

MINUTES

Monday, May 13, 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; and Alan Marshall

Members Absent: Dale Picardat

Others Present: Barry Lind, Airport Manager; Russell Pomeroy, Airport Authority Treasurer; 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 a motion by Mr. Marshall, 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, April 8, 2013.

There was a motion by Mr. Shafer, supported by Mr. Smith to approve the Airport Authority regular meeting minutes of Monday, April 8, 2013, as presented. Motion carried by unanimous vote.

The Authority next reviewed the April 2013 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the Blarney Castle payment is for fuel. This month should be the final payment to MS Creative, and it was noted that the Charter Media bill had been paid by MS Creative and will now show up on the Accounts Payable list. The RightSide Design payment is high this month due to the initial fees and two months worth of work. The Authority also reviewed the April 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. Berstrom, supported by Mr. Smith to approve the April 2013 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$37,364.39; and to approve the April 2013 Financial Statement.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Picardat)

Motion carried.

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

The Budget Committee met and did a walk-through of all facilities. Mr. Lind will compile a prioritized list of items to consider for budgeting purposes.

The Promotion Committee met and put together a calendar of events to help avoid missing opportunities to promote the airport. They will also be creating business cards for all Airport Authority members. The entrance and lack of signs were discussed. Brochures will be distributed downtown.

Mr. Bergstrom stated that his wife had a hard time finding a flight into Manistee when searching online. Mr. Lind noted that it will still be a separate ticket from Chicago to Manistee, and passengers still need to re-check their bags.

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 June 2013 (APPENDIX D). Mr. Lind also presented information on airplane passenger numbers for 2013 as well as the previous five years (APPENDIX E). Mr. Lind stated that a pricing experiment was conducted in April and every seat was \$150. This did increase sales, and Mr. Lind would like to reevaluate this, but not during the summer months.

Mr. Lind stated that regarding electric usage, Prein & Newhof visited the airport and suggested to have the manufacturer representatives come to the airport to explain how to properly use the equipment. A representative for the lighting and control system will visit the airport this afternoon. A similar visit will be scheduled for the HVAC system. Mr. Lind is also looking into LED parking lot lights.

Mr. Lind stated that there was no update regarding the runway 36 approach trees that need to be cleared. He is waiting to hear back from the Little River Band of Ottawa Indians since the trees are located on their property.

The required annual firefighter training and County exercise will be held May 17-18, 2013. Several issues were uncovered during last year's County exercise, and improvements have been made to the exercise itself this year.

The taxiway pavement remarking project, which is one of the 2012 projects but was delayed, will begin on May 14, 2013. Mr. Lind noted that magnetic north moves, and runway numbers are tied to magnetic north. Therefore, the runway numbers will be changing this year. Prein & Newhof is finalizing the design for the snow removal equipment building expansion, and the project will go to bid in the next two weeks. The sand storage building will be a smaller project. Mr. Lind has already been looking into the sand bucket loader, which will have multiple uses. Once acquired, this should allow the tractor to be sold. There are ongoing discussions regarding the brush width of the sweeper. The pavement crack sealing is a low priority project, and should be part of a statewide bid. The pavement will be remarked (except the taxiway areas that are being remarked soon).

Public Charters and CFM continue to be very reliable and summer demand is picking up. Tickets are on sale through July for four days per week. The plan is to begin 30 seat service on June 25, 2013, and continue through September 3, 2013. Tuesday and Wednesday flights will also be added effective June 25, 2013, and will be operated by UltimateJet with a Dornier 328-300. Sunday, Monday, Thursday, and Friday flights will be operated by CFM with a Jetstream 41. Eventually, the UltimateJet service will transition to CFM, however, CFM is still waiting on the DOT's approval for daily service.

Mr. Lind provided charts showing the average yield per segment (APPENDIX F) and the number of segments sold weekly (APPENDIX G). The average yield has been increasing due to the busier summer season, and twice more than 100 seats have been sold in one day.

