

DRAFT

## MINUTES

Monday, August 17, 2015  
10:00 A.M.

Manistee County Blacker Airport  
Conference Room

**Members Present:** Brook Shafer, Vice-Chairperson; Doug Bell; Mark Bergstrom; Alan Marshall; Dale Picardat; and Thom Smith

**Members Absent:** Paul Schulert

**Others Present:** Barry Lind, Airport Manager; Dylan Savela, Manistee News Advocate; and Rachel Nelson, Airport Authority Secretary

Brook Shafer, Vice-Chairperson, called the meeting to order at 10:00 A.M. Roll was taken by the Secretary.

**There was a motion by Mr. Smith, supported by Mr. Bergstrom, to approve the meeting agenda as presented. Motion carried by unanimous vote.**

There was no public comment.

The Vice-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, July 20, 2015.

**There was a motion by Mr. Picardat, supported by Mr. Smith, to approve the Airport Authority regular meeting minutes of Monday, July 20, 2015, as presented. Motion carried by unanimous vote.**

The Treasurer's Report was not provided due to the absence of the Airport Treasurer.

The Budget Committee reminded the Airport Authority members that they were previously provided with a copy of the tentative FY 2015/16 budget. They would like the budget to be approved at next month's meeting.

The Hangar Expansion Committee met and is recommending that the Airport Authority approach the County for a \$100,000 loan to expand the hangar. The Committee and Mr. Lind feel that this is the best financing option. Public Charters has agreed in principle to lease the hangar as long as they provide service at the airport. After discussion,

**There was a motion by Mr. Smith, supported by Mr. Picardat, to formally approach Manistee County in an effort to obtain a \$100,000 loan to make hangar improvements (APPENDIX A).**

**A roll call vote was taken:**

**Yeas: 6 (Shafer; Bell; Bergstrom; Marshall; Picardat; Smith)**

**Nays: 0**

**Absent: 1 (Schulert)**

**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 September 2015

(APPENDIX B). Mr. Lind presented information on airplane passenger numbers for 2015 as well as the previous five years (APPENDIX C). Mr. Lind noted that the delays were mostly around 30 minutes and due to delays with the Pellston service, which then effected the entire day.

Mr. Lind still doesn't know when Perfect Fence will come to repair the damaged fence, but it needs to be done by December.

Mr. Lind reminded the Authority members that the fall Michigan Association of Airport Executives (MAAE) conference will be held September 14-18, 2015, at Crystal Mountain. He provided the schedule with stars next to the sessions that would be of most interest to Airport Authority members (APPENDIX D).

Mr. Lind stated that he attended the County Board of Commissioners' meeting on July 21, 2015, regarding the FAA Grant/Sponsor issue. Ford Stone, the County's Prosecuting Attorney, had some questions, so no formal action was taken, but the County did agree in principle that things are moving in a good direction. The packet of information was submitted to the FAA for feedback. If there is no resolution by April 2016, losing funds becomes a concern.

Mr. Lind stated that there was no update regarding the final paperwork for the 2014 construction projects, although MDOT is beginning to push for closure. The contractor is currently holding things up.

Overall, airline service continues to be good. Pellston accounted for about 25% of passengers for July. Today is the last day for the Pellston service, which was planned to only be offered during the peak of summer to minimize risk. August passenger numbers are in line with projections, however, September and October look weak.

The State marketing grant, which was approved by the Airport Authority in June, was executed after George Saylor's review. Therefore, a summer TV campaign is in progress. The State approved the proposed uses of grant dollars, which originally had stated that no dollars could be spent on social media or digital advertising.

"Under the Radar" was in Manistee on August 13, 2015, and filmed a spot about Orchard Beach Aviation's scenic tours.

The annual FAA Part 139 airport inspection occurred on August 3<sup>rd</sup> and 4<sup>th</sup>. It went well with fewer discrepancies this year than in recent years. There were a few recommendations that will adjust the 10 year capital improvement plan. Mr. Lind provided the Letter of Correction and Safety Recommendations (APPENDIX E).

Mr. Lind has assigned one of his staff members to handle the billboard contracts and progress is being made. Mr. Lind will focus on the tree cutting now since the FAA inspection is complete.

