 Corporations using SwiftTrip as their internal booking tool
- Provide booking tool services to American Express and Boston Consulting Group





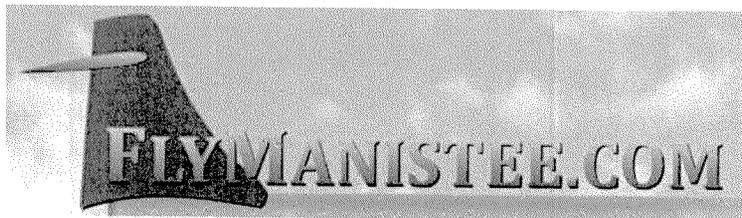
Additional Services SwiftTrip Provides

- Booking Tool add-on Services:
 - Web Hosting, Additional Booking Tools, Third Party Plug-Ins, and Credit Card Fraud Prevention
- Airfare Analyzer
- Reward/Loyalty Programs
- Coupon Vouchers

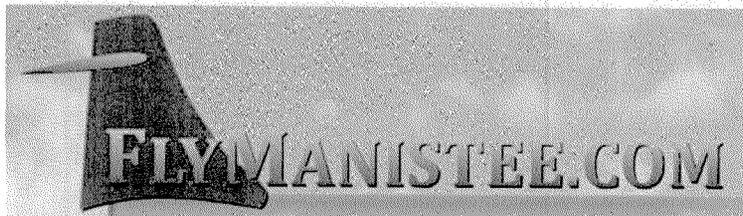


SwiftTrip Booking Tool Costs:

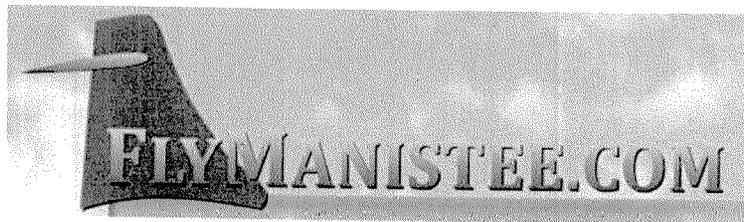
- Implementation: \$995 - \$4,995
- Annual Fee: \$2,000
- Hourly Programming Fee (if required): \$100/hr



Questions?



Thank You



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MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2011 ACCOUNTS PAYABLE

| CHECK # | VENDOR NAME | AMOUNT |
|---------|--|---------------------|
| | BARRY LIND | \$ 3,278.18 |
| | CONSUMERS ENERGY | \$ 4,003.73 |
| | A T & T | \$ 18.34 |
| | MICHCON (DTE ENERGY) | \$ 51.02 |
| | GOCKERMAN, WILSON, SAYLOR | \$ 1,512.25 |
| | WEATHER SERVICES INTERNATIONAL | \$ - |
| | NAPA AUTO PARTS | \$ 470.90 |
| | ACE HARDWARE | \$ 151.20 |
| | FASTENAL | \$ 439.99 |
| | DIRECT TV | \$ 86.99 |
| | GALAXY ELECTRIC, INC. | \$ 805.00 |
| | PECKHAM ENGINEERING | \$ 50.00 |
| | STATE OF MICHIGAN | \$ 200.00 |
| | PRIMARY AIRPORT SERVICES | \$ 306.15 |
| | MANISTEE TIRE SERVICE | \$ 112.00 |
| | TOTAL | \$ 11,485.75 |
| | ADVERTISING INVOICES | |
| | MS CREATIVE SERVICES | \$ 4,500.00 |
| | TOTAL | \$ 4,500.00 |
| | ORCHARD BEACH AVIATION | \$ 19,407.66 |
| | REGULAR HOURS 372 @ 15.00 | 5,580.00 |
| | MAINTENANCE HOURS 136.5 @ 15.00 | 2,047.50 |
| | PART 139 LABOR | 11,630.16 |
| | INTERNET | 150.00 |
| | GRAND TOTAL | \$ 35,393.41 |

