

## MINUTES

Monday, September 8, 2008  
12:00 Noon

Manistee County Blacker Airport  
Conference Room

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Members Present: Ervin Kowalski, Chairperson; Ed Haik; Glenn Lottie; and Paul Schulert

Members Absent: Charles Brooks; Dale Picardat; Robert Wilson

Others Present: William House & Barry Lind, Airport Managers; George Saylor, Airport Legal Counsel; Thomas D. Kaminski, County Controller/Administrator; and Rachel Nelson, Airport Authority Secretary

Ervin Kowalski, Chairperson, called the meeting to order at 12:02 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 special meeting of the Airport Authority held on Wednesday, August 20, 2008.

**There was a motion by Mr. Schulert, supported by Mr. Haik to approve the Airport Authority special meeting Minutes of Wednesday, August 20, 2008, as presented.**

**A roll call vote was taken:**

**Yeas: 4 (Kowalski; Haik; Lottie; Schulert)**

**Nays: 0**

**Absent: 3 (Brooks; Picardat; Wilson)**

**Motion carried.**

The Authority next reviewed the August 2008 Accounts Payable Report (APPENDIX A). Mr. House noted that the expenses were all regular ones.

**There was a motion by Mr. Haik, supported by Mr. Kowalski to approve the August 2008, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$25,146.33.**

**A roll call vote was taken:**

**Yeas: 4 (Kowalski; Haik; Lottie; Schulert)**

**Nays: 0**

**Absent: 3 (Brooks; Picardat; Wilson)**

**Motion carried.**

The Authority next reviewed the August 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. Mr. House and Mr. Lind had three questions for Mr. Pomeroy, who was absent: 1) Why hasn't the public improvement check shown up on paper yet? 2) What is the balance of the PFC account? 3) What is the total amount that is still owed to the County for the fuel tanks? Mr. Kaminski will relay these questions

to Mr. Pomeroy.

**There was a motion by Mr. Lottie, supported by Mr. Kowalski to approve the August 2008 Financial Statement.**

**A roll call vote was taken:**

**Yeas: 4 (Kowalski; Haik; Lottie; Schulert)**

**Nays: 0**

**Absent: 3 (Brooks; Picardat; Wilson)**

**Motion carried.**

Mr. Lind reported that he is in his second week of training as he prepares to take over the Airport Manager position.

Mr. Kaminski wondered if everything was finished with the new building's construction. Mr. House reported that they do have a list of issues, which Haulmark is working on. Once the building has been complete for one year, he will consider maintenance contracts.

The Authority next reviewed the Manistee County 08/09 Budget for #295 Airport Fund, covering 10/1/08 through 9/30/09, totaling \$303,023.00 (APPENDIX C). It was noted that once the budget is adopted, it can be amended if needed. After discussion,

**There was a motion by Mr. Schulert, supported by Mr. Lottie to approve the Manistee County 08/09 Budget for #295 Airport Fund, covering 10/1/08 through 9/30/09 for \$303,023.00.**

**A roll call vote was taken:**

**Yeas: 4 (Kowalski; Haik; Lottie; Schulert)**

**Nays: 0**

**Absent: 3 (Brooks; Picardat; Wilson)**

**Motion carried.**

Sheets were handed out showing airplane passenger numbers for 2008 as well as the previous year (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 12:30 P.M.

Respectfully submitted,

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Rachel Nelson, Airport Authority Secretary

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# MANISTEE COUNTY BLACKER AIRPORT

## AUGUST 2008 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	WILLIAM HOUSE	\$ 3,000.00
	CONSUMERS ENERGY	\$ 1,730.98
	A T & T	\$ 18.61
	MICHCON (DTE ENERGY)	\$ 20.50
	GOCKERMAN, WILSON, SAYLOR	
	ACE HARDWARE	\$ 232.52
	BLARNEY CASLTE	\$ 69.91
	DIRECT TV	\$ 76.98
	WAHR HARDWARE	\$ 12.98
	GT JANITORIAL	
	STATE OF MICHIGAN	
	MANISTEE COUNTY	\$ 1,572.12
	<b>TOTAL</b>	<b>\$ 6,734.60</b>
	<b>ADVERTISING INVOICES</b>	
	MS CREATIVE SERVICES	\$ -
	<b>TOTAL</b>	<b>\$ -</b>
	<b>ORCHARD BEACH AVIATION</b>	<b>\$ 18,411.73</b>
	REGULAR HOURS	372 @ 15.00 5,580.00
	MAINTENANCE HOURS	105.5 @ 15.00 1,532.50
	SUPPLIES	19.80
	PART 139 LABOR	11,279.43
	<b>GRAND TOTAL</b>	<b>\$ 25,146.33</b>
	<b>PUBLIC IMPROVEMENT FUND</b>	
	<b>TOTAL PUBLIC IMPROVEMENT FUNDS</b>	<b>\$ -</b>