Mr. Lind reminded the Authority that Mr. Schulert would like the Airport Authority to follow through with the newly adopted Strategic Plan. Mr. Kaminski is working on scheduling a time for Mr. Lind to present the Strategic Plan to the County Board.

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

Respectfully submitted,

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Rachel Nelson, Airport Authority Secretary

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# Manistee County Blacker Airport Authority

2323 Airport Road • Manistee, Michigan 49660 • (231) 723-4351

August 17, 2015

Tom Kaminski  
Manistee County Controller/Administrator  
415 Third Street  
Manistee, MI 49660

Dear Mr. Kaminski,

Per your request, this correspondence provides details and background with regards to the request being made by the Manistee Blacker Airport Authority for a \$100,000 loan from the County of Manistee to the Airport Authority.

The requested loan is for repair and expansion of an existing hanger at the airport. The loan request of \$100,000 is for a period of 10 years to be paid back by the Airport Authority with monthly or yearly payments. The Airport Authority intends to use the lease payments from the expanded hanger to pay back the loan along with other funds if necessary.

The Airport Authority owns an aircraft hanger that was originally built and used by the American Boxboard Company, hereafter referred to as the "Box Hanger". Approximately two years ago the hanger door on this building was severely damaged. The door control mechanisms on this hanger had no modern safety controls and through user error the door opening mechanism caused the door to be destroyed and the hanger to be unusable.

A claim was submitted to the insurance company for the repair/replacement of the door. After a significant time working with the insurance company getting quotes on the cost of repairs, the insurance company agreed to pay for the repairs totaling about \$40,000.

As the insurance claims process was proceeding, the company with the contract to provide air service at Manistee (Public Charters, Inc.) expressed a desire to have a hanger large enough to be able to accommodate the passenger aircraft during the winter months. Having the ability to hanger the aircraft during the winter would allow for more reliable airline service by keeping the aircraft out of the elements (snow and ice) and provide a space for maintenance.

At the current time, there is no hanger large enough at the Manistee County Blacker Airport to house the airline's aircraft. However the Box Hanger (being the largest hanger the Airport Authority owns) is

wide enough, but not long or tall enough.

As a result of the above events the Airport Authority requested cost estimates for different options on how to move forward and address the door repairs as well as the needs of the airline and potential future needs as well. As a result a set of four options were proposed:

1. Repair the door and not accommodate the airline. Cost \$40,000
2. Add a 20ft extension onto the existing building with a higher door. Cost \$125,000
3. Tear down the existing structure and replace, equivalent in size to option 2 (62'x60'). Cost \$250,000 - \$290,000
4. Tear down the existing structure and replace, larger than option 2 (72'x70') but with possibility for more future uses. Cost \$315,000 - \$360,000

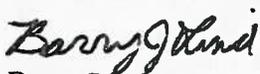
(Options 3 and 4 had add-ons for insulation and heat if desired)

The Airport Authority committee overseeing this project desired to go with option 4 as it best met the long term needs of the airport assuming a funding plan could be found.

Public Charters, the airline, was approached with the above options to see what their level of interest was in jointly participating with the airport on this project. The airline's response was that they would work with the airport on option 2, but were not interested in other options. Public Charters was then asked to submit a plan as to how they would financially participate in option 2.

After reviewing Public Charters plan, the Airport Authority committee decided that it would be better for the airport to proceed with option 2, but having the County finance the project and the airport to pay it back with revenue from leasing the Box Hanger to the airline.

