

MINUTES

Monday, October 19, 2015
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Paul Schulert, Chair; Brook Shafer, Vice-Chair; Doug Bell; Mark Bergstrom (arrived at 10:05 A.M.); Alan Marshall; Dale Picardat; and Thom Smith

Members Absent: None

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

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

There was a motion by Mr. Picardat, supported by Mr. Bell, to approve the meeting agenda as presented. Motion carried by majority vote (Bergstrom absent).

There was no public comment.

The Chair 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, August 17, 2015.

There was a motion by Mr. Marshall, supported by Mr. Smith, to approve the Airport Authority regular meeting minutes of Monday, August 17, 2015, as presented. Motion carried by majority vote (Bergstrom absent).

The Authority next reviewed the July 2015 Accounts Payable Report (APPENDIX A).

There was a motion by Mr. Shafer, supported by Mr. Marshall, to approve the July 2015 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$28,507.43.

A roll call vote was taken:

Yeas: 6 (Schulert; Shafer; Bell; Marshall; Picardat; Smith)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried.

Mr. Bergstrom arrived at the meeting.

The Authority also reviewed the July 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. Smith, supported by Mr. Picardat, to approve the July 2015 Financial Statement. Motion carried by unanimous vote.

The Authority next reviewed the August 2015 Accounts Payable Report (APPENDIX C).

There was a motion by Mr. Shafer, supported by Mr. Smith, to approve the August 2015 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$32,650.73.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority also reviewed the August 2015 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. Shafer, to approve the August 2015 Financial Statement. Motion carried by unanimous vote.

The Authority next reviewed the September 2015 Accounts Payable Report (APPENDIX E). Mr. Lind noted that the Prein & Newhof expense will eventually be reimbursed since it's related to the land acquisition project.

There was a motion by Mr. Smith, supported by Mr. Bell, to approve the September 2015 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$42,645.39.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Authority also reviewed the September 2015 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. Shafer, supported by Mr. Smith, to approve the September 2015 Financial Statement. Motion carried by unanimous vote.

The Orchard Beach Aviation rent information was also provided, as well as fuel sales for July, August, and September (APPENDIX G).

Mr. Lind noted that the FY 2014/15 budget will need to be amended to match the actual revenue and expenses. Mr. Marshall will discuss this with the Treasurer and it will be on the agenda next month.

The Executive Committee met and discussed the Airport Director's contract, the Orchard Beach Aviation contract, and the purchasing policy. The anticipated amounts in the two contracts were budgeted. The Committee would like to update the purchasing policy to allow the Airport Director to spend up to \$3,000 per event, and \$10,000 for an emergency. These documents will be provided prior to the next meeting.

The Budget Committee reminded the Authority that the FY 2015/16 budget (APPENDIX H) had been provided several months ago, but had not yet been voted on.

There was a motion by Mr. Bergstrom, supported by Mr. Smith, to approve the Airport Authority Fiscal Year 2015/16 Budget in the amount of \$2,778,439.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried.

The Bylaws Committee met and the minutes and proposed changes to the bylaws were provided (APPENDIX I). The Committee is recommending that each proposed change be voted on separately 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 November 2015 (APPENDIX J). Mr. Lind presented information on airplane passenger numbers for 2015 as well as the previous five years (APPENDIX K).

Mr. Lind reported that the fence that was damaged by snow has been fixed. Orange snow fencing has been put up to try to prevent future damage, but there are limitations as to where it can be installed since it must be at least 200 feet from the center of the runway.

Mr. Lind attended the fall airports conference on September 14-18, 2015, at Crystal Mountain. Mr. Schulert and Mr. Bell attended some of the sessions. Mr. Lind became aware that there should be an airport zoning ordinance. He is researching whether or not one exists, and if it doesn't, one will need to be created.

Mr. Lind reported that the State Aeronautics Commission released a draft of the State of Michigan Air Service Plan, and it is not favorable to EAS and AEAS airports. Mr. Lind has expressed his concerns to the State regarding this report.

Initial feedback has been received from the FAA regarding the grant/sponsorship issue. The FAA is requesting more documentation on the transfer and clarification on some points. Mr. Lind will be working with legal this week on this issue. If the issue is not resolved by spring, some grant funds could be lost.

The contractor has still not gotten back to the State regarding delays with the 2014 construction projects. A letter was reviewed by Mr. Saylor and sent on October 12, 2015 (APPENDIX L). Mr. Lind added that a broken water line developed recently and was fixed on October 16, 2015.

Mr. Lind stated that the County has approved a \$100,000 loan for the hangar expansion/door repair project. The Hangar Expansion Committee met with Pressell Engineering and is moving forward with a design (estimated \$1,600 cost), which should be received any day now. Once the design is received, Prein & Newhof will process the paperwork to get FAA airspace approval for the project. It could take 2 weeks to 3 months to get FAA approval, but Mr. Lind is still hopeful that construction will occur this year.

Overall, air service continues to be good. October passenger numbers are looking to be lower than last year, and future bookings are weaker than expected. Mr. Lind noted that Public Charters increased the fares, and it might have been enough to discourage bookings.

The summer marketing TV campaign is completed. "Under the Radar" filmed a spot at the airport on August 13, 2015, about Orchard Beach Aviation's scenic tours, and it aired last week. People have called and indicated that they heard about the tours through the show. Pure Michigan also filmed about the scenic tours and recently released "22 Things to do on M-22". It was noted that M-22 was recently named the best fall scenic route by USA Today. Mr. Lind met with Crystal Mountain to kick off this year's cooperative marketing, but noted that transportation continues to be an issue. The airport had a booth at the Manistee Chamber Expo held on October 15, 2015. Mr. Lind has been informed that for the current fiscal year, there will be no state marketing grant dollars available due to continued funding issues with the Office of Aeronautics.

Mr. Lind stated that he is very close to having updated contracts ready for the Authority to review with regards to the billboards.

There was no update regarding the tree cutting.

Mr. Lind noted that the drain field for the septic is bad and the tank will need to be pumped more frequently until a solution is found. Prein & Newhof have contacted the Little River Band of Ottawa Indians to find out the options regarding the sewer line that they're putting in. It appears that the airport will need to negotiate with Manistee Township.

There being no further business to come before the Authority, the meeting was adjourned at 11:20 A.M.