MANISTEE COUNTY BLACKER AIRPORT

| | AUGUST 2011 REVENUE & EXPENSES | | BUDGET REMAINING | | 8% |
|---|--------------------------------|----------------------|----------------------|---------------------|-----------|
| | CURRENT MONTH | YEAR-TO DATE | ANNUAL BUDGET | BALANCE \$ | % |
| INCOME: | | | | | |
| HANGER RENTAL | \$ 1,525.00 | \$ 16,329.80 | \$ 20,400.00 | \$ 4,070.20 | 20% |
| LANDING FEES - GREAT LAKES/FRONTIER | \$ 17,667.39 | \$ 195,738.60 | \$ 212,882.00 | \$ 17,143.40 | 8% |
| LANDING FEES - GENERAL AVIATION | \$ 225.00 | \$ 900.00 | \$ 1,250.00 | \$ 350.00 | 28% |
| AUTO RENTAL SPACE | \$ 2,963.73 | \$ 6,400.88 | \$ 5,000.00 | \$ (1,400.88) | -28% |
| OFFICE RENT | \$ 955.00 | \$ 10,505.00 | \$ 11,460.00 | \$ 955.00 | 8% |
| COUNTY OF MANISTEE | \$ 9,583.00 | \$ 105,413.00 | \$ 115,000.00 | \$ 9,587.00 | 8% |
| FUEL SALES | \$ 1,358.88 | \$ 6,284.08 | \$ 6,500.00 | \$ 215.92 | 3% |
| SIGN LEASE | \$ - | \$ 3,300.00 | \$ 3,800.00 | \$ 500.00 | 13% |
| MISCELLANEOUS | \$ 5,000.00 | \$ 13,870.00 | \$ 1,000.00 | \$ (12,870.00) | 100% |
| TOTAL INCOME | \$ 39,278.00 | \$ 358,741.36 | \$ 377,292.00 | \$ 18,550.64 | 5% |
| EXPENSES: | | | | | |
| PERSONNEL - MANAGEMENT | \$ 3,278.18 | \$ 36,059.98 | \$ 39,340.00 | \$ 3,280.02 | 8% |
| PERSONNEL - OPERATIONS & MAINTENANCE | \$ 19,257.66 | \$ 200,404.26 | \$ 218,872.00 | \$ 18,467.74 | 8% |
| DUES & FEES | \$ 200.00 | \$ 545.00 | \$ 800.00 | \$ 255.00 | 32% |
| SUPPLIES | \$ 439.99 | \$ 2,307.63 | \$ 4,000.00 | \$ 1,692.37 | 42% |
| UTILITIES | \$ 4,291.74 | \$ 35,403.41 | \$ 35,000.00 | \$ (403.41) | -1% |
| FUEL | \$ - | \$ 9,400.60 | \$ 6,500.00 | \$ (2,900.60) | -45% |
| REPAIRS & MAINTENANCE | \$ 1,539.10 | \$ 15,458.25 | \$ 10,000.00 | \$ (5,458.25) | -55% |
| TERMINAL IMPROVEMENTS | \$ - | \$ - | \$ - | \$ - | 0% |
| CONTRACTED SERVICES | \$ - | \$ 1,428.00 | \$ 1,600.00 | \$ 172.00 | 11% |
| LEGAL | \$ 1,512.25 | \$ 4,186.00 | \$ 5,000.00 | \$ 814.00 | 16% |
| AUDIT | \$ - | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0% |
| ADVERTISING | \$ 4,500.00 | \$ 19,938.35 | \$ 5,880.00 | \$ (14,058.35) | 0% |
| TELEPHONE | \$ 18.34 | \$ 215.19 | \$ 300.00 | \$ 84.81 | 28% |
| INSURANCE | \$ - | \$ 19,941.39 | \$ 22,000.00 | \$ 2,058.61 | 9% |
| TRAINING (FIRE FIGHTER) | \$ - | \$ 8,708.60 | \$ 1,000.00 | \$ (7,708.60) | 0% |
| EQUIPMENT | \$ - | \$ - | \$ 19,500.00 | \$ 19,500.00 | 0% |
| BOOKKEEPING | \$ - | \$ - | \$ 3,000.00 | \$ 3,000.00 | 100% |
| NOTES PAYABLE | \$ - | \$ - | \$ - | \$ - | 0% |
| TRANSFER OUT/FUND BALANCE | \$ - | \$ - | \$ - | \$ - | 100% |
| MISCELLANEOUS | \$ 356.15 | \$ 2,052.28 | \$ 3,000.00 | \$ 947.72 | 32% |
| | \$ 35,393.41 | \$ 357,548.94 | \$ 377,292.00 | \$ 19,743.06 | 5% |
| EXCESS REVENUE OVER/(UNDER) EXPENDITURES | \$ 3,884.59 | \$ 1,192.42 | | | |
| BALANCE ON HAND - AIRPORT FUND | | | | | |
| BEGINNING BALANCE 08/01/11 | \$ 2,604.82 | | | | |
| AUGUST RECEIPTS | \$ 74,270.68 | | | | |
| JULY DISBURSEMENTS | \$ (30,394.21) | | | | |
| | \$ 46,481.29 | | | | |

