

DRAFT

MINUTES

Monday, July 14, 2014
10:00 A.M.

Manistee County Blacker Airport
Conference Room

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

Members Absent: None

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Treasurer; Ken Grabowski, 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. Bergstrom, supported by Mr. Shafer, 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, June 9, 2014. It was noted that the roll call votes should be corrected to reflect that only six members were present, not seven.

There was a motion by Mr. Bergstrom, supported by Mr. Smith, to approve the Airport Authority regular meeting minutes of Monday, June 9, 2014, with the roll call vote correction. Motion carried by unanimous vote.

Mr. Lind stated that the presentation by the Alliance for Economic Success regarding the airport's Strategic Plan will need to be postponed to next month.

The Authority next reviewed the June 2014 Accounts Payable Report (APPENDIX A). The Sparling Corporation payment is for the underground fuel tank maintenance, and the \$40 payment to Orchard Beach Aviation is for renting a forklift.

There was a motion by Mr. Bergstrom, supported by Mr. Shafer, to approve the June 2014 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$33,436.46.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority also reviewed the June 2014 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. The federal advertising grant of \$50,000 has still not been received. Mr. Pomeroy stated that he has submitted all the required paperwork and will check on why the funds have not yet been received.

There was a motion by Mr. Shafer, supported by Mr. Marshall, to approve the June 2014 Financial Statement. Motion carried by unanimous vote.

The Orchard Beach Aviation rent information was also provided, as well as fuel sales (APPENDIX C).

The Budget Committee did not meet.

The Promotion Committee did not meet.

The Rules and Regulations Committee did not meet.

The Executive Committee did not meet, but objectives for the Airport Director have been requested from each Committee member. These will be compiled and provided to the other Airport Authority members before being provided to Mr. Lind.

The Legal Representation Search Committee met and has sent out an RFP for the Airport Authority's legal services (APPENDIX D). Responses are due on July 21, 2014, and the Committee will meet again on July 28, 2014.

The Bylaws Committee did not meet.

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 August 2014 (APPENDIX E). Mr. Lind presented information on airplane passenger numbers for 2014 as well as the previous five years (APPENDIX F).

Mr. Lind stated that the airport's annual FAA inspection took place on July 7-8, 2014. He presented the Letter of Correction (APPENDIX G), and noted that none of the items will be expensive to correct.

Mr. Lind explained that progress has been slow with the construction projects. The Consumers power lines were not marked correctly by Miss Dig. Although they did not hit a power line, they were digging near a splice in the conduit that isn't used anymore due to being unreliable, and it caused a power outage in the terminal. Four HVAC zones are not working now due to the arcing failure. It was also discovered that the storm drain doesn't run where the plan says it does.

Three bids were received for the sign project, and Prein & Newhof recommended the contractor who is currently working on the airport projects. The recommended contractor has been approved by MDOT since the project is being paid for through an MDOT grant. The sign will be moved to be perpendicular to the road, rather than parallel to it, and writing will be added to the other side of the sign. The sign will also be moved as close as possible to the right-of-way within the budget of the project.

The tree removal project is on hold until this fall.

The leaking hangar will be addressed when the new structure is being built.

The hangar expansion/door repair project is on hold until a new contract is in place with Public Charters.

The full summer schedule for air service is now in place, with two flights on peak days (Thursday, Friday, Sunday, and Monday) through Labor Day. Service for the summer is with a combination of a 19 seat aircraft and a 30 seat aircraft. The schedule is available for booking through October. Overall, service continues to be reliable, with no cancellations for four months. There have been some delays due to a tight schedule when the 30 seat aircraft is used. Demand for the new Saturday flights is good, but Wednesday appears to be the weakest day. Demand for July is up over the previous year, as to be expected with more flights. It's looking like this could be the second best July ever. Demand for the rest of the summer and into fall continues to look strong, with advanced bookings up over 100% compared

to this time last year.

Mr. Lind stated that the ground handling services will change from Quick Flight Services to Orchard Beach Aviation at the end of July. The same employees will continue working, but they will be employees of Orchard Beach Aviation, and among other things, this will reduce costs.