Respectfully Submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

JULY 2015 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,576.67
	A T & T	\$ 24.81
	MICHCON (DTE ENERGY)	\$ 31.75
	MIKA MEYERS BECKETT & JONES	\$ -
	LAW WEATHERS	\$ -
	ACE HARDWARE	\$ -
	FASTENAL	\$ 347.93
	WAHR HARDWARE	\$ 37.06
	DIRECT TV	\$ 101.98
	BLARNEY CASTLE	\$ 332.67
	PIPER MCCREDIE AGENCY	\$ -
	BLUE GLOBES LLC	\$ -
	GALAXY ELECTRIC	\$ -
	ORCHARD BEACH AVIATION	\$ 884.84
	PRIMARY AIRPORT SERVICES	\$ -
	STATE OF MICHIGAN	\$ -
	TOTAL	\$ 6,737.71
	ADVERTISING INVOICES	
	LUDINGTON SCOTTVILLE CHAMBER OF COMMERCE	\$ 250.00
	CADILLAC AREA CHAMBER OF COMMERCE	\$ -
	RIGHTSIDE DESIGN, LLC	
	WKLA RADIO	\$ -
	MIDWESTERN BROADCASTING (WTCM RADIO)	\$ -
	ORCHARD BEACH AVIATION	\$ 1,384.47
	TOTAL	\$ 1,634.47
	ORCHARD BEACH AVIATION	\$ 20,135.25
	REGULAR HOURS	372 @ 16.50 6,138.00
	MAINTENANCE HOURS	106.5 @ 16.50 1,757.25
	PART 139 LABOR	12,200.00
	INTERNET	40.00
	GRAND TOTAL	\$ 28,507.43

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	JULY 2015 REVENUE & EXPENSES			BUDGET REMAINING	
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$
FEDERAL GRANT - AEAS	\$ -	\$ 362,628.00	\$ 1,580,182.00	\$ 2,300,000.00	\$ 719,818.00
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 21,660.00	\$ 31,000.00	\$ 9,340.00
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 183,821.00	\$ 211,138.00	\$ 27,317.00
LANDING FEES - GENERAL AVIATION	\$ 81.00	\$ 225.00	\$ 531.00	\$ 1,000.00	\$ 469.00
AUTO RENTAL SPACE	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 10,650.00	\$ 12,780.00	\$ 2,130.00
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 95,830.00	\$ 115,000.00	\$ 19,170.00
STATE REIMB-MARKETING	\$ -	\$ -	\$ 6,138.72	\$ 25,000.00	\$ 18,861.28
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ 18,004.50	\$ 24,000.00	\$ 5,995.50
FUEL SALES	\$ 1,595.94	\$ 2,515.98	\$ 8,670.15	\$ 10,000.00	\$ 1,329.85
SIGN LEASE	\$ -	\$ -	\$ 2,800.00	\$ 4,000.00	\$ 1,200.00
MISCELLANEOUS	\$ -	\$ -	\$ 1,700.34	\$ 6,000.00	\$ 4,299.66
TOTAL INCOME	\$ 32,807.04	\$ 396,499.08	\$ 1,929,987.71	\$ 2,746,418.00	\$ 816,430.29

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTERS	\$ -	\$ 362,628.00	\$ 1,580,172.00	\$ 2,300,000.00	\$ 719,828.00
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 34,000.00	\$ 42,000.00	\$ 8,000.00
PERSONNEL - OP & MAINT	\$ 20,186.00	\$ 20,095.25	\$ 191,234.00	\$ 240,000.00	\$ 48,766.00
DUES & FEES	\$ -	\$ -	\$ 400.00	\$ 1,000.00	\$ 600.00
SUPPLIES	\$ 386.73	\$ 443.28	\$ 2,177.44	\$ 2,000.00	\$ (177.44)
UTILITIES	\$ 3,004.14	\$ 1,750.40	\$ 28,463.14	\$ 28,000.00	\$ (463.14)
FUEL	\$ -	\$ 332.67	\$ 5,495.62	\$ 9,000.00	\$ 3,504.38
REPAIRS & MAINTENANCE	\$ 3,969.69	\$ 29.90	\$ 13,499.50	\$ 17,000.00	\$ 3,500.50
CONTRACTED SERVICES	\$ -	\$ -	\$ 803.39	\$ 1,200.00	\$ 396.61
LEGAL	\$ 86.00	\$ -	\$ 6,245.10	\$ 6,000.00	\$ (245.10)
AUDIT	\$ -	\$ -	\$ 3,150.00	\$ 3,000.00	\$ (150.00)
ADVERTISING	\$ 2,530.00	\$ 1,634.47	\$ 29,275.97	\$ 35,000.00	\$ 5,724.03
TELEPHONE	\$ 12.89	\$ 24.81	\$ 373.75	\$ 500.00	\$ 126.25
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
INSURANCE	\$ -	\$ -	\$ 23,668.51	\$ 22,000.00	\$ (1,668.51)
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 5,900.00	\$ 5,000.00	\$ (900.00)
EQUIPMENT	\$ -	\$ 796.65	\$ 796.65	\$ 6,218.00	\$ 5,421.35
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
PFC EXPENSES	\$ -	\$ -	\$ 6,800.00	\$ 24,000.00	\$ 17,200.00
MISCELLANEOUS	\$ 230.00	\$ -	\$ 2,722.67	\$ 1,000.00	\$ (1,722.67)
TOTAL EXPENSES	\$ 33,807.45	\$ 391,135.43	\$ 1,935,177.74	\$ 2,746,418.00	\$ 811,240.26

EXCESS REVENUE OVER/(UNDER) EXPENDITURES: \$ 5,363.65 \$ (5,190.03)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 07/01/2015	\$ (154,584.91)
JULY RECEIPTS	\$ 375,760.03
JUNE DISBURSEMENTS	\$ (32,807.04)
	\$ 188,368.08

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MANISTEE COUNTY BLACKER AIRPORT

JULY 2015 BALANCE SHEET

ASSETS	7/31/2015	6/30/2015
CASH	\$ 188,368.08	\$ (154,584.91)
CASH - PFC ACCOUNT	\$ 78,872.69	\$ 78,872.69
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 128,674.70	\$ 110,292.60
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 3,573.48	\$ 2,216.94
TOTAL ASSETS	\$ 449,488.95	\$ 86,797.32

LIABILITIES	7/31/2015	6/30/2015
ACCOUNTS PAYABLE - TRADE	\$ 391,135.43	\$ 33,807.45
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 391,135.43	\$ 33,807.45

FUND BALANCE	\$ 58,353.52	\$ 52,989.87
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TOTAL LIABILITIES AND FUND BALANCE	\$ 449,488.95	\$ 86,797.32
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 07/31/2015	\$ 124,616.23
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	\$ 78,872.69