Sincerely,



Barry Lind

Airport Director

Manistee County Blacker Airport

# APPENDIX B

## September Travel as of 8/14/15

### Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	289 WN	388 AA	332 AA	401 UA
Boston (BOS)	334 WN	234 DL	293 AA	319 UA
Chicago (MDW or ORD)	165 P1	283 UA	283 AA	328 UA
Dallas (DFW)	335 WN	352 DL	279 AA	264 UA
Denver (DEN)	379 DL	453 UA	263 AA	291 UA
Houston (HOU)	349 DL	390 AA	353 UA	401 UA
Kansas City (MCI)	345 DL	414 AA	332 AA	359 UA
Las Vegas (LAS)	510 DL	394 AA	344 AA	379 UA
Los Angeles (LAX)	401 WN	398 AA	362 AA	397 UA
Minneapolis (MSP)	319 WN	381 DL	369 DL	419 UA
New York Area (NYC)	298 WN	288 DL	245 UA	283 UA
Orlando (MCO)	349 DL	264 DL	184 DL	270 UA
Philadelphia (PHL)	329 DL	428 AA	302 DL	317 UA
Phoenix (PHX)	369 DL	370 AA	344 DL	453 UA
Portland (PDX)	535 WN	472 AA	424 AA	471 UA
San Diego (SAN)	546 WN	410 DL	362 DL	517 UA
San Francisco (SFO)	479 DL	390 AA	358 DL	465 UA
Seattle (SEA)	565 WN	466 UA	386 AA	503 UA
St Louis (STL)	377 DL	240 UA	188 DL	223 UA
Washington DC Area (WA)	291 WN	264 DL	184 DL	185 UA

Average Fare	\$378.20	\$363.95	\$309.35	\$362.25
Change from last month	-\$13.65	-\$16.80	-\$26.35	\$55.80
Change from two months	-\$71.55	-\$37.15	-\$51.15	-\$1.85
Fares Pulled 7/20/15 for travel 08/19/15 - 08/26/15				

### Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	289 WN	428 AA	386 AA	436 UA
Boston (BOS)	334 WN	274 DL	347 AA	354 UA
Chicago (MDW or ORD)	165 P1	323 UA	337 AA	363 UA
Dallas (DFW)	335 WN	392 DL	333 AA	299 UA
Denver (DEN)	379 DL	493 UA	317 AA	326 UA
Houston (HOU)	349 DL	430 AA	407 UA	436 UA
Kansas City (MCI)	345 DL	454 AA	386 AA	394 UA
Las Vegas (LAS)	510 DL	434 AA	398 AA	414 UA
Los Angeles (LAX)	401 WN	438 AA	416 AA	432 UA
Minneapolis (MSP)	319 WN	421 DL	423 DL	454 UA
New York Area (NYC)	298 WN	328 DL	299 UA	318 UA
Orlando (MCO)	349 DL	304 DL	238 DL	305 UA
Philadelphia (PHL)	329 DL	468 AA	356 DL	352 UA
Phoenix (PHX)	369 DL	410 AA	398 DL	488 UA
Portland (PDX)	535 WN	512 AA	478 AA	506 UA
San Diego (SAN)	546 WN	450 DL	416 DL	552 UA
San Francisco (SFO)	479 DL	430 AA	412 DL	500 UA
Seattle (SEA)	565 WN	506 UA	440 AA	538 UA
St Louis (STL)	377 DL	280 UA	242 DL	258 UA
Washington DC Area (WA)	291 WN	304 DL	238 DL	220 UA

Average Fare	\$378.20	\$403.95	\$363.35	\$397.25
Change from last month	-\$13.65	-\$16.80	-\$26.35	\$55.80
Change from two months	-\$71.55	-\$37.15	-\$51.15	-\$1.85

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	GL 147/171 F9 488/389	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	418/494	912
Jul	521/551	1072	1595/1568	3163	465/467	932	421/409	830	653/659	1312	<b>1016/1050</b>	<b>2066</b>
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	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%	0%/13%	87%
Jul	5%/19%	76%	0%/37%	63%	0%/7%	93%	0%/19%	81%	1%/20%	79%	<b>0%/32%</b>	<b>68%</b>
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%		

conference at a glance

**Monday, September 14**

- 3:00-5:00 MAAE Board Meeting
- 8:00-10:00 Hospitality Suite

**Tuesday, September 15**

- 7:30-9:00 Continental Breakfast
- 8:30-9:30 MAAE Committee Meetings
- \* 9:30-10:30 MDOT Aero Update
- 10:30-10:45 Break with Exhibitors
- \* 10:45-11:45 FAA Update
- 12:00-1:30 Lunch – Tom Ulrich, National Park Service: Sleeping Bear Dunes National Lake Shore
- 1:45-3:00 Drones at an Airport Near You! Jonathon Freye, Aerius Flight
- 3:00-3:30 Break with Exhibitors
- 3:30-4:30 Wildlife Management Techniques
- 5:00-6:30 Reception with Exhibitors
- 6:30-9:00 Consultant Event

