

DRAFT

MINUTES

Monday, November 14, 2011
10:00 A.M.

Manistee County Blacker Airport
Conference Room

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

Members Absent: None

Others Present: Barry Lind, Airport Manager; Russell Pomeroy, Airport Authority Treasurer; Ken Grabowski, Manistee News Advocate; Thomas D. Kaminski, Manistee County Controller/Administrator; Shane Storz, Sherlene Wood & Katie West, Air Choice One (11:40 - 12:20 P.M.); 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.

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, October 10, 2011.

There was a motion by Mr. Schulert, supported by Mr. Wilson to approve the Airport Authority regular meeting minutes of Monday, October 14, 2011, as presented. Motion carried by unanimous vote.

The Authority next reviewed the October 2011 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the payment to Piper McCredie Agency is for pollution liability insurance for the fuel farm underground storage tanks; the payment to Manistee Tire Service is for four new tires for the F350 truck; the payment to Rural Air Service Alliance was approved at the previous Airport Authority meeting; and the payment to the State of Michigan is for renewing the airport license (\$100) and the non-communal water system (\$100.49).

There was a motion by Mr. Anderson, supported by Mr. Wilson to approve the October 2011 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$28,030.59.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority next reviewed the October 2011 Financial Statement (APPENDIX B) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Passenger Facility Charges collected. Mr. Pomeroy stated that there have been changes to GASB (Governmental Accounting Standards Board) Statement No. 54, and there can no longer be restricted fund balances, although the money can be assigned or committed. Therefore, the PFC funds will now show in the revenue instead of being separate. PFC funds are also no longer restricted regarding how they can be used. Mr. Pomeroy will present the FY 2010/11 year end information at next month's meeting.

There was a motion by Mr. Lottie, supported by Mr. Schulert to approve the October 2011 Financial Statement. Motion carried by unanimous vote.

There was no report from the Promotion Committee. The Bylaws Committee presented the draft proposed amended by-laws (APPENDIX C). Each section was discussed by the Authority. Mr. Kaminski provided history on the relationship between the airport, Manistee County and the City of Manistee. After lengthy discussion regarding the board appointment process and other proposed changes to the by-laws, the Airport Authority directed Mr. Lind to compose a letter to City Council regarding potential changes in the by-laws, and Mr. Schulert and Mr. Picardat offered to present the information to City Council. After discussion,

There was a motion by Mr. Schulert, supported by Mr. Anderson to table the proposed amended by-laws until the next meeting. Motion carried by unanimous vote.

Mr. Lind stated that the survey work for the t-hangar project was completed on November 11, 2011, and work should begin this week. The four new t-hangars should be completed in January, 2012. Mr. Lind stated that the parking lot project had a final inspection last week and Elmers is now working through the punch list items. The runway safety area grading was completed with the parking lot project for a cost of \$12,100, and the parking lot pavement marking will be completed as weather and cars allow for a cost of \$13,076. Both of these additions to the parking lot project are included in the federal grant money, so the Airport Authority is only responsible for the 2.5% local match.

There was a motion by Mr. Picardat, supported by Mr. Spencer to approve the change items for the contract with the State of Michigan for the parking lot project to include runway safety area grading at a cost of \$12,100, and parking lot pavement marking at a cost of \$13,076, with the Airport Authority paying 2.5% for the local match, and authorizing the Airport Authority Chairman to execute the contracts.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

Mr. Lind is continuing to work with MDOT on the right-of-way approvals for the trees that need to be removed off the north side of the airport. All of the trees that need to be removed are in the MDOT right-of-way. Mr. Lind recently attended an Avfuel two day training course, and has a meeting planned with Avfuel and Sparling to discuss possible fuel farm updates. Avfuel is the airport's fuel provider.

Sheets were handed out showing airplane passenger numbers for 2011 as well as the previous six years (APPENDIX D), and the Orchard Beach Aviation rent information (APPENDIX E). Mr. Lind noted that the airport should reach 10,000 enplanements for the year on November 15, 2011. 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 December 2011 (APPENDIX F).