AUTO RENTAL REVENUE BY COMPANY THROUGH 07/31/2015

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

MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2015 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,400.00
	CONSUMERS ENERGY	\$ 1,288.31
	A T & T	\$ 24.11
	MICHCON (DTE ENERGY)	\$ 31.21
	MIKA MEYERS BECKETT & JONES	\$ 258.00
	LAW WEATHERS	\$ 1,156.70
	ACE HARDWARE	\$ -
	FASTENAL	\$ 131.30
	WAHR HARDWARE	\$ -
	DIRECT TV	\$ -
	BLARNEY CASTLE	\$ -
	PIPER MCCREDIE AGENCY	\$ -
	BLUE GLOBES LLC	\$ 304.93
	GALAXY ELECTRIC	\$ 3,980.00
	ORCHARD BEACH AVIATION	\$ -
	PRIMARY AIRPORT SERVICES	\$ 151.20
	STATE OF MICHIGAN	\$ 183.01
	TOTAL	\$ 10,908.77
	ADVERTISING INVOICES	
	LUDINGTON SCOTTVILLE CHAMBER OF COMMERCE	\$ -
	CADILLAC AREA CHAMBER OF COMMERCE	\$ -
	RIGHTSIDE DESIGN, LLC	\$ 1,130.00
	WKLA RADIO	\$ -
	MIDWESTERN BROADCASTING (WTCM RADIO)	\$ -
	ORCHARD BEACH AVIATION	\$ 732.46
	TOTAL	\$ 1,862.46
	ORCHARD BEACH AVIATION	\$ 19,879.50
	REGULAR HOURS 372 @ 16.50	6,138.00
	MAINTENANCE HOURS 91 @ 16.50	1,501.50
	PART 139 LABOR	12,200.00
	INTERNET	40.00
	GRAND TOTAL	\$ 32,650.73

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	AUGUST 2015 REVENUE & EXPENSES			BUDGET REMAINING	
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$
FEDERAL GRANT - AEAS	\$362,628.00	\$ 262,344.00	\$ 1,842,526.00	\$ 2,300,000.00	\$ 457,474.00
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 23,760.00	\$ 31,000.00	\$ 7,240.00
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 202,203.10	\$ 211,138.00	\$ 8,934.90
LANDING FEES - GENERAL AVIATION	\$ 225.00	\$ 270.00	\$ 801.00	\$ 1,000.00	\$ 199.00
AUTO RENTAL SPACE	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 11,715.00	\$ 12,780.00	\$ 1,065.00
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 105,413.00	\$ 115,000.00	\$ 9,587.00
STATE REIMB-MARKETING	\$ -	\$ -	\$ 6,138.72	\$ 25,000.00	\$ 18,861.28
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ 18,004.50	\$ 24,000.00	\$ 5,995.50
FUEL SALES	\$ 2,515.98	\$ 1,765.25	\$ 10,435.40	\$ 10,000.00	\$ (435.40)
SIGN LEASE	\$ -	\$ -	\$ 2,800.00	\$ 4,000.00	\$ 1,200.00
MISCELLANEOUS	\$ -	\$ -	\$ 1,700.34	\$ 6,000.00	\$ 4,299.66
TOTAL INCOME	\$396,499.08	\$ 295,509.35	\$ 2,225,497.06	\$ 2,746,418.00	\$ 520,920.94

EXPENSES:					
AEAS CONTRACT-PUBLIC CHARTER:	\$362,628.00	\$ 262,344.00	\$ 1,842,516.00	\$ 2,300,000.00	\$ 457,484.00
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 37,400.00	\$ 42,000.00	\$ 4,600.00
PERSONNEL - OP & MAINT	\$ 20,095.25	\$ 19,839.50	\$ 211,073.50	\$ 240,000.00	\$ 28,926.50
DUES & FEES	\$ -	\$ -	\$ 400.00	\$ 1,000.00	\$ 600.00
SUPPLIES	\$ 443.28	\$ 131.30	\$ 2,308.74	\$ 2,000.00	\$ (308.74)
UTILITIES	\$ 1,750.40	\$ 1,359.52	\$ 29,822.66	\$ 28,000.00	\$ (1,822.66)
FUEL	\$ 332.67	\$ -	\$ 5,495.82	\$ 9,000.00	\$ 3,504.38
REPAIRS & MAINTENANCE	\$ 29.90	\$ 4,284.93	\$ 17,784.43	\$ 17,000.00	\$ (784.43)
CONTRACTED SERVICES	\$ -	\$ 151.20	\$ 954.59	\$ 1,200.00	\$ 245.41
LEGAL	\$ -	\$ 1,414.70	\$ 7,659.80	\$ 6,000.00	\$ (1,659.80)
AUDIT	\$ -	\$ -	\$ 3,150.00	\$ 3,000.00	\$ (150.00)
ADVERTISING	\$ 1,634.47	\$ 1,862.46	\$ 31,138.43	\$ 35,000.00	\$ 3,861.57
TELEPHONE	\$ 24.81	\$ 24.11	\$ 397.86	\$ 500.00	\$ 102.14
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
INSURANCE	\$ -	\$ -	\$ 23,668.51	\$ 22,000.00	\$ (1,668.51)
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 5,900.00	\$ 5,000.00	\$ (900.00)
EQUIPMENT	\$ 796.65	\$ -	\$ 796.65	\$ 6,218.00	\$ 5,421.35
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
PFC EXPENSES	\$ -	\$ -	\$ 6,800.00	\$ 24,000.00	\$ 17,200.00
MISCELLANEOUS	\$ -	\$ 183.01	\$ 2,905.68	\$ 1,000.00	\$ (1,905.68)
	\$391,135.43	\$ 294,994.73	\$ 2,230,172.47	\$ 2,746,418.00	\$ 516,245.53

EXCESS REVENUE OVER/(UNDER) EXPENDITURES: \$ 514.62 \$ (4,675.41)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 08/01/2015	\$ 188,368.08
AUGUST RECEIPTS	\$ 278,125.48
JULY DISBURSEMENTS	<u>\$(391,135.43)</u>
	<u>\$ 75,358.13</u>

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MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2015 BALANCE SHEET

ASSETS	8/31/2015	7/31/2015
CASH	\$ 75,358.13	\$ 188,368.08
CASH - PFC ACCOUNT	\$ 78,872.69	\$ 78,872.69
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 147,056.80	\$ 128,674.70
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 2,575.25	\$ 3,573.48
TOTAL ASSETS	\$ 353,862.87	\$ 449,488.95

LIABILITIES	8/31/2015	7/31/2015
ACCOUNTS PAYABLE - TRADE	\$ 294,994.73	\$ 391,135.43
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 294,994.73	\$ 391,135.43

FUND BALANCE	\$ 58,868.14	\$ 58,353.52
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TOTAL LIABILITIES AND FUND BALANCE	\$ 353,862.87	\$ 449,488.95
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 08/31/2015	\$ 124,616.23
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	\$ 78,872.69

