

MINUTES

Monday, April 8, 2013
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Paul Schulert, Chairperson; Ross Spencer, Vice-Chairperson; Thom Smith; Brook Shafer; Mark Bergstrom; Dale Picardat; and Alan Marshall

Members Absent: None

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Julie Schmeling, Administrative Secretary; and Meg LeDuc, Manistee News Advocate

Paul Schulert, Chairperson, called the meeting to order at 10:01 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 agenda.

There was a motion by Mr. Bergstrom, supported by Mr. Smith to approve the meeting agenda as presented. Motion carried by unanimous vote.

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, February 11, 2013. One typing error was found on page 3, it listed Marshall as being absent and it should have read "Picardat".

There was a motion by Mr. Bergstrom, supported by Mr. Smith to approve the Airport Authority regular meeting minutes of Monday, March 11, 2013, with the correction of Mr. Picardat being absent, not Mr. Marshall. Motion carried by unanimous vote.

The Budget Committee had no report at this meeting

The Promotions Committee had not met, but has recently attended the Benzie Chamber meeting.

The Authority next reviewed the March 2013 Accounts Payable Reports (APPENDIX A). Questions were asked of specific items. Industrial Marketing supplies the parts for the snow blower and plow. Cofessco Fire Protection is the company that does the yearly inspections

on the fire extinguishers and fire alarms. Payment to Orchard Beach Aviation was for advertising online (Google, etc). There is a bill out to Public Charters. It was sent and disputed. They owe us for 5 months and will be sending payment.

There was a motion by Mr. Bergstrom, supported by Mr. Picardat to approve the March 2013 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$28,470.71.

A roll call vote was taken:

Yeas: 6 (Shafer, Spencer, Picardat, Bergstrom, Schulert, Smith, Marshall)

Nays: 0

Absent: 0

The Authority next reviewed the March 2013 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.

There was a motion by Mr. Bergstrom, supported by Mr. Shafer to approve the March 2013 Financial Statement. Motion carried by unanimous vote.

The Orchard Beach Aviation rent information was also provided (APPENDIX C).

Mr. Spencer asked if one more column could be added on the Revenue and Expenses report. The column requested would be for the prior month to be shown for comparison. Mr. Pomeroy was going to try to add that for the next month's report.

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 May 2013 (APPENDIX D). Mr. Lind also presented information on passenger numbers for March 2013 as well as the previous five years (APPENDIX E). Tickets are now on sale through July.

Mr. Lind gave an update on the electrical usage and the computer controls that are installed. They are not working as they should be and he has put in a request to Prein & Newhof to get some training and to certify that it is working as designed.

Discussion took place regarding the trees that are growing too high and need to be trimmed. The trees are on casino property. Mr. Schulert attended a meeting with the Tribe recently. There is another meeting scheduled on April 13. Prein & Newhof will be re-surveying and making sure we have all the details when attending the Tribal meeting. They are looking at trees that are currently an issue as well as trees that may be an issue in the near future.

Mr. Lind reported that he does have a meeting tomorrow with Jim Gallager from Jamestown, NY. Jamestown, New York is a current EAS city (Essential Air Service). They are interested in Alternate EAS and the Airport Manager and Board Members will be coming Tuesday, April 9, 2013 to meet with Mr. Lind.

Annual Recurrent Fire Training (ARF) is due in May. Mr. Lind said that there is a tentative date scheduled for May 18, 2013. During this training they are also using the equipment that will be there and exercising the full scale training that was done a year ago. The fire training will be done on that same weekend on a Friday, and the exercise will be done on Saturday.

Mr. Lind reported on the construction projects. Because the FAA funding was not authorized as of last month's meeting, nothing has been started. Mr. Lind reports now that the funding has been authorized and the Federal Improvement dollars will be received sometime this year. Because the FAA funding is now authorized for payment, Mr. Lind asked the Board for approval to move forward on the design. If this is not started now it won't get done this building season.

There was a motion by Mr. Shafer, supported by Mr. Marshall, to approve the funds to proceed with the engineering part of the projects of expansion of the building and purchase of the sweeper.