As expected, Frontier's advance bookings have slowed. Mr. Lind expects approximately 1,500 in both November and December. Frontier updated their schedule as of November 1, 2011, so the afternoon flight is now at 6:00 P.M. They plan to update the schedule again on January 4, 2012, changing the afternoon flight to 4:30 P.M.

Mr. Lind stated that no Frontier themed advertising will run after November 2011. Planning for new advertising will begin in 2012 once a new air carrier is selected. Mr. Lind presented information on potential bidders for service at Manistee, as well as potential hubs (APPENDIX G). Bids are due on November 18, 2011. Mr. Lind also reminded the Authority that there are two additional options: the alternate EAS program, in which the airport receives the funding and works directly with a carrier; and

exiting the EAS program, in which the airport would receive a two year lump sum payment.

The Airport Authority scheduled a special meeting for Wednesday, November 30, 2011 at 10:00 A.M. to review the EAS bids.

Mr. Storz, Ms. Wood and Ms. West presented information on Air Choice One. Air Choice One intends to bid to provide service at Manistee. The company was established 30 years ago and they joined the EAS program in 2008. They would be providing service with a Cessna Caravan 9-seat turbo-prop aircraft with service to Chicago O'Hare. They would provide more frequent flights to make up for having a smaller aircraft, and would possibly have a larger aircraft in the future.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 12:20 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), Airport Authority Minutes (under More Departments and Services), etc.

[r n h: \airport authority\minutes\airport authority 111411]

MANISTEE COUNTY BLACKER AIRPORT

	OCTOBER 2011 REVENUE & EXPENSES		BUDGET REMAINING		92%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,525.00	\$ 1,525.00	\$ 22,000.00	\$ 20,475.00	93%
LANDING FEES - GREAT LAKES/FRONTIER	\$ 17,667.39	\$ 17,667.39	\$ 212,008.00	\$ 194,340.61	92%
LANDING FEES - GENERAL AVIATION	\$ 54.00	\$ 54.00	\$ 1,250.00	\$ 1,196.00	96%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	100%
OFFICE RENT	\$ 955.00	\$ 955.00	\$ 11,460.00	\$ 10,505.00	92%
COUNTY OF MANISTEE	\$ 4,583.00	\$ 4,583.00	\$ 105,000.00	\$ 100,417.00	96%
COUNTY OF MANISTEE-MARKETING	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	50%
CONTRIBUTIONS-MARKETING			\$ 5,000.00	\$ 5,000.00	100%
PASSENGER FACILITY CHARGES	\$ 5,636.41	\$ 5,636.41	\$ 50,000.00	\$ 44,363.59	89%
FUEL SALES	\$ 649.14	\$ 649.14	\$ 6,600.00	\$ 5,950.86	90%
SIGN LEASE	\$ -	\$ -	\$ 3,800.00	\$ 3,800.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
TOTAL INCOME	\$ 36,069.94	\$ 36,069.94	\$ 438,118.00	\$ 402,048.06	92%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,376.53	\$ 3,376.53	\$ 40,518.00	\$ 37,141.47	92%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 18,085.91	\$ 18,085.92	\$ 222,000.00	\$ 203,914.08	92%
DUES & FEES	\$ -	\$ -	\$ 800.00	\$ 800.00	100%
SUPPLIES	\$ 367.85	\$ 367.85	\$ 3,000.00	\$ 2,632.15	88%
UTILITIES	\$ 2,178.36	\$ 2,178.36	\$ 38,000.00	\$ 35,821.64	94%
FUEL	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	100%
REPAIRS & MAINTENANCE	\$ 1,432.08	\$ 1,432.08	\$ 12,000.00	\$ 10,567.92	88%
CONTRACTED SERVICES	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
LEGAL	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	100%
AUDIT	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100%
ADVERTISING	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0%
TELEPHONE	\$ 18.37	\$ 18.37	\$ 300.00	\$ 281.63	94%
INSURANCE	\$ 1,621.00	\$ 1,621.00	\$ 21,000.00	\$ 19,379.00	92%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ -	0%
EQUIPMENT	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	100%
MISCELLANEOUS	\$ 950.49	\$ 950.48	\$ 1,000.00	\$ 49.52	5%
	\$ 28,030.59	\$ 28,030.59	\$ 438,118.00	\$ 410,087.41	94%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ 8,039.35	\$ 8,039.35			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 10/01/11	\$ 24,734.76				
OCTOBER RECEIPTS	\$ 49,316.23				
SEPTEMBER DISBURSEMENTS	\$ (24,475.51)				
	\$ 49,575.48				

