

DRAFT

MINUTES

Monday, January 12, 2015
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Paul Schulert, Chairperson; Brook Shafer, Vice-Chairperson; Mark Bergstrom; Alan Marshall (via phone - 10:00 to 10:10 A.M.); Dale Picardat; Thom Smith; and Ross Spencer (via phone)

Members Absent: None

Others Present: Barry Lind, Airport Manager; Justine McGuire, Manistee News Advocate; Joanne Cleaver, Public; and Rachel Nelson, Airport Authority Secretary

Paul Schulert, 2014 Chairperson, called the meeting to order at 10:00 A.M. Roll was taken by the Secretary.

Mr. Schulert called for nominations of Officers.

There was a motion by Mr. Smith, supported by Mr. Picardat, to nominate Paul Schulert as Chairperson, close nominations and cast a unanimous ballot for Paul Schulert for the position of 2015 Chairperson.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Bergstrom, supported by Mr. Picardat, to nominate Brook Shafer as Vice-Chairperson, close nominations and cast a unanimous ballot for Brook Shafer for the position of 2015 Vice-Chairperson.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Bergstrom, supported by Mr. Marshall, to nominate Russell Pomeroy as Treasurer, close nominations and cast a unanimous ballot for Russell Pomeroy for the position of 2015 Treasurer.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Bergstrom, supported by Mr. Smith, to nominate Rachel Nelson as Secretary, close nominations and cast a unanimous ballot for Rachel Nelson for the position of 2015 Secretary.

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

Nays: 0

Absent: 0

Motion carried.

Mr. Marshall left the meeting.

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the meeting agenda as presented. Motion carried by majority vote (Marshall absent).

Ms. Cleaver explained that she is a business traveler who flies quite often between Manistee and Chicago. She requested that wifi be available at the airport, and Mr. Lind stated that wifi is available. Ms. Cleaver suggested that it be better advertised since it doesn't pop up automatically for her and it's an important service for business travelers.

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, December 8, 2014.

There was a motion by Mr. Bergstrom, supported by Mr. Shafer, to approve the Airport Authority regular meeting minutes of Monday, December 8, 2014, as presented. Motion carried by majority vote (Marshall absent).

The Authority next reviewed the November 2014 Accounts Payable Report (APPENDIX A). (NOTE: Mr. Spencer abstained from voting on the accounts payable reports and financial statements since they were handed out at the meeting and he was not able to view them.)

There was a motion by Mr. Smith, supported by Mr. Bergstrom, to approve the November 2014 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$31,803.14.

A roll call vote was taken:

Yeas: 5 (Smith; Shafer; Picardat; Bergstrom; Schulert)

Nays: 0

Abstain: 1 (Spencer)

Absent: 1 (Marshall)

Motion carried.

The Authority also reviewed the November 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 explained that Public Charters had gotten behind on their payments because the invoices were being sent to the wrong address, which has now been corrected.

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the November 2014 Financial Statement. Motion carried by majority vote (Marshall absent; Spencer abstain).

The Authority next reviewed the December 2014 Accounts Payable Report (APPENDIX C). Mr. Lind explained that the Johnson Diversified payment is for electrical work on the existing t-hangars, which was approved last summer, and the Blarney Castle payment is for gas.

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the December 2014 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$33,327.62.

A roll call vote was taken:

Yeas: 5 (Picardat; Shafer; Smith; Schulert; Bergstrom)

Nays: 0

Abstain: 1 (Spencer)

Absent: 1 (Marshall)

Motion carried.

The Authority also reviewed the December 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. Bergstrom, supported by Mr. Picardat, to approve the December 2014 Financial Statement. Motion carried by majority vote (Marshall absent; Spencer abstain).

The Orchard Beach Aviation rent information was also provided, as well as fuel sales (APPENDIX E). For jet fuel sales (not including the airline), 2014 was the best year ever, followed by 2011, 2006, 2013, 2008, and 1999. The best year for non-jet aviation fuel was 1995, and there has been a long gradual decline in sales. Mr. Lind felt this was due to the declining number of pilots - many are aging out, and there aren't many young pilots.

There were no committee reports.