Mr. Lind reminded the Authority that the current AEAS contract expires July 25, 2014. DOT informed Mr. Lind this morning that the final agreement is going through approvals this week. Mr. Lind has been informed that there have not been any issues from what was proposed, but he has not yet seen a draft. The Airport Authority scheduled a special meeting on Thursday, July 24, 2014 at noon to approve the AEAS contract and the Public Charters contract.

There continues to be good feedback from customer surveys. An active online marketing campaign continues, and new radio spots have been produced. A video shoot was completed in Chicago (terminal and city), and will be used for "how-to" videos for the website and future TV ads. There have been radio ads on WTCM during the summer which have not cost anything due to trading for airline tickets. There are also radio ads on WLDN during Tigers games. TV ads are being finalized for a summer run, pending receipt of a MDOT marketing grant (funds can't be spent prior to receiving the grant paperwork). Mr. Lind asked for approval of the annual marketing grant, which is for \$15,000. There is a 10% match, which is part of the marketing budget. After discussion,

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the annual Michigan Department of Transportation marketing grant for \$15,000, with a 10% match, and to authorize the Airport Authority Chair to execute the agreement, pending review by the Airport Legal Counsel.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

Mr. Lind continues to work on the Coho Bend sign. He is researching who owns the sign, and trying to figure out a reasonable value for the leasing terms.

The mission statement discussion was postponed until the presentation from the AES regarding the strategic plan.

The Authority next voted on each proposed change to the bylaws.

There was a motion by Mr. Bergstrom, supported by Mr. Shafer, to change section 3.2 of the bylaws to read as follows:

Three members of the Airport Authority Board shall be members of the County Board of Commissioners. One member of the Airport Authority Board shall be a resident of the City of Manistee recommended by the Manistee City Council. Three (3) members of the Board shall be at large members who are residents of Manistee County.

A roll call vote was taken:

Yeas: 4 (Picardat; Marshall; Bergstrom; Shafer)

Nays: 3 (Spencer; Schulert; Smith)

Absent: 0

Motion failed.

There was a motion by Mr. Bergstrom, supported by Mr. Marshall, to change section 3.3 of the bylaws to read as follows:

Authority Board members shall be appointed to a term of three years. The terms of at least two members of the Authority shall expire each calendar year. Members appointed to an unexpired term shall be appointed for the remainder of the unexpired term. If a County Commissioner's term as a County Commissioner expires before the Airport Authority Board term expires, the County Commissioner's term on the Airport Authority Board will expire on the last day of the County Commissioner's term as a County Commissioner. The vacated term of a County Commissioner on the Airport Authority Board will be filled by appointment of a County Commissioner by the County Board of Commissioners to the remainder of the unexpired term.

Any vacancies will be filled by appointment of the County Board of Commissioners within 60 days.

A roll call vote was taken:

Yeas: 4 (Bergstrom; Marshall; Picardat; Shafer)

Nays: 3 (Spencer; Smith; Schulert)

Absent: 0

Motion failed.

There was a motion by Mr. Bergstrom, supported by Mr. Marshall, to change section 3.4 of the bylaws to read as follows:

A member of the Airport Authority Board shall serve without compensation, but shall be reimbursed for actual expenses incurred in the discharge of official duties.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Bergstrom, supported by Mr. Shafer, to change section 3.5 of the bylaws to read as follows:

An Authority Board member who has more than four (4) absences from regular Authority Board meetings within any twelve (12) month period in an appointed term shall be contacted by the Chairperson who shall determine whether there are special circumstances justifying the absences and shall inquire of the Authority Board member whether they desire to remain on the Board.

A roll call vote was taken:

Yeas: 4 (Bergstrom; Marshall; Picardat; Shafer)

Nays: 3 (Schulert; Spencer; Smith)

Absent: 0

Motion failed.

There was a motion by Mr. Bergstrom, supported by Mr. Marshall, to change section 4.4 of the bylaws to read as follows:

The Chairperson, if present, shall preside over all board meetings of the Board, and shall appoint an acting recording secretary for all board meetings at which the Secretary is absent.

A roll call vote was taken:

Yeas: 3 (Picardat; Marshall; Bergstrom)

Nays: 4 (Smith; Shafer; Spencer; Schulert)

Absent: 0

Motion failed.