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MANISTEE COUNTY BLACKER AIRPORT

OCTOBER 2011 BALANCE SHEET

ASSETS	10/31/2011	9/30/2011
CASH	\$ 49,575.48	\$ 24,734.76
ACCOUNTS RECEIVABLE		
FRONTIER AIRLINES	\$ -	\$ 17,667.39
AUTO RENTAL	\$ -	\$ 674.80
MISC.	\$ 1,203.14	\$ 1,743.65
TOTAL ASSETS	\$ 50,778.62	\$ 44,820.60
LIABILITIES	10/31/2011	9/30/2011
ACCOUNTS PAYABLE - TRADE	\$ 28,030.59	\$ 24,475.51
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 28,030.59	\$ 24,475.51
FUND BALANCE	\$ 22,748.03	\$ 20,345.09
TOTAL LIABILITIES AND FUND BALANCE	\$ 50,778.62	\$ 44,820.60

PASSENGER FACILITY CHARGES COLLECTED THROUGH 10/31/2011		\$ 71,017.77
PFC FUNDS AVAILABLE		\$ 71,017.77
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 10/31/2011		\$ 683.39

November 2011 – Draft

BY-LAWS OF THE MANISTEE COUNTY BLACKER
AIRPORT AUTHORITY

MANISTEE, MICHIGAN 49660

Adopted October 12, 1998

Amended November 14, 2011

Section One - PURPOSES

- 1.1 The purpose of the Manistee Blacker Airport Authority (hereinafter referred to as the Authority) is to plan, promote, acquire, construct, improve, own and maintain an airport.
- 1.2 To own, lease and operate an airport including land, landing strip, navigation aids and buildings.
- 1.3 To provide efficient service to all who use the facility.
- 1.4 To initiate and maintain rules and regulations for the operation of the Authority and the airport.

Section Two - MEMBERSHIP

- 2.1 The present membership of the Authority shall consist of the County of Manistee and such other communities as shall join with the Authority at a later date.
- 2.2 Any county, city, township, or incorporated village, may become a member of the Authority upon resolution adopted by its governing body, and acceptance thereof by resolution adopted by a majority vote of the governing body of the Authority.
- 2.3 Any county, city, township, or incorporated village which is now, or hereafter becomes a member of the Authority, may upon request and upon resolution of its governing body, duly accepted by an affirmative vote of two thirds (2/3) majority vote of the entire governing board of the Airport Authority, may be released from membership in the Airport Authority.
- 2.4 A county, city, township, or incorporated village may not be released from Authority membership until all outstanding obligations of the Authority that have been incurred after the time of the admission to membership of the county, city, township, or incorporated village, and that part of prior obligations as may be agreed to by the Authority and county, city, or incorporated village, or township, have been paid, or adequate provision has been made for the payment thereof.
- 2.5 The Authority shall make a certified request annually to each county, city, incorporated village, or township which is a member of the Authority for a voluntary millage for the purpose of planning, promoting, enlarging, extending, acquiring, constructing,

improving, owning and operating the necessary land, navigation and building facilities of the airport and to allow implementation of other provisions of the Airport Authority.

- 2.6 The Board of the Authority may levy, within units of government joining the Airport Authority, an ad valorem property tax, to be levied on the taxable property within said units of government, a sum of money to be used to assist in the planning, promoting, acquiring, constructing, improving, owning, maintaining, and operating the landing, navigational, and building facilities necessary thereto of the community airport authorized by Act 312 of the Public Acts, 1982, as amended. The tax rate shall not exceed one (1) mill on each dollar of the state equalized valuation of the unit of government joining the Airport Authority. In computing the total tax to be levied, the assessed valuation of any units of government joining the Airport Authority shall not be used more than once.
- 2.7 The ad valorem property tax shall not be levied unless approved by the majority vote of the qualified electors, voting on the proposition, within the units of government joining the Airport Authority. An approved tax may be levied until the local unit is released from membership in the Authority or until the Authority is dissolved, whichever occurs first.

