

DRAFT

MINUTES

Monday, November 10, 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 (arrived 10:10 A.M.); and Thom Smith

Members Absent: None

Others Present: Barry Lind, Airport Manager; Russell Pomeroy, Airport Treasurer; George Saylor, Airport Legal Counsel; Tamara Buswinka, Alliance for Economic Success; Paul Bosschem, Mowry Leasing & Rental; Justine McGuire, 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. Smith, to approve the meeting agenda as presented. Motion carried by majority vote (Shafer absent).

There was no public comment.

Mr. Lind explained that there have been a series of issues with the building project over the last 10 days. The Airport Authority is not at fault, but it is unclear who is. The pitch of the old and new roofs do not match, and the eave overhang of the old and new sections of the building are different. This has resulted in a lack of progress, and could end in litigation. It is possible that the builder could sue the Airport Authority, who has a contract with Prein & Newhof for engineering services. Mr. Saylor recommended that a committee be formed for this issue. Mr. Schulert appointed himself, Mr. Smith, and Mr. Bergstrom to the Building Project Committee, with Mr. Schulert as the Chair of the committee. Mr. Lind has also talked to the State regarding this issue, and they are willing to work with the Airport Authority if necessary.

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, October 13, 2014.

There was a motion by Mr. Bergstrom, supported by Mr. Smith, to approve the Airport Authority regular meeting minutes of Monday, October 13, 2014, as presented. Motion carried by unanimous vote.

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 Monday, October 13, 2014.

There was a motion by Mr. Bergstrom, supported by Mr. Smith, to approve the Airport Authority special meeting minutes of Monday, October 13, 2014, as presented. Motion carried by unanimous vote.

The Authority next reviewed the September 2014 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the payment to RightSide Design included two invoices, the payment to Custom Sheet Metal was for a service call, and the payment to Kent County Health Department was for water testing.

There was a motion by Mr. Spencer, supported by Mr. Picardat, to approve the

September 2014 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$43,230.97.

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 September 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. It was noted that Mr. Lind filled out the final paperwork for the \$50,000 advertising grant. Mr. Pomeroy has submitted everything and expects to receive the funds soon.

There was a motion by Mr. Smith, supported by Mr. Spencer, to approve the September 2014 Financial Statement. Motion carried by unanimous vote.

The Authority next reviewed the October 2014 Accounts Payable Report (APPENDIX C). Mr. Pomeroy noted that the payment to the State of Michigan included a variety of items (underground fuel tank fee, airport license, community water supply). The payment to Manistee Tire was for two plow truck tires, the payment to Custom Sheet Metal was for fireplace repairs, and the payment to Primary Airport Services was the quarterly PFC management payment.

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the October 2014 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$30,832.44.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority also reviewed the October 2014 Financial Statement (APPENDIX D), 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. Smith, supported by Mr. Bergstrom, to approve the October 2014 Financial Statement. Motion carried by unanimous vote.

The Authority next reviewed the August 2014 Accounts Payable Report (APPENDIX E). Mr. Pomeroy noted that the payment to Johnson Diversified Services was for the sign project, which will be reimbursed by the State. The payment to Sparling Corporation was for the annual fuel farm maintenance.

There was a motion by Mr. Bergstrom, supported by Mr. Marshall, to approve the August 2014 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$49,840.20.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority also reviewed the August 2014 Financial Statement (APPENDIX F), 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. Spencer, supported by Mr. Shafer, to approve the August 2014 Financial Statement. Motion carried by unanimous vote.

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

The Legal Representation Search Committee met on November 5, 2014, and meeting minutes were provided (APPENDIX H). Mr. Picardat stated that Law Weathers' fee would be \$216 per hour. There would not be a retainer fee, so charges would only be incurred when services are rendered. Mr. Saylor's fee (through Mika Meyers Beckett & Jones) would be \$195 per hour. Mr. Lind would have the authority to decide when to use Law Weathers. After discussion,

There was a motion by Mr. Spencer, supported by Mr. Smith, to enter into a contract with Law Weathers for legal services, and also to enter into a contract with Mika Meyers Beckett & Jones for legal services.

A roll call vote was taken:

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

Nays: 1 (Marshall)

Absent: 0

Motion carried.

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 December 2014 (APPENDIX I). Mr. Lind presented information on airplane passenger numbers for 2014 as well as the previous five years (APPENDIX J).

Mr. Lind reminded the Authority that the perimeter fencing down below the bluff suffered damage during last winter's harsh weather. For the first time this year, snow fencing will be installed above the bluff to help prevent damage. The AED (Automated External Defibrillator) has been purchased through a grant and installed on the airline side of the airport. All TSA staff have been trained to use the AED.

The sand storage project is mostly complete, except for the cover. The airport sign project is complete. There was no update regarding the necessary tree removal.

The old door has been removed for the hangar expansion/door repair project. The airline will be able to utilize the hangar this winter. Mr. Lind is awaiting further proposals regarding the long term direction of the project.