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MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2011 BALANCE SHEET

| ASSETS | 8/31/2011 | 7/31/2011 |
|---|---------------------|---------------------|
| CASH | \$ 46,481.29 | \$ 2,604.82 |
| ACCOUNTS RECEIVABLE | | |
| FRONTIER AIRLINES | \$ - | \$ 35,334.78 |
| AUTO RENTAL | \$ - | \$ - |
| MISC. | \$ 2,083.88 | \$ 1,741.78 |
| TOTAL ASSETS | \$ 48,565.17 | \$ 39,681.38 |
| LIABILITIES | 8/31/2011 | 7/31/2011 |
| ACCOUNTS PAYABLE - TRADE | \$ 35,393.41 | \$ 30,394.21 |
| ACCOUNTS PAYABLE - COUNTY | \$ - | \$ - |
| PREPAID HANGER RENT | \$ - | \$ - |
| TOTAL LIABILITIES | \$ 35,393.41 | \$ 30,394.21 |
| FUND BALANCE | \$ 13,171.76 | \$ 9,287.17 |
| TOTAL LIABILITIES AND FUND BALANCE | \$ 48,565.17 | \$ 39,681.38 |

| | | |
|---|-----------|----------------|
| PASSENGER FACILITY CHARGES COLLECTED THROUGH 08/31/2011 | | \$ 59,971.70 |
| PFC FUNDS AVAILABLE | | \$ 59,971.70 |
| BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF: | 9/30/2009 | \$ 19,577.36 |
| BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF: | 7/1/2010 | \$ 16,228.49 |
| BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF: | 9/30/2010 | \$ - |
| PUBLIC IMPROVEMENT FUND - CASH AVAILABLE | | \$ 24,686.88 |
| PAYOFF FUEL FARM FROM PUBLIC IMPROVEMENT FUND (per Board of Commissioner action 7/20/2010) | | \$ (16,228.49) |
| STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT | | \$ (475.00) |
| STATE OF MICHIGAN - PAVEMENT MARKING PROJECT | | \$ (1,400.00) |
| STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT | | \$ (5,900.00) |
| PUBLIC IMPROVEMENT FUND - CASH AVAILABLE AS OF 08/31/2011 | | \$ 683.39 |

MANISTEE COUNTY BLACKER AIRPORT

11/12 PROPOSED BUDGET

| INCOME: | 10/11 BUDGET | 11/12 BUDGET | CHANGE | PERCENT CHANGE |
|---------------------------------|-----------------------------|-----------------------------|----------------------------|-------------------|
| HANGER RENTAL | \$ 20,400.00 | \$ 22,000.00 | \$ 1,600.00 | 8% |
| LANDING FEES - AIRLINE | \$ 212,882.00 | \$ 212,008.00 | \$ (874.00) | 0% |
| LANDING FEES - GENERAL AVIATION | \$ 1,250.00 | \$ 1,250.00 | \$ - | 0% |
| AUTO RENTAL SPACE | \$ 5,000.00 | \$ 10,000.00 | \$ 5,000.00 | 100% |
| OFFICE RENT | \$ 11,460.00 | \$ 11,460.00 | \$ - | 0% |
| COUNTY OF MANISTEE | \$ 115,000.00 | \$ 105,000.00 | \$ (10,000.00) | -9% |
| COUNTY OF MANISTEE-MARKETING | \$ - | \$ 10,000.00 | \$ 10,000.00 | 100% |
| LRBOI-MARKETING | \$ - | \$ 5,000.00 | \$ 5,000.00 | 100% |
| PASSENGER FACILITY CHARGES | \$ 12,000.00 | \$ 50,000.00 | \$ 38,000.00 | 0% |
| FUEL SALES | \$ 6,500.00 | \$ 6,600.00 | \$ 100.00 | 2% |
| SIGN LEASE | \$ 3,800.00 | \$ 3,800.00 | \$ - | 0% |
| MISCELLANEOUS | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0% |
| TOTAL INCOME | <u>\$ 389,292.00</u> | <u>\$ 438,118.00</u> | <u>\$ 48,826.00</u> | <u>13%</u> |