Section Three - AIRPORT AUTHORITY BOARD

- 3.1 The Authority shall be governed by a Board consisting of seven (7) members, to be appointed by the Manistee County Board of Commissioners.
- 3.2 Three members of the Airport Authority Board may, but need not be members of the County Board of Commissioners. ~~One member of the Board shall be a resident of the City of Manistee recommended by the City Council.~~ Three Four (4) members of the Board shall be at large members who are residents of Manistee County.
- 3.3 The members of the Board ~~from who are also members of the County Board of Commissioners shall serve a term equal to their elected term on the County Board of Commissioners. beginning on January 1, 1999. The one member of the Board recommended by the City Council shall serve until the next City Council election after the adoption of these bylaws. Following the next City Council Election, the Council may nominate a representative to serve a two year term. Not less than one at large member of the Board shall be appointed to a term expiring 12/31/2011. Not less that two at large members of the Board shall be appointed to a term expiring 12/31/2002. Thereafter All at large members of the Board shall be appointed to serve a three year term. The term of at least one at large board member is to expire each calendar year. Any vacancies will be filled by appointment of the County Board of Commissioners within 120 60 days.~~
- 3.4 A member of the Airport Authority board shall serve without compensation, but shall be reimbursed for actual expenses in the discharge of official duties.

3.5 An Authority Board member who has three (3) consecutive unexcused more than four (4) absences within any twelve (12) month period shall be considered automatically-removed to have officially resigned from the Board.

Section Four - OFFICERS AND DUTIES

- 4.1 The Board shall elect annually a chairperson and a vice chairperson, who must be members of the Board, a Secretary and a Treasurer who need not be members of the Board. These elections are to be held at the regular Board meeting in January of each year, and newly elected officers shall take office immediately.
- 4.2 Officers shall hold office for a period of one year or until their successors are selected and assume office. (NEW)
- 4.3 Vacancies for unexpired terms shall be filled in the same manner as the original appointments were made. (NEW)
- 4.4 The Chairperson, if present, shall preside over all meetings of the Board, appoint an acting recording secretary for all meetings at which the Secretary is absent, and be an ex-officio member, without vote, of all committees.
- 4.5 The Vice-Chairman shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson.
- 4.6 The Secretary shall cause to be kept, a written or printed record of every meeting of the Board which record shall be public.
- 4.7 The Treasurer shall receive and take charge of all monies belonging to the Authority, and shall deposit them in such bank or banks as the Authority may direct. The Treasurer shall disburse monies only at the direction of the Authority Board. The Treasurer shall report monthly to the Board on the funds under his or her jurisdiction, in a form acceptable to the Board.
- 4.8 The Board shall provide for a system of accounts to be adopted which shall conform to any uniform system required by law or regulation and shall also provide for the auditing at least once yearly of the accounts of the Treasurer of the Airport Authority by competent certified public accountants. The Board shall require of the Treasurer a suitable bond, by a responsible bonding company, ~~such bond to be paid by the Board.~~ ~~The Board shall also keep a written or printed record of each meeting.~~

Section Five - MEETINGS

5.1 Public notice of the time, date and place of all meetings shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended, being Sections 15.231

to 15.246 of the Michigan Compiled Laws, commonly known and referred to as the Open Meetings Act.