AUTO RENTAL REVENUE BY COMPANY THROUGH 08/31/2015

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

MANISTEE COUNTY BLACKER AIRPORT

INCOME:	SEPTEMBER 2015 REVENUE & EXPENSES			BUDGET REMAINING	
	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$
FEDERAL GRANT - AEAS	\$262,344.00	\$ 272,640.00	\$ 2,115,166.00	\$2,300,000.00	\$ 184,834.00
HANGER RENTAL	\$ 2,100.00	\$ 2,100.00	\$ 25,860.00	\$ 31,000.00	\$ 5,140.00
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 220,585.20	\$ 211,138.00	\$ (9,447.20)
LANDING FEES - GENERAL AVIATION	\$ 270.00	\$ 234.00	\$ 1,035.00	\$ 1,000.00	\$ (35.00)
AUTO RENTAL SPACE	\$ -	\$ 2,282.44	\$ 2,282.44	\$ 6,500.00	\$ 4,217.56
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 12,780.00	\$ 12,780.00	\$ -
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 115,000.00	\$ 115,000.00	\$ -
STATE REIMB-MARKETING	\$ -	\$ -	\$ 6,138.72	\$ 25,000.00	\$ 18,861.28
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ 18,004.50	\$ 24,000.00	\$ 5,995.50
FUEL SALES	\$ 1,765.25	\$ 1,711.56	\$ 12,146.96	\$ 10,000.00	\$ (2,146.96)
SIGN LEASE	\$ -	\$ -	\$ 2,800.00	\$ 4,000.00	\$ 1,200.00
MISCELLANEOUS	\$ -	\$ 12.00	\$ 1,712.34	\$ 6,000.00	\$ 4,287.66
TOTAL INCOME	\$295,509.35	\$ 308,010.10	\$ 2,533,511.16	\$ 2,746,418.00	\$ 212,906.84

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER	\$262,344.00	\$ 272,640.00	\$ 2,115,156.00	\$2,300,000.00	\$ 184,844.00
PERSONNEL - MANAGEMENT	\$ 3,400.00	\$ 3,400.00	\$ 40,800.00	\$ 42,000.00	\$ 1,200.00
PERSONNEL - OP & MAINT	\$ 19,839.50	\$ 19,674.50	\$ 230,748.00	\$ 240,000.00	\$ 9,252.00
DUES & FEES	\$ -	\$ -	\$ 400.00	\$ 1,000.00	\$ 600.00
SUPPLIES	\$ 131.30	\$ 459.80	\$ 2,768.54	\$ 2,000.00	\$ (768.54)
UTILITIES	\$ 1,359.52	\$ 1,552.23	\$ 31,374.89	\$ 28,000.00	\$ (3,374.89)
FUEL	\$ -	\$ -	\$ 5,495.62	\$ 9,000.00	\$ 3,504.38
REPAIRS & MAINTENANCE	\$ 4,284.93	\$ 2,144.15	\$ 19,928.58	\$ 17,000.00	\$ (2,928.58)
CONTRACTED SERVICES	\$ 151.20	\$ -	\$ 954.59	\$ 1,200.00	\$ 245.41
LEGAL	\$ 1,414.70	\$ -	\$ 7,659.80	\$ 6,000.00	\$ (1,659.80)
AUDIT	\$ -	\$ -	\$ 3,150.00	\$ 3,000.00	\$ (150.00)
ADVERTISING	\$ 1,862.46	\$ 5,604.55	\$ 36,742.98	\$ 35,000.00	\$ (1,742.98)
TELEPHONE	\$ 24.11	\$ 24.11	\$ 421.97	\$ 500.00	\$ 78.03
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
INSURANCE	\$ -	\$ -	\$ 23,668.51	\$ 22,000.00	\$ (1,668.51)
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 5,900.00	\$ 5,000.00	\$ (900.00)
EQUIPMENT	\$ -	\$ -	\$ 796.65	\$ 6,218.00	\$ 5,421.35
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
PFC EXPENSES	\$ -	\$ 9,786.05	\$ 16,586.05	\$ 24,000.00	\$ 7,413.95
MISCELLANEOUS	\$ 183.01	\$ -	\$ 2,905.68	\$ 1,000.00	\$ (1,905.68)
	\$294,994.73	\$ 315,285.39	\$ 2,545,457.86	\$ 2,746,418.00	\$ 200,960.14

EXCESS REVENUE OVER/(UNDER) EXPENDITURES: **\$ (7,275.29)** **\$ (11,946.70)**

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 09/01/2015	\$ 75,358.13
SEPTEMBER RECEIPTS	\$ 418,380.39
AUGUST DISBURSEMENTS	<u>\$ (294,994.73)</u>

\$ 198,743.79

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MANISTEE COUNTY BLACKER AIRPORT

SEPTEMBER 2015 BALANCE SHEET

ASSETS	9/30/2015	8/31/2015
CASH	\$ 198,743.79	\$ 75,358.13
CASH - PFC ACCOUNT	\$ 78,872.69	\$ 78,872.69
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 36,764.20	\$ 147,056.80
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 2,497.56	\$ 2,575.25
TOTAL ASSETS	\$ 366,878.24	\$ 353,862.87

LIABILITIES	9/30/2015	8/31/2015
ACCOUNTS PAYABLE - TRADE	\$ 315,285.39	\$ 294,994.73
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 315,285.39	\$ 294,994.73

FUND BALANCE	\$ 51,592.85	\$ 58,868.14
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TOTAL LIABILITIES AND FUND BALANCE	\$ 366,878.24	\$ 353,862.87
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 09/30/2015	\$ 124,616.23
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	\$ (617.71)
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	\$ 78,872.69

AUTO RENTAL REVENUE BY COMPANY THROUGH 09/30/2015

ENTERPRISE CAR RENTALS	\$ -
MOWERY LEASING & RENTAL	\$ 2,182.52
GWK AGENCY	\$ 100.92
TOTAL	\$ 2,283.44

ORCHARD BEACH AVIATION

July 2015

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$2515.98	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$9.00	(1 @ \$9)
JET	\$216.00	(12 @ \$18)
HANGER	\$292.50	
(Two Month Short Term Airport Hanger Rental paid to OBA via Credit Card: 2 * \$150 - \$7.50 credit card fees = \$292.50)		
TOTAL	\$3573.48	

FUEL SALES JULY 2015**100LL** **3889.1 Gal****JET** **15113.5 Gal****TOTAL** **19002.6 Gal****General** **12225.4 Gal @ .15 = \$1833.81****PublicCharters** **1000.0 Gal @ .15 = \$150.00****PublicCharters** **3450.8 Gal @ .08 = \$276.06****PublicCharters** **0.0 Gal @ .02 = \$0.00****Orchard Beach** **1000.0 Gal @ .15 = \$150.00****Orchard Beach** **1326.4 Gal @ .08 = \$106.11****DIESEL FUEL** **0.0 Gal @ \$3.30 = \$0.00**

