



Manistee County Blacker Airport Authority

2323 Airport Road • Manistee, Michigan 49660 • (231) 723-4351

MINUTES

Monday, June 9, 2008
12:00 Noon

Manistee County Blacker Airport
Conference Room

Members Present: Ervin Kowalski, Chairperson; Charles Brooks, Vice-Chairperson; Ed Haik; Glenn Lottie; Robert Wilson; and Paul Schulert

Others Present: William House, Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Authority Treasurer; and Rachel Nelson, Airport Authority Secretary

Ervin Kowalski, Chairperson, called the meeting to order at 12:05 P.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, May 12, 2008.

There was a motion by Mr. Wilson, supported by Mr. Lottie to approve the Airport Authority regular meeting Minutes of Monday, May 12, 2008, as presented. Motion carried by unanimous vote.

The Chairman confirmed that each member had received a copy and had an opportunity to review the Minutes from the special meeting of the Airport Authority held on Tuesday, June 3, 2008.

There was a motion by Mr. Lottie, supported by Mr. Schulert to approve the Airport Authority special meeting Minutes of Tuesday, June 3, 2008, as presented. Motion carried by unanimous vote.

The Authority next reviewed the May 2008 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the Kellogg Community College payment was for firefighter training, and the Northern Pump Service payment was for the annual fuel farm maintenance. The Direct TV bill was higher because it is for two months instead of one. Mr. House commented that he has made some changes to the outside lights which should help bring down those costs.

There was a motion by Mr. Wilson, supported by Mr. Kowalski to approve the May 2008, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$19,350.44.

A roll call vote was taken:

Yeas: 5 (Kowalski; Haik; Lottie; Wilson; Schulert)

Nays: 0

Absent: 2 (Brooks; Picardat)

Motion carried.

The Authority next reviewed the May 2008 Financial Statement (APPENDIX B) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Public Improvement Fund.

There was a motion by Mr. Brooks, supported by Mr. Lottie to approve the May 2008 Financial Statement.

A roll call vote was taken:

Yeas: 6 (Kowalski; Brooks; Haik; Lottie; Wilson; Schulert)

Nays: 0

Absent: 1 (Picardat)

Motion carried.

Mr. Lottie commented that the grass by the road in front of the Airport isn't getting mowed. Mr. House said that this is something he is working on.

Mr. House handed out a sheet showing different charges at the Airports at Ludington (LDM), Cadillac (CAD), Pellston (PLN), Iron Mountain (IMT), Ironwood (IWD), and Escanaba (ESC) (APPENDIX C). After discussion,

There was a motion by Mr. Lottie, supported by Mr. Kowalski to raise the monthly hangar rental to \$150.00 effective August 1, 2008.

A roll call vote was taken:

Yeas: 6 (Kowalski; Brooks; Haik; Lottie; Wilson; Schulert)

Nays: 0

Absent: 1 (Picardat)

Motion carried.

There was a motion by Mr. Lottie, supported by Mr. Kowalski to charge a landing fee of \$10 for twin engine airplanes and \$20 for jets, with 90% of the fee going to the Airport Authority and 10% of the fee going to Orchard Beach Aviation, Inc., with the provision that the fee will be waived if fuel is purchased.

An amendment was proposed by Mr. Lottie, supported by Mr. Haik to amend the motion as follows: "... with 85% of the fee going to the Airport Authority and 15% of the fee going to Orchard Beach Aviation, Inc.,"

A roll call vote was taken on the amendment to the original motion:

Yeas: 6 (Kowalski; Brooks; Haik; Lottie; Wilson; Schulert)

Nays: 0

Absent: 1 (Picardat)

Amendment approved.

A roll call vote was taken on the original motion and the amendment thereto, therefore the motion reads as follows:

There was a motion by Mr. Lottie, supported by Mr. Kowalski to charge a landing fee of \$10 for twin engine airplanes and \$20 for jets, with 85% of the fee going to the Airport Authority and 15% of the fee going to Orchard Beach Aviation, Inc., with the provision that the fee will be waived if fuel is purchased.

Yeas: 6 (Kowalski; Brooks; Haik; Lottie; Wilson; Schulert)

Nays: 0

Absent: 1 (Picardat)

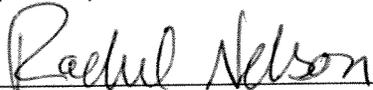
Motion carried.

