

DRAFT

MINUTES

Monday, June 15, 2015
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Paul Schulert, Chairperson; Brook Shafer, Vice-Chairperson; Doug Bell; Mark Bergstrom (arrived at 10:10 A.M.); Alan Marshall; Dale Picardat; and Thom Smith

Members Absent: None

Others Present: Barry Lind, Airport Manager; Joe Verlin, Gabridge & Co. (left at 10:15 A.M.); Member of the Public; Justine McGuire, Manistee News Advocate (arrived at 10:05 A.M.); Tamara Buswinka, Alliance for Economic Success (arrived at 10:55 A.M.); 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. Shafer, supported by Mr. Picardat, to approve the meeting agenda as presented. Motion carried by unanimous vote.

Mr. Schulert introduced Mr. Bell, who was recently appointed to the Airport Authority, and welcomed him.

The member of the public who was at the meeting stated that he lives along the side of the airport property on River Road. He wanted to make sure that the Airport Authority doesn't intend to purchase his property since he recently saw an article in the Manistee News Advocate that mentioned purchasing land. The Authority explained that this was in reference to the property to the east of the airport at the end of the runway. He also expressed concern regarding the tall grass along the airport fence. He stated that it causes there to be more mosquitos, and Mr. Lind stated that they will mow a bit along the fence line by the houses.

Mr. Verlin reviewed the FY 2013/14 audit report, which was very positive. He did note that it would be good to have a larger cash flow buffer, and that the OMB (Office of Management and Budget) has issued new internal control requirements. Since the audit was not available for review prior to the meeting, the Authority chose to consider approval of the audit report at next month's meeting.

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, May 18, 2015.

There was a motion by Mr. Smith, supported by Mr. Shafer, to approve the Airport Authority regular meeting minutes of Monday, May 18, 2015, as presented. Motion carried by unanimous vote.

The Authority next reviewed the May 2015 Accounts Payable Report (APPENDIX A). Mr. Lind noted that the payment to ARFF Specialists, LLC, was for airport rescue and firefighting training, and that most of the cost will be covered by grants. The payment to Manistee National was for representation at a travel show in Chicago in January.

There was a motion by Mr. Smith, supported by Mr. Picardat, to approve the May 2015 Accounts Payable Reports and authorize payment of the outstanding invoices totaling \$33,608.20.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority also reviewed the May 2015 Financial Statement (APPENDIX B), which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Passenger Facility Charges collected.

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the May 2015 Financial Statement. Motion carried by unanimous vote.

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

The Executive Committee will meet later today.

The Budget Committee met on June 1, 2015, to continue reviewing the draft budget and also review the 5 year (APPENDIX D) and 10 year plans. They would like the Airport Authority to vote on the tentative FY 2015/16 budget at next month's meeting.

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

Perfect Fence, the company selected to fix the damaged fence, would like to renegotiate their bid now that they have actually seen the fence.

Mr. Lind met with Mr. Kaminski, Manistee County Controller/Administrator, on June 12, 2015, and they discussed the next steps regarding the FAA grant sponsor issues. Bob Buchanon with Law Weathers will talk with Ford Stone, County Prosecuting Attorney. Three documents will be discussed at the County's Ways & Means Committee meeting on July 1st, at the Airport Authority meeting on July 20th, and then at the County Board of Commissioners meeting on July 21st.

The contractor of the 2014 construction projects is still working on his justification for the delays, which is holding up the final paperwork to wrap up the projects. The lien that was filed is not valid, and the lawyer admitted the lien was not filed in a timely manner and was submitted to everyone listed on the project.

Mr. Lind stated that a proposal has been received from Public Charters regarding the hangar expansion/door repair project. Mr. Lind recommended that the Airport Authority be involved in these negotiations. Mr. Schulert appointed himself, Mr. Picardat, and Mr. Shafer to the Hangar Expansion Committee.

Overall, air service continues to be good. Although there were 12 delays in May, most were weather related and less than 30 minutes. Pellston bookings were slow for the first weekend of service, but better for the second weekend (4th of July weekend). A Pellston service marketing plan is being executed.

