

MINUTES

Monday, March 21, 2016
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Paul Schulert, Chair; Brook Shafer, Vice-Chair; Doug Bell (via phone 10:00 – 10:08 A.M.); Mark Bergstrom; Gerry Haw; Alan Marshall (via phone 10:02 – 10:08 A.M.); and Dale Picardat

Members Absent: None

Others Present: Barry Lind, Airport Director; Russell Pomeroy, Airport Authority Treasurer; 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. Bergstrom, supported by Mr. Shafer, to approve the meeting agenda as presented. Motion carried by majority vote (Marshall absent).

Mr. Marshall arrived at the meeting via phone.

There was no public comment.

The Authority reviewed a resolution accepting release of the City of Manistee from membership in the Manistee Blacker Airport Authority (APPENDIX A). This is required by the FAA and should have been done in 1997. Mr. Lind has discussed the resolution with the County Administrator, City Manager, and City Council. After discussion,

There was a motion by Mr. Shafer, supported by Mr. Haw, to approve the adoption of a resolution accepting release of the City of Manistee from membership in the Manistee Blacker Airport Authority.

A roll call vote was taken:

Yeas: 6 (Schulert; Shafer; Bell; Bergstrom; Haw; Marshall)

Nays: 1 (Picardat)

Absent:0

Motion carried

Mr. Bell and Mr. Marshall left the meeting.

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, February 8, 2016.

There was a motion by Mr. Bergstrom, supported by Mr. Shafer, to approve the Airport Authority regular meeting minutes of Monday, February 8, 2016, as presented. Motion carried by majority vote (Bell & Marshall absent).

The Authority next discussed the January 2016 Financial Statement (APPENDIX B), which was presented at last month's meeting. Mr. Pomeroy stated that he has corrected the percentages on the February report, and he provided a list of items that have been paid from the repairs and maintenance line item (APPENDIX C). Mr. Lind stated that the Northern Pump Service payment for \$5,010.00, and Swidorski Brothers Excavating payment for \$1,970.00 should be charged to the PFC Fund. Mr. Pomeroy will make this change. It was also noted that 50% of the \$3,600.00 payment to Galaxy Electric will be reimbursed by Public Charters. After discussion,

There was a motion by Mr. Bergstrom, supported by Mr. Shafer, to approve the January 2016 Financial Statement. Motion carried by majority vote (Bell & Marshall absent).

The Authority next reviewed the February 2016 Accounts Payable Report (APPENDIX D). Mr. Pomeroy informed the Authority that Law Weathers has merged with another company and is now Varnum LLP. Mr. Lind reminded the Authority that during the airport inspection two years ago, it was recommended that a visual and audio alert be located near the fire truck. Only an audio alert was present, so the payment to Johnson Diversified is for installing a visual signal and the necessary wiring. Part of the payment to Napa Auto Parts (\$819) was for a tool chest. Mr. Bell and Mr. Schulert were paid for mileage when they attended the Michigan Airport Conference in Lansing.

There was a motion by Mr. Shafer, supported by Mr. Bergstrom, to approve the February 2016 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$34,099.25.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Bell; Marshall)

Motion carried

The Authority also reviewed the February 2016 Financial Statement (APPENDIX E), which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Passenger Facility

Charges collected. It was noted that Public Charters is paying \$2,500 per quarter for advertising, and also paying \$250 per winter season month for electricity usage for the deicer.

There was a motion by Mr. Shafer, supported by Mr. Picardat, to approve the February 2016 Financial Statement. Motion carried by majority vote (Bell & Marshall absent).

Mr. Pomeroy noted that the fiscal year 2014/15 audit report will be completed by March 31, 2016, as required by law. Gabridge & Company, who performed the audit, will be presenting the County's audit in April, and Mr. Pomeroy hopes they will also be able to present the Airport Authority's audit in April. Mr. Lind noted that the FAA would like a PFC audit, which was done correctly last year (FY 2013/14), but they would like one done for the previous year (FY 2012/13). This was discussed with the auditors when they were at the airport.

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

None of the Committees held meetings during the last month.

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 April 2016 (APPENDIX G). Mr. Lind presented information on airplane passenger numbers for 2016 as well as the previous five years (APPENDIX H).

Bob Buchanan of Varnum (formerly Law Weathers) is drafting the final documents for the FAA Grant/Sponsor package, which will then be submitted to the Airport Authority and County Board of Commissioners for approval. Minor items are being addressed as found by the FAA. Mr. Lind noted that things are going smoothly, but it's just taking a while.