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 February 2015 (APPENDIX F). Mr. Lind presented information on airplane passenger numbers for 2014 as well as the previous five years (APPENDIX G).

Mr. Lind stated that he is still waiting for additional quotes to fix the fence that was damaged by snow.

Mr. Lind will be giving an annual update to the Manistee City Council on January 20, 2015. It was requested that Mr. Lind do the same for the County Board of Commissioners. Mr. Lind and Mr. Schulert will be attending the State Airports Conference in Lansing on February 18-19, 2015. Mr. Lind requested that if any other Airport Authority members are interested in attending, they talk to him soon.

The 2014 construction projects (which are actually carryover projects from 2013) are nearing completion.

The new structure has heat and electric and is being used. The final phase will be installing a partition inside the existing building to help with energy efficiency. The old section of the building will also be painted blue in the spring. The eve issue has been corrected. Late fines to the contractor will probably cover the additional costs which were previously discussed. The sand storage is complete except for the cover. The necessary tree removal will be completed before spring. Mr. Lind is still waiting for further proposals regarding the hangar expansion/door repair. If he doesn't hear anything in the next two weeks, he will begin to explore other options.

Mr. Lind stated that he applied for two State Air Service Grants for 2015, which should hopefully be awarded in late spring. One is the marketing grant, which is typically received. This year the application was for \$20,000, with a 10% local match (budgeted). The other grant is \$20,000 for equipment, specifically, \$6,000 for a zero radius turn riding mower, and \$16,000 to replace the brush hog mower. The 10% local match would be funded by selling the old brush hog mower.

The air service schedule is available for booking through mid May 2015, and the summer schedule should be released by mid February. Overall, service continues to be good. There were a few more delays than normal, but they were mostly due to winter equipment issues. The demand for winter is trending as expected, taking into account that January and February are very slow months. December was the second best December ever. Overall, 2014 was the 5th best year ever, with 2011 being the best, followed by 1968, 1969, and 1972, since service began in 1961.

The plan for air service for the summer is to have 11 weekly flights to Chicago, which is the same as 2014. However, all flights will be using a 30 seat aircraft compared to last year which had 9 flights with a 19 seat aircraft and 2 flights with a 30 seat aircraft. This will be a capacity of 330 seats per week, compared to 231 seats per week in 2014. The airline is still planning to continue service to another northern Michigan airport, pending approvals and agreements being finalized.

In 2015, Public Charters will begin operating under the name "Regional Sky", and each region they serve will take on a unique sub brand. Our routes will be branded "North Country Sky", those in Texas will be "Texas Sky", and so on. This change significantly impacts the marketing efforts and will create a lot of work, but it addresses an important issue that has been worked on with Public Charters for the last three years. The name "Public Charters" creates significant confusion in the mind of the customer as to what our service is. While it is the accurate technical DOT term, it isn't commonly understood. Operating flights as North Country Sky, part of the Regional Sky alliance, will be much easier for people to understand. Locally, flymanistee.com has been promoted since the later days of Great Lakes' service here, through the Frontier service days, and now continuing under Public Charters' service. FLYmanistee and the flymanistee.com website will continue in the marketing efforts as it relates to the airport. North Country Sky and northcountysky.com will be used for airline purposes. This is finally happening after three years because it became a critical necessity with the planned continued service to another destination. FLYmanistee and flymanistee.com don't work as the brand for a larger network of flights. Also, after three years, the DOT is more comfortable with Public Charters' offerings and are allowing this change. One challenge will be segregating marketing dollars so that Manistee Airport contributed dollars (and State grant dollars) are spent on items that specifically enhance the airport.

Work has continued on drafting contracts for Coho Bend and Wolverine for their billboards. The old Wolverine contract has been annually renewed for 35 years, and there has not been an agreement with Coho Bend since the land was acquired by the airport. Mr. Lind hopes to have the contracts ready for the Airport Authority to review at their next meeting.

The building manufacturer of the leaking hangar has been contacted multiple times, and has indicated that they will send someone to look at the structure, but they have not yet done so.