The airport's new website was launched on April 15, 2013. An updated facebook campaign began on April 20, 2013, and an updated Google campaign began on April 25, 2013. Upcoming marketing tasks include a new TV spot to hopefully air the first week of June, an updated brochure, a mailing to past customers, a connecting flights search tool for the website, and local face to face efforts.

Mr. Spencer stated that some companies pay a fee for doing business at the airport and others don't. He stated that everything should be the same to be fair. He also stated that Coho Bend has a billboard on airport property that needs to be addressed. Both of these items will be under "Old Business" on next month's agenda.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 11:45 A.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

APRIL 2013 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,692.45
	A T & T	\$ 58.95
	MICHCON (DTE ENERGY)	\$ 567.40
	GOCKERMAN, WILSON, SAYLOR	\$ 506.00
	NAPA AUTO PARTS	\$ 54.97
	ACE HARDWARE	\$ 115.41
	FASTENAL	\$ 206.65
	DIRECT TV	\$ 45.99
	PIPER MCCREDIE AGENCY	\$ -
	BLARNEY CASTLE	\$ 1,407.19
	COFESSCO FIRE PROTECTION	\$ 173.23
	BLUE GLOBES, LLC	\$ 57.00
	MANISTEE TIRE	\$ 153.89
	KMART	\$ 39.96
	PRIMARY AIRPORT SERVICES	\$ 200.55
	ORCHARD BEACH AVIATION	\$ -
	TOTAL	\$ 8,679.64
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ 364.00
	LAMAR COMPANIES	\$ -
	RIGHTSIDE DESIGN, LLC	\$ 8,097.50
	WKLA RADIO	\$ 99.00
	CHARTER MEDIA	\$ 1,224.00
	ORCHARD BEACH AVIATION	\$ 192.00
	TOTAL	\$ 9,976.50
	ORCHARD BEACH AVIATION	\$ 18,708.25
	REGULAR HOURS	300 @ 16.50 4,950.00
	MAINTENANCE HOURS	92.5 @ 16.50 1,526.25
	PART 139 LABOR	12,200.00
	INTERNET	32.00
	GRAND TOTAL	\$ 37,364.39

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	APRIL 2013 REVENUE & EXPENSES			BUDGET REMAINING		42%
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$ 51,750.00	\$ 133,072.00	\$ 699,289.00	\$ 2,009,960.00	\$ 1,310,671.00	65%
HANGER RENTAL	\$ 1,550.00	\$ 2,753.14	\$ 11,928.14	\$ 28,600.00	\$ 16,671.86	58%
LANDING FEES - PUBLIC CHARTERS	\$ 17,594.89	\$ 17,594.89	\$ 123,164.23	\$ 210,000.00	\$ 86,835.77	41%
LANDING FEES - GENERAL AVIATION	\$ -	\$ 9.00	\$ 135.00	\$ 1,250.00	\$ 1,115.00	89%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 2,712.64	\$ 5,000.00	\$ 2,287.36	46%
OFFICE RENT	\$ 970.00	\$ 970.00	\$ 6,715.00	\$ 12,600.00	\$ 5,885.00	47%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 67,081.00	\$ 115,000.00	\$ 47,919.00	42%
CONTRIBUTIONS-MARKETING	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	100%
PASSENGER FACILITY CHARGES	\$ 4.39	\$ 2,574.00	\$ 4,770.00	\$ 25,000.00	\$ 20,230.00	81%
FUEL SALES	\$ 438.42	\$ 530.99	\$ 4,545.84	\$ 10,000.00	\$ 5,454.16	55%
SIGN LEASE	\$ 200.00	\$ 2,400.00	\$ 2,600.00	\$ 3,800.00	\$ 1,200.00	32%
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
TOTAL INCOME	\$ 82,090.70	\$ 169,487.02	\$ 922,940.85	\$ 2,447,210.00	\$ 1,524,269.15	62%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTERS	\$ 51,750.00	\$ 133,072.00	\$ 699,289.00	\$ 2,009,960.00	\$ 1,310,671.00	65%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 23,800.00	\$ 41,000.00	\$ 17,200.00	42%
PERSONNEL - OP & MAINT	\$ 18,090.50	\$ 18,676.25	\$ 131,596.50	\$ 240,000.00	\$ 108,403.50	45%
DUES & FEES	\$ 290.00	\$ -	\$ 635.00	\$ 800.00	\$ 165.00	21%
SUPPLIES	\$ 104.18	\$ 246.61	\$ 938.54	\$ 3,000.00	\$ 2,061.46	69%
UTILITIES	\$ 991.65	\$ 2,337.84	\$ 18,146.57	\$ 32,000.00	\$ 13,853.43	43%
FUEL	\$ -	\$ 1,407.19	\$ 8,724.20	\$ 9,000.00	\$ 275.80	3%
REPAIRS & MAINTENANCE	\$ 1,990.79	\$ 554.50	\$ 6,036.26	\$ 15,000.00	\$ 8,963.74	60%
CONTRACTED SERVICES	\$ -	\$ 200.55	\$ 702.60	\$ 1,700.00	\$ 997.40	59%
LEGAL	\$ 799.25	\$ 506.00	\$ 5,203.75	\$ 4,000.00	\$ (1,203.75)	-30%
AUDIT	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
ADVERTISING	\$ 2,744.43	\$ 9,976.50	\$ 31,548.56	\$ 34,000.00	\$ 2,451.44	0%
TELEPHONE	\$ 59.91	\$ 58.95	\$ 412.23	\$ 300.00	\$ (112.23)	-37%
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%
TOTAL EXPENSES	\$ 80,220.71	\$ 170,436.39	\$ 952,928.77	\$ 2,447,210.00	\$ 1,494,281.23	61%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ (949.37) \$ (29,987.92)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 04/01/2013 \$ (48,308.69)
APRIL RECEIPTS \$ 271,559.13
MARCH DISBURSEMENTS \$ (80,220.71)