Manistee's marketing plan for the second half of FY 2015 is being reworked. Mr. Lind is still waiting for the 2015 State Airport Awareness Grant to arrive in the mail, which should happen any day, but no funds can be spent until the grant agreement is executed. After discussion,

There was a motion by Mr. Schulert, supported by Mr. Marshall, to approve the 2015 State Airport Awareness Grant, and to authorize the Airport Authority Chair to execute the agreement, pending legal approval.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

Since the final draft of the Airport Authority's Strategic Plan was not available for review prior to the meeting, the Airport Authority will consider approval of the Strategic Plan at next month's meeting.

Ms. McGuire stated that she will be moving to Holland, Michigan, to start a new job, but it has been her pleasure working with the Airport Authority through the Manistee News Advocate.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 11:15 A.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

MAY 2015 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ -
	A T & T	\$ 47.29
	MICHCON (DTE ENERGY)	\$ 230.30
	MIKA MEYERS BECKETT & JONES	\$ -
	LAW WEATHERS	\$ -
	ACE HARDWARE	\$ 89.43
	FASTENAL	\$ -
	WEST COAST FARM SERVICE	\$ 95.00
	DIRECT TV	\$ -
	NAPA AUTO PARTS	\$ 524.34
	PIPER MCCREDIE AGENCY	\$ -
	ARFF SPECIALISTS, LLC	\$ 5,900.00
	APPICELLI SALES & SERVICE	\$ 65.00
	GRAND RENTAL STATION	\$ 379.95
	PRIMARY AIRPORT SERVICES	\$ -
	MANISTEE FORD	\$ 1,413.98
	TOTAL	\$ 12,145.29
	ADVERTISING INVOICES	
	MANISTEE NATIONAL	\$ 1,250.00
	THE PIONEER GROUP	\$ -
	RIGHTSIDE DESIGN, LLC	\$ -
	WKLA RADIO	\$ -
	MIDWESTERN BROADCASTING (WTCM RADIO)	\$ -
	ORCHARD BEACH AVIATION	\$ 481.91
	TOTAL	\$ 1,731.91
	ORCHARD BEACH AVIATION	\$ 19,731.00
	REGULAR HOURS 341 @ 16.50	5,626.50
	MAINTENANCE HOURS 113 @ 16.50	1,864.50
	PART 139 LABOR	12,200.00
	INTERNET	40.00
	GRAND TOTAL	\$ 33,608.20

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

MAY 2015 REVENUE & EXPENSES

BUDGET REMAINING

INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$
FEDERAL GRANT - AEAS	\$ -	\$ 166,924.00	\$ 1,217,544.00	\$ 2,300,000.00	\$ 1,082,456.00
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 17,460.00	\$ 31,000.00	\$ 13,540.00
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 147,056.80	\$ 211,138.00	\$ 64,081.20
LANDING FEES - GENERAL AVIATION	\$ 36.00	\$ 72.00	\$ 225.00	\$ 1,000.00	\$ 775.00
AUTO RENTAL SPACE	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 8,520.00	\$ 12,780.00	\$ 4,260.00
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 76,664.00	\$ 115,000.00	\$ 38,336.00
STATE REIMB-MARKETING	\$ -	\$ 6,138.72	\$ 6,138.72	\$ 25,000.00	\$ 18,861.28
PASSENGER FACILITY CHARGES	\$ -	\$ 2,056.50	\$ 18,004.50	\$ 24,000.00	\$ 5,995.50
FUEL SALES	\$ 566.03	\$ 825.00	\$ 4,558.23	\$ 10,000.00	\$ 5,441.77
SIGN LEASE	\$ 2,600.00	\$ 200.00	\$ 2,800.00	\$ 4,000.00	\$ 1,200.00
MISCELLANEOUS	\$ -	\$ 10.00	\$ 1,700.34	\$ 6,000.00	\$ 4,299.66