Mr. Lind reported that a tabletop projector would cost approximately \$500, and a manual screen would cost approximately \$200. Mr. Shafer recommended a ceiling mount, which would add approximately \$50, and wireless interface so no hard wiring would be required, which would add approximately \$150. It was noted that the airport has access to the County's portable projector if it's needed. After discussion,

There was a motion by Mr. Shafer, supported by Mr. Smith, for Mr. Lind to research the cost of a ceiling mounted projector with wireless interface and a manually operated screen, and to bring a proposal to the next meeting. Motion carried by majority vote (Marshall absent).

Mr. Lind reminded the Authority that they entered into a contract with RightSide Design last year for marketing. The intention was that the contract would continue month to month, but it wasn't worded that way, and appeared to only renew for one month. The new contract (APPENDIX H) fixes that issue, which is the only change other than the dates.

There was a motion by Mr. Bergstrom, supported by Mr. Spencer, to enter into a Design Service Agreement with RightSide Design (contract #1401-04), and to authorize the Airport Authority Chair to execute the agreement.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Marshall)

Motion carried.

Meeting dates and times for 2015 were discussed. Mr. Lind noted that having the meetings later in the month would allow for the financial information to be distributed prior to the meetings.

There was a motion by Mr. Shafer, supported by Mr. Smith, that the Airport Authority will meet on the second Monday of the month in February 2015, and on the third Monday of the month in March 2015 through January 2016, with all meetings beginning at 10:00 A.M. in the conference room at the airport. Motion carried by majority vote (Marshall absent).

Mr. Spencer requested that the Airport Director's contract be an agenda item for next month's meeting.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 11:40 A.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

NOVEMBER 2014 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 2,575.09
	A T & T	\$ 43.87
	MICHCON (DTE ENERGY)	\$ 128.76
	MIKA MEYERS BECKETT & JONES	\$ 402.50
	NAPA AUTO PARTS	\$ 162.76
	ACE HARDWARE	\$ 260.61
	FASTENAL	\$ -
	CUSTOM SHEET METAL & HEATING	\$ -
	DIRECT TV	\$ 48.99
	WAHR HARDWARE	\$ -
	PIPER MCCREDIE AGENCY	\$ 1,765.00
	BLARNEY CASTLE	\$ -
	ORCHARD BEACH AVIATION	\$ 84.00
	MANISTEE TIRE SERVICE	\$ 430.22
	PRIMARY AIRPORT SERVICES	\$ -
	STATE OF MICHIGAN	\$ -
	TOTAL	\$ 9,301.80
	ADVERTISING INVOICES	
	BENZIE COUNTY CHAMBER OF COMMERCE	\$ 225.00
	THE PIONEER GROUP	\$ -
	RIGHTSIDE DESIGN, LLC	\$ 2,513.75
	WKLA RADIO	\$ 99.00
	LUDINGTON AREA CVB	\$ 500.00
	ORCHARD BEACH AVIATION	\$ 553.59
	TOTAL	\$ 3,891.34
	ORCHARD BEACH AVIATION	\$ 18,610.00
	REGULAR HOURS	261 @ 16.50 4,306.50
	MAINTENANCE HOURS	119 @ 16.50 1,963.50
	PART 139 LABOR	12,200.00
	INTERNET	140.00
	GRAND TOTAL	\$ 31,803.14

MANISTEE COUNTY BLACKER AIRPORT

NOVEMBER 2014 REVENUE & EXPENSES

BUDGET REMAINING

83%

INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$ 178,436.00	\$ 57,710.00	\$ 236,146.00	\$ 2,300,000.00	\$ 2,063,854.00	90%
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 4,200.00	\$ 31,000.00	\$ 26,800.00	86%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 36,764.20	\$ 211,138.00	\$ 174,373.80	83%
LANDING FEES - GENERAL AVIATION	\$ 54.00	\$ -	\$ 54.00	\$ 1,000.00	\$ 946.00	95%
AUTO RENTAL SPACE	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00	100%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 2,130.00	\$ 12,780.00	\$ 10,650.00	83%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 19,166.00	\$ 115,000.00	\$ 95,834.00	83%
STATE REIMB-MARKETING	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	100%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00	100%
FUEL SALES	\$ 822.05	\$ 605.33	\$ 1,427.38	\$ 10,000.00	\$ 8,572.62	86%
SIGN LEASE	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	100%