EXPENSES:

| | | | | |
|---------------------------------|-----------------------------|-----------------------------|----------------------------|-------------------|
| PERSONNEL - MANAGEMENT | \$ 39,340.00 | \$ 40,518.00 | \$ 1,178.00 | 3% |
| PERSONNEL - OPERATIONS & MAINT. | \$ 218,872.00 | \$ 222,000.00 | \$ 3,128.00 | 1% |
| DUES & MEETINGS | \$ 800.00 | \$ 800.00 | \$ - | 0% |
| SUPPLIES | \$ 4,000.00 | \$ 3,000.00 | \$ (1,000.00) | -25% |
| UTILITIES | \$ 35,000.00 | \$ 38,000.00 | \$ 3,000.00 | 9% |
| FUEL | \$ 6,500.00 | \$ 9,000.00 | \$ 2,500.00 | 38% |
| REPAIRS & MAINTENANCE | \$ 10,000.00 | \$ 12,000.00 | \$ 2,000.00 | 20% |
| EQUIPMENT | \$ 19,500.00 | \$ 5,000.00 | \$ (14,500.00) | -74% |
| CONTRACTED SERVICES | \$ 1,600.00 | \$ 2,000.00 | \$ 400.00 | 25% |
| LEGAL | \$ 5,000.00 | \$ 4,000.00 | \$ (1,000.00) | -20% |
| AUDIT | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0% |
| TRAINING (FIRE FIGHTER) | \$ 1,000.00 | \$ - | \$ (1,000.00) | 0% |
| ADVERTISING | \$ 5,880.00 | \$ 25,000.00 | \$ 19,120.00 | 317% |
| TELEPHONE | \$ 300.00 | \$ 300.00 | \$ - | 0% |
| INSURANCE | \$ 22,000.00 | \$ 21,000.00 | \$ (1,000.00) | -5% |
| BOOKKEEPING | \$ 3,000.00 | \$ 3,000.00 | \$ - | 0% |
| TRANSFER OUT - PFC | \$ 12,000.00 | \$ 50,000.00 | \$ 38,000.00 | 317% |
| FUND BALANCE | \$ - | \$ - | \$ - | 0% |
| MISCELLANEOUS | \$ 3,000.00 | \$ 1,000.00 | \$ (2,000.00) | -67% |
| TOTAL EXPENSES | <u>\$ 389,292.00</u> | <u>\$ 438,118.00</u> | <u>\$ 48,826.00</u> | <u>13%</u> |