A roll call was taken:

Yeas: 7 (Marshall, Smith, Schulert, Bergstrom, Picardat, Spencer, Shafer)

Nays: 0

Absent: 0

Mr. Lind gave a summarized presentation on what Mr. Gallagher was to present.

Marketing update included information that the new website will launch on April 15, 2013. Radio advertising on WLDN 98.7 is taking place during Tiger's games. There are also ads to be aired during U of M and Michigan State basketball and football games, as well as broadcasts during high school sports.

RIGHTside Design has completed their research and have put everything together and have reviewed everything with Mr. Lind. The new website design should launch April 15, 2013. They will then refocus the Facebook and Google efforts. A brief slideshow was then presented of the new advertising layout and ideas.

Old Business. Mr. Saylor presented the information regarding the bylaws language. The issue is that the Board is looking at is whether the bylaws should reflect future amendments to require a 2/3 vote of the Board, which would be 5 individuals, or as it was previously written as a majority vote.

There was a motion by Spencer, supported by Smith, that Section Twelve of the current Bylaws of the Manistee Blacker Airport Authority, requiring a 2/3 majority vote to amend the Bylaws, shall remain the requirement to amend the Bylaws.

A roll call was taken:

Yeas: 6 (Shafer, Spencer, Bergstrom, Schulert, Smith, Marshall)

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Nays: 1 (Picardat)

Absent: 0

Mr. Lind had recommended to postpone signing the contract with RIGHTside Design. He would like George to review it and accept it from a legal standpoint. Mr. Lind will get copies to the Board for them to review.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 11:53 A.M.

Respectfully submitted,



Julie Schmeling, Administrative Secretary

[M:\OFFICE - Admin Sec - RACHEL\Reports\Airport Authority\AA_040813.wpd]

APPENDIX A

MANISTEE COUNTY BLACKER AIRPORT

MARCH 2013 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ -
	A T & T	\$ 59.91
	MICHCON (DTE ENERGY)	\$ 795.66
	GOCKERMAN, WILSON, SAYLOR	\$ 799.25
	NAPA AUTO PARTS	\$ 90.47
	ACE HARDWARE	\$ -
	FASTENAL	\$ 104.18
	DIRECT TV	\$ 45.99
	PIPER MCCREDIE AGENCY	\$ -
	BLARNEY CASTLE	\$ -
	COFESSCO FIRE PROTECTION	\$ 574.87
	WAHR HARDWARE	\$ -
	MANISTEE TIRE	\$ -
	INDUSRTIAL MARKETING	\$ 1,325.45
	PRIMARY AIRPORT SERVICES	\$ -
	ORCHARD BEACH AVIATION	\$ 290.00
	TOTAL	\$ 7,485.78
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ 1,307.00
	LAMAR COMPANIES	\$ 600.00
	MANISTEE NATIONAL	\$ 500.00
	ORCHARD BEACH AVIATION	\$ 337.43
	TOTAL	\$ 2,744.43
	ORCHARD BEACH AVIATION	\$ 18,240.50
	REGULAR HOURS	279 @ 16.50 4,603.50
	MAINTENANCE HOURS	78 @ 16.50 1,287.00
	PART 139 LABOR	12,200.00
	INTERNET	150.00
	GRAND TOTAL	\$ 28,470.71

