



Manistee County Blacker Airport Authority

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

DRAFT

MINUTES

Monday, November 19, 2012
10:00 A.M.

Manistee County Blacker Airport
Conference Room

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

Members Absent: None

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Meg LeDuc, Manistee News Advocate; and Rachel Nelson, Airport Authority Secretary

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

There was no public comment.

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 8, 2012.

There was a motion by Mr. Anderson, supported by Mr. Wilson to approve the Airport Authority regular meeting minutes of Monday, October 8, 2012, 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 Wednesday, October 10, 2012.

There was a motion by Mr. Kowalski, supported by Mr. Picardat to approve the Airport Authority special meeting minutes of Wednesday, October 10, 2012, 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, October 30, 2012.

There was a motion by Mr. Anderson, supported by Mr. Wilson to approve the Airport Authority special meeting minutes of Tuesday, October 30, 2012, as presented. Motion carried by unanimous vote.

The Authority did not review the Treasurer's Report due to the absence of the Treasurer.

The Budget Committee did not meet.

The Promotion Committee did not meet, but a lot has been going on regarding marketing and promotion. Now that the airline service has restarted, the initial focus has been on previous customers. A holiday buy one get one (BOGO) promotion is also being worked on. The BOGO offer should be available soon and would need to be purchased and used by January 7, 2013 (taxes will still apply for the free ticket). The focus will be on social media advertising, and then will transition to traditional media.

The Contracts Committee reminded the Authority that the Fixed Based Operator Agreement between the Authority and Orchard Beach Aviation was handed out at last month's meeting. After discussion,

There was a motion by Mr. Anderson, supported by Mr. Wilson to approve the Fixed Based Operator Agreement, effective October 1, 2012, and to authorize the Airport Authority Chair to execute the agreement.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

Mr. Lind reported that there were no airport incidents. Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon for travel in December 2012 (APPENDIX A). Mr. Lind also presented information on airplane passenger numbers for 2012 as well as the previous five years (APPENDIX B).

Mr. Lind reminded the Authority that there are still a few trees that need to be trimmed. Prein & Newhof need to survey the area where the trees are to determine who the property owner is.

The pavement remarking project, which is required from the airport inspection, is on hold due to the weather and contractor availability, and it is possible that the project may not be completed until next year. The contract addendum for the project was approved by the Airport Authority and County Board of Commissioners in October.

Mr. Lind informed the Authority that there was no airline service from October 17, 2012, through November 14, 2012. Airline service resumed on November 15, 2012, with Corporate Flight Management (CFM) operating the flights. Flights are currently available four days per week (Thursday, Friday, Sunday, and Monday) with a 19 seat JetStream 32 aircraft which does have a lavatory. DOT approval for the changes to the AEAS grant agreement were received on November 14, 2012. CFM is still waiting for the final approval from TSA for the AOSSP (Aircraft Operator Standard Security Program). Ticket sales resumed on November 12, 2012, and have been better than expected with only two flights so far having no passengers. GDS (Travelocity, etc.) sales are set to resume next week, although Mr. Lind noticed that flights were appearing on Travelocity today.

Mr. Lind reminded the Authority that the contract between the Airport Authority and Public Charters will need to be updated. The per seat cost will be increasing, but the total grant amount will stay the same. After discussion,

There was a motion by Mr. Anderson, supported by Mr. Lottie to approve the Airport Authority entering into an updated contract with Public Charters that matches the compensation between the Authority and U.S. Department of Transportation, subject to attorney approval of the contract, and to authorize the Airport Authority Chair to execute the contract.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

Mr. Lind stated that in fiscal year 2012, the State relaunched its Air Service Grant Program. In the past, the Airport Authority has received marketing funds from this grant program. \$100,000 was available in 2012, and the Airport Authority received \$9,000 for marketing, with a \$1,000 match. Mr. Lind has just recently received the grant agreement for the 2012 funds. The grant agreement will need to be approved by the Airport Authority and then the County Board of Commissioners.

There was a motion by Mr. Kowalski, supported by Mr. Picardat to approve the fiscal year 2012 State Air Service Grant Agreement for marketing in the amount of \$9,000, with a \$1,000 match.