There was a motion by Mr. Bergstrom, supported by Mr. Marshall, to change section 12.2 of the bylaws to read as follows:

Should the Chairperson of the Board or three members feel that changes may be desirable, a special committee shall be appointed to consider and if recommended prepare a proposed amendment. The proposed amendment shall be provided to the Board prior to its meeting with its meeting agenda. After initial review by the Board, consideration of the proposed amendment will be placed on the agenda for the next regular Board meeting and will be considered approved if supported by a majority of the Board members then in office.

A roll call vote was taken:

Yeas: 4 (Picardat; Shafer; Bergstrom; Marshall)

Nays: 3 (Smith; Schulert; Spencer)

Absent: 0

Motion failed.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 11:25 A.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

Visit: www.manisteecountymi.gov

to view Calendar of Events, County Board Agendas and Minutes, Committee Meeting Reports (under Board of Commissioners), Airport Authority Minutes (under More Departments and Services), etc.

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MANISTEE COUNTY BLACKER AIRPORT

JUNE 2014 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,447.18
	A T & T	\$ 41.07
	MICHCON (DTE ENERGY)	\$ 104.81
	MIKA MEYERS BECKETT & JONES	\$ -
	NAPA AUTO PARTS	\$ 18.23
	ACE HARDWARE	\$ 119.45
	FASTENAL	\$ 414.96
	ARFF SPECIALISTS, LLC	\$ -
	DIRECT TV	\$ 48.99
	WAHR HARDWARE	\$ -
	PIPER MCCREDIE AGENCY	\$ -
	SPARLING CORPORATION	\$ 2,215.98
	BLARNEY CASTLE	\$ -
	PRIMARY AIRPORT SERVICES	\$ -
	ORCHARD BEACH AVIATION	\$ 40.00
	TOTAL	\$ 7,850.67
	ADVERTISING INVOICES	
	MANISTEE CHAMBER OF COMMERCE	\$ -
	CADILLAC AREA CHAMBER OF COMMERCE	\$ 275.00
	RIGHTSIDE DESIGN, LLC	\$ 4,046.50
	WKLA RADIO	\$ 198.00
	ORCHARD BEACH AVIATION	\$ 1,001.54
	TOTAL	\$ 5,521.04
	ORCHARD BEACH AVIATION	\$ 20,064.75
	REGULAR HOURS	360 @ 16.50 5,940.00
	MAINTENANCE HOURS	113.5 @ 16.50 1,872.75
	PART 139 LABOR	12,200.00
	INTERNET	52.00
	GRAND TOTAL	\$ 33,436.46

