

## MINUTES

Monday, October 13, 2008  
12:00 Noon

Manistee County Blacker Airport  
Conference Room

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Members Present: Ervin Kowalski, Chairperson; Charles Brooks, Vice-Chairperson; Dale Picardat; Bob Wilson; Paul Schulert; and Glenn Lottie

Members Absent: Ed Haik

Others Present: Barry Lind, Airport Manager; William House, Assistant Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Authority Treasurer; Scott Adamczak, Community Member; and Rachel Nelson, Airport Authority Secretary

Ervin Kowalski, Chairperson, called the meeting to order at 12:00 P.M. Roll was taken by the Secretary.

Mr. Adamczak stated that he was at the meeting to discuss what property was owned by the Manistee County Blacker Airport Authority and the State of Michigan. There is an access easement between the airport property and Mr. Adamczak's father's property (elk/deer farm) to allow people to access State land. Mr. Adamczak has witnessed people hunting on the easement and airport property. He wanted to clarify the property lines and the Airport Authority's stance on the situation. Mr. Saylor will make sure that there isn't a provision allowing hunting on the easement, but at first glance, he doesn't believe that people have the right to hunt on the easement, and certainly not on the airport property. After discussion,

**There was a motion by Mr. Brooks, supported by Mr. Kowalski to post "No Trespassing" signs on the Manistee County Blacker Airport Authority property and "No Hunting" signs on the access easement, providing that hunting rights were not granted in previous agreements. Motion carried by unanimous vote.**

Mr. Lind and/or Mr. House will notify the DNR and the County Sheriff about the situation with the property.

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, September 8, 2008.

**There was a motion by Mr. Schulert, supported by Mr. Kowalski to approve the Airport Authority regular meeting Minutes of Monday, September 8, 2008, as presented. Motion carried by unanimous vote.**

The Authority next reviewed the September 2008 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the Piper McCredie Agency bill had been paid in February 2008, but was paid from County funds instead of Airport Authority funds - the Accounts Payable Report reflects the correction. The Manistee County payment is for bookkeeping, etc. The Blarney Castle payment is for a fuel delivery. The Gockerman, Wilson, Saylor payment is for two months of service. Mr. Pomeroy asked if the Peckham Engineering payments should be paid from the normal operations budget. Mr. House will look into whether or not PFC money can be used for these payments.

**There was a motion by Mr. Brooks, supported by Mr. Schulert to approve the September 2008, Accounts Payable Report and authorize payment of the**

**outstanding invoices totaling \$37,282.07.**

**A roll call vote was taken:**

**Yeas: 6 (Kowalski; Brooks; Lottie; Schulert; Wilson; Picardat)**

**Nays: 0**

**Absent: 1 (Haik)**

**Motion carried.**

The Authority next reviewed the September 2008 Financial Statement (APPENDIX B) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Public Improvement Fund. It appears that the Airport Authority will be approximately \$24,500 over budget for FY 2007/08. Mr. Pomeroy will have a final year-end report at the November meeting. It was noted that under "Assets" on the Balance Sheet, it should say Great Lakes instead of Midwest Express. Mr. House requested that Mr. Pomeroy add a line to the bottom of the Balance Sheet showing how much money is owed to Manistee County for the fuel farm each month.

**There was a motion by Mr. Wilson, supported by Mr. Lottie to approve the September 2008 Financial Statement. Motion carried by unanimous vote.**

Mr. Lind reported that he has passed the State test to become an Airport Manager. He also mentioned that the free year of maintenance is over on the heating and cooling system and the fire alarms. The Authority should consider purchasing maintenance contracts as some problems should be expected as it is a complex system. A new wireless system has been installed, and next month Mr. Lind will be formally requesting that the Airport Authority cover half of this monthly cost, with Orchard Beach Aviation covering the other half.

Mr. House noted that a walk-behind snowblower that has been used at the airport is actually his father's. This snowblower will not be available for use at the airport this winter, and the Airport Authority may want to consider purchasing one. After discussion,

**There was a motion by Mr. Kowalski, supported by Mr. Brooks to allow up to \$1,500 to be spent on the purchase of a snowblower.**

**Yeas: 5 (Kowalski; Brooks; Schulert; Wilson; Picardat)**

**Nays: 0**

**Absent: 2 (Haik; Lottie)**

**Motion carried.**

Sheets were handed out showing airplane passenger numbers for 2008 as well as the previous year (APPENDIX C), and the Orchard Beach Aviation rent information (APPENDIX D).

With there being no further business to come before the Authority, the meeting was adjourned at approximately 12:50 P.M.

Respectfully submitted,

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Rachel Nelson, Airport Authority Secretary

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(under Board of Commissioners), etc.

