



Manistee County Blacker Airport Authority

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

MINUTES

Monday, August 11, 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

Members Absent: Dale Picardat

Others Present: William House, Airport Manager; Barry Lind, Community Member; 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, July 14, 2008.

There was a motion by Mr. Lottie, supported by Mr. Wilson to approve the Airport Authority regular meeting Minutes of Monday, July 14, 2008, as presented.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Picardat)

Motion carried.

The Authority next reviewed the July 2008 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the White Knight Design Studio payment is for work on the website, and the State of Michigan payment is for the renewal of the airport license.

There was a motion by Mr. Brooks, supported by Mr. Schulert to approve the July 2008, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$25,898.67.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Picardat)

Motion carried.

The Authority next reviewed the July 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 discussion on the cash flow. Mr. Pomeroy stated that the County appropriation will most likely be increased by \$20,000 in the coming fiscal year, making it \$93,000. Mr. House commented that the

Ironwood airport receives \$275,000 from its County and the Escanaba airport receives \$400,000 from its County.

There was a motion by Mr. Wilson, supported by Mr. Lottie to approve the July 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. House stated that the Passenger Facility Charges that are collected need to be in a separate checking account. These charges were set up by Peckum Engineering, who does a quarterly report and would handle any audits. \$1289.73 has been collected so far, and this money can be used to offset grant agreements.

Mr. House informed the Authority that he has a purchase agreement ready to sell his company, Orchard Beach Aviation, to Barry Lind. Mr. House believes that the owner of the company should also be the Airport Manager, and feels strongly that Mr. Lind would do a good job. If the Airport Authority agrees to hire Mr. Lind as the Airport Manager, Mr. House will stay on as a staff member for 18 months to make sure that it is a smooth transition, and could even be an Assistant Manager (there would be no financial obligation on the part of the Airport Authority for this). The Airport Authority members had many questions and concerns. It was noted that Mr. Lind must pass a State test before he could legally be the Airport Manager, but Mr. House and Mr. Lind both felt that this shouldn't be a problem. Mr. Lind added that he has a strong business background and is a pilot. Some Airport Authority members felt that there should be a process for hiring the Airport Manager. After much discussion,

There was a motion by Mr. Wilson, supported by Mr. Brooks to have Mr. Saylor draw up a contract making Mr. Lind the Airport Manager, with the provision that Mr. House remain on the staff for 18 months, and that a special meeting be set to discuss the contract.

The motion and support were withdrawn.

Mr. Saylor will look into the legal aspects of hiring an Airport Manager and possible steps that will be taken. He will also draw up a contract making Mr. Lind the Airport Manager, with the provision that Mr. House remain on the staff for 18 months. These items will be disseminated to the Airport Authority members by the end of the week, and **a special meeting will be held on Wednesday, August 20th at 12:00 Noon in the Conference Room at the Manistee Blacker Airport.**

Sheets were handed out showing airplane passenger numbers for 2008 as well as the previous six years (APPENDIX C), and the Orchard Beach Aviation rent information (APPENDIX D).

With there being no further business to come before the Authority, the meeting was adjourned at approximately 1:20 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

Visit: www.manisteecounty.net

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

[r n h:\minutes\airport authority 081108]

MANISTEE COUNTY BLACKER AIRPORT

JULY 2008 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	WILLIAM HOUSE	\$ 3,000.00
	CONSUMERS ENERGY	\$ 1,203.00
	A T & T	\$ 18.57
	MICHCON (DTE ENERGY)	\$ 26.65
	GOCKERMAN, WILSON, SAYLOR	\$ 368.00
	ACE HARDWARE	\$ 44.97
	WHITE KNIGHT DESIGN STUDIO	\$ 200.00
	DIRECT TV	\$ 81.98
	JACKPINE	\$ 12.00
	GT JANITORIAL	\$ 312.37
	STATE OF MICHIGAN	\$ 100.00
	MANISTEE COUNTY	\$ 1,519.20
	TOTAL	\$ 6,886.74
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 19,011.93
	REGULAR HOURS 372 @ 15.00	5,580.00
	MAINTENANCE HOURS 143.5 @ 15.00	2,152.50
	SUPPLIES	-
	PART 139 LABOR	11,279.43
	GRAND TOTAL	\$ 25,898.67
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	JULY 2008 REVENUE & EXPENSES		BUDGET REMAINING		17%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,300.00	\$ 15,104.80	\$ 16,120.00	\$ 1,015.20	6%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 166,868.09	\$ 247,082.00	\$ 80,213.91	32%
LANDING FEES - GENERAL AVIATION	\$ 306.00	\$ 450.00	\$ -	\$ (450.00)	0%
AUTO RENTAL SPACE	\$ -	\$ 3,137.33	\$ 4,200.00	\$ 1,062.67	25%
OFFICE RENT	\$ 1,125.00	\$ 11,250.00	\$ 13,500.00	\$ 2,250.00	17%
COUNTY OF MANISTEE	\$ 6,125.00	\$ 61,250.00	\$ 73,500.00	\$ 12,250.00	17%
FUEL SALES	\$ 1,519.20	\$ 4,001.89	\$ 6,500.00	\$ 2,498.11	38%
SIGN LEASE	\$ -	\$ 3,600.00	\$ 3,400.00	\$ (200.00)	-6%
MISCELLANEOUS	\$ -	\$ 1,619.50	\$ 1,000.00	\$ (619.50)	-62%
TOTAL INCOME	\$ 23,665.44	\$ 267,281.61	\$ 365,302.00	\$ 98,020.39	27%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 30,000.00	\$ 36,000.00	\$ 6,000.00	17%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 19,011.93	\$ 164,697.61	\$ 206,250.00	\$ 41,552.39	20%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 1,000.00	\$ 630.00	63%
SUPPLIES	\$ 369.34	\$ 2,325.53	\$ 2,500.00	\$ 174.47	7%
UTILITIES	\$ 1,311.63	\$ 28,330.79	\$ 23,000.00	\$ (5,330.79)	-23%
FUEL	\$ -	\$ 8,590.55	\$ 5,200.00	\$ (3,390.55)	-65%
REPAIRS & MAINTENANCE	\$ -	\$ 5,360.15	\$ 10,000.00	\$ 4,639.85	46%
TERMINAL IMPROVEMENTS	\$ -	\$ 1,875.59	\$ 5,000.00	\$ 3,124.41	62%
CONTRACTED SERVICES	\$ 200.00	\$ 1,988.00	\$ 1,800.00	\$ (188.00)	-10%
LEGAL	\$ 368.00	\$ 2,645.11	\$ 5,000.00	\$ 2,354.89	47%
AUDIT	\$ -	\$ 1,450.00	\$ 1,500.00	\$ 50.00	3%
ADVERTISING	\$ -	\$ 117.00	\$ -	\$ (117.00)	0%
TELEPHONE	\$ 18.57	\$ 240.22	\$ 1,200.00	\$ 959.78	80%
INSURANCE	\$ -	\$ 18,158.08	\$ 26,000.00	\$ 7,841.92	30%
TRAINING (FIRE FIGHTER)	\$ -	\$ 8,089.02	\$ 10,000.00	\$ 1,910.98	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 1,519.20	\$ 4,001.89	\$ 6,500.00	\$ 2,498.11	38%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ 20,402.00	\$ 20,402.00	100%
MISCELLANEOUS	\$ 100.00	\$ 470.00	\$ 950.00	\$ 480.00	51%
	\$ 25,898.67	\$ 278,709.54	\$ 365,302.00	\$ 86,592.46	24%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ (2,233.23)	\$ (11,427.93)			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 07/01/08	\$ 87,957.13				
JULY RECEIPTS	\$ 23,383.38				
JUNE DISBURSEMENTS	\$ (27,192.47)				
	\$ 84,148.04				