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	JUNE 2014 REVENUE & EXPENSES			BUDGET REMAINING		25%
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS		\$ 141,067.00	\$ 917,220.00	\$ 2,000,000.00	\$ 1,082,780.00	54%
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 20,220.00	\$ 31,000.00	\$ 10,780.00	35%
LANDING FEES - PUBLIC CHARTERS	\$ 17,594.89	\$ 17,594.89	\$ 158,357.96	\$ 211,138.00	\$ 52,780.04	25%
LANDING FEES - GENERAL AVIATION	\$ 54.00	\$ 126.00	\$ 261.00	\$ 1,000.00	\$ 739.00	74%
AUTO RENTAL SPACE	\$ -	\$ 1,679.82	\$ 3,392.71	\$ 5,000.00	\$ 1,607.29	32%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 9,585.00	\$ 12,780.00	\$ 3,195.00	25%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 86,247.00	\$ 115,000.00	\$ 28,753.00	25%
STATE REIMB-MARKETING	\$ 2,643.43	\$ 730.00	\$ 18,472.73	\$ 27,000.00	\$ 8,527.27	32%
PASSENGER FACILITY CHARGES	\$ -	\$ 2,268.00	\$ 12,554.89	\$ 19,000.00	\$ 6,445.11	34%
FUEL SALES	\$ 879.06	\$ 1,175.60	\$ 5,694.93	\$ 7,500.00	\$ 1,805.07	24%
SIGN LEASE	\$ 200.00	\$ -	\$ 2,800.00	\$ 3,800.00	\$ 1,000.00	26%
MISCELLANEOUS	\$ 24.00	\$ 12.00	\$ 60.00	\$ 1,000.00	\$ 940.00	100%
TOTAL INCOME	\$ 34,143.38	\$ 177,401.31	\$ 1,234,866.22	\$ 2,434,218.00	\$ 1,199,351.78	49%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ -	\$ 141,067.00	\$ 917,220.00	\$ 2,000,000.00	\$ 1,082,780.00	54%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 30,600.00	\$ 40,800.00	\$ 10,200.00	25%
PERSONNEL - OP & MAINT	\$ 19,682.75	\$ 20,012.75	\$ 173,374.50	\$ 240,000.00	\$ 66,625.50	28%
DUES & FEES	\$ -	\$ -	\$ 675.00	\$ 800.00	\$ 125.00	16%
SUPPLIES	\$ -	\$ 414.96	\$ 899.23	\$ 2,000.00	\$ 1,100.77	55%
UTILITIES	\$ 1,953.79	\$ 1,652.98	\$ 23,760.35	\$ 30,000.00	\$ 6,239.65	21%
FUEL	\$ 1,293.79	\$ -	\$ 12,591.84	\$ 9,000.00	\$ (3,591.84)	-40%
REPAIRS & MAINTENANCE	\$ 2,120.49	\$ 2,393.66	\$ 22,105.76	\$ 15,000.00	\$ (7,105.76)	-47%
CONTRACTED SERVICES	\$ -	\$ -	\$ 652.50	\$ 1,200.00	\$ 547.50	46%
LEGAL	\$ 506.00	\$ -	\$ 3,553.50	\$ 4,000.00	\$ 446.50	11%
AUDIT	\$ -	\$ -	\$ 3,050.00	\$ 2,000.00	\$ (1,050.00)	-53%
ADVERTISING	\$ 235.91	\$ 5,521.04	\$ 36,271.48	\$ 43,000.00	\$ 6,728.52	0%
TELEPHONE	\$ 47.19	\$ 41.07	\$ 387.31	\$ 500.00	\$ 112.69	23%
INSURANCE	\$ -	\$ -	\$ 21,831.93	\$ 21,000.00	\$ (831.93)	-4%
TRAINING (FIRE FIGHTER)	\$ 1,690.64	\$ -	\$ 1,690.64	\$ 2,000.00	\$ 309.36	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ -	\$ -	\$ 27,140.00	\$ 19,000.00	\$ (8,140.00)	100%
MISCELLANEOUS	\$ -	\$ -	\$ 1,040.63	\$ 918.00	\$ (122.63)	-13%
	\$ 30,930.56	\$ 174,503.46	\$ 1,276,844.67	\$ 2,434,218.00	\$ 1,157,373.33	48%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES **\$ 2,897.85** **\$ (41,978.45)**

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 06/01/2014 **\$ (228,535.40)**
 JUNE RECEIPTS **\$ 244,837.45**
 MAY DISBURSEMENTS **\$ (30,930.56)**

\$ (14,628.51)

MANISTEE COUNTY BLACKER AIRPORT

JUNE 2014 BALANCE SHEET

ASSETS	6/30/2014	5/31/2014
CASH	\$ (14,628.51)	\$ (228,535.40)
CASH - PFC ACCOUNT	\$ 66,721.17	\$ 64,134.39
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 70,379.56	\$ 140,759.12
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
MISC.	\$ 1,853.60	\$ 1,497.06
TOTAL ASSETS	\$ 174,325.82	\$ 27,855.17

LIABILITIES	6/30/2014	5/31/2014
ACCOUNTS PAYABLE - TRADE	\$ 174,503.46	\$ 30,930.56
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 174,503.46	\$ 30,930.56

FUND BALANCE	\$ (177.64)	\$ (3,075.39)
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TOTAL LIABILITIES AND FUND BALANCE	\$ 174,325.82	\$ 27,855.17
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 06/30/2014	\$ 105,664.71
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)
J RANCK ELECTRIC	\$ (4,400.00)
STATE OF MICHIGAN	\$ (22,740.00)
STATE OF MICHIGAN (TAXIWAY)	\$ 38.92
STATE OF MICHIGAN (T-HANGAR ETC.)	\$ 279.86
PFC FUNDS AVAILABLE	\$ 66,721.17