- 5.2 The Airport Authority shall hold a regular meeting each month at a specified time, day and location to be designated by the Chairperson at the annual meeting. A majority of the appointed members shall constitute a quorum.
- 5.3 The regular meeting in ~~December~~ January shall be designated as the annual meeting.
- 5.4 The Chairperson may call a special meeting of the Board at any time, and shall upon request of three (3) members of the Board, call a special meeting of the Board. Written notice of the date, time, place and purpose of any special meeting of the Board shall be given at least two (2) days previous thereto, delivered personally, or by mail to each member of the Board at the last known address of the member of the Board as appears on the record of the Authority. If mailed said notice shall be deemed to be delivered when deposited in the United States Government Mail so addressed with postage fully paid.
- 5.5 The presence in person of the majority of the appointed members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if less than a quorum be present at a meeting, no action shall be taken and the meeting shall be adjourned by operation of law.
- 5.6 The attendance of a member at any meeting shall constitute waiver of notice of such meeting unless such attendance shall be for the express purpose of objecting to the transaction of any business on the grounds that the meeting shall not have been lawfully called or convened.
- 5.7 The business which the Board may perform shall be conducted at a public meeting of the Board held in compliance with Act No. 267 of Public Acts of 1976, as amended, being Sections 15.261 to 15.275, Michigan Compiled Laws, as amended, commonly known and referred to as the Open Meetings Act.
- 5.8 The Board shall keep a written or printed record of each meeting, which record and any other writing, prepared, owned, used, in the possession of, or retained by the Board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, as amended, being Sections 15.231 to 15.246 of the Michigan Compiled Laws, as amended, commonly known and referred to as the Freedom of Information Act.
- 5.9 All questions shall be decided by a majority vote of the members of the Board voting thereon, except as otherwise herein provided. Proxy voting shall not be allowed at meetings of the members of the Board.
- 5.10 An Authority Board member shall be allowed to attend any meeting via electronic means, provided all of the participants, including the public, can speak and be heard.

Presence of an Airport Authority Board Member via electronic means shall constitute presence *in person* for all purposes provided for in these Bylaws. Attendance by electronic means is dependent upon the Authority having appropriate equipment. (NEW)

- 5.11 The Chair with the assistances of the Airport Director or their designee(s) shall prepare an agenda for each meeting and the order of business shall follow in an orderly manner according to the agenda. A designated period for public comment shall be allowed. A time limit for discussion and/or comment may be set by the Chair. (NEW)
- 5.12 Parliamentary procedure in Authority Board meetings, when needed, shall refer to Roberts' Rules of Order as a guide. (NEW)

Section Six - COMMITTEES

- 6.1 The chairperson may appoint, with the approval of the Board, an executive committee consisting of the Chairperson and two (2) other members, to carry on the active administrative duties of the Airport Authority, which executive committee shall hold office at the pleasure of the Airport Authority Board.
- 6.2 The Chairperson, with the approval of the Board, shall appoint other standing or special committees or special advisory committees as the Board deems necessary.

Section Seven - EMPLOYEES AND SERVICES

- 7.1 The Board may employ directly or contract for the services of an Airport ~~Manager~~ Director. The Director shall have charge of the operation of the airport, subject to such written rules, policies and regulations as the Board may enact from time to time.
- 7.2 The ~~Manager~~ Airport Director shall render reports on the operation and condition of the airport at the time and in the manner prescribed by the Board
- 7.3 The Board may also select and employ other officers and employees and engaged services as shall be considered necessary.

Section Eight - FISCAL YEAR

- 8.1 The fiscal year of the Authority shall ~~be the calendar year~~ end on September 30.

Section Nine - BUDGET

- 9.1 Not later than ~~August~~ ~~September~~ 1st of each year the Board shall have prepared a budget containing an itemized statement of the estimated current expenses and the projected expenses for capital outlay, including the amount necessary to pay the principal and interest of any outstanding bonds or other obligations of the Authority maturing during the ensuing fiscal year or which have previously matured and are unpaid, and an estimate of the estimated revenue of the airport authority from all sources for the ensuing fiscal year.
- 9.2 The Board shall adopt such budget as may be deemed necessary and shall ascertain what appropriations are required from the County of Manistee, and each municipality that may become a member of the Authority, to meet their respective shares of the amount of the budget in excess of the estimated revenues.

Section Ten – APPORTIONMENT

- 10.1 In determining the fair and equitable share of the County of Manistee and each municipality that may become a member of the Authority, the Board shall establish the ratio that the state equalized valuation of each for the year in which the appropriation is required bears to the total state equalized valuation for the year in which the appropriation is required for the county and each municipality that may become a member of the Authority, and use the applicable ratio in determining the amount of appropriation required from the county and each municipality that may become a member of the Authority.
- 10.2 The Board shall also render to each participating county, city and municipality that may become a member of the Authority, on each July 1st, during the operations of the airport a certified report of the operation of the airport. Each report shall state the condition of the finances, the amount of money expended, and the money received from all sources. The Board shall also file a copy of the report with the Michigan Department of Treasury together with any other information the Michigan Department of Treasury may require.