TOTAL INCOME	\$ 34,332.13	\$ 207,356.32	\$ 1,500,671.59	\$ 2,746,418.00	\$ 1,245,746.41
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EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$ -	\$ 166,924.00	\$ 1,217,544.00	\$ 2,300,000.00	\$ 1,082,456.00
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 27,200.00	\$ 42,000.00	\$ 14,800.00
PERSONNEL - OP & MAINT	\$ 18,420.50	\$ 19,691.00	\$ 150,952.75	\$ 240,000.00	\$ 89,047.25
DUES & FEES	\$ -	\$ -	\$ 400.00	\$ 1,000.00	\$ 600.00
SUPPLIES	\$ 109.88	\$ -	\$ 1,345.43	\$ 2,000.00	\$ 654.57
UTILITIES	\$ 4,766.92	\$ 270.30	\$ 23,708.60	\$ 28,000.00	\$ 4,291.40
FUEL	\$ -	\$ -	\$ 5,162.95	\$ 9,000.00	\$ 3,837.05
REPAIRS & MAINTENANCE	\$ 884.08	\$ 2,567.70	\$ 9,499.91	\$ 17,000.00	\$ 7,500.09
CONTRACTED SERVICES	\$ 251.84	\$ -	\$ 803.39	\$ 1,200.00	\$ 396.61
LEGAL	\$ 1,779.40	\$ -	\$ 6,159.10	\$ 6,000.00	\$ (159.10)
AUDIT	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 3,000.00	\$ (150.00)
ADVERTISING	\$ 4,377.10	\$ 1,731.91	\$ 25,111.50	\$ 35,000.00	\$ 9,888.50
TELEPHONE	\$ 48.30	\$ 47.29	\$ 336.05	\$ 500.00	\$ 163.95
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
INSURANCE	\$ -	\$ -	\$ 23,668.51	\$ 22,000.00	\$ (1,668.51)
TRAINING (FIRE FIGHTER)	\$ -	\$ 5,900.00	\$ 5,900.00	\$ 5,000.00	\$ (900.00)
EQUIPMENT	\$ -	\$ -	\$ -	\$ 6,218.00	\$ 6,218.00
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
PFC EXPENSES	\$ -	\$ -	\$ 6,800.00	\$ 24,000.00	\$ 17,200.00
MISCELLANEOUS	\$ -	\$ -	\$ 2,492.67	\$ 1,000.00	\$ (1,492.67)

	\$ 37,188.02	\$ 200,532.20	\$ 1,510,234.86	\$ 2,746,418.00	\$ 1,236,183.14
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EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ 6,824.12	\$ (9,563.27)
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BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 05/01/2015	\$ (117,132.44)
MAY RECEIPTS	\$ 186,622.75
APRIL DISBURSEMENTS	\$ (37,188.02)

\$ 32,302.29

MANISTEE COUNTY BLACKER AIRPORT

MAY 2015 BALANCE SHEET

ASSETS	5/31/2015	4/30/2015
CASH	\$ 32,302.29	\$ (117,132.44)
CASH - PFC ACCOUNT	\$ 78,872.69	\$ 76,816.19
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 91,910.50	\$ 73,528.40
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 1,437.00	\$ 1,142.03
TOTAL ASSETS	\$ 254,522.48	\$ 84,354.18

LIABILITIES	5/31/2015	4/30/2015
ACCOUNTS PAYABLE - TRADE	\$ 200,532.20	\$ 37,188.02
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -

TOTAL LIABILITIES	\$ 200,532.20	\$ 37,188.02
FUND BALANCE	\$ 53,990.28	\$ 47,166.16

TOTAL LIABILITIES AND FUND BALANCE	\$ 254,522.48	\$ 84,354.18
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 05/31/2015	\$ 6,824.12
STATE OF MICHIGAN (PARKING LOT & T-HANGERS)	\$ 124,616.23
CONSUMERS ENERGY	\$ (7,625.00)
STATE OF MICHIGAN (PARKING LOT & T-HANGERS)	\$ (313.50)
TRANSFER OF PUBLIC IMPROVEMENT FUNDS	\$ 313.50
MANISTEE COUNTY ROAD COMMISSION	\$ 683.39
STATE OF MICHIGAN (RAMP AREAS)	\$ (817.71)
J RANCK ELECTRIC	\$ (4,363.00)
STATE OF MICHIGAN	\$ (4,400.00)
STATE OF MICHIGAN (TAXIWAY)	\$ (22,740.00)
STATE OF MICHIGAN (T-HANGAR ETC.)	\$ 38.92
JOHNSON DIVERSIFIED SERVICES	\$ 279.86
PFC FUNDS AVAILABLE	\$ (6,800.00)
	\$ 78,872.69