ORCHARD BEACH AVIATION

August 2015

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$1765.25	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$270.00	(15 @ \$18)
TOTAL	\$2575.25	

FUEL SALES AUGUST 2015**100LL** **2512.1 Gal****JET** **9714.9 Gal****TOTAL** **12227.0 Gal****General** **9244.1 Gal @ .15 = \$1833.81****PublicCharters** **1000.0 Gal @ .15 = \$150.00****PublicCharters** **101.4 Gal @ .08 = \$8.11****PublicCharters** **0.0 Gal @ .02 = \$0.00****Orchard Beach** **1000.0 Gal @ .15 = \$150.00****Orchard Beach** **881.5 Gal @ .08 = \$70.52****DIESEL FUEL** **0.0 Gal @ \$3.30 = \$0.00**

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ORCHARD BEACH AVIATION

September 2015

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$1711.56	
T-SHIRT SALES	\$12.00	(1 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$234.00	(13 @ \$18)
TOTAL	\$2497.56	

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FUEL SALES SEPTEMBER 2015

100LL **2305.7 Gal**

JET **10488.3 Gal**

TOTAL **12794.0 Gal**

General	7829.1 Gal @ .15 = \$1174.37
PublicCharters	1000.0 Gal @ .15 = \$150.00
PublicCharters	2086.0 Gal @ .08 = \$166.88
PublicCharters	0.0 Gal @ .02 = \$0.00
Orchard Beach	1000.0 Gal @ .15 = \$150.00
Orchard Beach	878.9 Gal @ .08 = \$70.31

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

MANISTEE COUNTY
FY 2015/16 BUDGET REPORT

Fund 295 - AIRPORT AUTHORITY FUND

ESTIMATED REVENUES

Dept 000-GENERAL

295-000-505.000	FEDERAL GRANT - AEAS	2,328,104
295-000-518.000	FED GRANT-ADVERTISING	0
295-000-540.000	STATE REIMBURSEMENTS	20,000
295-000-665.000	INTEREST EARNED	0
295-000-668.000	OFFICE RENT	13,500
295-000-668.001	LANDING FEES GENERAL AVIATION	750
295-000-668.002	RENT AND LANDING FEES-PUBLIC CHARTERS	220,585
295-000-668.003	HANGAR RENT	31,000
295-000-668.004	CAR RENTAL FEES	6,000
295-000-668.005	SIGN LEASE	4,000
295-000-668.006	PASSENGER FACILITY CHARGES	22,500
295-000-675.000	CONTRIBUTIONS-MARKETING	0
295-000-695.000	MISC. REVENUE	6,000
295-000-698.001	FUEL SALES	11,000
295-000-699.001	TRANSFER IN - GENERAL FUND	115,000
295-000-699.010	TRANSFER IN-GENERAL FUND MARKETING	0
Totals for dept 000-GENERAL		2,778,439

TOTAL ESTIMATED REVENUES

2,778,439

APPROPRIATIONS

Dept 000-GENERAL

295-000-727.000	OFFICE SUPPLIES	0
295-000-727.002	MISC. SUPPLIES	2,000
295-000-730.000	EQUIPMENT	8,535
295-000-743.000	GAS AND OIL	9,000
295-000-800.000	CONTRACTED SERVICES	1,200
295-000-800.002	CONTRACTED SERVICES - AUDIT	3,100
295-000-800.003	CONTRACTUAL - ACCOUNTING	3,000
295-000-800.004	CONTRACTUAL - PUBLIC CHARTERS	2,328,104
295-000-801.000	CONTRACTED SERVICES - MANAGEMENT	42,000
295-000-801.001	CONTRACTED SERVICES - MAINT.	240,000
295-000-806.000	ATTORNEY FEES	6,000
295-000-812.000	DUES AND FEES	1,000
295-000-850.000	TELEPHONE	500
295-000-860.000	TRAVEL	500
295-000-862.002	TRAINING-FIRE FIGHTER	2,000
295-000-901.000	ADVERTISING	40,000
295-000-911.000	LIABILITY INSURANCE	22,000
295-000-920.000	UTILITIES	29,000
295-000-930.000	MISC. REPAIRS	0
295-000-931.000	REPAIRS & MAINTENANCE	17,000
295-000-995.000	MISC. EXPENSE	1,000

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MANISTEE COUNTY
FY 2015/16 BUDGET REPORT

295-000-995.002	MISC. EXPENSE - PFC	22,500
295-000-999.000	TRANSFER OUT - GENERAL FUND	0
295-000-999.016	TRANSFER OUT- PUBLIC IMP. FUND	0
Totals for dept 000-GENERAL		<u>2,778,439</u>
TOTAL APPROPRIATIONS		<u>2,778,439</u>
NET OF REVENUES/APPROPRIATIONS - FUND 295		<u>0</u>



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

**Bylaws Committee
Minutes**

**Monday, August 24, 2015
Manistee County Blacker Airport**

Members Present: Alan Marshall, Chairman
Doug Bell
Thom Smith

Members Absent: None

Others Present: None

Chairman Marshall called to order at 9:00 A.M.

The Committee reviewed the current bylaws and discussed potential changes to sections 3.2, 3.3, 3.5, 4.4, 5.4, and 12.2. The Committee did not agree on all of the potential changes, but recommended that they all be provided to the full Board for discussion (APPENDIX A).

The potential changes will be presented to the full Board at the September meeting, with a possible vote at the October meeting. The Committee recommended that each section be voted on separately.

The meeting adjourned at 11:05 A.M.

Respectfully submitted,

Alan Marshall, Chairman
Bylaws Committee

BY-LAWS OF THE MANISTEE BLACKER
AIRPORT AUTHORITY
MANISTEE, MICHIGAN 49660

Adopted October 12, 1998

Amended April 9, 2012

Amended July 14, 2014

Amended _____, 2015

Section One - PURPOSES

- 1.1 The purpose of the Manistee Blacker Airport Authority (hereinafter referred to as the Authority) is to plan, promote, acquire, construct, improve, own and maintain an airport.
- 1.2 To own, lease and operate an airport, including land, landing strip, navigation aids and buildings.
- 1.3 To provide efficient service to all who use the facility.
- 1.4 To initiate and maintain rules and regulations for the operation of the Authority and the airport.