Section Eleven – CONFLICT OF INTEREST (NEW)

- 11.1 In the event that business being carried out by the Authority Board may have a personal or financial impact on a member of the Authority Board or their immediate family, or any corporation or business of which the Authority Board member is an officer or director, the Authority Board member must disclose the conflict of interest and refrain from voting on the particular item of business. (NEW)

11.2 If any question of whether or not a conflict of interest exists cannot be determined by the Authority Board, then the matter of the question shall immediately be referred to the Authority's legal counsel for consultation and recommendations. (NEW)

Section Twelve - AMENDMENTS TO THE BY-LAWS

12.1 These By-Laws may be revised or amended at any regular meeting of the Board provided that the members of the Board have been advised at a previous regular meeting that changes in the By-Laws are being contemplated.

12.2 Should the Chairperson of the Board or three members feel that changes may be desirable; a special committee shall be appointed to prepare copies of the proposed revisions or amendments. Copies shall be sent by first-class mail to each member of the Board. The proposed revisions or amendment may be adopted at the next regular meeting, if approved by a majority two thirds (2/3) of the total Board members present.

Section Thirteen - ADOPTION

13.1 When the By-laws have been revised or amended as outlined above, they shall replace any prior By-laws, rules or regulations and shall become effective immediately.

~~The foregoing bylaws were adopted by resolution of two thirds (2/3) of the total membership of the airport authority board at a regular meeting held _____, 1998 at~~

MANISTEE BLACKER AIRPORT AUTHORITY

BY: _____
Chairperson

BY: _____
Secretary

Manistee County Blacker Airport

	2005		2006		2007		2008		2009		2010		2011	
	Out/In	Total	Out/In	Total										
Jan	MW 141/118	259	MW 150/101	251	MW 210/164	374	MW 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	GL 147/171 F9 486/389	1193
May	162/152	314	200/217	417	238/251	489	0/0	0	184/180	364	263/302	565	1454/1525	2979
Jun	147/169	316	233/283	516	252/309	561	GL 94/113	207	166/213	379	311/366	677	1206/1342	2548
Jul	232/208	440	318/332	650	340/348	688	278/301	579	388/439	827	521/551	1072	1595/1568	3163
Aug	223/228	451	349/358	707	348/305	653	300/293	593	429/359	788	482/395	877	1833/1567	3400
Sep	171/158	329	268/267	535	278/217	495	219/190	409	285/293	578	240/233	473	1332/1234	2566
Oct	131/135	266	263/221	484	276/248	524	173/174	347	282/275	557	270/246	516	1024/1004	2028
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		19083

	2005		2006		2007		2008		2009		2010		2011	
	Cancel/Delay	Ontime												
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%	0%/23%	77%
Oct							11%/31%	57%	10%/8%	81%	15%/13%	72%	1%/5%	94%
Nov							13%/32%	55%	3%/10%	87%	16%/16%	68%		
Dec							36%/44%	20%	25%/39%	36%	32%/25%	43%		

APPENDIX D

ORCHARD BEACH AVIATION

October 2011

RENT

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$649.14	
LANDING FEES		
TWIN	\$0.00	(1 @ \$9)
JET	\$54.00	(3 @ \$18)
TOTAL	\$1203.14	
100	1359.7 Gal	
JET	2967.9 Gal	
TOTAL	4327.6 Gal	