Manistee County Blacker Airport

Enplaned/Deplaned

| | 2005 | | | 2006 | | | 2007 | | | 2008 | | | 2009 | | | 2010 | | | 2011 | | | |
|-------|------|---------|-------|------|---------|-------|------|---------|-------|------|---------|-------|------|---------|-------|------|---------|-------|------|-----------|------------|------|
| | MW | Out/In | Total | GL | Out/In | Total | GL | Out/In | Total | GL | Out/In | Total | |
| Jan | | 141/118 | 259 | | 150/101 | 251 | | 210/164 | 374 | | 234/169 | 403 | GL | 138/106 | 244 | GL | 212/145 | 357 | GL | 201/169 | 370 | |
| Feb | | 183/147 | 330 | | 137/133 | 270 | | 198/184 | 382 | | 215/200 | 413 | | 112/93 | 205 | | 196/150 | 346 | | 202/194 | 396 | |
| Mar | | 168/199 | 367 | | 197/203 | 400 | | 224/229 | 453 | | 213/200 | 413 | | 149/139 | 288 | | 216/231 | 447 | | 225/215 | 440 | |
| Apr | | 132/152 | 284 | | 191/218 | 409 | | 183/239 | 422 | | 18/38 | 56 | | 119/140 | 259 | | 272/255 | 527 | | | | |
| May | | 162/152 | 314 | | 200/217 | 417 | | 238/251 | 489 | | 0/0 | 0 | | 184/180 | 364 | | 263/302 | 565 | GL | 147/171 | F9 486/389 | 1193 |
| Jun | | 147/169 | 316 | | 233/283 | 516 | | 252/309 | 561 | GL | 94/113 | 207 | | 166/213 | 379 | | 311/366 | 677 | | 1454/1525 | 2979 | |
| Jul | | 232/208 | 440 | | 318/332 | 650 | | 340/348 | 688 | | 278/301 | 579 | | 388/439 | 827 | | 521/551 | 1072 | | 1206/1342 | 2548 | |
| Aug | | 223/228 | 451 | | 349/358 | 707 | | 348/305 | 653 | | 300/293 | 593 | | 429/359 | 788 | | 482/395 | 877 | | 1595/1568 | 3163 | |
| Sep | | 171/158 | 329 | | 268/267 | 535 | | 278/217 | 495 | | 219/190 | 409 | | 285/293 | 578 | | 240/233 | 473 | | 1833/1567 | 3400 | |
| Oct | | 131/135 | 266 | | 263/221 | 484 | | 276/248 | 524 | | 173/174 | 347 | | 282/275 | 557 | | 270/246 | 516 | | | | |
| Nov | | 159/148 | 307 | | 210/205 | 415 | | 275/280 | 555 | | 168/166 | 334 | | 257/269 | 526 | | 236/242 | 478 | | | | |
| Dec | | 142/146 | 288 | | 224/242 | 466 | | 203/205 | 408 | | 159/122 | 281 | | 228/279 | 507 | | 194/235 | 429 | | | | |
| Total | | | 3951 | | | 5520 | | | 6004 | | | 4035 | | | 5522 | | | 6764 | | | 14489 | |

On-time Performance

| | 2005 | | 2006 | | 2007 | | 2008 | | 2009 | | 2010 | | 2011 | | |
|-----|--------------|---------|--------------|---------|--------------|---------|--------------|---------|--------------|---------|--------------|---------|--------------|---------|-----|
| | Cancel/Delay | On-time | |
| Jan | | | | | | | | | | 13%/25% | 62% | 23%/22% | 55% | 15%/38% | 48% |
| Feb | | | | | | | | | | 18%/16% | 66% | 13%/32% | 55% | 15%/28% | 58% |
| Mar | | | | | | | | | | 8%/11% | 79% | 11%/19% | 70% | 21%/19% | 60% |
| Apr | | | | | | | | | | 10%/16% | 74% | 13%/17% | 70% | *** | *** |
| May | | | | | | | | | | 2%/10% | 88% | 12%/10% | 78% | 3%/25% | 72% |
| Jun | | | | | | | | | | 7%/18% | 75% | 6%/26% | 68% | 6%/20% | 74% |
| Jul | | | | | | | | | | 4%/16% | 80% | 5%/19% | 76% | 0%/37% | 63% |
| Aug | | | | | | | | | | 2%/12% | 86% | 4%/5% | 91% | 0%/36% | 64% |
| Sep | | | | | | | | | | 0%/9% | 91% | 18%/16% | 66% | | |
| Oct | | | | | | | 11%/31% | 57% | | 10%/8% | 81% | 15%/13% | 72% | | |
| Nov | | | | | | | 13%/32% | 55% | | 3%/10% | 87% | 16%/16% | 68% | | |
| Dec | | | | | | | 36%/44% | 20% | | 25%/39% | 36% | 32%/25% | 43% | | |

APPENDIX E

ORCHARD BEACH AVIATION

August 2011

RENT

| | | |
|--------------|------------|-------------|
| OFFICE | \$325.00 | |
| HANGER | \$175.00 | |
| FUEL | \$1358.88 | |
| LANDING FEES | | |
| TWIN | \$9.00 | (1 @ \$9) |
| JET | \$216.00 | (12 @ \$18) |
| TOTAL | \$2083.88 | |
| 100 | 1956.7 Gal | |
| JET | 7102.5 Gal | |
| TOTAL | 9059.2 Gal | |