The air service schedule is available for booking through mid May 2015. Overall, service continues to be reliable, with no cancellations. It was noted that the on time performance suffered due to the FAA Air Traffic Control problems in Chicago during October. Demand for fall and into winter is trending well. The planning process has started for the 2015 summer schedule, including the possibility of flights continuing to other northern Michigan airports. Mr. Lind would like to have the summer schedule ready by January.

Within the last two weeks, Public Charters and Corporate Flight Management have started service between Pikeville, KY, and Nashville, TN, as well as Victoria, TX, to Austin, TX, and Dallas, TX. Victoria, TX, is now the second airport in the country to use Alternative EAS. Beckley, WV, is now the third airport approved for AEAS.

Marketing for the winter months will focus on 2015 planning, digital advertising, and outreach to existing customers. The focus in 2015 is a rewards/referral plan. The focus of the long term marketing plan is to reach 10,000 enplanements at the end of four years, which would be the end of the current AEAS contract.

Mr. Lind reminded the Authority that the contract for the Lamar billboards was redone approximately three years ago. The Wolverine Sign contract is way under the current market. Mr. Lind is working on updating the Wolverine Sign contract and creating a contract with Coho Bend. It does appear that Coho Bend owns the sign.

Mr. Lind stated that Johnson Diversified looked at the leaking hangar and found a construction issue from when the hangar was assembled (membrane not installed). Mr. Lind has contacted Prein & Newhof and is waiting on their recommendation on how to proceed.

Mr. Spencer stated that he would like to discuss purchasing various equipment for the meeting room, such as an overhead projector, at next month's meeting. It was noted that there is currently no charge for using the meeting space.

The Authority continued the strategic planning process with Ms. Buswinka (APPENDIX K). Various changes were suggested and Ms. Buswinka will email an updated list to the Authority members for their review. The discussion will continue at next month's meeting.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 1:00 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

SEPTEMBER 2014 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,627.24
	A T & T	\$ 94.29
	MICHCON (DTE ENERGY)	\$ 33.27
	MIKA MEYERS BECKETT & JONES	\$ 115.00
	NAPA AUTO PARTS	\$ 24.18
	ACE HARDWARE	\$ 123.65
	FASTENAL	\$ 238.42
	FORBES SANITATION	\$ 180.00
	DIRECT TV	\$ 48.99
	BLUE GLOBES, LLC	\$ 50.99
	PIPER MCCREDIE AGENCY	\$ -
	STATE OF MICHIGAN	\$ -
	KENT COUNTY HEALTH DEPARTMENT	\$ 36.00
	GRAND RENTAL STATION	\$ 33.50
	CUSTOM HEATING & SHEET METAL	\$ 436.84
	BLARNEY CASTLE	\$ -
	PRIMARY AIRPORT SERVICES	\$ -
	ORCHARD BEACH AVIATION	\$ 29.97
	TOTAL	\$ 6,472.34
	ADVERTISING INVOICES	
	BENZIE COUNTY CHAMBER OF COMMERCE	\$ -
	LUDINGTON & SCOTTVILLE AREA CHAMBER	\$ -
	PIONEER GROUP	\$ 250.00
	RIGHTSIDE DESIGN, LLC	\$ 15,762.00
	WKLA RADIO	\$ 198.00
	ORCHARD BEACH AVIATION	\$ 1,143.88
	TOTAL	\$ 17,353.88
	ORCHARD BEACH AVIATION	\$ 19,404.75
	REGULAR HOURS	330 @ 16.50 5,445.00
	MAINTENANCE HOURS	103.5 @ 16.50 1,707.75
	PART 139 LABOR	12,200.00
	INTERNET	52.00
	GRAND TOTAL	\$ 43,230.97