All paperwork has finally been signed and completed for the equipment storage building expansion project. Mr. Lind is unsure of the status of the painting of that building, and is waiting to hear from the contractor. The updated plans for the hangar expansion/door repair project were received on March 17, 2016. They are being reviewed, and will then need to be reapproved by the State and then put out for bids.

Mr. Lind stated that he had a discussion with the Committee Chair regarding the State Air Service Plan at the Michigan Airport Conference on February 17, 2016. The Plan is very narrow in focus in comparison to the previous version. The State Aeronautics Commission meets on March 24, 2016.

Overall, air service quality continues to be good. January had one flight canceled due to weather. February continued to have passenger growth, but it was closer to 10% than the desired 20%. However, it was noted that summer is the prime time for passengers. The summer schedule is three weeks behind in getting released, but should be available for booking today or tomorrow. The schedule will vary based on historical demand, with one to three flights per day. Public Charters has decided not to do the Pellston flights this summer.

The peak season for marketing is April through July, and for the first time in three years, marketing will start at the correct time. There has been a trade deal with 9&10 News for advertising. Radio advertising will be done with MacDonald Garber Broadcasting, which has a Cadillac and Traverse City focus, instead of WTCM. There will be giveaways through Facebook and other social media, and advertising through Google Adwords will continue.

Mr. Lind met with Tom St. Dennis, who owns Coho Bend, and had a good conversation regarding the billboard. Mr. St. Dennis has requested a follow-up meeting with George Saylor.

Bids are due on April 8, 2016, at noon for the old tractor. It has been advertised in the newspaper, on Craigslist, and has also been placed by the road with a sign. 6 or 7 bids have already been received.

Mr. Lind stated that one of the topics at the Michigan Airport Conference was drones. Drones are very popular right now, and there are lots of regulations related to airports, but most people are not aware of the regulations. It is being recommended that airports take the lead in educating the public. Mr. Lind is working on information to share with the public.

Mr. Lind stated that he has been tracking supply costs since last summer and identifying opportunities for cost savings. In some cases, he has changed vendors and saved money while still getting the exact same products. He has estimated a savings of \$1,800.

Mr. Lind has also had adjustments made to the HVAC system. The geothermal circulating pumps were reconfigured so they don't run 24 hours per day, with a savings of approximately \$1,500. There are 11 heating/cooling zones, and in 10 of them, the scheduling was not working correctly. This has been corrected, but the savings is unknown.

The emergency lights in the terminal are on 24 hours per day, but should be reduced to one bulb instead of three afterhours. Most of the fixtures were wired incorrectly and all three bulbs were staying on 24 hours. This is being corrected, with an estimated \$600 savings. Mr. Lind is also investigating new LED bulbs that can be placed into the existing fluorescent fixtures. If these bulbs are used for the emergency lighting, the upgrades should pay for themselves in the first year, with a \$200 savings in following years.

Mr. Lind reminded the Authority that the liability insurance went down this year, and is a savings of \$3,000.

Overall, Mr. Lind anticipates a \$7,000 to \$7,500 annual savings due to all the cost saving measures.

Mr. Lind met with the Little River Band of Ottawa Indians regarding the necessary tree cutting on their property. Mr. Saylor put together an agreement, and now the tribal lawyers are reviewing it.

Mr. Lind has spoken to the Little River Band of Ottawa Indians and Manistee Township regarding the sewer line, and was informed that it is not ready yet. The airport's drain field is no longer functional, so the septic needs to be pumped frequently. Either a new septic system will need to be installed, or the airport will need to hook into the new sewer line.

Mr. Lind stated that \$13,569 is remaining of the \$150,000 capital improvement funds from FY 2012. These funds must be spent by the end of the current fiscal year or they will be lost. Due to the situation with the FAA, the airport can't spend any funds at this time, so the State has requested that the remaining funds be transferred to St. Clair County Airport.

There was a motion by Mr. Picardat, supported by Mr. Shafer, to approve transferring the remaining FY 2012 Non-Primary Entitlements (\$13,569) to St. Clair County Airport, and to authorize the Airport Director to sign the agreement.