December Travel as of 11/14/11**Best Fares**

	MBL	TVC	GRR
Atlanta (ATL)	501 F9/UA	408 DL	337 FL
Boston (BOS)	485 F9/UA	409 DL	292 F9
Dallas (DFW)	501 F9	427 DL	276 F9
Denver (DEN)	340 F9	422 UA	269 F9
Houston (HOU)	437 F9	478 UA	368 UA
Kansas City (MCI)	216 F9	307 DL	245 F9
Las Vegas (LAS)	364 F9	441 AA	318 DL
Los Angeles (LAX)	364 F9	441 AA	304 UA
Milwaukee (MKE)	201 F9	245 UA/AA	205 AA
Minneapolis (MSP)	331 F9/UA	371 DL	401 DL
New York Area (NYC)	260 F9	319 DL	273 DL
Orlando (MCO)	410 F9/UA	259 DL	197 FL
Philadelphia (PHL)	290 F9	427 AA	378 F9
Phoenix (PHX)	398 F9/UA	493 UA	318 DL
Portland (PDX)	408 F9	520 UA	329 UA
San Diego (SAN)	401 F9	459 UA	329 UA
San Francisco (SFO)	358 F9	493 UA	339 UA
Seattle (SEA)	358 F9	493 UA	349 UA
St Louis (STL)	353 F9/UA	357 AA	297 UA
Washington DC Area (WAS)	290 F9	291 DL	229 FL

Average Fare	\$363.30	\$403.00	\$302.65
Change from last month	\$10.20	-\$3.25	\$0.20
Change from two months ago	\$24.55	-\$71.80	-\$5.00
Fares Pulled 11/14/11 for travel 12/7/11 - 12/14/11			

Best Fares +7 days parking

	MBL	TVC	GRR
Atlanta (ATL)	501 F9/UA	448 DL	391 FL
Boston (BOS)	485 F9/UA	449 DL	346 F9
Dallas (DFW)	501 F9	467 DL	330 F9
Denver (DEN)	340 F9	462 UA	323 F9
Houston (HOU)	437 F9	518 UA	422 UA
Kansas City (MCI)	216 F9	347 DL	299 F9
Las Vegas (LAS)	364 F9	481 AA	372 DL
Los Angeles (LAX)	364 F9	481 AA	358 UA
Milwaukee (MKE)	201 F9	285 UA/AA	259 AA
Minneapolis (MSP)	331 F9/UA	411 DL	455 DL
New York Area (NYC)	260 F9	359 DL	327 DL
Orlando (MCO)	410 F9/UA	299 DL	251 FL
Philadelphia (PHL)	290 F9	467 AA	432 F9
Phoenix (PHX)	398 F9/UA	533 UA	372 DL
Portland (PDX)	408 F9	560 UA	383 UA
San Diego (SAN)	401 F9	499 UA	383 UA
San Francisco (SFO)	358 F9	533 UA	393 UA
Seattle (SEA)	358 F9	533 UA	403 UA
St Louis (STL)	353 F9/UA	397 AA	351 UA
Washington DC Area (WAS)	290 F9	331 DL	283 FL

Average Fare	\$363.30	\$443.00	\$356.65
Change from last month	\$10.20	-\$3.25	\$0.20
Change from two months ago	\$24.55	-\$71.80	-\$5.00

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

EAS Update 11/14/11

- Potential Bidders for Manistee
 - Air Choice One
 - Cessna Caravan 9 seat turbo-prop
 - Service to Chicago O'Hare
 - Charter Air Transport
 - Would be an Alternate EAS bid
 - EMB-120 30 seat turbo-prop
 - Service to Chicago Midway
 - Great Lakes
 - Beech 1900 19 seat turbo-prop service
 - Service to Minneapolis with Delta codeshare

EAS Update 11/14/11

- Potential Bidders for Manistee (cont)
 - Gulfstream International
 - Beech 1900 19 seat turboprop
 - Service Cleveland as Continental/United Express
 - SkyWest
 - CRJ-200 50 seat regional jet
 - Service to Chicago O'Hare as United Express

EAS Update 11/14/11

- Discussion of Potential Hubs
 - Detroit
 - Average low fare \$242.53
 - Major Delta Hub – limited low fare competition
 - Minneapolis
 - Major Delta Hub – very limited low fare competition
 - Farthest hub, only good for western destinations
 - Cleveland – Average low fare \$271.58
 - Small Continental/United Hub
 - Good for easterly and southern destinations

EAS Update 11/14/11

- Discussion of Potential Hubs (cont)
 - Milwaukee – Average low fare \$212.98
 - Declining hub, uncertain future fares
 - Chicago Midway – Average low fare \$219.68
 - Major Southwest Airlines Hub
 - Good local O/D potential, low fares
 - Chicago O-Hare – Average low fare \$199.73
 - Major United and American Hub
 - Significant low fare competition
 - Good local O/D potential