\$ 143,029.73

B-2

MANISTEE COUNTY BLACKER AIRPORT

APRIL 2013 2012 BALANCE SHEET

ASSETS	4/30/2013	3/31/2013
CASH	\$ 143,029.73	\$ (48,308.69)
CASH - PFC ACCOUNT	\$ 80,987.50	\$ 78,413.50
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ -	\$ 104,747.68
AUTO RENTAL	\$ -	\$ -
MISC.	\$ 1,079.99	\$ 978.42
TOTAL ASSETS	\$ 225,097.22	\$ 135,830.91
LIABILITIES	4/30/2013	3/31/2013
ACCOUNTS PAYABLE - TRADE	\$ 170,436.39	\$ 80,220.71
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 170,436.39	\$ 80,220.71
FUND BALANCE	\$ 54,660.83	\$ 55,610.20
TOTAL LIABILITIES AND FUND BALANCE	\$ 225,097.22	\$ 135,830.91

PASSENGER FACILITY CHARGES COLLECTED THROUGH 04/30/2013	\$ 93,109.82
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	\$ 80,987.50

PUBLIC IMPROVEMENT FUND - CASH AVAILABLE AS OF 04/30/2013 \$ -

AUTO RENTAL REVENUE BY COMPANY THROUGH 04/30/2013

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

ORCHARD BEACH AVIATION**April 2013****RENT**

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$325.46	
DIESEL FUEL	\$205.53	
LANDING FEES		
TWIN	\$9.00	(1 @ \$9)
JET	\$0.00	(0 @ \$18)
 TOTAL	 \$1079.99	

100	695.5 Gal
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JET	1474.2 Gal
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TOTAL	2169.7 Gal
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General	1235.5 Gal @ .15 = 185.33
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PublicCharters	934.2 Gal @ .15 = 140.13
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PublicCharters	0.0 Gal @ .08 = 0.00
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PublicCharters	0.0 Gal @ .02 = 0.00
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DIESEL	52.7 Gal
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June Travel as of 05/12/13