The contract with Great Lakes Airlines has been signed. There was discussion regarding whether or not Great Lakes is working on having connecting flights. Currently, Great Lakes only offers flights from Manistee to Milwaukee, WI, and separate tickets have to be purchased from there instead of having a package deal to the final destination.

Sheets were handed out showing airplane passenger numbers for 2008 and 2007 (APPENDIX D), and the Orchard Beach Aviation rent information (APPENDIX E).

With there being no further business to come before the Authority, the meeting was adjourned at approximately 1:05 P.M.

Respectfully submitted,



Rachel Nelson, Airport Authority Secretary

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(under Board of Commissioners), etc. [m h:\minutes\airport authority 060908]

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	MAY 2008 REVENUE & EXPENSES		BUDGET REMAINING		33%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,300.00	\$ 12,504.80	\$ 16,120.00	\$ 3,615.20	22%
LANDING FEES	\$ -	\$ 140,287.61	\$ 247,082.00	\$ 106,794.39	43%
AUTO RENTAL SPACE	\$ -	\$ 3,137.33	\$ 4,200.00	\$ 1,062.67	25%
OFFICE RENT	\$ 1,125.00	\$ 9,000.00	\$ 13,500.00	\$ 4,500.00	33%
COUNTY OF MANISTEE	\$ 6,125.00	\$ 49,000.00	\$ 73,500.00	\$ 24,500.00	33%
STATE OF MICHIGAN - ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
FUEL SALES	\$ 441.54	\$ 1,408.55	\$ 6,500.00	\$ 5,091.45	78%
SIGN LEASE	\$ 200.00	\$ 3,400.00	\$ 3,400.00	\$ -	0%
MISCELLANEOUS	\$ -	\$ 600.00	\$ 1,000.00	\$ 400.00	40%
TOTAL INCOME	\$ 9,191.54	\$ 219,338.29	\$ 365,302.00	\$ 145,963.71	40%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 24,000.00	\$ 36,000.00	\$ 12,000.00	33%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 5,038.75	\$ 127,221.25	\$ 206,250.00	\$ 79,028.75	38%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 1,000.00	\$ 630.00	63%
SUPPLIES	\$ 80.97	\$ 1,443.59	\$ 2,500.00	\$ 1,056.41	42%
UTILITIES	\$ 1,934.34	\$ 23,966.48	\$ 23,000.00	\$ (966.48)	-4%
FUEL	\$ -	\$ 8,590.55	\$ 5,200.00	\$ (3,390.55)	-65%
REPAIRS & MAINTENANCE	\$ 1,349.05	\$ 5,145.16	\$ 10,000.00	\$ 4,854.84	49%
TERMINAL IMPROVEMENTS	\$ -	\$ 1,875.59	\$ 5,000.00	\$ 3,124.41	62%
CONTRACTED SERVICES	\$ -	\$ 1,341.00	\$ 1,800.00	\$ 459.00	26%
LEGAL	\$ -	\$ 1,868.86	\$ 5,000.00	\$ 3,131.14	63%
AUDIT	\$ -	\$ 1,450.00	\$ 1,500.00	\$ 50.00	3%
ADVERTISING	\$ -	\$ 117.00	\$ -	\$ (117.00)	0%
TELEPHONE	\$ 18.56	\$ 203.27	\$ 1,200.00	\$ 996.73	83%
INSURANCE	\$ -	\$ 18,158.08	\$ 26,000.00	\$ 7,841.92	30%
TRAINING (FIRE FIGHTER)	\$ 7,487.23	\$ 8,089.02	\$ 10,000.00	\$ 1,910.98	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 441.54	\$ 1,408.55	\$ 6,500.00	\$ 5,091.45	78%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ 20,402.00	\$ 20,402.00	100%
MISCELLANEOUS	\$ -	\$ 370.00	\$ 950.00	\$ 580.00	61%
	\$ 19,350.44	\$ 225,618.40	\$ 365,302.00	\$ 139,683.60	38%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ (10,158.90)	\$ (6,280.11)			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 05/01/08	\$ 101,314.21				
MAY RECEIPTS	\$ 10,635.87				
APRIL DISBURSEMENTS	\$ (15,103.55)				
	\$ 96,846.53				