AUTO RENTAL REVENUE BY COMPANY THROUGH 06/30/2014

ENTERPRISE CAR RENTALS	\$ -
MOWERY LEASING & RENTAL	\$ 3,392.71
GWK AGENCY	\$ -
TOTAL	\$ 3,392.71

ORCHARD BEACH AVIATION**June 2014****RENT**

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$1149.60	
DIESEL FUEL	\$26.00	
T-SHIRT SALES	\$12.00	(1 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$126.00	(7 @ \$18)
TOTAL	\$1853.60	

FUEL SALES JUNE 2014

100LL 2211.1 Gal

JET 6813.7 Gal

TOTAL 9024.8 Gal

General	4108.7 Gal @ .15 = 616.31
PublicCharters	1000.0 Gal @ .15 = 150.00
PublicCharters	2427.9 Gal @ .08 = 194.23
PublicCharters	0.0 Gal @ .02 = 0.00
Orchard Beach	1000.0 Gal @ .15 = 150.00
Orchard Beach	488.2 Gal @ .08 = 39.06

DIESEL 6.5 Gal

REQUEST FOR QUALIFICATIONS FOR AIRPORT LEGAL COUNSEL

The Manistee Blacker Airport Authority is hereby soliciting statements of qualifications and experience for airport legal representation of the Manistee County Blacker Airport. Qualifications and experience with the following are desired:

1. *Federal and State Regulatory Matters Generally, and Specifically Related to*
 1. *Part 139 Airports*
 2. *The Essential Air Service Program*
 3. *The Alternate Essential Air Service Program*
2. *Construction Contracts*
3. *Land Acquisition*
4. *Lease and Concession Agreements*
5. *Representation of the Governing Board*
6. *General Litigation*

A qualification based selection process will be utilized to select the most qualified firm. Fee information will be considered in the selection process and must be submitted with the statement of qualifications.

Selection Criteria will include: Recent experience in airport representation, availability, capability to perform all aspects of legal representation, reputation, ability to meet schedules, quality of previous airport work undertaken, interest shown, legal qualifications, membership in airport trade organizations and familiarity with Federal and State requirements and personnel. Additional information may be requested from the top selected firm or firms.

Prospective firms are advised that a contract for services will be negotiated with the selected qualified firm. The Airport Authority intends to complete the selection process during the month of August.

This contract is subject but not limited to the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- DOT Regulation 49 CFR Part 18.36(i) - Access to Records
- DOT Regulation 49 CFR Part 20 - Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 - Disadvantage Business Enterprises Participation
- DOT Regulation 49 CFR Part 29 - Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause

Interested firms should submit their statement of qualifications and experience along with references no later than **July 21, 2014** to:

Barry Lind
Airport Director
Manistee County Blacker Airport
2323 Airport Rd
Manistee, MI 49660

Email submissions will be accepted at: manisteeairport@gmail.com
Faxed submissions will be accepted at: 231-723-8814

August Travel as of 7/13/14**Best Fares**

	MBL	TVC	GRR	MKG
Atlanta (ATL)	409 FL	454 DL	316 AA	443 UA
Boston (BOS)	389 WN	336 UA	269 AA	411 UA
Chicago (MDW or ORD)	120 P1	358 UA	330 UA	176 UA
Dallas (DFW)	396 DL	475 AA	377 UA	434 UA
Denver (DEN)	358 F9	465 DL	334 UA	433 UA
Houston (HOU)	424 WN	536 DL	390 DL	440 UA
Kansas City (MCI)	308 WN	455 UA	296 AA	351 UA
Las Vegas (LAS)	479 WN	567 DL	412 DL	510 UA
Los Angeles (LAX)	509 WN	519 AA	559 DL	514 UA
Minneapolis (MSP)	291 WN	404 DL	377 UA	337 UA
New York Area (NYC)	349 WN	295 DL	274 AA	456 UA
Orlando (MCO)	381 WN	434 DL	335 DL	460 UA
Philadelphia (PHL)	423 WN	490 DL	345 UA	450 UA
Phoenix (PHX)	440 DL	467 AA	423 UA	514 UA
Portland (PDX)	522 WN	574 AA	566 UA	510 UA
San Diego (SAN)	504 WN	573 AA	498 UA	510 UA
San Francisco (SFO)	488 WN	609 AA	535 AA	499 UA
Seattle (SEA)	552 WN	539 AA	563 AA	564 UA
St Louis (STL)	309 WN	381 AA	216 AA	375 UA
Washington DC Area (WA)	328 WN	385 DL	308 UA	384 UA