MANISTEE COUNTY BLACKER AIRPORT

SEPTEMBER 2014 REVENUE & EXPENSES				BUDGET REMAINING	0%	
INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$ 227,306.00	\$ 303,090.00	\$ 1,599,534.00	\$ 2,000,000.00	\$ 400,466.00	20%
HANGER RENTAL	\$ 3,544.80	\$ 2,100.00	\$ 27,964.80	\$ 31,000.00	\$ 3,035.20	10%
LANDING FEES - PUBLIC CHARTERS	\$ 17,594.89	\$ 17,594.89	\$ 211,146.63	\$ 211,138.00	\$ (8.63)	0%
LANDING FEES - GENERAL AVIATION	\$ 234.00	\$ 198.00	\$ 873.00	\$ 1,000.00	\$ 127.00	13%
AUTO RENTAL SPACE	\$ 526.18	\$ 819.84	\$ 4,738.73	\$ 5,000.00	\$ 261.27	5%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 12,780.00	\$ 12,780.00	\$ -	0%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 115,000.00	\$ 115,000.00	\$ -	0%
STATE REIMB-MARKETING	\$ -	\$ 5,458.32	\$ 23,931.05	\$ 27,000.00	\$ 3,068.95	11%
STATE REIMB	\$ 20,622.00	\$ -	\$ 20,622.00	\$ -	\$ -	0%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ 12,554.89	\$ 19,000.00	\$ 6,445.11	34%
FUEL SALES	\$ 2,148.63	\$ 1,363.20	\$ 11,294.38	\$ 7,500.00	\$ (3,794.38)	-51%
SIGN LEASE	\$ -	\$ -	\$ 2,800.00	\$ 3,800.00	\$ 1,000.00	26%
MISCELLANEOUS	\$ 24.00	\$ 12.00	\$ 438.78	\$ 1,000.00	\$ 561.22	100%
TOTAL INCOME	\$ 282,648.50	\$ 341,284.25	\$ 2,043,678.26	\$ 2,434,218.00	\$ 411,161.74	17%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ 151,918.00	\$ 303,090.00	\$ 1,599,534.00	\$ 2,000,000.00	\$ 400,466.00	20%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 40,800.00	\$ 40,800.00	\$ -	0%
PERSONNEL - OP & MAINT	\$ 20,219.00	\$ 19,352.75	\$ 232,563.00	\$ 240,000.00	\$ 7,437.00	3%
DUES & FEES	\$ -	\$ -	\$ 675.00	\$ 800.00	\$ 125.00	16%
SUPPLIES	\$ 224.43	\$ 238.42	\$ 1,711.37	\$ 2,000.00	\$ 288.63	14%
UTILITIES	\$ 1,937.06	\$ 1,761.50	\$ 29,325.75	\$ 30,000.00	\$ 674.25	2%
FUEL	\$ -	\$ -	\$ 12,591.84	\$ 9,000.00	\$ (3,591.84)	-40%
REPAIRS & MAINTENANCE	\$ 3,021.75	\$ 879.13	\$ 48,994.01	\$ 15,000.00	\$ (33,994.01)	####
CONTRACTED SERVICES	\$ 201.15	\$ -	\$ 853.65	\$ 1,200.00	\$ 346.35	29%
LEGAL	\$ 207.00	\$ 115.00	\$ 4,491.75	\$ 4,000.00	\$ (491.75)	-12%
AUDIT	\$ -	\$ -	\$ 3,050.00	\$ 2,000.00	\$ (1,050.00)	-53%
ADVERTISING	\$ 1,942.87	\$ 17,353.88	\$ 56,514.51	\$ 43,000.00	\$ (13,514.51)	0%
TELEPHONE	\$ 46.42	\$ 94.29	\$ 586.44	\$ 500.00	\$ (86.44)	-17%
INSURANCE	\$ -	\$ -	\$ 21,831.93	\$ 21,000.00	\$ (831.93)	-4%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 1,690.64	\$ 2,000.00	\$ 309.36	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ 4,000.00	\$ -	\$ 27,540.00	\$ 19,000.00	\$ (8,540.00)	100%
MISCELLANEOUS	\$ -	\$ 36.00	\$ 1,076.63	\$ 918.00	\$ (158.63)	-17%
	\$ 187,117.68	\$ 346,320.97	\$ 2,083,830.52	\$ 2,434,218.00	\$ 350,387.48	14%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ (5,036.72) \$ (40,152.26)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 09/01/2014	\$ 39,027.22
SEPTEMBER RECEIPTS	\$ 324,503.79
AUGUST DISBURSEMENTS	<u>\$ (277,146.20)</u>
	<u>\$ 86,384.81</u>

MANISTEE COUNTY BLACKER AIRPORT

SEPTEMBER 2014 BALANCE SHEET

ASSETS	9/30/2014	8/31/2014
CASH	\$ 86,384.81	\$ 39,028.22
CASH - PFC ACCOUNT	\$ 66,721.17	\$ 66,721.17
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 105,569.34	\$ 87,974.45
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ 20,622.00	\$ 20,622.00
MISC.	\$ 2,133.20	\$ 2,946.63
TOTAL ASSETS	\$ 331,430.52	\$ 267,292.47

LIABILITIES	9/30/2014	8/31/2014
ACCOUNTS PAYABLE - TRADE	\$ 346,320.97	\$ 277,146.20
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -

TOTAL LIABILITIES	\$ 346,320.97	\$ 277,146.20
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FUND BALANCE	\$ (14,890.45)	\$ (9,853.73)
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TOTAL LIABILITIES AND FUND BALANCE	\$ 331,430.52	\$ 267,292.47
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 09/30/2014	\$ 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 09/30/2014