A roll call vote was taken:

Yeas: 6 (Anderson; Spencer; Schulert; Kowalski; Picardat; Wilson)

Nays: 0

Absent: 1 (Lottie)

Motion carried.

Mr. Lind stated that the fiscal year 2013 Air Service Grant Program will have \$500,000 available. Grant applications are due on December 17, 2012, and Mr. Lind asked if any Airport Authority members had suggestions for what to apply for. There will still be a focus on marketing, so the Authority felt that would be a good idea, but also mentioned improved identification along the highway.

Mr. Lind stated that he still feels the exterior lighting at the airport is causing the high electricity usage. Prein & Newhof will be looking into this. He noted that Prein & Newhof have recently hired an additional engineer.

Mr. Lind presented a draft Airport Hangar Rental Agreement and noted that it will need to be updated to include that tenants in the new hangars will be responsible for paying for their electricity usage. Mr. Lind stated that the Airport Director has signed these agreements in the

past, but wondered who really has the authority to do so. The Authority agreed that Mr. Lind should sign the agreements as part of the day to day operations. After discussion,

There was a motion by Mr. Picardat, supported by Mr. Wilson to approve the revised Airport Hangar Rental Agreement, subject to the additional language regarding electricity usage and attorney approval, and to authorize the Airport Director to execute all future hangar lease agreements.

A roll call vote was taken:

Yeas: 4 (Schulert; Lottie; Picardat; Wilson)

Nays: 3 (Spencer; Anderson; Kowalski)

Absent: 0

Motion carried.

Mr. Schulert informed the Authority that Public Charters has purchased a handicap lift to assist in getting passengers onboard the aircraft. The lift would not be suitable for loading power wheelchairs into the cargo hold, but it was noted that the current aircraft couldn't fit a power wheelchair into the cargo hold.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 10:55 A.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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December Travel as of 11/19/12

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	380 FL	487 DL	348 FL	387 UA
Boston (BOS)	387 WN	414 DL	281 DL	370 UA
Chicago (MDW or ORD)	160 P1	515 AA	515 UA	164 UA
Dallas (DFW)	395 WN	451 AA	274 F9	428 UA
Denver (DEN)	308 F9	484 UA	422 F9	466 UA
Houston (HOU)	469 WN	685 UA	610 UA	468 UA
Kansas City (MCI)	344 WN	380 AA	298 UA	348 UA
Las Vegas (LAS)	462 WN	538 AA	363 UA	480 UA
Los Angeles (LAX)	462 F9	509 AA	362 UA	444 UA
Minneapolis (MSP)	334 WN	606 UA	464 DL	338 UA
New York Area (NYC)	355 FL	380 DL	318 DL	458 UA
Orlando (MCO)	366 FL	326 AA	228 FL	373 UA
Philadelphia (PHL)	424 WN	570 AA	527 DL	428 UA
Phoenix (PHX)	478 F9	424 UA	324 F9	516 UA
Portland (PDX)	464 WN	615 UA	364 UA	535 UA
San Diego (SAN)	467 WN	624 AA	348 UA	463 UA
San Francisco (SFO)	471 WN	509 UA	272 DL	464 UA
Seattle (SEA)	475 WN	554 AA	364 F9	514 UA
St Louis (STL)	340 WN	420 AA	375 DL	344 UA
Washington DC Area (WAS)	386 WN	329 DL	232 F9	390 UA