Average Fare	\$398.95	\$465.80	\$386.15	\$438.55
Change from last month	-\$67.85	-\$129.85	-\$94.70	-\$62.55
Change from two months	-\$47.15	\$41.85	\$23.55	\$0.60
Fares Pulled 07/13/14 for travel 08/21/14 - 08/28/14				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	409 FL	494 DL	370 AA	478 UA
Boston (BOS)	389 WN	376 UA	323 AA	446 UA
Chicago (MDW or ORD)	120 P1	398 UA	384 UA	211 UA
Dallas (DFW)	396 DL	515 AA	431 UA	469 UA
Denver (DEN)	358 F9	505 DL	388 UA	468 UA
Houston (HOU)	424 WN	576 DL	444 DL	475 UA
Kansas City (MCI)	308 WN	495 UA	350 AA	386 UA
Las Vegas (LAS)	479 WN	607 DL	466 DL	545 UA
Los Angeles (LAX)	509 WN	559 AA	613 DL	549 UA
Minneapolis (MSP)	291 WN	444 DL	431 UA	372 UA
New York Area (NYC)	349 WN	335 DL	328 AA	491 UA
Orlando (MCO)	381 WN	474 DL	389 DL	495 UA
Philadelphia (PHL)	423 WN	530 DL	399 UA	485 UA
Phoenix (PHX)	440 DL	507 AA	477 UA	549 UA
Portland (PDX)	522 WN	614 AA	620 UA	545 UA
San Diego (SAN)	504 WN	613 AA	552 UA	545 UA
San Francisco (SFO)	488 WN	649 AA	589 AA	534 UA
Seattle (SEA)	552 WN	579 AA	617 AA	599 UA
St Louis (STL)	309 WN	421 AA	270 AA	410 UA
Washington DC Area (WA)	328 WN	425 DL	362 UA	419 UA

Average Fare	\$398.95	\$505.80	\$440.15	\$473.55
Change from last month	-\$67.85	-\$129.85	-\$94.70	-\$62.55
Change from two months	-\$47.15	\$41.85	\$23.55	\$0.60

Parking Fees for one week are \$0 at Manistee, \$40 at Traverse City, \$54 at Grand Rapids, \$35 at Muskegon

Manistee County Blacker Airport

Enplaned/Deplaned

	2009		2010		2011		2012		2013		2014	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	GL 138/106	244	GL 212/145	357	GL 201/169	370	F9 523/366	889	134/126	260	161/107	268
Feb	112/93	205	196/150	346	202/194	396	462/431	893	128/120	248	136/124	260
Mar	149/139	288	216/231	447	225/215	440	112/176	288	162/173	335	191/175	366
Apr	119/140	259	272/255	527	L 147/171 F9 486/389	1193	0/0	0	158/158	316	198/227	425
May	184/180	364	263/302	565	1454/1525	2979	P1 71/58	129	189/189	378	262/264	526
Jun	166/213	379	311/366	677	1206/1342	2548	234/250	484	239/288	527	353/423	776
Jul	388/439	827	521/551	1072	1595/1568	3163	465/467	932	421/409	830		
Aug	429/359	788	482/395	877	1833/1567	3400	497/500	997	391/413	804		
Sep	285/293	578	240/233	473	1332/1234	2566	362/297	659	248/237	485		
Oct	282/275	557	270/246	516	1024/1004	2028	150/149	299	229/215	444		
Nov	257/269	526	236/242	478	722/715	1437	36/33	69	168/198	366		
Dec	228/279	507	194/235	429	674/798	1472	131/138	269	197/200	397		
Total		5522		6764		21992		5908		5390		2621