A roll call vote was taken:

Yeas: 5 (Bergstrom; Haw; Picardat; Shafer; Schuler)

Nays: 0

Absent: 2 (Bell; Marshall)

Motion carried

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 BLACKER AIRPORT AUTHORITY
MANISTEE, MICHIGAN**

At a regular meeting of the Manistee Blacker Airport Authority held at the Airport Terminal Building, 2323 Airport Road, Manistee, Michigan 49600 on _____, 2016 at _____ m. Board Member _____, supported by Board Member _____ moved the adoption of the following Resolution:

**RESOLUTION ACCEPTING RELEASE OF THE CITY OF MANISTEE FROM
MEMBERSHIP IN THE MANISTEE BLACKER AIRPORT AUTHORITY**

WHEREAS, the Manistee Blacker Airport Authority (Authority) was created by the County of Manistee (County) and the City of Manistee (City) under the Community Airports Act, MCL 259.621 *et. seq.*, by lawful actions of their respective governing bodies, and Articles of Incorporation were filed with the Michigan Secretary of State on March 13, 1991; and

WHEREAS, on May 6, 1997, the Manistee City Council voted unanimously in Item 97-69 to transfer its interests to the County; and

WHEREAS, on May 6, 1997, as revised on December 18, 1997, the City and County entered into a transfer Agreement by which the City withdrew from membership in the Authority and, by quitclaim deed to the County, divested itself of any ownership of Airport property; and

WHEREAS, pursuant to MCL 259.623(2) (Act), the Authority, upon resolution of its governing body, duly accepted by 2/3 majority vote of the entire governing board, must approve the withdrawal of a member of the authority; and

WHEREAS, in order to comply with the requirements of the Act, it is necessary for the Authority to approve and ratify the withdrawal of the City from the Authority:

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

The withdrawal of the City of Manistee from the Manistee Blacker Airport Authority is hereby APPROVED and all actions taken in reliance upon the Transfer Agreement, actions of the City of Manistee and actions of the County of Manistee in pursuance of the affairs of the Authority are hereby RATIFIED.

All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

A-2

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I certify that this is a true and complete copy of a resolution adopted by the Manistee Blacker Airport Authority, at a regular meeting held on _____, 2016.

MANISTEE COUNTY BLACKER AIRPORT

JANUARY 2016 REVENUE & EXPENSES

BUDGET REMAINING

67%

INCOME:	PREVIOUS	CURRENT	YEAR-TO	ANNUAL	BALANCE	67%
	MONTH	MONTH	DATE	BUDGET	\$	
FEDERAL GRANT - AEAS	\$178,436.00	\$ 169,802.00	\$ 742,520.00	\$2,328,104.00	\$1,585,584.00	68%
HANGER RENTAL	\$ 2,760.00	\$ 4,100.00	\$ 11,060.00	\$ 31,000.00	\$ 19,940.00	64%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 73,528.40	\$ 220,585.00	\$ 147,056.80	67%
LANDING FEES - GENERAL AVIATION	\$ -	\$ 18.00	\$ 117.00	\$ 750.00	\$ 833.00	84%
AUTO RENTAL SPACE	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	100%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 4,260.00	\$ 13,500.00	\$ 9,240.00	68%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 38,332.00	\$ 115,000.00	\$ 76,668.00	67%
STATE REIMB-MARKETING	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	100%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ 13,023.00	\$ 22,500.00	\$ 9,477.00	42%
FUEL SALES	\$ 503.70	\$ 454.51	\$ 2,281.35	\$ 11,000.00	\$ 8,718.65	79%
SIGN LEASE	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	100%
MISCELLANEOUS	\$ -	\$ 309.36	\$ 321.36	\$ 6,000.00	\$ 5,678.64	95%
TOTAL INCOME	\$210,729.80	\$ 203,713.97	\$ 885,443.11	\$2,778,439.00	\$1,892,995.89	68%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTER:	\$178,436.00	\$ 169,802.00	\$ 742,520.00	\$2,328,104.00	\$1,585,584.00	68%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 14,000.00	\$ 42,000.00	\$ 28,000.00	67%
PERSONNEL - OP & MAINT	\$ 18,387.50	\$ 19,856.00	\$ 75,818.75	\$ 240,000.00	\$ 164,181.25	68%
DUES & FEES	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
SUPPLIES	\$ 279.86	\$ -	\$ 572.73	\$ 2,000.00	\$ 1,427.27	71%
UTILITIES	\$ 2,696.87	\$ 3,443.07	\$ 8,282.01	\$ 29,000.00	\$ 20,717.99	71%
FUEL	\$ -	\$ 1,296.94	\$ 2,744.46	\$ 9,000.00	\$ 6,255.54	70%
REPAIRS & MAINTENANCE	\$ 8,870.73	\$ 773.38	\$ 21,673.54	\$ 17,000.00	\$ (4,673.54)	-27%
CONTRACTED SERVICES	\$ -	\$ -	\$ 201.00	\$ 1,200.00	\$ 999.00	83%
LEGAL	\$ 463.90	\$ 1,536.90	\$ 2,913.80	\$ 6,000.00	\$ 3,086.20	51%
AUDIT	\$ -	\$ -	\$ -	\$ 3,100.00	\$ 3,100.00	100%
ADVERTISING	\$ 841.80	\$ 3,411.56	\$ 11,804.48	\$ 40,000.00	\$ 28,195.52	0%
TELEPHONE	\$ 24.09	\$ 27.75	\$ 99.99	\$ 500.00	\$ 400.01	80%
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
INSURANCE	\$ 2,774.22	\$ 16,892.00	\$ 19,919.22	\$ 22,000.00	\$ 2,080.78	9%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ 8,535.00	\$ 8,535.00	0%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ -	\$ 2,849.00	\$ 13,029.05	\$ 22,500.00	\$ 9,470.95	42%
MISCELLANEOUS	\$ -	\$ -	\$ 327.21	\$ 1,000.00	\$ 672.79	67%
	\$216,274.97	\$ 223,388.60	\$ 913,906.24	\$2,778,439.00	\$1,864,532.76	67%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES: \$ (19,674.63) \$ (28,463.13)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 01/01/2016	\$ 78,715.73
JANUARY RECEIPTS	\$ 186,023.06
DECEMBER DISBURSEMENTS	<u>\$ (216,274.97)</u>
	<u>\$ 48,463.82</u>