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	MARCH 2013 REVENUE & EXPENSES			BUDGET REMAINING	50%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
FEDERAL GRANT - AEAS	\$ 51,750.00	\$ 566,217.00	\$ 2,009,960.00	\$ 1,443,743.00	72%
HANGER RENTAL	\$ 1,550.00	\$ 9,175.00	\$ 28,600.00	\$ 19,425.00	68%
LANDING FEES - PUBLIC CHARTERS	\$ 17,594.89	\$ 105,569.34	\$ 210,000.00	\$ 104,430.66	50%
LANDING FEES - GENERAL AVIATION	\$ -	\$ 126.00	\$ 1,250.00	\$ 1,124.00	90%
AUTO RENTAL SPACE	\$ -	\$ 2,712.64	\$ 5,000.00	\$ 2,287.36	46%
OFFICE RENT	\$ 970.00	\$ 5,745.00	\$ 12,600.00	\$ 6,855.00	54%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 57,498.00	\$ 115,000.00	\$ 57,502.00	50%
CONTRIBUTIONS-MARKETING	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	100%
PASSENGER FACILITY CHARGES	\$ 4.39	\$ 2,196.00	\$ 25,000.00	\$ 22,804.00	91%
FUEL SALES	\$ 438.42	\$ 4,014.85	\$ 10,000.00	\$ 5,985.15	60%
SIGN LEASE	\$ 200.00	\$ 200.00	\$ 3,800.00	\$ 3,600.00	95%
MISCELLANEOUS	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
TOTAL INCOME	\$ 82,090.70	\$ 753,453.83	\$ 2,447,210.00	\$ 1,693,756.17	69%
EXPENSES:					
AEAS CONTRACT-PUBLIC CHARTERS	\$ 51,750.00	\$ 566,217.00	\$ 2,009,960.00	\$ 1,443,743.00	72%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 20,400.00	\$ 41,000.00	\$ 20,600.00	50%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 18,090.50	\$ 112,920.25	\$ 240,000.00	\$ 127,079.75	53%
DUES & FEES	\$ 290.00	\$ 635.00	\$ 800.00	\$ 165.00	21%
SUPPLIES	\$ 104.18	\$ 691.93	\$ 3,000.00	\$ 2,308.07	77%
UTILITIES	\$ 991.65	\$ 15,808.73	\$ 32,000.00	\$ 16,191.27	51%
FUEL	\$ -	\$ 7,317.01	\$ 9,000.00	\$ 1,682.99	19%
REPAIRS & MAINTENANCE	\$ 1,990.79	\$ 5,481.76	\$ 15,000.00	\$ 9,518.24	63%
CONTRACTED SERVICES	\$ -	\$ 502.05	\$ 1,700.00	\$ 1,197.95	70%
LEGAL	\$ 799.25	\$ 4,697.75	\$ 4,000.00	\$ (697.75)	-17%
AUDIT	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
ADVERTISING	\$ 2,744.43	\$ 21,572.06	\$ 34,000.00	\$ 12,427.94	0%
TELEPHONE	\$ 59.91	\$ 353.28	\$ 300.00	\$ (53.28)	-18%
INSURANCE	\$ -	\$ 20,799.87	\$ 21,000.00	\$ 200.13	1%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ -	0%
EQUIPMENT	\$ -	\$ -	\$ 4,450.00	\$ 4,450.00	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ -	\$ 4,363.00	\$ 25,000.00	\$ 20,637.00	100%
MISCELLANEOUS	\$ -	\$ 732.69	\$ 1,000.00	\$ 267.31	27%
	\$ 80,220.71	\$ 782,492.38	\$ 2,447,210.00	\$ 1,664,717.62	68%
EXCESS REVENUE OVER/(UNDER) EXPENDITURE	\$ 1,869.99	\$ (29,038.55)			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 03/01/2013	\$ 53,173.87				
MARCH RECEIPTS	\$ 64,738.14				
FEBRUARY DISBURSEMENTS	\$ (166,220.70)				
	\$ (48,308.69)				

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MANISTEE COUNTY BLACKER AIRPORT

MARCH 2013 2012 BALANCE SHEET

ASSETS	3/31/2013	2/28/2013
CASH	\$ (48,308.69)	\$ 53,173.87
CASH - PFC ACCOUNT	\$ 78,413.50	\$ 78,409.11
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 104,747.68	\$ 87,152.79
AUTO RENTAL	\$ -	\$ -
MISC.	\$ 978.42	\$ 1,225.14
TOTAL ASSETS	\$ 135,830.91	\$ 219,960.91

LIABILITIES	3/31/2013	2/28/2013
ACCOUNTS PAYABLE - TRADE	\$ 80,220.71	\$ 166,220.70
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 80,220.71	\$ 166,220.70