On-time Performance

	2009		2010		2011		2012		2013		2014	
	Cancel/Delay	On-time										
Jan	13%/25%	62%	23%/22%	55%	15%/38%	48%	12%/8%	80%	0%/15%	85%	0%/14%	86%
Feb	18%/16%	66%	13%/32%	55%	15%/28%	58%	6%/11%	83%	6%/16%	78%	9%/3%	88%
Mar	8%/11%	79%	11%/19%	70%	21%/19%	60%	14%/8%	78%	0%/0%	100%	0%/7%	93%
Apr	10%/16%	74%	13%/17%	70%	***	***	***	***	0%/3%	97%	0%/4%	96%
May	2%/10%	88%	12%/10%	78%	3%/25%	72%	0%/10%	90%	0%/6%	94%	0%/4%	96%
Jun	7%/18%	75%	6%/26%	68%	6%/20%	74%	0%/6%	94%	0%/3%	97%	0%/15%	85%
Jul	4%/16%	80%	5%/19%	76%	0%/37%	63%	0%/7%	93%	0%/19%	81%		
Aug	2%/12%	86%	4%/5%	91%	0%/36%	64%	0%/8%	92%	2%/16%	82%		
Sep	0%/9%	91%	18%/16%	66%	0%/23%	77%	0%/5%	95%	0%/0%	100%		
Oct	10%/8%	81%	15%/13%	72%	1%/5%	94%	0%/22%	78%	0%/9%	91%		
Nov	3%/10%	87%	16%/16%	68%	2%/11%	87%	0%/5%	95%	6%/6%	88%		
Dec	25%/39%	36%	32%/25%	43%	2%/15%	83%	0%/11%	89%	3%/19%	78%		

APPENDIX F

Letter of Correction

APPENDIX G 741903018

1. Airport Manager (Name) Mr. Barry Lind		4. FAA Airport Certification Safety Inspector Heather Monaghan-Manna	
2. Airport Name Manistee County Blacker Airport	Site Number 10049.*A	5. FAA Office Airports Division, AGL-621.6	
3. Address (Street or PO Number, City, State, ZIP Code) 2323 Airport Road Manistee, Michigan 49660		6. Address 2300 E. Devon Ave. Des Plaines, IL 60018	

7. Type of Operating Certificate Class I	8. Certificate Date I A S 09/2005
9. Type of Airport Certification Safety Inspection <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Surveillance	10. Inspection Date 7/7/2014 - 7/8/2014
11. FAA Contact Heather Monaghan-Manna	e-mail address: [REDACTED]
Phone: 847-294-7509 Fax: 847-294-8088	12. EIR Number 2014 GL 80

Inspection of the above named airport has revealed that it is not in compliance with all of the requirements of FAR Part 139, the Airport Certification Manual/Specification, and the Airport Operating Certificate.

We have given consideration to all available facts and concluded that this matter does not warrant legal enforcement action. In lieu of such action we are issuing this letter which will be made a matter of record. We will expect your future compliance with the regulations. Please advise, by return of this form, when discrepancies are corrected.

The individual identified in item 11 must be notified if corrections are not completed by the agreed upon date.

13. FAR Part 139 References			14. Discrepancies Corrected <i>(To be completed by Airport Personnel)</i>	
a. FAR 139 Reference	b. Discrepancy	c. Correction Date	a. Date	b. By (Initials)
201a	General requirements.	7/31/2014		

No person may operate an airport unless that person adopts and complies with the Airport Certification Manual (ACM). The ACM specifies that ARFF personnel will check-in with airline staff one hour prior to air carrier operations and will standby 15 minutes before and 15 minutes after each air carrier operation in the ARFF bay. Inspection revealed several instances where staff need not meet either the one hour or 15 minute time frame.

339c6	Airport condition reporting.	7/31/2014		
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Information must be provided on airport conditions that may affect safe operations, including the malfunction of any lighting system. A NOTAM was not issued for out of service airfield lighting on the evening of 11/17/2013. Conduct and document training with airport personnel to ensure NOTAMs are being issued as required.

329f1	Pedestrians and ground vehicles.	7/8/2014	7/8/2014	BJL
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A record for each individual must be maintained for 24 consecutive calendar months after the termination of an individual's access to movement areas and safety areas. Records of training for unescorted contractors were not maintained/could not be located at the time of the inspection.