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	468 FL	398 AA	382 DL	480 UA
Boston (BOS)	474 WN	428 AA	328 UA	450 UA
Chicago (MDW or ORD)	160 P1	350 AA	362 AA	228 UA
Dallas (DFW)	606 WN	446 AA	464 AA	500 UA
Denver (DEN)	343 WN	539 AA	370 F9	500 UA
Houston (HOU)	487 WN	524 UA	569 UA	507 UA
Kansas City (MCI)	378 WN	404 DL	280 DL	446 UA
Las Vegas (LAS)	567 WN	587 DL	479 UA	555 UA
Los Angeles (LAX)	561 WN	601 UA	477 UA	538 UA
Minneapolis (MSP)	338 DL	458 DL	380 DL	406 UA
New York Area (NYC)	449 WN	414 DL	315 DL	490 UA
Orlando (MCO)	496 WN	413 DL	310 DL	528 UA
Philadelphia (PHL)	540 WN	518 DL	468 DL	525 UA
Phoenix (PHX)	607 WN	498 AA	418 F9/US	538 UA
Portland (PDX)	684 WN	632 AA	550 F9	669 UA
San Diego (SAN)	607 WN	633 AA	553 F9	570 UA
San Francisco (SFO)	691 WN	638 UA	489 F9	593 UA
Seattle (SEA)	753 WN	768 AA	594 US	708 UA
St Louis (STL)	360 WN	495 DL	340 UA	432 UA
Washington DC Area (WAS)	535 WN	419 DL	281 FL	480 UA

Average Fare	\$505.20	\$508.15	\$420.45	\$507.15
Change from last month	\$84.20	\$90.05	\$63.85	\$119.20
Change from two months ago	\$144.25	\$75.90	\$106.25	\$114.85
Fares Pulled 05/12/13 for travel 06/13/13 - 06/20/13				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	468 FL	438 AA	436 DL	508 UA
Boston (BOS)	474 WN	468 AA	382 UA	478 UA
Chicago (MDW or ORD)	160 P1	390 AA	416 AA	256 UA
Dallas (DFW)	606 WN	486 AA	518 AA	528 UA
Denver (DEN)	343 WN	579 AA	424 F9	528 UA
Houston (HOU)	487 WN	564 UA	623 UA	535 UA
Kansas City (MCI)	378 WN	444 DL	334 DL	474 UA
Las Vegas (LAS)	567 WN	627 DL	533 UA	583 UA
Los Angeles (LAX)	561 WN	641 UA	531 UA	566 UA
Minneapolis (MSP)	338 DL	498 DL	434 DL	434 UA
New York Area (NYC)	449 WN	454 DL	369 DL	518 UA
Orlando (MCO)	496 WN	453 DL	364 DL	556 UA
Philadelphia (PHL)	540 WN	558 DL	522 DL	553 UA
Phoenix (PHX)	607 WN	538 AA	472 F9/US	566 UA
Portland (PDX)	684 WN	672 AA	604 F9	697 UA
San Diego (SAN)	607 WN	673 AA	607 F9	598 UA
San Francisco (SFO)	691 WN	678 UA	543 F9	621 UA
Seattle (SEA)	753 WN	808 AA	648 US	736 UA
St Louis (STL)	360 WN	535 DL	394 UA	460 UA
Washington DC Area (WAS)	535 WN	459 DL	335 FL	508 UA

Average Fare	\$505.20	\$548.15	\$474.45	\$535.15
Change from last month	\$84.20	\$90.05	\$63.85	\$119.20
Change from two months ago	\$144.25	\$75.90	\$106.25	\$114.85
Parking Fees for one week are \$0 at Manistee, \$40 at Traverse City, \$54 at Grand Rapids, \$28 at Muskegon				