Section Two - MEMBERSHIP

- 2.1 The present membership of the Authority shall consist of the County of Manistee and such other communities as shall join with the Authority at a later date.
- 2.2 Any county, city, township, or incorporated village, may become a member of the Authority upon resolution adopted by its governing body, and acceptance thereof by resolution adopted by a majority vote of the governing body of the Authority.
- 2.3 Any county, city, township, or incorporated village which is now, or hereafter becomes a member of the Authority, may upon request and upon resolution of its governing body, duly accepted by an affirmative vote of two thirds (2/3) vote of the entire governing board of the Airport Authority, may be released from membership in the Airport Authority.
- 2.4 A county, city, township, or incorporated village may not be released from Authority membership until all outstanding obligations of the Authority that have been incurred after the time of the admission to membership of the county, city, township, or incorporated village, and that part of prior obligations as may be agreed to by the Authority and county, city, township, or incorporated village have been paid, or adequate provision has been made for the payment thereof.
- 2.5 The Authority shall make a certified request annually to each county, city, incorporated village, or township which is a member of the Authority for a voluntary millage for the

purpose of planning, promoting, enlarging, extending, acquiring, constructing, improving, owning and operating the necessary land, navigation and building facilities of the airport and to allow implementation of other provisions of the Airport Authority.

- 2.6 The Board of the Authority may levy, within units of government joining the Airport Authority, an ad valorem property tax, to be levied on the taxable property within said units of government, a sum of money to be used to assist in the planning, promoting, acquiring, constructing, improving, owning, maintaining, and operating the landing, navigational, and building facilities necessary thereto of the community airport authorized by Act 312 of the Public Acts, 1982, as amended. The tax rate shall not exceed one (1) mill on each dollar of the state equalized valuation of the unit of government joining the Airport Authority. In computing the total tax to be levied, the assessed valuation of any units of government joining the Airport Authority shall not be used more than once.
- 2.7 The ad valorem property tax shall not be levied unless approved by the majority vote of the qualified electors, voting on the proposition, within the units of government joining the Airport Authority. An approved tax may be levied until the local unit is released from membership in the Authority or until the Authority is dissolved, whichever occurs first.

Section Three - AIRPORT AUTHORITY BOARD

- 3.1 The Authority shall be governed by a Board consisting of seven (7) members, to be appointed by the Manistee County Board of Commissioners.
- 3.2 Three members of the Airport Authority Board ~~may, but need not~~ shall be members of the County Board of Commissioners. ~~One member of the Airport Authority Board shall be a resident of the City of Manistee recommended by the Manistee City Council and approved by the County Board of Commissioners. Four (4) Three (3) members of the Board shall be at large members who are residents of Manistee County. [amended 4/9/12]~~
- 3.3 ~~All members of the Authority Board shall be appointed to a term of three years. To help promote continuity, the terms of at least two members of the Authority shall expire each calendar year. In order that two member terms expire each calendar year, for the five Authority Board members with terms expiring on December 31, 2012, one current or new member shall be appointed for a "one year" term; two current or new members shall be appointed for a "two year" term; and "two" current or new members shall be appointed for a "three year" term. Thereafter, all terms for current or new members shall be for terms of three years.~~
 Airport Authority Board members shall be appointed to a term of three (3) years. The terms of at least two (2) members of the Authority shall expire each calendar year. Members appointed to an un-expired term shall be appointed only for the remainder of the un-expired term. If a County Commissioner's term as a County Commissioner expires before the Airport Authority Board term expires, the County Commissioner's

term on the Airport Authority Board will expire on the last day of the County Commissioner's term as a County Commissioner. The vacated term of a County Commissioner on the Airport Authority Board will be filled by appointment of a County Commissioner by the County Board of Commissioners to the remainder of the unexpired term.

Any vacancies will be filled by appointment of the County Board of Commissioners within ~~90~~ 60 days. [amended 4/9/12]

- 3.4 A member of the Airport Authority board shall serve without compensation, but shall be reimbursed for actual expenses incurred in the discharge of official duties. [amended 7/14/14]
- 3.5 An Authority Board member who has more than four (4) absences from regular Authority Board meetings within any twelve (12) month period shall be considered to have officially resigned from the Board. [amended 4/9/12]

Section Four - OFFICERS AND DUTIES

- 4.1 The Board shall elect annually a chairperson and a vice chairperson, who must be members of the Board, a Secretary and a Treasurer who need not be members of the Board. These elections are to be held at the regular Board meeting in January of each year, and newly elected officers shall take office immediately.
- 4.2 Officers shall hold office for a period of one year or until their successors are selected and assume office. [added 4/9/12]
- 4.3 Vacancies for unexpired terms shall be filled in the same manner as the original appointments were made. [added 4/9/12]
- 4.4 The Chairperson, if present, shall preside over all meetings of the Board, and appoint an acting recording secretary for all meetings at which the Secretary is absent, ~~and be an ex-officio member, without vote, of all committees.~~ [amended 4/9/12]
- 4.5 The Vice-Chairperson shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson.
- 4.6 The Secretary shall cause to be kept, a written or printed record of every meeting of the Board which record shall be public.
- 4.7 The Treasurer shall receive and take charge of all monies belonging to the Authority, and shall deposit them in such bank or banks as the Authority may direct. The Treasurer shall disburse monies only at the direction of the Authority Board. The Treasurer shall report monthly to the Board on the funds under his or her jurisdiction, in a form acceptable to the Board.

- 4.8 The Board shall provide for a system of accounts to be adopted which shall conform to any uniform system required by law or regulation and shall also provide for the auditing at least once yearly of the accounts of the Treasurer of the Airport Authority by competent certified public accountants. The Board shall require of the Treasurer a suitable bond, by a responsible bonding company. [amended 4/9/12]

Section Five - MEETINGS

- 5.1 Public notice of the time, date and place of all meetings shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended, being Sections 15.231 to 15.246 of the Michigan Compiled Laws, commonly known and referred to as the Open Meetings Act.
- 5.2 The Airport Authority shall hold a regular meeting each month at a specified time, day and location to be designated by the Chairperson at the annual meeting. A majority of the appointed members shall constitute a quorum.
- 5.3 The regular meeting in January shall be designated as the annual meeting. [amended 4/9/12]
- 5.4 The Chairperson may call a special meeting of the Board at any time, and shall upon request of three (3) members of the Board, call a special meeting of the Board. Written notice of the date, time, place and purpose of any special meeting of the Board shall be given at least two (2) days previous thereto, delivered personally, or by mail to each member of the Board at the last known address of the member of the Board as appears on the record of the Authority. If mailed said notice shall be deemed to be delivered when deposited in the United States Government Mail so addressed with postage fully paid. **In addition, if mailed, members of the Board shall also be notified by email and phone.**
- 5.5 The presence in person of the majority of the appointed members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if less than a quorum be present at a meeting, no action shall be taken and the meeting shall be adjourned by operation of law.
- 5.6 The attendance of a member at any meeting shall constitute waiver of notice of such meeting unless such attendance shall be for the express purpose of objecting to the transaction of any business on the grounds that the meeting shall not have been lawfully called or convened.
- 5.7 The business which the Board may perform shall be conducted at a public meeting of the Board held in compliance with Act No. 267 of Public Acts of 1976, as amended, being Sections 15.261 to 15.275, Michigan Compiled Laws, as amended, commonly known and referred to as the Open Meetings Act.