B-2

MANISTEE COUNTY BLACKER AIRPORT

JULY 2008 BALANCE SHEET

ASSETS	7/31/2008	6/30/2008
CASH	\$ 84,148.04	\$ 87,957.13
ACCOUNTS RECEIVABLE		
MIDWEST EXPRESS	\$ 13,290.24	\$ 13,290.24
STATE OF MICHIGAN (ADVERTISING)	\$ -	\$ -
MISC.	\$ 2,200.20	\$ 1,743.14
TOTAL ASSETS	\$ 99,638.48	\$ 102,990.51

LIABILITIES	7/31/2008	6/30/2008
ACCOUNTS PAYABLE - TRADE	\$ 25,898.67	\$ 27,192.47
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ 550.00	\$ 375.00
TOTAL LIABILITIES	\$ 26,448.67	\$ 27,567.47

FUND BALANCE	\$ 73,189.81	\$ 75,423.04
---------------------	---------------------	---------------------

TOTAL LIABILITIES AND FUND BALANCE	\$ 99,638.48	\$ 102,990.51
---	---------------------	----------------------

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	
TRANSFER TO GENERAL FUND - OFFSET FIRE TRAINING	\$ 1,019.50	
BALANCE AVAILABLE AS OF JULY 1, 2008	\$ 0.00	

APPENDIX C

PASSENGERS OF GREAT LAKES

ENPLANED / DEPLANED

MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
	Midwest	Midwest			
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			
		Great Lakes			
JUNE	252/309 561	94/113 207			
JULY	340/348 688	278/301 579			
AUG.	348/305 653				
SEPT.	278/217 495				
OCT.	276/248 524				
NOV.	275/280 555				
DEC.	203/205 408				
TOTAL	3025/2979 6004				

C-2

PASSENGERS OF SKYWAY AIRLINES

ENPLANED / DEPLANED

MANISTEE COUNTY BLACKER AIRPORT

	GL 2002	GL 2010	Skyway 2003 Sky	2004	2005	2006
JAN.	36/42 78	20/10 30	99/77 176	112/105 217	141/118 259	150/101 251
FEB.	49/45 94		87/86 173	141/130 271	183/147 330	137/133 270
MARCH	68/65 133		130/98 228	156/134 290	168/199 367	197/203 400
APRIL	83/80 163		103/110 213	140/161 301	132/152 284	191/218 409
MAY	109/139 248		125/134 259	120/128 248	162/152 314	200/217 417
JUNE	128/144 272		123/128 251	109/126 235	147/169 316	233/283 516
JULY	192/197 389		189/200 389	245/243 488	232/208 440	318/332 650
AUG.	207/210 417		183/167 350	251/209 460	223/228 451	349/358 707
SEPT.	118/93 211		124/98 222	215/202 417	171/158 329	268/267 535
OCT.	110/106 216		140/142 282	167/162 329	131/135 266	263/221 484
NOV.	70/75 145		121/108 229	170/175 345	159/148 307	210/205 415
DEC.	106/96 202		138/155 293	164/176 340	142/146 288	224/242 466
TOTAL	1276/1292 2568		1562/1503 3065	1990/1951 3941	1991/1960 3951	2740/2780 5520

ORCHARD BEACH AVIATION**July 2008****RENT**

OFFICE	\$325.00
HANGER	175.00
FUEL	1519.20
LANDING FEES	
TWIN	72.00
JET	234.00
TOTAL	2325.20
Less \$125	125.00 (overpayment 5 months office)
TOTAL	2200.20
100	3059.10
JET	7068.90
TOTAL	10,128.00