## MANISTEE COUNTY BLACKER AIRPORT

### AUGUST 2008 REVENUE & EXPENSES

### BUDGET REMAINING

8%

INCOME:	CURRENT	YEAR-TO	ANNUAL	BALANCE	
	MONTH	DATE	BUDGET	\$	%
HANGER RENTAL	\$ 1,525.00	\$ 16,629.80	\$ 16,120.00	\$ (509.80)	-3%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 180,158.33	\$ 247,082.00	\$ 66,923.67	27%
LANDING FEES - GENERAL AVIATION	\$ 396.00	\$ 846.00	\$ -	\$ (846.00)	0%
AUTO RENTAL SPACE	\$ 2,236.12	\$ 5,373.45	\$ 4,200.00	\$ (1,173.45)	-28%
OFFICE RENT	\$ 1,125.00	\$ 12,375.00	\$ 13,500.00	\$ 1,125.00	8%
COUNTY OF MANISTEE	\$ 6,125.00	\$ 67,375.00	\$ 73,500.00	\$ 6,125.00	8%
FUEL SALES	\$ 1,572.12	\$ 5,574.01	\$ 6,500.00	\$ 925.99	14%
SIGN LEASE	\$ -	\$ 3,600.00	\$ 3,400.00	\$ (200.00)	-6%
MISCELLANEOUS	\$ -	\$ 1,619.50	\$ 1,000.00	\$ (619.50)	-62%
<b>TOTAL INCOME</b>	<b>\$ 26,269.48</b>	<b>\$ 293,551.09</b>	<b>\$ 365,302.00</b>	<b>\$ 71,750.91</b>	<b>20%</b>

### EXPENSES:

PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 33,000.00	\$ 36,000.00	\$ 3,000.00	8%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 18,391.93	\$ 183,089.54	\$ 206,250.00	\$ 23,160.46	11%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 1,000.00	\$ 630.00	63%
SUPPLIES	\$ 32.78	\$ 2,358.31	\$ 2,500.00	\$ 141.69	6%
UTILITIES	\$ 1,828.46	\$ 30,159.25	\$ 23,000.00	\$ (7,159.25)	-31%
FUEL	\$ -	\$ 8,590.55	\$ 5,200.00	\$ (3,390.55)	-65%
REPAIRS & MAINTENANCE	\$ 302.41	\$ 5,662.56	\$ 10,000.00	\$ 4,337.44	43%
TERMINAL IMPROVEMENTS	\$ -	\$ 1,875.59	\$ 5,000.00	\$ 3,124.41	62%
CONTRACTED SERVICES	\$ -	\$ 1,988.00	\$ 1,800.00	\$ (188.00)	-10%
LEGAL	\$ -	\$ 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	\$ 18.61	\$ 258.83	\$ 1,200.00	\$ 941.17	78%
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	\$ 1,572.12	\$ 5,574.01	\$ 6,500.00	\$ 925.99	14%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ 20,402.00	\$ 20,402.00	100%
MISCELLANEOUS	\$ -	\$ 470.00	\$ 950.00	\$ 480.00	51%
	<b>\$ 25,146.31</b>	<b>\$ 303,855.85</b>	<b>\$ 365,302.00</b>	<b>\$ 61,446.15</b>	<b>17%</b>

EXCESS REVENUE OVER/(UNDER) EXPENDITURES **\$ 1,123.17** **\$ (10,304.76)**

### BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 08/01/08 **\$ 84,148.04**  
AUGUST RECEIPTS **\$ 39,459.74**  
JULY DISBURSEMENTS **\$ (25,898.67)**

**\$ 97,709.11**

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# MANISTEE COUNTY BLACKER AIRPORT

## AUGUST 2008 BALANCE SHEET

ASSETS	8/31/2008	7/31/2008
CASH	\$ 97,709.11	\$ 84,148.04
ACCOUNTS RECEIVABLE		
MIDWEST EXPRESS	\$ -	\$ 13,290.24
STATE OF MICHIGAN (ADVERTISING)	\$ -	\$ -
MISC.	\$ 2,200.20	\$ 2,200.20
<b>TOTAL ASSETS</b>	<b>\$ 99,909.31</b>	<b>\$ 99,638.48</b>

LIABILITIES	8/31/2008	7/31/2008
ACCOUNTS PAYABLE - TRADE	\$ 25,146.33	\$ 25,898.67
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ 450.00	\$ 550.00
<b>TOTAL LIABILITIES</b>	<b>\$ 25,596.33</b>	<b>\$ 26,448.67</b>