- 5.8 The Board shall keep a written or printed record of each meeting, which record and any other writing, prepared, owned, used, in the possession of, or retained by the Board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, as amended, being Sections 15.231 to 15.246 of the Michigan Compiled Laws, as amended, commonly known and referred to as the Freedom of Information Act.
- 5.9 All questions shall be decided by a majority vote of the members of the Board voting thereon, except as otherwise herein provided. Proxy voting shall not be allowed at meetings of the members of the Board.
- 5.10 An Authority Board member shall be allowed to attend any meeting via electronic means, provided all of the participants, including the public, can speak and be heard. Presence of an Airport Authority Board Member via electronic means shall constitute presence *in person* for all purposes provided for in these Bylaws. Attendance by electronic means is dependent upon the Authority having appropriate equipment. [added 4/9/12]
- 5.11 The Chair, with the assistance of the Airport Director or their designee(s), shall prepare an agenda for each meeting and the order of business shall follow in an orderly manner according to the agenda. A designated period for public comment shall be allowed. A time limit for discussion and/or comment may be set by the Chair. [added 4/9/12]
- 5.12 Parliamentary procedure in Authority Board meetings, when needed, shall refer to Roberts' Rules of Order as a guide. [added 4/9/12]

Section Six - COMMITTEES

- 6.1 The Chairperson may appoint, with the approval of the Board, an executive committee consisting of the Chairperson and two (2) other members, to carry on the active administrative duties of the Airport Authority, which executive committee shall hold office at the pleasure of the Airport Authority Board.
- 6.2 The Chairperson, with the approval of the Board, shall appoint other standing or special committees or special advisory committees as the Board deems necessary.

Section Seven - EMPLOYEES AND SERVICES

- 7.1 The Board may employ directly or contract for the services of an Airport Director. The Director shall have charge of the operation of the airport, subject to such written rules, policies and regulations as the Board may enact from time to time. [amended 4/9/12]

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- 7.2 The Airport Director shall render reports on the operation and condition of the airport at the time and in the manner prescribed by the Board. [amended 4/9/12]
- 7.3 The Board may also select and employ other officers and employees and engaged services as shall be considered necessary.

Section Eight - FISCAL YEAR

- 8.1 The fiscal year of the Authority shall end on September 30. [amended 4/9/12]

Section Nine - BUDGET

- 9.1 Not later than September 1st of each year, the Board shall have prepared a budget containing an itemized statement of the estimated current expenses and the projected expenses for capital outlay, including the amount necessary to pay the principal and interest of any outstanding bonds or other obligations of the Authority maturing during the ensuing fiscal year or which have previously matured and are unpaid, and an estimate of the estimated revenue of the Airport Authority from all sources for the ensuing fiscal year. [amended 4/9/12]
- 9.2 The Board shall adopt such budget as may be deemed necessary and shall ascertain what appropriations are required from the County of Manistee, and each municipality that may become a member of the Authority, to meet their respective shares of the amount of the budget in excess of the estimated revenues.

Section Ten – APPORTIONMENT

- 10.1 In determining the fair and equitable share of the County of Manistee and each municipality that may become a member of the Authority, the Board shall establish the ratio that the state equalized valuation of each for the year in which the appropriation is required bears to the total state equalized valuation for the year in which the appropriation is required for the county and each municipality that may become a member of the Authority, and use the applicable ratio in determining the amount of appropriation required from the county and each municipality that may become a member of the Authority.
- 10.2 The Board shall also render to each participating county, city and municipality that may become a member of the Authority, on each July 1st, during the operations of the airport a certified report of the operation of the airport. Each report shall state the condition of the finances, the amount of money expended, and the money received from all sources. The Board shall also file a copy of the report with the Michigan Department of Treasury together with any other information the Michigan Department of Treasury may require.

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Section Eleven – CONFLICT OF INTEREST [added 4/9/12]

- 11.1 In the event that business being carried out by the Authority Board may have a personal or financial impact on a member of the Authority Board or their immediate family, or any corporation or business of which the Authority Board member is an officer or director, the Authority Board member must disclose the conflict of interest and refrain from voting on the particular item of business.
- 11.2 If any question of whether or not a conflict of interest exists cannot be determined by the Authority Board, then the matter of the question shall immediately be referred to the Authority's legal counsel for consultation and recommendations.

Section Twelve - AMENDMENTS TO THE BY-LAWS

- 12.1 These By-Laws may be revised or amended at any regular meeting of the Board provided that the members of the Board have been advised at a previous regular meeting that changes in the By-Laws are being contemplated.
- 12.2 Should the Chairperson of the Board or three members feel that changes may be desirable; a special committee shall be appointed to prepare copies of the proposed revisions or amendments. Copies shall be sent by first-class mail to each member of the Board. The proposed revisions or amendment may be adopted at the next regular meeting, if approved by ~~two-thirds (2/3)~~ a majority of the total Board members. [amended 4/9/12]

Section Thirteen - ADOPTION

- 13.1 When the By-laws have been revised or amended as outlined above, they shall replace any prior By-laws, rules or regulations and shall become effective immediately.

MANISTEE BLACKER AIRPORT AUTHORITY

BY: _____
Chairperson

BY: _____
Secretary

November Travel as of 10/8/15**Best Fares**

	MBL	TVC	GRR	MKG
Atlanta (ATL)	297 DL	398 AA	184 AA	365 UA
Boston (BOS)	322 WN	390 UA	293 AA	291 UA
Chicago (MDW or ORD)	145 P1	283 DL	283 AA	328 UA
Dallas (DFW)	297 WN	406 DL	214 DL	209 UA
Denver (DEN)	321 WN	406 DL	224 DL	339 UA
Houston (HOU)	233 WN	406 DL	222 AA	401 UA
Kansas City (MCI)	308 UA	388 UA	332 AA	327 UA
Las Vegas (LAS)	482 DL	428 AA	332 AA	448 UA
Los Angeles (LAX)	403 WN	398 AA	361 DL/UA	357 UA
Minneapolis (MSP)	343 WN	276 UA	326 AA	379 UA
New York Area (NYC)	292 DL	378 AA	184 DL	179 UA
Oriando (MCO)	357 WN	406 DL	184 UA	258 UA
Philadelphia (PHL)	227 WN	388 DL	174 DL	261 UA
Phoenix (PHX)	387 WN	424 AA	332 AA	339 UA
Portland (PDX)	489 WN	424 UA	398 UA	419 UA
San Diego (SAN)	386 UA	424 AA	362 AA	357 UA
San Francisco (SFO)	328 WN	423 UA	339 UA	339 UA
Seattle (SEA)	419 DL	424 AA	362 DL	381 UA
St Louis (STL)	345 WN	370 DL	154 DL	223 UA
Washington DC Area (WA)	319 DL	388 DL	164 DL	219 UA