TOTAL INCOME	\$ 210,442.15	\$ 89,445.43	\$ 298,887.58	\$ 2,746,418.00	\$ 2,446,530.42	89%
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EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ 178,436.00	\$ 57,710.00	\$ 236,146.00	\$ 2,300,000.00	\$ 2,063,854.00	90%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 6,800.00	\$ 42,000.00	\$ 35,200.00	84%
PERSONNEL - OP & MAINT	\$ 18,907.25	\$ 18,470.00	\$ 37,377.25	\$ 240,000.00	\$ 202,622.75	84%
DUES & FEES	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
SUPPLIES	\$ 215.71	\$ 84.00	\$ 299.71	\$ 2,000.00	\$ 1,700.29	85%
UTILITIES	\$ 1,935.99	\$ 2,892.84	\$ 4,828.83	\$ 28,000.00	\$ 23,171.17	83%
FUEL	\$ 1,588.41	\$ -	\$ 1,588.41	\$ 9,000.00	\$ 7,411.59	82%
REPAIRS & MAINTENANCE	\$ 2,811.63	\$ 853.59	\$ 3,665.22	\$ 17,000.00	\$ 13,334.78	78%
CONTRACTED SERVICES	\$ 250.95	\$ -	\$ 250.95	\$ 1,200.00	\$ 949.05	79%
LEGAL	\$ -	\$ 402.50	\$ 402.50	\$ 6,000.00	\$ 5,597.50	93%
AUDIT	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
ADVERTISING	\$ 1,248.37	\$ 3,891.34	\$ 5,139.71	\$ 35,000.00	\$ 29,860.29	0%
TELEPHONE	\$ 43.66	\$ 43.87	\$ 43.66	\$ 500.00	\$ 456.34	91%
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
INSURANCE	\$ -	\$ 1,765.00	\$ 1,765.00	\$ 22,000.00	\$ 20,235.00	92%
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	\$ 430.47	\$ -	\$ 430.47	\$ 1,000.00	\$ 569.53	57%

TOTAL EXPENSES	\$ 209,268.44	\$ 89,513.14	\$ 298,737.71	\$ 2,746,418.00	\$ 2,447,680.29	89%
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EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ (67.71) \$ 1,149.87

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 11/01/2014	\$ (67,159.02)
NOVEMBER RECEIPTS	\$ 71,334.05
OCTOBER DISBURSEMENTS	<u>\$ (209,268.44)</u>
	<u>\$ (205,093.41)</u>

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MANISTEE COUNTY BLACKER AIRPORT

NOVEMBER 2014 BALANCE SHEET

ASSETS	11/30/2014	10/31/2014
CASH	\$ (205,093.41)	\$ (67,159.02)
CASH - PFC ACCOUNT	\$ 66,721.17	\$ 66,721.17
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 142,333.60	\$ 123,951.50
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ 20,622.00	\$ 20,622.00
MISC.	\$ 1,145.33	\$ 1,416.05
TOTAL ASSETS	\$ 75,728.69	\$ 195,551.70
LIABILITIES	11/30/2014	10/31/2014
ACCOUNTS PAYABLE - TRADE	\$ 89,513.14	\$ 209,268.44
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 89,513.14	\$ 209,268.44
FUND BALANCE	\$ (13,784.45)	\$ (13,716.74)
TOTAL LIABILITIES AND FUND BALANCE	\$ 75,728.69	\$ 195,551.70

PASSENGER FACILITY CHARGES COLLECTED THROUGH 11/30/2014	\$ 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 11/30/2014