MANISTEE COUNTY BLACKER AIRPORT

JANUARY 2016 BALANCE SHEET

ASSETS	1/31/2016	12/31/2015
CASH	\$ 48,463.82	\$ 78,715.73
CASH - PFC ACCOUNT	\$ 69,080.59	\$ 71,929.59
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 55,146.30	\$ 36,764.20
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 1,012.51	\$ 1,703.70
TOTAL ASSETS	\$ 223,703.22	\$ 239,113.22

LIABILITIES	1/31/2016	12/31/2015
ACCOUNTS PAYABLE - TRADE	\$ 223,388.60	\$ 216,274.97
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 223,388.60	\$ 216,274.97

FUND BALANCE	\$ 23,129.72	\$ 42,804.35
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TOTAL LIABILITIES AND FUND BALANCE	\$ 246,518.32	\$ 259,079.32
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 01/31/2016	\$ 137,639.23
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)
PREIN & NEWHOF	\$ (9,786.05)
PREIN & NEWHOF	\$ (10,180.05)
PREIN & NEWHOF	\$ (2,849.00)
PFC FUNDS AVAILABLE	\$ 69,080.59

AUTO RENTAL REVENUE BY COMPANY THROUGH 01/31/2016

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

User: RAPOMEROY

FROM 295-000-931.000 TO 295-000-931.000

APPENDIX C

DB: Manistee

TRANSACTIONS FROM 10/01/2015 TO 02/29/2016

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
295-000-931.000 REPAIRS & MAINTENANCE						
Journal AP: ACCOUNTS PAYABLE						
140400	10/30/2015	ACE HARDWAREMAINT. SUPPLIES	144038	295-000-202.000	34.33	
140401	10/30/2015	ACE HARDWAREMAINT. SUPPLIES	143078	295-000-202.000	7.98	
140402	10/30/2015	ACE HARDWAREMAINT. SUPPLIES	943860	295-000-202.000	264.68	
140403	10/30/2015	ACE HARDWAREMAINT. SUPPLIES	143240	295-000-202.000	47.04	
140404	10/30/2015	ACE HARDWAREMAINT. SUPPLIES	143340	295-000-202.000	12.99	
140480	10/30/2015	MANISTEE TIRE SERVICEFOAM FILL	37856	295-000-202.000	157.50	
140496	10/30/2015	NAPA AUTO PARTSAIRPORT	203643	295-000-202.000	24.99	
140497	10/30/2015	NAPA AUTO PARTSAIRPORT	204210	295-000-202.000	63.73	
140498	10/30/2015	NAPA AUTO PARTSAIRPORT	204254	295-000-202.000	53.49	
140499	10/30/2015	NAPA AUTO PARTSAIRPORT	204463	295-000-202.000	82.17	
140540	10/30/2015	WAHR HARDWAREMAINT. SUPPLIES	C68062	295-000-202.000	4.99	
140566	10/30/2015	CRYOTECH DEICING TECHNOLOGYRUN	IN36429	295-000-202.000	3,579.21	
141360	11/13/2015	ACE HARDWAREMAINT. SUPPLIES -	144143	295-000-202.000	17.97	
141361	11/13/2015	ACE HARDWAREMAINT. SUPPLIES -	144247	295-000-202.000	39.90	
141362	11/13/2015	ACE HARDWAREMAINT. SUPPLIES -	144268	295-000-202.000	114.96	
141363	11/13/2015	ACE HARDWAREMAINT. SUPPLIES -	144573	295-000-202.000	179.99	
