

Manistee Blacker Airport Authority

2323 Airport Road -Manistee, Michigan 49660

Executive Committee Minutes

Wednesday April 9, 2014

Manistee County Blacker Airport
Conference Room

Committee

Members

Paul Schulert, Chairman

Present:

Thom Smith, Ross Spencer

Members Absent:

None

Others Present:

Barry Lind, Airport Director,

Airport Director Review

The meeting was called to order by Chairman Schulert at 1:15 PM.

The Manistee Blacker Airport Authority entered into a three (3) year contract with Barry J. Lind on October 1, 2012 for his services as the Airport Director. Since the Authority has contracted for these services there is no employer employee relationship established.

The guideline line questions that were developed for the first review of the Airport Director are listed below. The questions were designed as talking points rather than specific questions that would measure a performance behavior.

1. Tell us what you believe you doing well.

- a. Looking at the "big picture" for a direction for the Manistee airport.
- b. Facilitating the Alternate Essential Air Service (AEAS) program.

At the start, my position as Airport Director was for a 20 hour per week commitment. With the addition of the AEAS program this has become more challenging and additional administrative staff is now required.

2. How can the Authority better support your efforts as Airport Director?

- a. The Authority members could become more knowledgeable.
- b. The Chairman attending the Michigan Airport Conference is beneficial.
- c. What are Board members interested in?
- d. Formal review of the Airport Director is beneficial.
- e. Who do the Authority Members represent?

- f. Authority has no formal mission statement
- g. Strategic plan for direction of the airport.

3. Where do you feel you could improve?

- a. Do a better job of following up.
- b. Provide additional staff.
- c. Provide improved upkeep of the facilities and of the public view/experience.
- d. Pilot/renters association to promote input/ideas for airport.

4. How well does the Director Communicate with the Authority and public.

- a. The committee felt the Director communicates well with the public.
- b. We seem to have a good relationship with all of the media outlets.
- c. Should there be additional information sharing between monthly Authority meetings? If so, how would it be relayed?
- d. Additional information should be posted on the Authority portion of the FlyManistee.com website providing additional information and transparency.
- e. A public information manual containing copies of information impacting the users of the airport should be maintained and available at the airport. Individual copies of the contained information should be made available on request at a reasonable cost.

5. In your view, is there adequate and constructive communication between the Authority and you?

- a. Performance review is beneficial.
- b. Review should be conducted on an annual basis.

6. When you accepted the position as Manager at Manistee County Blacker Airport what were your expectations and have they been met?

- a. I was expected to become licensed as an Airport Manager.
- b. The former Airport Manager would be available for 18 months and serve as an Assistant Airport Manger.

7. What objectives should be set for next year and beyond?

- a. Strategic plan for the future direction of airport.
- b. Mission statement for the guidance of the Airport Authority.
- c. Formal Standard Operating Procedures for Airport Authority.
- d. There is currently little community support for the airport.
- e. Improved support from the Manistee County Commission.

- f. Develop user associations to assist with valuable input in the future development of the airport.

8. Should there be an Assistant Airport Director for the Manistee County Blacker Airport?

- a. This issue has not gone unnoticed.
- b. Current staff was not hired with those skill sets.

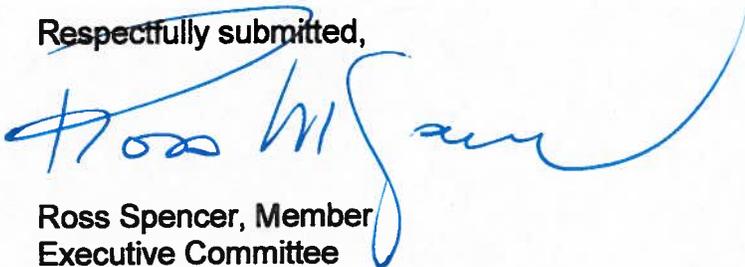
The meeting was adjourned at 2:45 PM.

Follow up

The Authority Executive Committee makes the following recommendations to the Manistee Blacker Airport Authority.

1. The Airport Director position should be review on an annual basis. The format of that review mechanism may need to receive additional consideration.
2. Consider scheduling an offsite meeting to develop a Mission Statement and Strategic Plan for the operation and development of the Manistee County Blacker Airport.
3. We recommend that more outside agencies be solicited for their help in future development and the promotion of the Airport.
4. Building awareness of the Manistee Airport and its value and importance should be a priority. This should be regional in nature and not restricted by County border or other artificial limitations.
5. Actively solicit input from airport user groups.

Respectfully submitted,



Ross Spencer, Member
Executive Committee