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

MANISTEE COUNTY BLACKER AIRPORT

DECEMBER 2014 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 2,350.18
	A T & T	\$ 44.08
	MICHCON (DTE ENERGY)	\$ -
	MIKA MEYERS BECKETT & JONES	\$ -
	NAPA AUTO PARTS	\$ 5.98
	ACE HARDWARE	
	FASTENAL	\$ 229.93
	JOHNSON DIVERSIFIED SERVICES	\$ 6,800.00
	DIRECT TV	\$ 48.99
	WAHR HARDWARE	\$ -
	PIPER MCCREDIE AGENCY	\$ -
	BLARNEY CASTLE	\$ 1,457.32
	ORCHARD BEACH AVIATION	\$ 36.00
	BLUE GLOBES, LLC	\$ 65.28
	PRIMARY AIRPORT SERVICES	\$ -
	STATE OF MICHIGAN	\$ -
	TOTAL	\$ 14,437.76
	ADVERTISING INVOICES	
	BENZIE COUNTY CHAMBER OF COMMERCE	\$ -
	THE PIONEER GROUP	\$ -
	RIGHTSIDE DESIGN, LLC	\$ -
	WKLA RADIO	\$ -
	LUDINGTON AREA CVB	\$ -
	ORCHARD BEACH AVIATION	\$ 642.86
	TOTAL	\$ 642.86
	ORCHARD BEACH AVIATION	\$ 18,247.00
	REGULAR HOURS	270 @ 16.50 4,455.00
	MAINTENANCE HOURS	88 @ 16.50 1,452.00
	PART 139 LABOR	12,200.00
	INTERNET	140.00
	GRAND TOTAL	\$ 33,327.62

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	DECEMBER 2014 REVENUE & EXPENSES			BUDGET REMAINING		75%
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$ 57,710.00	\$ 356,872.00	\$ 593,018.00	\$ 2,300,000.00	\$ 1,706,982.00	74%
HANGER RENTAL	\$ 2,100.00	\$ 2,760.00	\$ 6,960.00	\$ 31,000.00	\$ 24,040.00	78%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 55,146.30	\$ 211,138.00	\$ 155,991.70	74%
LANDING FEES - GENERAL AVIATION	\$ -	\$ -	\$ 54.00	\$ 1,000.00	\$ 946.00	95%
AUTO RENTAL SPACE	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00	100%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 3,195.00	\$ 12,780.00	\$ 9,585.00	75%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 28,749.00	\$ 115,000.00	\$ 86,251.00	75%
STATE REIMB-MARKETING	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	100%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00	100%
FUEL SALES	\$ 605.33	\$ 476.77	\$ 1,904.15	\$ 10,000.00	\$ 8,095.85	81%
SIGN LEASE	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	100%
TOTAL INCOME	\$ 89,445.43	\$ 389,138.87	\$ 689,026.45	\$ 2,746,418.00	\$ 2,057,391.55	75%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ 57,710.00	\$ 356,872.00	\$ 593,018.00	\$ 2,300,000.00	\$ 1,706,982.00	74%
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 10,200.00	\$ 42,000.00	\$ 31,800.00	76%
PERSONNEL - OP & MAINT	\$ 18,470.00	\$ 18,107.00	\$ 55,484.25	\$ 240,000.00	\$ 184,515.75	77%
DUES & FEES	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
SUPPLIES	\$ 84.00	\$ 265.93	\$ 565.64	\$ 2,000.00	\$ 1,434.36	72%
UTILITIES	\$ 2,892.84	\$ 2,539.17	\$ 7,368.00	\$ 28,000.00	\$ 20,632.00	74%
FUEL	\$ -	\$ 1,457.32	\$ 3,045.73	\$ 9,000.00	\$ 5,954.27	66%
REPAIRS & MAINTENANCE	\$ 853.59	\$ 71.26	\$ 3,736.48	\$ 17,000.00	\$ 13,263.52	78%
CONTRACTED SERVICES	\$ -	\$ -	\$ 250.95	\$ 1,200.00	\$ 949.05	79%
LEGAL	\$ 402.50	\$ -	\$ 402.50	\$ 6,000.00	\$ 5,597.50	93%
AUDIT	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
ADVERTISING	\$ 3,891.34	\$ 642.86	\$ 5,782.57	\$ 35,000.00	\$ 29,217.43	0%
TELEPHONE	\$ 43.87	\$ 44.08	\$ 87.74	\$ 500.00	\$ 412.26	82%
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
INSURANCE	\$ 1,765.00	\$ -	\$ 1,765.00	\$ 22,000.00	\$ 20,235.00	92%
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	\$ -	\$ 6,800.00	\$ 6,800.00	\$ 24,000.00	\$ 17,200.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ 430.47	\$ 1,000.00	\$ 569.53	57%
	\$ 89,513.14	\$ 390,199.62	\$ 688,937.33	\$ 2,746,418.00	\$ 2,057,480.67	75%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ (1,060.75) \$ 89.12