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# MANISTEE COUNTY BLACKER AIRPORT

SEPTEMBER 2008 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	WILLIAM HOUSE	\$ 3,000.00
	CONSUMERS ENERGY	\$ 1,561.98
	A T & T	\$ 19.32
	MICHCON (DTE ENERGY)	\$ 23.55
	GOCKERMAN, WILSON, SAYLOR	\$ 1,183.94
	ACE HARDWARE	\$ 111.53
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	BLARNEY CASLTE	\$ 1,659.98
	DIRECT TV	
	EIPPERLE SALES	\$ 9.00
	PECKHAM ENGINEERING, INC.	\$ 1,034.75
	GT PACKAGING JANITORIAL	\$ 191.51
	WAHR HARDWARE	\$ 13.58
	MANISTEE WELDING & PIPING	\$ 62.76
	PIPER MCCREDIE AGENCY	\$ 7,200.00
	MANISTEE COUNTY	\$ 3,858.24
	<b>TOTAL</b>	<b>\$ 19,930.14</b>
	<b>ADVERTISING INVOICES</b>	
	MS CREATIVE SERVICES	\$ -
	<b>TOTAL</b>	<b>\$ -</b>
	<b>ORCHARD BEACH AVIATION</b>	<b>\$ 17,351.93</b>
	REGULAR HOURS                      330 @ 15.00	4,950.00
	MAINTENANCE HOURS                71.5 @ 15.00	1,072.50
	SUPPLIES	50.00
	PART 139 LABOR	11,279.43
	<b>GRAND TOTAL</b>	<b>\$ 37,282.07</b>
	<b>PUBLIC IMPROVEMENT FUND</b>	
	<b>TOTAL PUBLIC IMPROVEMENT FUNDS</b>	<b>\$ -</b>

## MANISTEE COUNTY BLACKER AIRPORT

	SEPTEMBER 2008 REVENUE & EXPENSES		BUDGET REMAINING		0%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
<b>INCOME:</b>					
HANGER RENTAL	\$ 1,375.00	\$ 18,004.80	\$ 16,120.00	\$ (1,884.80)	-12%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 193,448.57	\$ 247,082.00	\$ 53,633.43	22%
LANDING FEES - GENERAL AVIATION	\$ 135.00	\$ 981.00	\$ -	\$ (981.00)	0%
AUTO RENTAL SPACE	\$ 162.88	\$ 5,536.33	\$ 4,200.00	\$ (1,336.33)	-32%
OFFICE RENT	\$ 1,125.00	\$ 13,500.00	\$ 13,500.00	\$ -	0%
COUNTY OF MANISTEE	\$ 6,125.00	\$ 73,500.00	\$ 73,500.00	\$ -	0%
FUEL SALES	\$ 858.24	\$ 6,432.25	\$ 6,500.00	\$ 67.75	1%
SIGN LEASE	\$ -	\$ 3,600.00	\$ 3,400.00	\$ (200.00)	-6%
MISCELLANEOUS	\$ -	\$ 1,619.50	\$ 1,000.00	\$ (619.50)	-62%
<b>TOTAL INCOME</b>	<b>\$ 23,071.36</b>	<b>\$ 316,622.45</b>	<b>\$ 365,302.00</b>	<b>\$ 48,679.55</b>	<b>13%</b>
<b>EXPENSES:</b>					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 36,000.00	\$ 36,000.00	\$ -	0%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 17,351.93	\$ 200,441.47	\$ 206,250.00	\$ 5,808.53	3%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 1,000.00	\$ 630.00	63%
SUPPLIES	\$ 205.09	\$ 2,563.40	\$ 2,500.00	\$ (63.40)	-3%
UTILITIES	\$ 1,585.53	\$ 31,744.78	\$ 23,000.00	\$ (8,744.78)	-38%
FUEL	\$ 1,659.98	\$ 10,250.53	\$ 5,200.00	\$ (5,050.53)	-97%
REPAIRS & MAINTENANCE	\$ 183.29	\$ 5,845.85	\$ 10,000.00	\$ 4,154.15	42%
TERMINAL IMPROVEMENTS	\$ -	\$ 1,875.59	\$ 5,000.00	\$ 3,124.41	62%
CONTRACTED SERVICES	\$ -	\$ 1,988.00	\$ 1,800.00	\$ (188.00)	-10%
LEGAL	\$ 1,183.94	\$ 3,829.05	\$ 5,000.00	\$ 1,170.95	23%
AUDIT	\$ -	\$ 1,450.00	\$ 1,500.00	\$ 50.00	3%
ADVERTISING	\$ -	\$ 117.00	\$ -	\$ (117.00)	0%
TELEPHONE	\$ 19.32	\$ 278.15	\$ 1,200.00	\$ 921.85	77%
INSURANCE	\$ 7,200.00	\$ 25,358.08	\$ 26,000.00	\$ 641.92	2%
TRAINING (FIRE FIGHTER)	\$ -	\$ 8,089.02	\$ 10,000.00	\$ 1,910.98	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	0%
NOTES PAYABLE	\$ 858.24	\$ 6,432.25	\$ 6,500.00	\$ 67.75	1%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ 20,402.00	\$ 20,402.00	100%
MISCELLANEOUS	\$ 1,034.75	\$ 1,504.75	\$ 950.00	\$ (554.75)	-58%
	<b>\$ 37,282.07</b>	<b>\$ 341,137.92</b>	<b>\$ 365,302.00</b>	<b>\$ 24,164.08</b>	<b>7%</b>
<b>EXCESS REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ (14,210.71)</b>	<b>\$ (24,515.47)</b>			
<b>BALANCE ON HAND - AIRPORT FUND</b>					
BEGINNING BALANCE 09/01/08	\$ 97,441.17				
SEPTEMBER RECEIPTS	\$ 4,281.16				
AUGUST DISBURSEMENTS	\$ (25,146.31)				
	<b>\$ 76,576.02</b>				