October Travel as of 9/11/11**Best Fares**

| | MBL | TVC | GRR |
|--------------------------|------------------|--------|------------------|
| Atlanta (ATL) | 527 F9/UA | 445 DL | 363 FL |
| Boston (BOS) | 406 F9/UA | 401 DL | 285 US/DL |
| Dallas (DFW) | 392 F9 | 463 AA | 305 DL |
| Denver (DEN) | 375 F9 | 508 UA | 269 F9 |
| Houston (HOU) | 490 F9 | 541 UA | 375 F9 |
| Kansas City (MCI) | 210 F9 | 301 AA | 238 F9 |
| Las Vegas (LAS) | 433 F9 | 446 DL | 319 DL |
| Los Angeles (LAX) | 423 F9 | 463 AA | 309 DL |
| Milwaukee (MKE) | 199 F9 | 379 UA | 288 F9 |
| Minneapolis (MSP) | 268 F9 | 373 US | 318 F9 |
| New York Area (NYC) | 289 F9 | 321 DL | 241 DL |
| Orlando (MCO) | 643 F9/UA | 307 AA | 228 F9/FL |
| Philadelphia (PHL) | 339 F9/US | 401 DL | 378 DL |
| Phoenix (PHX) | 355 F9 | 481 DL | 319 UA |
| Portland (PDX) | 473 F9 | 500 UA | 416 F9 |
| San Diego (SAN) | 430 F9 | 429 UA | 329 UA |
| San Francisco (SFO) | 418 F9 | 550 AA | 334 UA |
| Seattle (SEA) | 418 F9 | 543 DL | 349 F9/DL |
| St Louis (STL) | 397 F9/WN | 333 AA | 267 DL |
| Washington DC Area (WAS) | 290 F9 | 305 DL | 223 FL |

| | | | |
|------------------------|----------|----------|----------|
| Average Fare | \$388.75 | \$424.50 | \$307.65 |
| Change from last month | \$103.80 | \$59.00 | \$45.45 |

Fares Pulled 9/11/11 for travel 10/5/11 - 10/12/11

Best Fares +7 days parking

| | MBL | TVC | GRR |
|--------------------------|------------------|--------|------------------|
| Atlanta (ATL) | 527 F9/UA | 485 DL | 417 FL |
| Boston (BOS) | 406 F9/UA | 441 DL | 339 US/DL |
| Dallas (DFW) | 392 F9 | 503 AA | 359 DL |
| Denver (DEN) | 375 F9 | 548 UA | 323 F9 |
| Houston (HOU) | 490 F9 | 581 UA | 429 F9 |
| Kansas City (MCI) | 210 F9 | 341 AA | 292 F9 |
| Las Vegas (LAS) | 433 F9 | 486 DL | 373 DL |
| Los Angeles (LAX) | 423 F9 | 503 AA | 363 DL |
| Milwaukee (MKE) | 199 F9 | 419 UA | 342 F9 |
| Minneapolis (MSP) | 268 F9 | 413 US | 372 F9 |
| New York Area (NYC) | 289 F9 | 361 DL | 295 DL |
| Orlando (MCO) | 643 F9/UA | 347 AA | 282 F9/FL |
| Philadelphia (PHL) | 339 F9/US | 441 DL | 432 DL |
| Phoenix (PHX) | 355 F9 | 521 DL | 373 UA |
| Portland (PDX) | 473 F9 | 540 UA | 470 F9 |
| San Diego (SAN) | 430 F9 | 469 UA | 383 UA |
| San Francisco (SFO) | 418 F9 | 590 AA | 388 UA |
| Seattle (SEA) | 418 F9 | 583 DL | 403 F9/DL |
| St Louis (STL) | 397 F9/WN | 373 AA | 321 DL |
| Washington DC Area (WAS) | 290 F9 | 345 DL | 277 FL |

| | | | |
|------------------------|----------|----------|----------|
| Average Fare | \$388.75 | \$464.50 | \$361.65 |
| Change from last month | \$103.80 | \$59.00 | \$45.45 |

Parking Fees for one week are \$0 at Manistee, \$40 at Traverse City and \$54 at Grand Rapids

Fares Pulled 9/11/11 for travel 10/5/11 - 10/12/11