ENTERPRISE CAR RENTALS	\$ -
MOWERY LEASING & RENTAL	\$ 4,738.73
GWK AGENCY	\$ -
TOTAL	\$ 4,738.73

MANISTEE COUNTY BLACKER AIRPORT

OCTOBER 2014 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,845.00
	A T & T	\$ 43.66
	MICHCON (DTE ENERGY)	\$ -
	MIKA MEYERS BECKETT & JONES	\$ -
	NAPA AUTO PARTS	\$ 362.05
	ACE HARDWARE	\$ 305.28
	FASTENAL	\$ 215.71
	CUSTOM SHEET METAL & HEATING	\$ 271.15
	DIRECT TV	\$ 48.99
	WAHR HARDWARE	\$ 17.99
	PIPER MCCREDIE AGENCY	
	BLARNEY CASTLE	\$ 1,588.41
	JOHNSON DIVERSIFIED SERVICES, INC.	
	MANISTEE TIRE SERVICE	\$ 1,855.16
	PRIMARY AIRPORT SERVICES	\$ 250.95
	STATE OF MICHIGAN	\$ 430.47
	TOTAL	\$ 10,634.82
	ADVERTISING INVOICES	
	MANISTEE AREA CHAMBER OF COMMERCE	\$ 300.00
	THE PIONEER GROUP	\$ 195.00
	RIGHTSIDE DESIGN, LLC	\$ -
	WKLA RADIO	\$ 99.00
	CHARTER MEDIA	\$ -
	ORCHARD BEACH AVIATION	\$ 654.37
	TOTAL	\$ 1,248.37
	ORCHARD BEACH AVIATION	\$ 18,949.25
	REGULAR HOURS	310 @ 16.50 5,115.00
	MAINTENANCE HOURS	96.5 @ 16.50 1,592.25
	PART 139 LABOR	12,200.00
	INTERNET	42.00
	GRAND TOTAL	\$ 30,832.44

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	OCTOBER 2014 REVENUE & EXPENSES			BUDGET REMAINING		92%
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$ 303,090.00	\$ 178,436.00	\$ 178,436.00	\$ 2,300,000.00	\$ 2,121,564.00	92%
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 31,000.00	\$ 28,900.00	93%
LANDING FEES - PUBLIC CHARTERS	\$ 17,594.89	\$ 18,382.10	\$ 18,382.10	\$ 211,138.00	\$ 192,755.90	91%
LANDING FEES - GENERAL AVIATION	\$ 198.00	\$ 54.00	\$ 54.00	\$ 1,000.00	\$ 946.00	95%
AUTO RENTAL SPACE	\$ 819.84	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00	100%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 1,065.00	\$ 12,780.00	\$ 11,715.00	92%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 9,583.00	\$ 115,000.00	\$ 105,417.00	92%
STATE REIMB-MARKETING	\$ 5,458.32	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	100%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00	100%
FUEL SALES	\$ 1,363.20	\$ 822.05	\$ 822.05	\$ 10,000.00	\$ 9,177.95	92%
SIGN LEASE	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	100%
MISCELLANEOUS	\$ 12.00	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	100%
TOTAL INCOME	\$ 341,284.25	\$ 210,442.15	\$ 210,442.15	\$ 2,746,418.00	\$ 2,535,975.85	92%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ 303,090.00	\$ 178,436.00	\$ 178,346.00	\$ 2,300,000.00	\$ 2,121,654.00	92%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 42,000.00	\$ 38,600.00	92%
PERSONNEL - OP & MAINT	\$ 19,352.75	\$ 18,907.25	\$ 18,907.25	\$ 240,000.00	\$ 221,092.75	92%
DUES & FEES	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
SUPPLIES	\$ 238.42	\$ 215.71	\$ 215.71	\$ 2,000.00	\$ 1,784.29	89%
UTILITIES	\$ 1,761.50	\$ 1,935.99	\$ 1,935.99	\$ 28,000.00	\$ 26,064.01	93%
FUEL	\$ -	\$ 1,588.41	\$ 1,588.41	\$ 9,000.00	\$ 7,411.59	82%
REPAIRS & MAINTENANCE	\$ 879.13	\$ 2,811.63	\$ 2,811.63	\$ 17,000.00	\$ 14,188.37	83%
CONTRACTED SERVICES	\$ -	\$ 250.95	\$ 250.95	\$ 1,200.00	\$ 949.05	79%
LEGAL	\$ 115.00	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	100%
AUDIT	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
ADVERTISING	\$ 17,353.88	\$ 1,248.37	\$ 1,248.37	\$ 35,000.00	\$ 33,751.63	0%
TELEPHONE	\$ 94.29	\$ 43.66	\$ 43.66	\$ 500.00	\$ 456.34	91%
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
INSURANCE	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 22,000.00	100%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ 6,218.00	\$ 6,218.00	0%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00	100%
MISCELLANEOUS	\$ 36.00	\$ 430.47	\$ 430.47	\$ 1,000.00	\$ 569.53	57%
	\$ 346,320.97	\$ 209,268.44	\$ 209,178.44	\$ 2,746,418.00	\$ 2,537,239.56	92%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ 1,173.71 \$ 1,263.71