Average Fare	\$335.00	\$391.40	\$271.20	\$320.95
Change from last month	-\$43.20	\$27.45	-\$38.15	-\$41.30
Change from two months	-\$56.85	\$10.65	-\$64.50	\$14.50
Fares Pulled 10/8/15 for travel 11/10/15 - 11/17/15				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	297 DL	438 AA	238 AA	400 UA
Boston (BOS)	322 WN	430 UA	347 AA	326 UA
Chicago (MDW or ORD)	145 P1	323 DL	337 AA	363 UA
Dallas (DFW)	297 WN	446 DL	268 DL	244 UA
Denver (DEN)	321 WN	446 DL	278 DL	374 UA
Houston (HOU)	233 WN	446 DL	276 AA	436 UA
Kansas City (MCI)	308 UA	428 UA	386 AA	362 UA
Las Vegas (LAS)	482 DL	468 AA	386 AA	483 UA
Los Angeles (LAX)	403 WN	438 AA	415 DL/UA	392 UA
Minneapolis (MSP)	343 WN	316 UA	380 AA	414 UA
New York Area (NYC)	292 DL	418 AA	238 DL	214 UA
Oriando (MCO)	357 WN	446 DL	238 UA	293 UA
Philadelphia (PHL)	227 WN	428 DL	228 DL	296 UA
Phoenix (PHX)	387 WN	464 AA	386 AA	374 UA
Portland (PDX)	489 WN	464 UA	452 UA	454 UA
San Diego (SAN)	386 UA	464 AA	416 AA	392 UA
San Francisco (SFO)	328 WN	463 UA	393 UA	374 UA
Seattle (SEA)	419 DL	464 AA	416 DL	416 UA
St Louis (STL)	345 WN	410 DL	208 DL	258 UA
Washington DC Area (WA)	319 DL	428 DL	218 DL	254 UA

Average Fare	\$335.00	\$431.40	\$325.20	\$355.95
Change from last month	-\$43.20	\$27.45	-\$38.15	-\$41.30
Change from two months	-\$56.85	\$10.65	-\$64.50	\$14.50

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

	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	346/356	718
Jun	311/366	677	1206/1342	2548	234/250	484	239/288	527	346/405	751	406/478	912
Jul	521/551	1072	1595/1568	3163	465/467	932	421/409	830	653/659	1312	1016/1050	2066
Aug	482/395	877	1833/1567	3400	497/500	997	391/413	804	663/685	1348	889/787	1676
Sep	240/233	473	1332/1234	2566	362/297	659	248/237	485	391/312	703	390/378	768
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		

On-time Performance

	2010		2011		2012		2013		2014		2015	
	Cancel/Delay	On-time	Cancel/Delay	On-time								
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%	0%/32%	68%
Aug	4%/5%	91%	0%/36%	64%	0%/8%	92%	2%/16%	82%	1%/19%	80%	0%/14%	86%
Sep	18%/16%	66%	0%/23%	77%	0%/5%	95%	0%/0%	100%	0%/15%	85%	0%/16%	84%
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 K

October 12, 2015

Mr. Neal Johnson
Johnson Diversified Services, Inc.
312 North Street
Mason, Michigan 48854

Re: Manistee Blacker Airport (MBL)
Snow Removal Equipment Building Expansion
Project No. 3-26-0059-0513
Contract No. FM 51-01-C61
Performance, Payment, Labor, Material & Maintenance Bonds # 66169692

Dear Mr. Johnson:

The Manistee Blacker Airport Authority (Authority) would like to closeout this project as your work onsite concluded on March 17, 2015. We would appreciate your prompt response to the following items.

1) New Punchlist/Warranty Item

The Manistee County Blacker Airport staff has observed water coming up through the floor of the new SRE Building expansion along column line 7, between column lines A.5 and B. Upon further investigation, staff turned off the water line feed from the service sink that feeds west to the boiler. This stopped the leakage. This leakage corresponds to the water line placed below grade between these two areas. This work is unacceptable and unsuitable as described in Section 50-10 of the General Provisions. Please install overhead water lines between these locations to re-establish service and promptly address this issue. Until corrected, the Manistee Blacker Airport Authority reserves its rights under Section 80-09c.

2) Time Extension

In your last email, dated April 27, 2015, you indicated that you lacked agreement with the change order and associated proposed time extension on the subject project, and needed time to review and respond. Per a subsequent phone conversation days later, you were advised to substantiate your current claim and any additional claims for weather days on the project. In addition to this conversation and information provided to you, I have been made aware that you received the following specific input on supporting a weather delay claim from Richard Baron at FBMJ PLLC Law on July 2, 2015, through a letter sent to your attorney.

Procedure:

- 1) Obtain weather data indicating historical rainfall averages for month over 0.10".
- 2) Document number of days in contract time month over this value. Difference in values is "extra time".
- 3) Follow the same procedure for wind, but JDS will need to identify wind speed that prevents safe construction based upon the work documented as attempting to be performed.

Please recall that we are willing to accept a 154 calendar day extension to the original contract time of 114 calendar days, which is consistent with the time extension requested in your April 10, 2015 memorandum. We have not yet received any supporting information on the requested additional extension due to claimed weather delays.

3) Disadvantaged Business Enterprise (DBE) Documentation.

As noted in the contract documents, you are required to provide documentation for payment to DBE firms consistent with your bid. If your bid amount participation cannot be achieved, please provide Good Faith Effort documentation that corresponds to this. Good Faith Effort documentation should include the DBE firms contacted, their DBE categorization, DBE status, and cost or scope of work that substantiate their inability to be included in the work.

4) Lien Waivers and Consent of Surety

In order to provide final payment, General Provision Section 90-09 indicates that you must supply lien waivers for all subcontractors and consent of surety from your insurer. As you will recall, the Airport Authority has received a lien from one of your subcontractors, Dependable Concrete, in the amount of \$31,000, dated March 26, 2015. You previously communicated to us on April 21, 2015 regarding this, and we have received no further update or waiver from them on this lien.

Without an action plan acceptable to the Authority and schedule for prompt completion of these items being received by October 26, 2015, the Authority will further evaluate its remedies under contract, including contract termination.

Sincerely,

Manistee County Blacker Airport Authority

Barry Lind
Airport Director

Enc.

CC: Jim House, Auto Owner's Insurance Company
Brett Whitmore, MDOT Office of Aeronautics
Bob Nelesen, PE, Prein & Newhof
George Saylor, Mika Meyers PLC
Richard Baron, FBMJ Law
Ted Stroud, Oade, Stroud, & Kleiman