<b>FUND BALANCE</b>	<b>\$ 74,312.98</b>	<b>\$ 73,189.81</b>
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 99,909.31</b>	<b>\$ 99,638.48</b>
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<b>TOTAL PUBLIC IMPROVEMENT FUNDS AVAILABLE</b>	<b>\$ 128,930.51</b>	<b>\$ 128,930.51</b>
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)
<b>PUBLIC IMPROVEMENT FUND - CASH AVAILABLE</b>		<b>\$ 23,935.53</b>
<b>BEGINNING BALANCE FOR FIRE FIGHTER TRAINING</b>		<b>\$ 27,500.00</b>
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
<b>BALANCE AVAILABLE AS OF JULY 1, 2008</b>		<b>\$ 0.00</b>

# MANISTEE COUNTY

## 08/09 BUDGET

### #295 AIRPORT FUND

10/01/08 through 09/30/09

#### REVENUES

295-000-540.000	STATE OF MICHIGAN (ADVERTISING GRANT)	\$ -
295-000-668.000	OFFICE RENTAL SPACE	\$ 13,500.00
295-000-668.002	GREAT LAKES AIRLINES & GENERAL AVIATION	\$ 162,983.00
295-000-668.003	HANGER RENT	\$ 17,940.00
295-000-668.004	AUTO RENTAL	\$ 4,200.00
295-000-668.005	SIGN LEASE	\$ 3,400.00
295-000-695.000	MISCELLANEOUS REVENUE	\$ 1,000.00
295-000-698.001	FUEL SALES	\$ 6,500.00
295-000-699.001	TRANSFER IN - GENERAL FUND	\$ 93,500.00

**TOTAL REVENUES \$ 303,023.00**

#### EXPENSES

295-000-727.000	SUPPLIES	\$ 2,000.00
295-000-743.000	FUEL	\$ 5,000.00
295-000-800.000	CONTRACTED SERVICES	\$ 1,800.00
295-000-800.002	CONTRACTED SERVICES-AUDIT	\$ 1,500.00
295-000-801.000	AIRPORT MANAGEMENT	\$ 36,000.00
295-000-801.001	OPERATION & MAINT. PERSONNEL COSTS	\$ 169,823.00
295-000-806.000	ATTORNEY FEES	\$ 5,000.00
295-000-812.000	DUES & FEES	\$ 500.00
295-000-850.000	TELEPHONE	\$ 400.00
295-000-901.000	ADVERTISING	\$ -
295-000-911.000	INSURANCE	\$ 26,000.00
295-000-920.000	UTILITIES	\$ 35,000.00
295-000-930.000	CONTRACTUAL REPAIRS	\$ 2,000.00
295-000-931.000	REPAIRS & MAINTENANCE	\$ 7,500.00
295-000-995.000	MISC. EXPENSE - NOTES PAYABLE	\$ 6,500.00
295-000-995.002	MISC. EXPENSE	\$ 1,000.00
295-000-999.000	TRANSFER OUT - GENERAL FUND	\$ 3,000.00
295-000-999.016	TRANSFER OUT - PUBLIC IMPROVEMENT FUND	\$ -

**TOTAL EXPENSES \$ 303,023.00**

THE AIRPORT FUND WAS ESTABLISHED TO ACCOUNT FOR ALL FUNDS FOR THE DAY TO DAY OPERATIONS OF THE MANISTEE COUNTY AIRPORT. THIS FUND DOES NOT INCLUDE ANY PUBLIC IMPROVEMENTS THAT ARE SCHEDULED FOR THE AIRPORT. REVENUES INCLUDE TRANSFERS FROM THE COUNTY GENERAL FUND AND AIRPORT OPERATIONS REVENUE. CONTRACTUAL REPAIRS FOR FY-08/09 INCLUDE TERMINAL REPAIRS AND HANGER REPAIRS. PROFESSIONAL FEE INCLUDE LEGAL, BOOKKEEPING AND AUDIT FEES.

APPENDIX D

PASSENGERS OF GREAT LAKES

ENPLANED / DEPLANED

MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
	Midwest	Midwest			
<b>JAN.</b>	210/164 374	234/169 403			
<b>FEB.</b>	198/184 382	215/212 427			
<b>MARCH</b>	224/229 453	213/200 413			
<b>APRIL</b>	183/239 422	18/38 56			
<b>MAY</b>	238/251 489	0/0 0			
		<b>Great Lakes</b>			
<b>JUNE</b>	252/309 561	94/113 207			
<b>JULY</b>	340/348 688	278/301 579			
<b>AUG.</b>	348/305 653	300/293 593			
<b>SEPT.</b>	278/217 495				
<b>OCT.</b>	276/248 524				
<b>NOV.</b>	275/280 555				
<b>DEC.</b>	203/205 408				
<b>TOTAL</b>	<b>3025/2979</b> <b>6004</b>				

APPENDIX E

**ORCHARD BEACH AVIATION**

August 2008

**RENT**

OFFICE	\$325.00
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HANGER	175.00
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FUEL	1572.12
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## LANDING FEES

TWIN	54.00
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JET	342.00
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TOTAL	2468.12
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100	2947.30
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JET	7533.50
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TOTAL	10,480.80
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