FUND BALANCE	\$ 55,610.20	\$ 53,740.21
TOTAL LIABILITIES AND FUND BALANCE	\$ 135,830.91	\$ 219,960.91

PASSENGER FACILITY CHARGES COLLECTED THROUGH 03/31/2013	\$ 90,535.82
STATE OF MICHIGAN (PARKING LOT & T-HANGERS)	\$ (7,625.00)
CONSUMERS ENERGY	\$ (313.50)
STATE OF MICHIGAN (PARKING LOT & T-HANGERS)	\$ 313.50
TRANSFER OF PUBLIC IMPROVEMENT FUNDS	\$ 683.39
MANISTEE COUNTY ROAD COMMISSION	\$ (817.71)
STATE OF MICHIGAN (RAMP AREAS)	\$ (4,363.00)
PFC FUNDS AVAILABLE	\$ 78,413.50

PUBLIC IMPROVEMENT FUND - CASH AVAILABLE AS OF 03/31/2013 \$ -

AUTO RENTAL REVENUE BY COMPANY THROUGH 03/31/2013

ENTERPRISE CAR RENTALS	\$ -
MOWERY LEASING & RENTAL	\$ 2,712.64
GWK AGENCY	\$ -
TOTAL	\$ 2,712.64

APPENDIX C

ORCHARD BEACH AVIATION

March 2013

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$248.88	
DIESEL FUEL	\$189.54	
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$0.00	(0 @ \$18)
TOTAL	\$978.42	
100	339.4 Gal	
JET	1591.7 Gal	
TOTAL	1931.1 Gal	
General	348.4 Gal @ .15 = 52.26	
PublicCharters	1000 Gal @ .15 = 150.00	
PublicCharters	582.7 Gal @ .08 = 46.62	
PublicCharters	0.0 Gal @ .02 = 0.00	
DIESEL	48.6 Gal	

April Travel as of 04/06/13

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	338 DL	384 DL	362 DL	342 UA
Boston (BOS)	419 WN	414 DL	202 UA	373 UA
Chicago (MDW or ORD)	160 P1	336 AA	348 UA	164 UA
Dallas (DFW)	423 WN	380 DL	450 AA	462 UA
Denver (DEN)	384 WN	404 DL	298 F9	378 UA
Houston (HOU)	411 WN	422 UA	457 FL	363 UA
Kansas City (MCI)	364 WN	326 DL	276 AA	363 UA
Las Vegas (LAS)	518 WN	570 DL	455 F9	462 UA
Los Angeles (LAX)	515 WN	504 UA	407 AA/F9	438 UA
Minneapolis (MSP)	318 DL	424 DL	312 DL	280 UA
New York Area (NYC)	396 WN	289 UA	300 DL	378 UA
Orlando (MCO)	386 WN	346 DL	202 DL	252 UA
Philadelphia (PHL)	386 WN	484 DL	434 UA	420 UA
Phoenix (PHX)	532 WN	358 DL	304 DL	448 UA
Portland (PDX)	607 WN	514 UA	492 US	504 UA
San Diego (SAN)	508 WN	514 AA	529 F9/US	464 UA
San Francisco (SFO)	551 DL	464 DL	414 DL	464 UA
Seattle (SEA)	508 WN	523 UA	414 DL	500 UA
St Louis (STL)	318 WN	386 AA	336 AA	322 UA
Washington DC Area (WAS)	378 WN	320 DL	140 FL	382 UA