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# MANISTEE COUNTY BLACKER AIRPORT

## SEPTEMBER 2008 BALANCE SHEET

<b>ASSETS</b>	<b>9/30/2008</b>	<b>8/31/2008</b>
CASH	\$ 76,576.02	\$ 97,441.17
ACCOUNTS RECEIVABLE		
<del>MIDWEST EXPRESS</del> GREAT LAKES	\$ 13,290.24	\$ -
STATE OF MICHIGAN (ADVERTISING)	\$ -	\$ -
MISC.	\$ 1,493.24	\$ 2,468.12
<b>TOTAL ASSETS</b>	<b>\$ 91,359.50</b>	<b>\$ 99,909.29</b>
<b>LIABILITIES</b>		
	<b>9/30/2008</b>	<b>8/31/2008</b>
ACCOUNTS PAYABLE - TRADE	\$ 30,082.07	\$ 25,146.31
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ 450.00	\$ 450.00
<b>TOTAL LIABILITIES</b>	<b>\$ 30,532.07</b>	<b>\$ 25,596.31</b>
<b>FUND BALANCE</b>	<b>\$ 60,827.43</b>	<b>\$ 74,312.98</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 91,359.50</b>	<b>\$ 99,909.29</b>
<b>TOTAL PUBLIC IMPROVEMENT FUNDS AVAILABLE</b>	<b>\$ 128,930.51</b>	<b>\$ 128,930.51</b>
STATE OF MICHIGAN	\$ 3,375.00	\$ 3,375.00
STATE OF MICHIGAN	\$ 124,500.00	\$ 124,500.00
STATE OF MICHIGAN	\$ 2,475.00	\$ 2,475.00
STATE OF MICHIGAN	\$ 2,400.00	\$ 2,400.00
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (36.60)	\$ (36.60)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (8,106.42)	\$ (8,106.42)
STATE OF MICHIGAN (SNOWBLOWER)	\$ 13,138.00	\$ 13,138.00
TULIP CITYAIR (SALE OF OLD SNOWBLOWER)	\$ (32,750.00)	\$ (32,750.00)
<b>PUBLIC IMPROVEMENT FUND - CASH AVAILABLE</b>		<b>\$ 23,935.53</b>
<b>PASSENGER FACILITY CHARGES COLLECTED THROUGH 9/30/2008</b>		<b>\$ 3,324.49</b>

APPENDIX C

PASSENGERS OF GREAT LAKES  
ENPLANED / DEPLANED  
MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
	Midwest	Midwest			
<b>JAN.</b>	210/164 374	234/169 403			
<b>FEB.</b>	198/184 382	215/212 427			
<b>MARCH</b>	224/229 453	213/200 413			
<b>APRIL</b>	183/239 422	18/38 56			
<b>MAY</b>	238/251 489	0/0 0			
		<b>Great Lakes</b>			
<b>JUNE</b>	252/309 561	94/113 207			
<b>JULY</b>	340/348 688	278/301 579			
<b>AUG.</b>	348/305 653	300/293 593			
<b>SEPT.</b>	278/217 495	219/190 409			
<b>OCT.</b>	276/248 524				
<b>NOV.</b>	275/280 555				
<b>DEC.</b>	203/205 408				
<b>TOTAL</b>	<b>3025/2979</b> <b>6004</b>				

ORCHARD BEACH AVIATION

September 2008

## RENT

OFFICE \$325.00

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HANGER \$175.00

FUEL \$858.24

## LANDING FEES

TWIN \$45.00 (5 @ \$9)

JET \$90.00 (5 @ \$18)

TOTAL \$1493.24

100 1670.0 Gal

JET 4051.6 Gal

TOTAL 5721.6 Gal