B-2

MANISTEE COUNTY BLACKER AIRPORT

MAY 2008 BALANCE SHEET

ASSETS	5/31/2008	4/30/2008
CASH	\$ 96,846.53	\$ 103,314.21
ACCOUNTS RECEIVABLE		
MIDWEST EXPRESS	\$ -	\$ -
STATE OF MICHIGAN (ADVERTISING)	\$ -	\$ -
MISC.	\$ 966.54	\$ 785.87
TOTAL ASSETS	\$ 97,813.07	\$ 104,100.08

LIABILITIES	5/31/2008	4/30/2008
ACCOUNTS PAYABLE - TRADE	\$ 19,350.44	\$ 15,103.55
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ 125.00	\$ 500.00
TOTAL LIABILITIES	\$ 19,475.44	\$ 15,603.55

FUND BALANCE	\$ 78,337.63	\$ 88,496.53
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TOTAL LIABILITIES AND FUND BALANCE	\$ 97,813.07	\$ 104,100.08
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TOTAL PUBLIC IMPROVEMENT FUNDS AVAILABLE	\$ 128,930.51	\$ 128,930.51
STATE OF MICHIGAN	\$ 3,375.00	\$ 3,375.00
STATE OF MICHIGAN	\$ 124,500.00	\$ 124,500.00
STATE OF MICHIGAN	\$ 2,475.00	\$ 2,475.00
STATE OF MICHIGAN	\$ 2,400.00	\$ 2,400.00
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (36.60)	\$ (36.60)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (8,106.42)	\$ (8,106.42)
STATE OF MICHIGAN (SNOWBLOWER)	\$ 13,138.00	\$ 13,138.00
TULIP CITYAIR (SALE OF OLD SNOWBLOWER)	\$ (32,750.00)	\$ (32,750.00)
PUBLIC IMPROVEMENT FUND - CASH AVAILABLE		\$ 23,935.53
BEGINNING BALANCE FOR FIRE FIGHTER TRAINING		\$ 27,500.00
BLARNEY CASTLE (PROPANE)		\$ 1,421.21
ORCHARD BEACH AVIATION (FIRE FIGHTER WAGES)		\$ 5,360.00
KELLOGG COMMUNITY COLLEGE (TRAINING)		\$ 12,700.00
WESTERN FIRE & SAFETY		\$ 3,976.00
GRAND TRAVERSE MOBILE		\$ 2,031.00
WESTERN FIRE & SAFETY		\$ 564.50
ORCHARD BEACH AVIATION		\$ 427.79
BALANCE AVAILABLE AS OF OCTOBER 1, 2007		\$ 1,019.50

APPENDIX C

LANDING/PARKING/HANGER FEES

	LDM	CAD	PLN	IMT	IWD	ESC
Tie Downs	\$5-7/30	no	no	10/50	5	7
Overnight	no	no	no	t/d fee	5	t/d
Landing	no	30/comm/gas	30/twins/gas	20/twin/gas	SE5/ TE10/gas	15/20 TE/g
Small Hangers	170	139	145-156	no	105 com	93

No landing/parking fees for all based aircraft at every airport.

Landing fees are waived with fuel purchase.

Estimated traffic: Single – 400

Twins – 150

Jets - 100

APPENDIX D

PASSENGERS OF GREAT LAKES

ENPLANED / DEPLANED

MANISTEE COUNTY BLACKER AIRPORT

	2007 Midwest	2008 Midwest	2009	2010	2011
JAN.	210/164 374	234/169 403			
FEB.	198/184 382	215/212 427			
MARCH	224/229 453	213/200 413			
APRIL	183/239 422	18/38 56			
MAY	238/251 489	0/0 0			
JUNE	252/309 561	Great Lakes			
JULY	340/348 688				
AUG.	348/305 653				
SEPT.	278/217 495				
OCT.	276/248 524				
NOV.	275/280 555				
DEC.	203/205 408				
TOTAL	3025/2979 6004				

ORCHARD BEACH AVIATION

May 2008

RENT

OFFICE \$350.00

HANGER 175.00

FUEL 441.54

TOTAL 966.54

100 1149.90

JET 1793.70

TOTAL 2943.60