**Wednesday, September 16**

- 7:30-9:00 Continental Breakfast
  - \* 8:15-9:15 Revenue Generation at GA Airports – Aviation Mgmt. Consulting Group
- Are you looking for new sources of revenue at your general aviation airport? Are you interested in knowing what others are doing to generate aeronautical "and" non-aeronautical revenue at GA airports? During this session, some practical "and" innovative ideas for generating revenue at GA airports will be discussed.*
- \* 9:15-10:15 Why a Master Plan or ALP?
  - 10:15-10:30 Break with Exhibitors
  - 10:30-12:00 Aeronautics Commission Meeting
  - 12:00-2:00 Lunch – Tom Zoeller, NTSB
  - \* 2:00-4:00 Roundtable Sessions
  - 5:00-9:00 Chair Lift, Ride, BBQ & Entertainment

**Thursday, September 17**

- 8:30-9:45 Past President's Breakfast
- 8:30-10:00 Breakfast Buffet
- 9:00-10:45 Consultant Roundtable
- 10:00-10:45 General Membership Meeting
- 10:45-11:30 Part 77 & Michigan Tall Structures Act
- 12:30 Golf Outing/Canoe Trip
- 6:00-6:30 Reception
- 6:30-9:00 Awards Banquet

**Friday, September 18**

- 8:30-9:30 New President's Breakfast

**MAAE Welcomes Tom Zoeller, NTSB**

THOMAS E. ZOELLER, is currently the Managing Director for the National Transportation Safety Board. Reporting directly to Chairman Christopher Hart, he is responsible for the strategic and tactical management of an agency of over 420 full time staff and an annual appropriated budget of over \$100 million. Previously, he served as Director of the Office of Communications for the NTSB, where he was responsible for the development and coordination of information between the Board members and the Board's overall strategic communications and external advocacy, including Congressional affairs, public affairs, and family assistance.

Beginning with his first job out of law school, he has over 25 years of Federal agency and legislative experience. He was a legislative aide for former U.S. Senator Wendell H. Ford, advising the Senator on transportation and general Federal government issues. He was a principal congressional staff member that helped draft the 1996 FAA reauthorization legislation and the National Voter Registration Act of 1993. Upon Senator Ford's retirement, he joined the FAA as a legislative counsel and later as chief of staff to FAA Administrator Jane Garvey. He went on to become a vice president for regulatory affairs at AAAE, and then President and CEO of the National Air Carrier Association.

Zoeller received his B.A., magna cum laude, in 1984 from The Catholic University of America in Washington, D.C. He obtained his law degree in 1987 from Seton Hall University School of Law in Newark, N.J.

**Spouse Guest Program**

**Tuesday, September 15**

**WINE & CANVAS EVENT** – Learn how to paint a colorful picture under the watchful eye of a professional artist. This interactive 3 hour program will bring out your inner creativity

**Wednesday, September 16**

**COOKING UP ADVENTURES** - Enjoy a tasty competition of culinary creation. Salsa, Salsa, Salsa and A Little Salt on the Rim! Teams are given the essentials and turned loose to create a winning salsa and margarita





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

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

E-2

August 04, 2015

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

Dear Mr. Lind:

### **Safety Recommendations - Manistee Co.-Blacker**

As a result of the Periodic inspection conducted on 8/3/2015 - 8/4/2015 at Manistee Co.-Blacker Airport, the following comments / recommendations are being provided to you for your consideration:

1. Recommend begin planning and budgeting for a new Wildlife Hazard Assessment. The last assessment was conducted 2006-2007. FAA recommends updating any assessment that is more than five years old (CertAlert 09-10).
2. Send formal letters stating the revocation of airfield movement area access and deactivating key cards once persons no longer need access or have not conducted recurrent drivers training.
3. Create a Part 139 calendar to plan for and track Part 139 related activities/reviews.
4. Update the ARFF log sheet, or move to an electronic tracking system, to allow for space to provide notes on air carrier operations and space to document multiple firefighters providing ARFF coverage.
5. While current markings along Taxiway A are acceptable, they are beginning to show signs of wear and reduced reflectivity (centerline, enhanced centerlines, and holding position markings). The airport should inventory markings and plan to repaint prior to winter.

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  
Airport Certification Safety Inspector