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 12/01/2014	\$ (205,093.41)
DECEMBER RECEIPTS	\$ 539,315.39
NOVEMBER DISBURSEMENTS	\$ (89,513.14)
	<u>\$ 244,708.84</u>

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MANISTEE COUNTY BLACKER AIRPORT

DECEMBER 2014 BALANCE SHEET

ASSETS	12/31/2014	11/30/2014
CASH	\$ 244,708.84	\$ (205,093.41)
CASH - PFC ACCOUNT	\$ 59,921.17	\$ 66,721.17
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS		\$ 142,333.60
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ 20,622.00	\$ 20,622.00
MISC.	\$ 1,676.77	\$ 1,145.33
TOTAL ASSETS	\$ 376,928.78	\$ 75,728.69
LIABILITIES	12/31/2014	11/30/2014
ACCOUNTS PAYABLE - TRADE	\$ 390,199.62	\$ 89,513.14
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 390,199.62	\$ 89,513.14
FUND BALANCE	\$ (13,270.84)	\$ (13,784.45)
TOTAL LIABILITIES AND FUND BALANCE	\$ 376,928.78	\$ 75,728.69

PASSENGER FACILITY CHARGES COLLECTED THROUGH 12/31/2014	\$ 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
JOHNSON DIVERSIFIED SERVICES	\$ (6,800.00)
PFC FUNDS AVAILABLE	\$ 59,921.17

AUTO RENTAL REVENUE BY COMPANY THROUGH 12/31/2014

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

ORCHARD BEACH AVIATION**November 2014****RENT**

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$605.33	
DIESEL FUEL	\$0.00	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$0.00	(1 @ \$18)
TOTAL	\$1145.33	

FUEL SALES NOVEMBER 2014

100LL 700.3 Gal

JET 4624.3 Gal

TOTAL 5324.6 Gal

General 1067.3 Gal @ .15 = 160.10

PublicCharters 1000.0 Gal @ .15 = 150.00

PublicCharters 2762.4 Gal @ .08 = 220.99

PublicCharters 0.0 Gal @ .02 = 0.00

Orchard Beach 494.9 Gal @ .15 = 74.24

Orchard Beach 0.0 Gal @ .08 = 0.00

DIESEL 0.0 Gal

ORCHARD BEACH AVIATION

December 2014

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$476.77	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$0.00	(0 @ \$18)
HANGER GROUND RENT		
	\$660.00	2014
TOTAL	\$1676.77	

FUEL SALES DECEMBER 2014

100LL **860.8 Gal**

JET **3065.3 Gal**

TOTAL **3926.1 Gal**

General	745.0 Gal @ .15 = 111.75
PublicCharters	1000.0 Gal @ .15 = 150.00
PublicCharters	1602.2 Gal @ .08 = 128.18
PublicCharters	0.0 Gal @ .02 = 0.00
Orchard Beach	578.9 Gal @ .15 = 86.84
Orchard Beach	0.0 Gal @ .08 = 0.00