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 10/01/2014	\$ 86,384.81
OCTOBER RECEIPTS	\$ 192,777.14
SEPTEMBER DISBURSEMENTS	<u>\$(346,320.97)</u>
	<u>\$ (67,159.02)</u>

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MANISTEE COUNTY BLACKER AIRPORT

OCTOBER 2014 BALANCE SHEET

ASSETS	10/31/2014	9/30/2014
CASH	\$ (67,159.02)	\$ 86,384.81
CASH - PFC ACCOUNT	\$ 66,721.17	\$ 66,721.17
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 123,951.50	\$ 105,569.34
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ 20,622.00	\$ 20,622.00
MISC.	\$ 1,416.05	\$ 2,133.20
TOTAL ASSETS	\$ 195,551.70	\$ 331,430.52

LIABILITIES	10/31/2014	9/30/2014
ACCOUNTS PAYABLE - TRADE	\$ 209,268.44	\$ 346,320.97
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -

TOTAL LIABILITIES	\$ 209,268.44	\$ 346,320.97
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FUND BALANCE	\$ (13,716.74)	\$ (14,890.45)
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TOTAL LIABILITIES AND FUND BALANCE	\$ 195,551.70	\$ 331,430.52
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 10/31/2014	\$ 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 10/31/2014

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

MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2014 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,695.83
	A T & T	\$ 58.42
	MICHCON (DTE ENERGY)	\$ 70.02
	MIKA MEYERS BECKETT & JONES	\$ 615.25
	NAPA AUTO PARTS	\$ -
	ACE HARDWARE	\$ -
	FASTENAL	\$ 349.29
	JOHNSON DIVERSIFIED SERVICES, INC.	\$ 18,750.00
	DIRECT TV	\$ 48.99
	BLUE GLOBES, LLC	\$ 143.25
	PIPER MCCREDIE AGENCY	\$ -
	MANISTEE TIRE	\$ 115.30
	SPARLING CORPORATION	\$ 2,106.82
	WEST COAST FARM SERVICE	\$ -
	STATE CHEMICAL SOLUTIONS	\$ -
	BLARNEY CASTLE	\$ -
	PRIMARY AIRPORT SERVICES	\$ -
	ORCHARD BEACH AVIATION	\$ 1,872.00
	TOTAL	\$ 29,225.17
	ADVERTISING INVOICES	
	BENZIE COUNTY CHAMBER OF COMMERCE	\$ -
	LUDINGTON & SCOTTVILLE AREA CHAMBER	\$ -
	TRAVERSE MAGAZINE	\$ -
	RIGHTSIDE DESIGN, LLC	\$ -
	WKLA RADIO	\$ 99.00
	ORCHARD BEACH AVIATION	\$ 847.28
	TOTAL	\$ 946.28
	ORCHARD BEACH AVIATION	\$ 19,668.75
	REGULAR HOURS 360 @ 16.50	5,940.00
	MAINTENANCE HOURS 89.5 @ 16.50	1,476.75
	PART 139 LABOR	12,200.00
	INTERNET	52.00
	GRAND TOTAL	\$ 49,840.20

MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2014 REVENUE & EXPENSES

BUDGET REMAINING

8%

INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$ 151,918.00	\$ 227,306.00	\$ 1,296,444.00	\$ 2,000,000.00	\$ 703,556.00	35%
HANGER RENTAL	\$ 2,100.00	\$ 3,544.80	\$ 25,864.80	\$ 31,000.00	\$ 5,135.20	17%
LANDING FEES - PUBLIC CHARTERS	\$ 17,594.89	\$ 17,594.89	\$ 193,551.74	\$ 211,138.00	\$ 17,586.26	8%
LANDING FEES - GENERAL AVIATION	\$ 180.00	\$ 234.00	\$ 675.00	\$ 1,000.00	\$ 325.00	33%
AUTO RENTAL SPACE	\$ -	\$ 526.18	\$ 3,918.89	\$ 5,000.00	\$ 1,081.11	22%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 11,715.00	\$ 12,780.00	\$ 1,065.00	8%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 105,413.00	\$ 115,000.00	\$ 9,587.00	8%
STATE REIMB-MARKETING	\$ -	\$ -	\$ 18,472.73	\$ 27,000.00	\$ 8,527.27	32%
STATE REIMB	\$ -	\$ 20,622.00	\$ 20,622.00	\$ -	\$ -	0%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ 12,554.89	\$ 19,000.00	\$ 6,445.11	34%
FUEL SALES	\$ 2,087.62	\$ 2,148.63	\$ 9,931.18	\$ 7,500.00	\$ (2,431.18)	-32%
SIGN LEASE	\$ -	\$ -	\$ 2,800.00	\$ 3,800.00	\$ 1,000.00	26%
MISCELLANEOUS	\$ 24.00	\$ 24.00	\$ 426.78	\$ 1,000.00	\$ 573.22	100%
TOTAL INCOME	\$ 184,552.51	\$ 282,648.50	\$ 1,702,390.01	\$ 2,434,218.00	\$ 752,449.99	31%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ 151,918.00	\$ 227,306.00	\$ 1,296,444.00	\$ 2,000,000.00	\$ 703,556.00	35%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 37,400.00	\$ 40,800.00	\$ 3,400.00	8%
PERSONNEL - OP & MAINT	\$ 20,219.00	\$ 19,616.75	\$ 213,210.25	\$ 240,000.00	\$ 26,789.75	11%
DUES & FEES	\$ -	\$ -	\$ 675.00	\$ 800.00	\$ 125.00	16%
SUPPLIES	\$ 224.43	\$ 349.29	\$ 1,472.95	\$ 2,000.00	\$ 527.05	26%
UTILITIES	\$ 1,937.06	\$ 1,866.84	\$ 27,564.25	\$ 30,000.00	\$ 2,435.75	8%
FUEL	\$ -	\$ -	\$ 12,591.84	\$ 9,000.00	\$ (3,591.84)	-40%
REPAIRS & MAINTENANCE	\$ 3,021.75	\$ 22,987.37	\$ 48,114.88	\$ 15,000.00	\$ (33,114.88)	####
CONTRACTED SERVICES	\$ 201.15	\$ -	\$ 853.65	\$ 1,200.00	\$ 346.35	29%
LEGAL	\$ 207.00	\$ 615.25	\$ 4,376.75	\$ 4,000.00	\$ (376.75)	-9%
AUDIT	\$ -	\$ -	\$ 3,050.00	\$ 2,000.00	\$ (1,050.00)	-53%
ADVERTISING	\$ 1,942.87	\$ 946.28	\$ 39,160.63	\$ 43,000.00	\$ 3,839.37	0%
TELEPHONE	\$ 46.42	\$ 58.42	\$ 492.15	\$ 500.00	\$ 7.85	2%
INSURANCE	\$ -	\$ -	\$ 21,831.93	\$ 21,000.00	\$ (831.93)	-4%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 1,690.64	\$ 2,000.00	\$ 309.36	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ 4,000.00	\$ -	\$ 27,540.00	\$ 19,000.00	\$ (8,540.00)	100%
MISCELLANEOUS	\$ -	\$ -	\$ 1,040.63	\$ 918.00	\$ (122.63)	-13%
TOTAL EXPENSES	\$ 187,117.68	\$ 277,146.20	\$ 1,737,509.55	\$ 2,434,218.00	\$ 696,708.45	29%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ 5,502.30 \$ (35,119.54)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 08/01/2014 \$ (18,171.70)

AUGUST RECEIPTS \$ 244,316.60

JULY DISBURSEMENTS \$(187,117.68)

\$ 39,027.22

MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2014 BALANCE SHEET

ASSETS	8/31/2014	7/31/2014
CASH	\$ 39,027.22	\$ (18,171.70)
CASH - PFC ACCOUNT	\$ 66,721.17	\$ 66,721.17
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 87,974.45	\$ 70,379.56
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ 20,622.00	
MISC.	\$ 2,946.63	\$ 2,831.62
TOTAL ASSETS	\$ 267,291.47	\$ 171,760.65

LIABILITIES	8/31/2014	7/31/2014
ACCOUNTS PAYABLE - TRADE	\$ 277,146.20	\$ 187,117.68
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 277,146.20	\$ 187,117.68
FUND BALANCE	\$ (9,854.73)	\$ (15,357.03)
TOTAL LIABILITIES AND FUND BALANCE	\$ 267,291.47	\$ 171,760.65

	\$ 5,502.30
PASSENGER FACILITY CHARGES COLLECTED THROUGH 07/31/2014	\$ 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 07/31/2014

ENTERPRISE CAR RENTALS	\$ -
MOWERY LEASING & RENTAL	\$ 3,918.89
GWK AGENCY	\$ -
TOTAL	\$ 3,918.89

ORCHARD BEACH AVIATION**September 2014****RENT**

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$1363.20	
DIESEL FUEL	\$0.00	
T-SHIRT SALES	\$12.00	(1 @ \$12)
LANDING FEES		
TWIN	\$18.00	(2 @ \$9)
JET	\$180.00	(10 @ \$18)
TOTAL	\$2113.20	

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ORCHARD BEACH AVIATION

October 2014

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$822.05	
DIESEL FUEL	\$0.00	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$54.00	(3 @ \$18)
TOTAL	\$1416.05	