AUTO RENTAL REVENUE BY COMPANY THROUGH 05/31/2015

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

ORCHARD BEACH AVIATION

May 2015

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$825.00	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$72.00	(4 @ \$18)
TOTAL	\$1437.00	

FUEL SALES MAY 2015

100LL 1445.5 Gal

JET 5502.0 Gal

TOTAL 6947.5 Gal

General 1894.6 Gal @ .15 = \$284.19

PublicCharters 1000.0 Gal @ .15 = \$150.00

PublicCharters 3101.8 Gal @ .08 = \$248.14

PublicCharters 0.0 Gal @ .02 = \$0.00

Orchard Beach 951.1 Gal @ .15 = \$142.67

Orchard Beach 0.0 Gal @ .08 = \$0.00

DIESEL FUEL 0.0 Gal @ \$3.30 = \$0.00

MBL 5 Year Capital Improvement Plan Non-FAA Projects

	Project	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
1	10 Year Fuel Farm Cleaning	9K				
2	Sidewalk Repairs	2K				
3	Paint Roof – Old T-Hangers		10K			
4	Airline Hanger Expansion		100K			
5	Paint Walls – Old T-Hangers		10K			
6	Upgrade Floors – Old T-Hangers		10K	5K		
7	Upgrade Doors – Old T-Hangers		10K	15K		
8	Fuel Farm ATA103 Upgrades			32K	20K	
9	Riding Mower			6K		
10	Brush Hog Mower					16K
	Other					
	Federal Grant Match	0K	11K	23K	11K	2K

APPENDIX D

July Travel as of 6/14/15

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	393 WN	479 AA	388 AA	380 UA
Boston (BOS)	461 WN	555 AA	334 DL	383 UA
Chicago (MDW or ORD)	149 P1	430 AA	318 AA	159 UA
Dallas (DFW)	437 WN	451 DL	321 AA	373 UA
Denver (DEN)	521 WN	600 DL	455 UA	477 UA
Houston (HOU)	504 WN	473 DL	406 DL	371 UA
Kansas City (MCI)	390 WN	449 DL	395 AA	371 UA
Las Vegas (LAS)	604 WN	526 DL	469 AA	441 UA
Los Angeles (LAX)	644 WN	554 UA	437 UA	399 UA
Minneapolis (MSP)	461 DL	456 DL	418 UA	380 UA
New York Area (NYC)	538 WN	368 DL	288 DL	302 UA
Orlando (MCO)	391 WN	342 DL	309 DL	392 UA
Philadelphia (PHL)	515 WN	468 AA	322 DL	349 UA
Phoenix (PHX)	603 WN	437 DL	407 DL	503 UA
Portland (PDX)	735 WN	730 UA	640 UA	585 UA
San Diego (SAN)	627 WN	468 DL	467 DL	516 UA
San Francisco (SFO)	635 WN	625 DL	561 UA	511 UA
Seattle (SEA)	790 WN	625 AA	589 AA	535 UA
St Louis (STL)	395 WN	268 DL	238 DL	269 UA
Washington DC Area (WA)	413 DL	312 DL	242 DL	297 UA

Average Fare	\$510.30	\$480.80	\$400.20	\$399.65
Change from last month	\$60.55	\$79.70	\$39.70	\$35.55
Change from two months	\$102.25	\$119.90	\$76.75	\$44.05
Fares Pulled 6/14/15 for travel 07/21/15 - 07/27/15				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	393 WN	519 AA	442 AA	415 UA
Boston (BOS)	461 WN	595 AA	388 DL	418 UA
Chicago (MDW or ORD)	149 P1	470 AA	372 AA	194 UA
Dallas (DFW)	437 WN	491 DL	375 AA	408 UA
Denver (DEN)	521 WN	640 DL	509 UA	512 UA
Houston (HOU)	504 WN	513 DL	460 DL	406 UA
Kansas City (MCI)	390 WN	489 DL	449 AA	406 UA
Las Vegas (LAS)	604 WN	566 DL	523 AA	476 UA
Los Angeles (LAX)	644 WN	594 UA	491 UA	434 UA
Minneapolis (MSP)	461 DL	496 DL	472 UA	415 UA
New York Area (NYC)	538 WN	408 DL	342 DL	337 UA
Orlando (MCO)	391 WN	382 DL	363 DL	427 UA
Philadelphia (PHL)	515 WN	508 AA	376 DL	384 UA
Phoenix (PHX)	603 WN	477 DL	461 DL	538 UA
Portland (PDX)	735 WN	770 UA	694 UA	620 UA
San Diego (SAN)	627 WN	508 DL	521 DL	551 UA
San Francisco (SFO)	635 WN	665 DL	615 UA	546 UA
Seattle (SEA)	790 WN	665 AA	643 AA	570 UA
St Louis (STL)	395 WN	308 DL	292 DL	304 UA
Washington DC Area (WA)	413 DL	352 DL	296 DL	332 UA