Check if Comments/Recommendations attached - comments and recommendations concerning aviation safety which are not required by FAR Part 139 are noted on the attached sheet.

By signature below, assurance is given that the violations noted above will be corrected by the dates indicated and a copy of this letter returned by 15 calendar days following the completion of all discrepancy corrections.

Date July 08, 2014	Signature of Authorized Airport Official [REDACTED]	Signature of FAA Airport Certification Safety Inspector [REDACTED] Heather Monaghan-Manna
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Letter of Correction

6-2

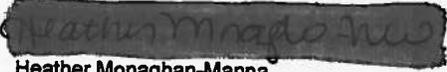
Manistee County Blacker

Continuation Page 2

a. FAR 139 Reference	b. Discrepancy	c. Correction Date	a. Date	b. By (Initials)
317i7	Aircraft rescue and firefighting: Equipment and agents.	7/25/2014		
<p>Procedures and equipment must be established and maintained for alerting rescue and firefighting personnel by siren, alarm, or other means authorized by the Administrator to any existing or impending emergency requiring their assistance. Evaluate the system to determine what modifications or procedures are necessary for the seamless transfer of alert information to responders. Currently, ARFF staff is not able to concurrently hear all forms of communication that they may be alerted by.</p>				
303c	Personnel.	7/31/2014		
<p>All persons who access movement areas and safety areas and perform duties in compliance with the Airport Certification Manual must complete training prior to initial performance of duties and at least once every 12 consecutive calendar months (CCM). While all training is now complete, five persons with access to movement areas exceeded the 12 CCM requirement for 329 drivers training. ARFF personnel must complete training in 319(i)(2)(xi) aircraft familiarization, specific to aircraft operating at MBL. Two ARFF personnel have not trained on the MBL air carrier aircraft. Training must be conducted and documented.</p>				
321e	Handling and storing of hazardous substances and materials.	7/31/2014		
<p>While fueling supervisor training is now complete, hands-on fire extinguisher training was not conducted within the required timeframe from the supervisor course (60 days). Additionally, one line service person has not yet conducted hands-on fire extinguisher training. Training must be completed and documented.</p>				

Check if Comments/Recommendations attached - comments and recommendations concerning aviation safety which are not required by FAR Part 139 are noted on the attached sheet.

By signature below, assurance is given that the violations noted above will be corrected by the dates indicated and a copy of this letter returned by 15 calendar days following the completion of all discrepancy corrections.

Date	Signature of Authorized Airport Official	Signature of FAA Airport Certification Safety Inspector
July 08, 2014		 Heather Monaghan-Manna



U.S. Department
of Transportation
**Federal Aviation
Administration**

6-3
Great Lakes Region
2300 East Devon Avenue
Des Plaines, IL 60018

July 08, 2014

Mr. Barry Lind, Airport Manager
Manistee County Blacker Airport
2323 Airport Road
Manistee, Michigan 49660

Dear Mr. Lind:

Safety Recommendations - Manistee County Blacker

As a result of the Periodic inspection conducted on 7/7/2014 - 7/8/2014 at Manistee County Blacker Airport, the following comments / recommendations are being provided to you for your consideration:

1. Recommend exploring other formats for NOTAM issuance and documentation, such as moving to an electronic method (i.e. FNS, ENII).
2. Airport personnel would benefit from attending industry recognized training/conferences to further enhance their proficiency and knowledge base of 14 CFR Part 139 subject areas. Additionally recommend incorporating more hands-on and instructor based training formats to augment the self-study training primarily being completed currently.
3. Revise training sign-in sheets and summary sheets to more clearly document training.
4. Monitor shoulders on Taxiway A to ensure pavement deterioration does not produce loose aggregate that causes FOD. As needed, interim maintenance should be performed until shoulders are replaced/removed.

These comments/recommendations are not required by 14 CFR Part 139 but are being made a part of the inspection record. Copies of these documents are provided to both Washington Headquarters and your Airports District Office.

Sincerely,

Heather Monaghan-Manna

Heather Monaghan-Manna
Airport Certification Safety Inspector