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FUEL SALES SEPTEMBER 2014

100LL **2600.9 Gal**

JET **7719.5 Gal**

TOTAL **10320.4 Gal**

General **5679.5 Gal @ .15 = 851.93**

PublicCharters **1000.0 Gal @ .15 = 150.00**

PublicCharters **2126.0 Gal @ .08 = 170.08**

PublicCharters **0.0 Gal @ .02 = 0.00**

Orchard Beach **1000.0 Gal @ .15 = 150.00**

Orchard Beach **514.9 Gal @ .08 = 41.19**

DIESEL **0.0 Gal**

FUEL SALES OCTOBER 2014

100LL **1512.0 Gal**

JET **5015.9 Gal**

TOTAL **6527.9 Gal**

General **2282.7 Gal @ .15 = 342.41**

PublicCharters **1000.0 Gal @ .15 = 150.00**

PublicCharters **2082.6 Gal @ .08 = 166.61**

PublicCharters **0.0 Gal @ .02 = 0.00**

Orchard Beach **1000.0 Gal @ .15 = 150.00**

Orchard Beach **162.9 Gal @ .08 = 13.03**

DIESEL **0.0 Gal**

Legal Representation Search Committee

Wednesday November 5, 2014
Manistee County Blacker Airport

Members present: Dale Picardat, Chairman
Paul Schulert
Ross Spencer

Others Present: Barry Lind, Airport Director

Chairman called the meeting to order at 11:00 AM

The Committee reviewed the fees presented by Law Weathers and Mika Meyers Beckett & Jones.

MMB&J -Fees would continue to be charged in the same manner and on the same terms as their current representation of the Authority. If other Lawyers are used fee would vary between \$190-\$290. It was noted that George's charges have been \$115/hr. He feels it would probably increase.

Law Weathers- Fees ~~\$240~~^{\$216}-\$325.

After reviewing the above the Committee recommends:

Accepting the proposal from Law Weathers and continue to use George Saylor for all local issues.

Meeting adjourned at 1125.

Respectfully submitted,

Dale Picardat, chairman
Legal Representation Search Committee

December Travel as of 11/09/14

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	373 WN	386 DL	330 DL	389 UA
Boston (BOS)	306 WN	208 AA	186 AA	308 UA
Chicago (MDW or ORD)	129 P1	309 UA	243 UA	159 UA
Dallas (DFW)	291 WN	346 AA	305 UA	315 UA
Denver (DEN)	274 F9	488 UA	296 DL	393 UA
Houston (HOU)	397 WN	354 UA	305 AA	386 UA
Kansas City (MCI)	269 WN	354 AA	292 AA	270 UA
Las Vegas (LAS)	423 WN	400 DL	386 DL	435 UA
Los Angeles (LAX)	405 WN	404 AA	392 AA	428 UA
Minneapolis (MSP)	267 WN	366 UA	328 AA	290 UA
New York Area (NYC)	351 WN	278 DL	247 AA	368 UA
Orlando (MCO)	363 WN	316 DL	268 AA	361 UA
Philadelphia (PHL)	423 WN	412 DL	227 AA	389 UA
Phoenix (PHX)	388 WN	386 UA	300 UA	434 UA
Portland (PDX)	463 WN	483 AA	408 DL	435 UA
San Diego (SAN)	493 WN	409 AA	392 DL	513 UA
San Francisco (SFO)	407 WN	400 DL	400 UA	386 UA
Seattle (SEA)	484 WN	443 AA	400 DL	429 UA
St Louis (STL)	321 WN	252 AA	212 DL	338 UA
Washington DC Area (WA)	411 WN	278 DL	264 AA	389 UA

Average Fare	\$361.90	\$363.60	\$309.05	\$370.75
Change from last month	-\$13.45	\$7.70	-\$6.90	-\$17.40
Change from two months	-\$50.40	-\$37.30	-\$25.90	-\$8.50
Fares Pulled 11/09/14 for travel 12/09/14 - 12/16/14				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	373 WN	426 DL	384 DL	424 UA
Boston (BOS)	306 WN	248 AA	240 AA	343 UA
Chicago (MDW or ORD)	129 P1	349 UA	297 UA	194 UA
Dallas (DFW)	291 WN	386 AA	359 UA	350 UA
Denver (DEN)	274 F9	528 UA	350 DL	428 UA
Houston (HOU)	397 WN	394 UA	359 AA	421 UA
Kansas City (MCI)	269 WN	394 AA	346 AA	305 UA
Las Vegas (LAS)	423 WN	440 DL	440 DL	470 UA
Los Angeles (LAX)	405 WN	444 AA	446 AA	463 UA
Minneapolis (MSP)	267 WN	406 UA	382 AA	325 UA
New York Area (NYC)	351 WN	318 DL	301 AA	403 UA
Orlando (MCO)	363 WN	356 DL	322 AA	396 UA
Philadelphia (PHL)	423 WN	452 DL	281 AA	424 UA
Phoenix (PHX)	388 WN	426 UA	354 UA	469 UA
Portland (PDX)	463 WN	523 AA	462 DL	470 UA
San Diego (SAN)	493 WN	449 AA	446 DL	548 UA
San Francisco (SFO)	407 WN	440 DL	454 UA	421 UA
Seattle (SEA)	484 WN	483 AA	454 DL	464 UA
St Louis (STL)	321 WN	292 AA	266 DL	373 UA
Washington DC Area (WA)	411 WN	318 DL	318 AA	424 UA