Average Fare	\$421.00	\$418.10	\$356.60	\$387.95
Change from last month	\$60.05	-\$14.15	\$42.40	-\$4.35
Change from two months at	\$5.60	-\$23.00	\$1.25	-\$29.40
Fares Pulled 04/06/13 for travel 05/09/13 - 05/16/13				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	338 DL	424 DL	416 DL	370 UA
Boston (BOS)	419 WN	454 DL	256 UA	401 UA
Chicago (MDW or ORD)	160 P1	376 AA	402 UA	192 UA
Dallas (DFW)	423 WN	420 DL	504 AA	490 UA
Denver (DEN)	384 WN	444 DL	352 F9	406 UA
Houston (HOU)	411 WN	462 UA	511 FL	391 UA
Kansas City (MCI)	364 WN	366 DL	330 AA	391 UA
Las Vegas (LAS)	518 WN	610 DL	509 F9	490 UA
Los Angeles (LAX)	515 WN	544 UA	461 AA/F9	466 UA
Minneapolis (MSP)	318 DL	464 DL	366 DL	308 UA
New York Area (NYC)	396 WN	329 UA	354 DL	406 UA
Orlando (MCO)	386 WN	386 DL	256 DL	280 UA
Philadelphia (PHL)	386 WN	524 DL	488 UA	448 UA
Phoenix (PHX)	532 WN	398 DL	358 DL	476 UA
Portland (PDX)	607 WN	554 UA	546 US	532 UA
San Diego (SAN)	508 WN	554 AA	583 F9/US	492 UA
San Francisco (SFO)	551 DL	504 DL	468 DL	492 UA
Seattle (SEA)	508 WN	563 UA	468 DL	528 UA
St Louis (STL)	318 WN	426 AA	390 AA	350 UA
Washington DC Area (WAS)	378 WN	360 DL	194 FL	410 UA

Average Fare	\$421.00	\$458.10	\$410.60	\$415.95
Change from last month	\$60.05	-\$14.15	\$42.40	-\$4.35
Change from two months at	\$5.60	-\$23.00	\$1.25	-\$29.40

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

Manistee County Blacker Airport

	2008		2009		Enplaned/Deplaned				2012		2013	
	Out/In	Total	Out/In	Total	2010		2011		Out/In	Total	Out/In	Total
					Out/In	Total	Out/In	Total				
Jan	MW 234/169	403	GL 138/106	244	GL 212/145	357	GL 201/169	370	F9 523/366	889	134/126	260
Feb	215/200	413	112/93	205	196/150	346	202/194	396	462/431	893	128/120	248
Mar	213/200	413	149/139	288	216/231	447	225/215	440	112/176	288	162/173	335
Apr	18/38	56	119/140	259	272/255	527	47/171 F9 486/389	1193	0/0	0		
May	0/0	0	184/180	364	263/302	565	1454/1525	2979	P1 71/58	129		
Jun	GL 94/113	207	166/213	379	311/366	677	1206/1342	2548	234/250	484		
Jul	278/301	579	388/439	827	521/551	1072	1595/1568	3163	465/467	932		
Aug	300/293	593	429/359	788	482/395	877	1833/1567	3400	497/500	997		
Sep	219/190	409	285/293	578	240/233	473	1332/1234	2566	362/297	659		
Oct	173/174	347	282/275	557	270/246	516	1024/1004	2028	150/149	299		
Nov	168/166	334	257/269	526	236/242	478	722/715	1437	36/33	69		
Dec	159/122	281	228/279	507	194/235	429	674/798	1472	131/138	269		
Total		4035		5522		6764		21992		5908		843

	2008		2009		On-time Performance				2012		2013	
	Cancel/Delay	On-time	Cancel/Delay	On-time	2010		2011		Cancel/Delay	On-time	Cancel/Delay	On-time
					Cancel/Delay	On-time	Cancel/Delay	On-time				
Jan			13%/25%	62%	23%/22%	55%	15%/38%	48%	12%/8%	80%	0%/15%	85%
Feb			18%/16%	66%	13%/32%	55%	15%/28%	58%	6%/11%	83%	6%/16%	78%
Mar			8%/11%	79%	11%/19%	70%	21%/19%	60%	14%/8%	78%	0%/0%	100%
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%	0%/22%	78%		
Nov	13%/32%	55%	3%/10%	87%	16%/16%	68%	2%/11%	87%	0%/5%	95%		
Dec	36%/44%	20%	25%/39%	36%	32%/25%	43%	2%/15%	83%	0%/11%	89%		

APPENDIX E