Manistee County Blacker Airport

Enplaned/Deplaned

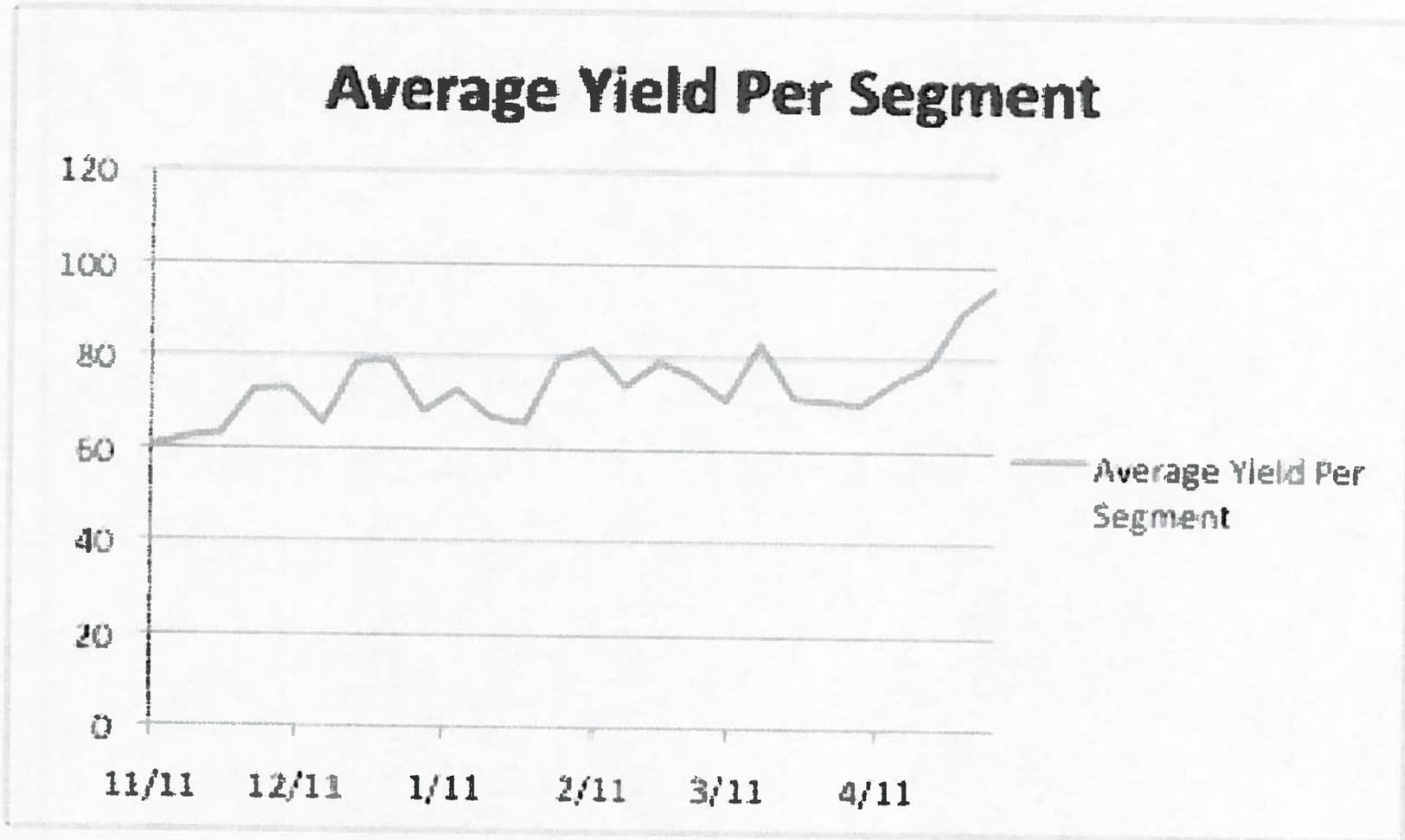
	2008		2009		2010		2011		2012		2013		Total
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	
Jan	MW 234/169	403	GL 138/106	244	GL 212/145	357	GL 201/169	370	F9 523/366	889	134/126	260	
Feb	215/200	413	112/93	205	196/150	346	202/194	396	462/431	893	128/120	248	
Mar	213/200	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	158/158	316	
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		1159	

On-time Performance

	2008		2009		2010		2011		2012		2013	
	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%	***	***	***	***	0%/3%	97%
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

Air Service Update 5/13/13



APPENDIX F

Air Service Update 5/13/13