Average Fare	\$361.90	\$403.60	\$363.05	\$405.75
Change from last month	-\$13.45	\$7.70	-\$6.90	-\$17.40
Change from two months	-\$50.40	-\$37.30	-\$25.90	-\$8.50

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 488/388	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	653/659	1312
Aug	429/359	788	482/395	877	1833/1567	3400	497/500	997	391/413	804	672/693	1365
Sep	285/293	578	240/233	473	1332/1234	2566	362/297	659	248/237	485	372/351	723
Oct	282/275	557	270/246	516	1024/1004	2028	150/149	299	229/215	444	342/340	682
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		6703

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%	1%/20%	79%
Aug	2%/12%	86%	4%/5%	91%	0%/36%	64%	0%/8%	92%	2%/16%	82%	1%/19%	80%
Sep	0%/9%	91%	18%/16%	66%	0%/23%	77%	0%/5%	95%	0%/0%	100%	0%/15%	85%
Oct	10%/8%	81%	15%/13%	72%	1%/5%	94%	0%/22%	78%	0%/9%	91%	0%/18%	82%
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 J

AIRPORT AUTHORITY STRATEGIC PLAN 2014

AGENDA

November 10, 2014

- 1. Brief Review of Oct. 13, 2014 Meeting Notes- Comments?**
- 2. Review of Mission Statement**
- 3. Review of Vision Statement**
- 4. Review of Stakeholder List**
- 5. Review of Stakeholder Questions**
- 6. Next Steps- Conduct Stakeholder meetings**
- 7. Set Next Meeting Date**

AIRPORT AUTHORITY STRATEGIC PLAN 2014

October 13, 2014 Strategic Planning Meeting Notes

Mission

Our mission is to ensure high quality, reliable and sustainable aviation services and facilities to transport people and goods to benefit the evolving needs of the region.

Vision

Manistee Blacker Airport is instrumental to the economic well being of the region, providing a safe, convenient point of departure to the rest of the world.

Values

- We value being good stewards of the public funds.
- We value providing excellent air service to and from Manistee County and the region.
- We value our assets.
- We value maintaining good communication with all of our stakeholders.
- We value transparency.
- We value affordability.
- We value the continuing prosperity of the region.
- We value providing excellent customer service.
- We value maintaining a distinguished reputation for the services we provide.

Stakeholders

- Residents of Manistee County
- Manistee County Government
- City of Manistee
- Township of Manistee
- Manistee County Chamber of Commerce
- Manistee County Visitors Bureau
- General Aviation Owners
- Manistee Manufacturers Council
- Little River Band of Ottawa Indians
- Arcadia Bluffs

- Crystal Mountain
- Caberfae Peaks Ski & Golf Resort
- Airline passengers
- Public Charters
- Federal Aviation Administration
- Michigan Department of Transportation
- Michigan Department of Natural Resources
- Neighboring Property Owners

Stakeholder Questions

1. What do you know about the airport?
2. What don't you know about the airport?
3. How do you think others feel about the airport?
4. Do you value the airport?
5. Do you use the airport?
6. Do others you know use the airport?
7. Do you have concerns and/or ideas about opportunities involving the airport?
8. If you could give one piece of advice to the Airport Authority Board what would it be?

Strengths: List of Assets

- runways
- building terminal
- maintenance building
- hangers
- aviation services
- fire trucks
- employees including the ground crew
- land- current used and other vacant land
- four year contract with the United States Department of Transportation 2014-2018
- "Essential Air Service" designation
- maintenance equipment: tractor, mower, two plow trucks, snow blower (1/2 million dollar investment)
- two underground fuel tanks to provide refueling capability
- runway lights

AIRPORT AUTHORITY STRATEGIC PLAN 2014

October 13, 2014 Strategic Planning Meeting Notes

- aviation tools: VOR (**VHF Omni Directional Radio Range**), ILS (Instrument Landing System) and GPS Approach (Global Positioning System)
- aviation easements
- public support
- location

Opportunities

- Ownership and/or issue of authority for governance
- Funding
- Increasing days of service to get to the desired number of passengers annually
- Extending runway
- Capturing more passengers through organic growth and by expanding the services towards destination flights
- Expand general aviation
- Become a hub of general aviation businesses

Challenges

- Ownership and/or issue of authority for governance
- Unclear ownership/authority may jeopardize FAA grant opportunities
- Funding to achieve sustainability
- Increasing the number of passengers (need to generate 10,000 passengers over the next 4 years)
- Deterioration of assets- currently need to resurface the runway at approximately \$650,000.00
- Limitation of the north and south runway- limited ability to lengthen thus the airport is restricted to the current class of aircraft
- City of Manistee water well location/extraction issue