February Travel as of 1/11/15**Best Fares**

	MBL	TVC	GRR	MKG
Atlanta (ATL)	364 DL	470 DL	363 AA	377 UA
Boston (BOS)	345 WN	218 DL	188 UA	213 UA
Chicago (MDW or ORD)	129 P1	299 AA	299 AA	159 UA
Dallas (DFW)	301 WN	417 AA	346 DL	314 UA
Denver (DEN)	440 WN	600 UA	449 UA	399 UA
Houston (HOU)	311 DL	430 UA	325 AA	381 UA
Kansas City (MCI)	217 WN	374 AA	292 DL	266 UA
Las Vegas (LAS)	505 WN	451 UA	374 DL	406 UA
Los Angeles (LAX)	491 WN	490 UA	398 AA	399 UA
Minneapolis (MSP)	314 DL	392 AA	394 AA	265 UA
New York Area (NYC)	307 WN	311 DL	265 DL	277 UA
Orlando (MCO)	443 WN	411 AA	407 AA	471 UA
Philadelphia (PHL)	427 WN	496 AA	244 DL	371 UA
Phoenix (PHX)	561 WN	426 UA	446 UA	452 UA
Portland (PDX)	566 WN	538 UA	432 DL	571 UA
San Diego (SAN)	551 WN	462 AA	458 AA	503 UA
San Francisco (SFO)	467 DL	514 UA	430 UA	416 UA
Seattle (SEA)	510 DL	490 UA	374 DL	523 UA
St Louis (STL)	341 WN	272 AA	206 DL	201 UA
Washington DC Area (WA)	381 WN	326 DL	226 DL	249 UA

Average Fare	\$398.55	\$419.35	\$345.80	\$360.65
Change from last month	\$28.25	\$22.80	\$22.35	-\$25.80
Change from two months	\$36.65	\$55.75	\$36.75	-\$10.10
Fares Pulled 1/11/15 for travel 02/12/15 - 02/19/15				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	364 DL	510 DL	417 AA	412 UA
Boston (BOS)	345 WN	258 DL	242 UA	248 UA
Chicago (MDW or ORD)	129 P1	339 AA	353 AA	194 UA
Dallas (DFW)	301 WN	457 AA	400 DL	349 UA
Denver (DEN)	440 WN	640 UA	503 UA	434 UA
Houston (HOU)	311 DL	470 UA	379 AA	416 UA
Kansas City (MCI)	217 WN	414 AA	346 DL	301 UA
Las Vegas (LAS)	505 WN	491 UA	428 DL	441 UA
Los Angeles (LAX)	491 WN	530 UA	452 AA	434 UA
Minneapolis (MSP)	314 DL	432 AA	448 AA	300 UA
New York Area (NYC)	307 WN	351 DL	319 DL	312 UA
Orlando (MCO)	443 WN	451 AA	461 AA	506 UA
Philadelphia (PHL)	427 WN	536 AA	298 DL	406 UA
Phoenix (PHX)	561 WN	466 UA	500 UA	487 UA
Portland (PDX)	566 WN	578 UA	486 DL	606 UA
San Diego (SAN)	551 WN	502 AA	512 AA	538 UA
San Francisco (SFO)	467 DL	554 UA	484 UA	451 UA
Seattle (SEA)	510 DL	530 UA	428 DL	558 UA
St Louis (STL)	341 WN	312 AA	260 DL	236 UA
Washington DC Area (WA)	381 WN	366 DL	280 DL	284 UA

Average Fare	\$398.55	\$459.35	\$399.80	\$395.65
Change from last month	\$28.25	\$22.80	\$22.35	-\$25.80
Change from two months	\$36.65	\$55.75	\$36.75	-\$10.10

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

APPENDIX G

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 488/389	1193	0/0	0	158/158	316	194/218	412
May	184/180	364	263/302	565	1454/1525	2979	P1 71/58	129	189/189	378	251/255	506
Jun	166/213	379	311/366	677	1206/1342	2548	234/250	484	239/288	527	346/405	751
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	272/272	544
Dec	228/279	507	194/235	429	674/798	1472	131/138	269	197/200	397	300/302	602
Total		5522		6764		21992		5908		5390		7791

Ontime Performance

	2009		2010		2011		2012		2013		2014	
	Cancel/Delay	Ontime										
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%	2%/19%	79%
Dec	25%/39%	36%	32%/25%	43%	2%/15%	83%	0%/11%	89%	3%/19%	78%	0%/15%	85%

RIGHTside design

www.rightsidedesignstudio.com | 231.510.4929 | Box 791, Manistee, MI 49660

DESIGN SERVICE AGREEMENT

2014 MARKETING/ADVERTISING

Prepared For:
Manistee Blacker Airport Authority
2323 Airport Road
Manistee, MI 49660