Average Fare	\$510.30	\$520.80	\$454.20	\$434.65
Change from last month	\$60.55	\$79.70	\$39.70	\$35.55
Change from two months	\$102.25	\$119.90	\$76.75	\$44.05

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

	2010		2011		2012		2013		2014		2015	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	GL 212/145	357	GL 201/169	370	F9 523/366	889	134/126	260	161/107	268	188/162	350
Feb	196/150	346	202/194	396	462/431	893	128/120	248	136/124	260	207/191	398
Mar	216/231	447	225/215	440	112/176	288	162/173	335	191/175	366	217/216	433
Apr	272/255	527	<small>GL 147/171 F9 488/389</small>	1193	0/0	0	158/158	316	194/218	412	240/254	494
May	263/302	565	1454/1525	2979	P1 71/58	129	189/189	378	251/255	506	354/364	718
Jun	311/366	677	1206/1342	2548	234/250	484	239/288	527	346/405	751		
Jul	521/551	1072	1595/1568	3163	465/467	932	421/409	830	653/659	1312		
Aug	482/395	877	1833/1567	3400	497/500	997	391/413	804	663/685	1348		
Sep	240/233	473	1332/1234	2566	362/297	659	248/237	485	391/312	703		
Oct	270/246	516	1024/1004	2028	150/149	299	229/215	444	338/335	673		
Nov	236/242	478	722/715	1437	36/33	69	168/198	366	275/266	541		
Dec	194/235	429	674/798	1472	131/138	269	197/200	397	295/293	588		
Total		6764		21992		5908		5390		7728		

Ontime Performance

	2010		2011		2012		2013		2014		2015	
	Cancel/Delay	Ontime										
Jan	23%/22%	55%	15%/38%	48%	12%/8%	80%	0%/15%	85%	0%/14%	86%	2%/27%	71%
Feb	13%/32%	55%	15%/28%	58%	6%/11%	83%	6%/16%	78%	9%/3%	88%	9%/9%	82%
Mar	11%/19%	70%	21%/19%	60%	14%/8%	78%	0%/0%	100%	0%/7%	93%	0%/9%	91%
Apr	13%/17%	70%	***	***	***	***	0%/3%	97%	0%/4%	96%	3%/5%	92%
May	12%/10%	78%	3%/25%	72%	0%/10%	90%	0%/6%	94%	0%/4%	96%	0%/18%	82%
Jun	6%/26%	68%	6%/20%	74%	0%/6%	94%	0%/3%	97%	0%/15%	85%		
Jul	5%/19%	76%	0%/37%	63%	0%/7%	93%	0%/19%	81%	1%/20%	79%		
Aug	4%/5%	91%	0%/36%	64%	0%/8%	92%	2%/16%	82%	1%/19%	80%		
Sep	18%/16%	66%	0%/23%	77%	0%/5%	95%	0%/0%	100%	0%/15%	85%		
Oct	15%/13%	72%	1%/5%	94%	0%/22%	78%	0%/9%	91%	0%/18%	82%		
Nov	16%/16%	68%	2%/11%	87%	0%/5%	95%	6%/6%	88%	2%/19%	79%		
Dec	32%/25%	43%	2%/15%	83%	0%/11%	89%	3%/19%	78%	0%/15%	85%		

APPENDIX F