Average Fare	\$396.35	\$491.00	\$364.45	\$418.90
Change from last month	\$40.75	\$74.30	-\$9.05	\$21.10
Change from two months ago	\$34.65	\$60.40	\$1.15	\$16.55
Fares Pulled 11/19/12 for travel 12/06/12 - 12/13/12				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	380 FL	527 DL	402 FL	415 UA
Boston (BOS)	387 WN	454 DL	335 DL	398 UA
Chicago (MDW or ORD)	160 P1	555 AA	569 UA	192 UA
Dallas (DFW)	395 WN	491 AA	328 F9	456 UA
Denver (DEN)	308 F9	524 UA	476 F9	494 UA
Houston (HOU)	469 WN	725 UA	664 UA	496 UA
Kansas City (MCI)	344 WN	420 AA	352 UA	376 UA
Las Vegas (LAS)	462 WN	578 AA	417 UA	508 UA
Los Angeles (LAX)	462 F9	549 AA	416 UA	472 UA
Minneapolis (MSP)	334 WN	646 UA	518 DL	366 UA
New York Area (NYC)	355 FL	420 DL	372 DL	486 UA
Orlando (MCO)	366 FL	366 AA	282 FL	401 UA
Philadelphia (PHL)	424 WN	610 AA	581 DL	456 UA
Phoenix (PHX)	478 F9	464 UA	378 F9	544 UA
Portland (PDX)	464 WN	655 UA	418 UA	563 UA
San Diego (SAN)	467 WN	664 AA	402 UA	491 UA
San Francisco (SFO)	471 WN	549 UA	326 DL	492 UA
Seattle (SEA)	475 WN	594 AA	418 F9	542 UA
St Louis (STL)	340 WN	460 AA	429 DL	372 UA
Washington DC Area (WAS)	386 WN	369 DL	286 F9	418 UA

Average Fare	\$396.35	\$531.00	\$418.45	\$446.90
Change from last month	\$40.75	\$74.30	-\$9.05	\$21.10
Change from two months ago	\$34.65	\$60.40	\$1.15	\$16.55

Parking Fees for one week are \$0 at Manistee, \$40 at Traverse City, \$54 at Grand Rapids, \$28 at Muskegon

Manistee County Blacker Airport

Explained/Deplanned

	2007		2008		2009		2010		2011		2012		Total
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	
Jan	MW 210/164	374	MW 234/169	403	GL 138/106	244	GL 212/145	357	GL 201/169	370	F9 523/366	889	
Feb	198/184	382	215/200	413	112/93	205	196/150	346	202/194	396	462/431	893	
Mar	224/229	453	213/200	413	149/139	288	216/231	447	225/215	440	112/176	288	
Apr	183/239	422	18/38	56	119/140	259	272/255	527	47/171 F9 486/389	1193	0/0	0	
May	238/251	489	0/0	0	184/180	364	263/302	565	1454/1525	2979	P1 7/158	129	
Jun	252/309	561	GL 94/113	207	166/213	379	311/366	677	1206/1342	2548	234/250	484	
Jul	340/348	688	278/301	579	388/439	827	521/551	1072	1595/1568	3163	465/467	932	
Aug	348/305	653	300/293	593	429/359	788	482/395	877	1833/1567	3400	497/500	997	
Sep	278/217	495	219/190	409	285/293	578	240/233	473	1332/1234	2566	362/297	659	
Oct	276/248	524	173/174	347	282/275	557	270/246	516	1024/1004	2028	150/149	299	
Nov	275/280	555	168/166	334	257/269	526	236/242	478	722/715	1437			
Dec	203/205	408	159/122	281	228/279	507	194/235	429	674/798	1472			
Total		6004		4035		5522		6764		21992		5570	

On-time Performance

	2007		2008		2009		2010		2011		2012	
	Cancel/Delay	On-time										
Jan					13%/25%	62%	23%/22%	55%	15%/38%	48%	12%/8%	80%
Feb					18%/16%	66%	13%/32%	55%	15%/28%	58%	6%/11%	83%
Mar					8%/11%	79%	11%/19%	70%	21%/19%	60%	14%/8%	78%
Apr					10%/16%	74%	13%/17%	70%	***	***		
May					2%/10%	88%	12%/10%	78%	3%/25%	72%	0%/10%	90%
Jun					7%/18%	75%	6%/26%	68%	6%/20%	74%	0%/6%	94%
Jul					4%/16%	80%	5%/19%	76%	0%/37%	63%	0%/7%	93%
Aug					2%/12%	86%	4%/5%	91%	0%/36%	64%	0%/8%	92%
Sep					0%/9%	91%	18%/16%	66%	0%/23%	77%	0%/5%	95%
Oct			11%/31%	57%	10%/8%	81%	15%/13%	72%	1%/5%	94%		
Nov			13%/32%	55%	3%/10%	87%	16%/16%	68%	2%/11%	87%		
Dec			36%/44%	20%	25%/39%	36%	32%/25%	43%	2%/15%	83%		