Contact: Barry Lind
p: 231.723.4351
e: manisteeairport@gmail.com
w: www.FlyManistee.com | www.ManisteeAirport.com

Prepared By:
Brandon Jensen, Owner/designer
361 River Street, Suite 206
PO Box 791
Manistee, MI. 49660

p: 231.510.4929
e: bjensen@rightsidedesignstudio.com
w: www.rightsidedesignstudio.com

Contract #: 1401-04

Agreement Date: 1-1-15

Between: *Manistee Blacker Airport Authority, (herein noted as Client) and
RIGHTside design, LLC (herein noted as RSD)*

OVERVIEW OF SERVICES PROVIDED TO CLIENT |

OVERSIGHT & IMPLEMENTATION OF 2015 MARKETING/ADVERTISING BUDGET:

RSD will work with Manistee Blacker Airport Authority on strategic planning, brand identity and a comprehensive marketing/advertising plan to promote and advertise the airline servicing Manistee. RSD will implement a combination of marketing strategies including but not limited to:

- Target market advertising & demographic research
- Website development - creation of a combined website presence for both FlyManistee.com and ManisteeAirport.com
- Internet advertising - pay per click and other forms of internet based advertising
- Social Networking
- Television - broadcast and cable awareness campaigns
- Radio
- Outdoor Advertising
- Promotion/Community based marketing
- Advertising/Marketing positioning

MONTHLY MAINTENANCE:

The following services will be included in a \$500/monthly retainer:

- Weekly on-site marketing meeting at the airport by minimum one RSD representative at the scheduled time.

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CONTRACT 1317-03

Client: Manistee County Blacker Airport

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- Monthly phone and email correspondence with the Airport point of contact.
- Grant reporting/administration as required by the awarding agency.

Standard hourly fee schedule is as follows: These fees will be used when providing the client with the above outlined **OVERSIGHT & IMPLEMENTATION OF 2015 MARKETING/ADVERTISING BUDGET:**

Social media programming/email marketing campaign oversight:	\$40/hr.
Website Updating/Programming	\$50/hr.
Graphic Design/Brand Identity deliverables	\$60/hr.
Consulting/Strategic Planning:	\$70/hr.

SERVICE FEES/EXPENSES |

CONTRACT NOT TO EXCEED (NTE): **\$6,000 total professional service fees***

**TOTAL marketing budget for 2015 not yet defined. The above fee indicates the project management fees associated with this agreement and will be amended once a budget is finalized.*

TERMS |

The term of this contract will commence on January 1, 2015 and expire December 31, 2015. Either party may terminate this agreement upon 30 days written notice. If the agreement is terminated, the Client will be responsible to pay RSD for expenses incurred up to the termination date.

After the expiration of the initial agreement terms noted above, this Agreement shall automatically renew on a month-by-month basis, unless one party notifies the other party, in writing, if its intent not to renew this Agreement.

OWNERSHIP OF ARTOWRK |

The material transferred can be used only for the purposes stated below. All other use(s) and modifications(s) is (are) prohibited. All rights not transferred remain the property of RSD.

All materials produced for MANISTEE BLACKER AIRPORT AUTHORITY is available for unrestricted use in the contracted/final delivered state

BILLING |

The Client will be responsible for all pre-approved media expenses. All creative, consulting services, and production services/materials will be outlined to the client during the monthly reporting period. All RSD invoices are due on receipt.

PROJECT ACCEPTANCE PROCEDURES |

CONTRACT 1317-03

Client: Manistee County Blacker Airport

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RSD shall designate Brandon Jensen, Owner and the Client shall designate Barry Lind, Airport Manager as the only designated persons who will send and accept all deliverables and receive and make all communications between RSD and the Client. Neither party shall have any obligation to consider for approval or respond to materials submitted other than through the designated persons listed above. Each party has the right to change its designated person if mutually agreed upon.

ACCEPTANCE OF TERMS |

The signature of both parties shall evidence acceptance of these terms and all associated content contained in this agreement:

Manistee Blacker Airport Authority:

Date:

Paul Schulert, Board Chairperson

RIGHTside design, LLC

Date:

Brandon Jensen, Owner