141492	11/13/2015	MANISTEE TIRE SERVICEUSED TIRE	38444	295-000-202.000	40.00	
141554	11/13/2015	STATE OF MICHIGANPUBLIC WATER	932908	295-000-202.000	127.21	
141577	11/13/2015	WEST COAST FARM SERVICETRACTOR	4283	295-000-202.000	535.00	
142679	12/11/2015	ACE HARDWAREMAINT. SUPPLIES	957962	295-000-202.000	109.98	
142782	12/11/2015	KENDALL ELECTRIC, INC.LIGHTING	S104275707.001	295-000-202.000	410.87	
142837	12/11/2015	NAPA AUTO PARTSAIRPORT	205269	295-000-202.000	561.47	
142838	12/11/2015	NAPA AUTO PARTSAIRPORT	205326	295-000-202.000	133.86	
142839	12/11/2015	NAPA AUTO PARTSAIRPORT	205393	295-000-202.000	116.06	
142840	12/11/2015	NAPA AUTO PARTSAIRPORT	205779	295-000-202.000	93.58	
142846	12/11/2015	NORTHERN PUMP SERVICE, INC.CLE	23954	295-000-202.000	5,010.00	
142861	12/11/2015	ORCHARD BEACH AVIATION, INC.RE	671625	295-000-202.000	212.69	
142965	12/11/2015	NICK'S RADIO & ELECTRONICSSERV	8220	295-000-202.000	120.00	
143253	12/22/2015	ACE HARDWAREMAINT. SUPPLIES -	145510	295-000-202.000	74.44	
143284	12/22/2015	GALAXY ELECTRICNEW 100 AMP REC	3469	295-000-202.000	3,600.00	
143305	12/22/2015	KENDALL ELECTRIC, INC.LIGHTING	S104319420.001	295-000-202.000	279.68	
143306	12/22/2015	KENDALL ELECTRIC, INC.LIGHTING	S104275707.002	295-000-202.000	55.71	
143336	12/22/2015	NAPA AUTO PARTSAIRPORT	205876	295-000-202.000	24.69	
143378	12/22/2015	MANISTEE CLEANING SERVICECLEAN	331125	295-000-202.000	210.00	
144078	01/08/2016	GALAXY ELECTRICREPAIR PARKING	3476	295-000-202.000	2,432.21	
144079	01/08/2016	GALAXY ELECTRICRECEPTICALS IN	3477	295-000-202.000	225.00	
144223	01/08/2016	SWIDORSKI BROTHERS EXCAVATING	3367	295-000-202.000	1,970.00	
144462	01/22/2016	CUSTOM SHEET METAL & HEATING,	19827	295-000-202.000	746.40	
145505	02/04/2016	ACE HARDWAREMAINT. SUPPLIES	147220	295-000-202.000	26.98	
145982	02/18/2016	NAPA AUTO PARTSAIRPORT	208239	295-000-202.000	35.84	

Journal Totals

21,837.59 0.00

Totals for 295-000-931.000

21,837.59 0.00

Balance 10/01/15: 0.00
 Net Change: 21,837.59
 Balance 02/29/16: 21,837.59

MANISTEE COUNTY BLACKER AIRPORT

FEBRUARY 2016 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,500.00
	CONSUMERS ENERGY	\$ 2,549.90
	A T & T	\$ 26.76
	MICHCON (DTE ENERGY)	\$ 1,425.11
	MIKA MEYERS BECKETT & JONES	\$ 365.50
	VARNUM LLP	\$ 1,193.50
	ACE HARDWARE	\$ 132.18
	FASTENAL	\$ 416.72
	PREIN & NEWHOF	
	JOHNSON DIVERSIFIED	\$ 1,060.00
	DIRECT TV	\$ 50.99
	BLARNEY CASTLE	\$ 692.41
	PIPER MCCREDIE AGENCY	
	DOUG BELL	\$ 189.54
	BLUE GLOBES, LLC	\$ 362.53
	PAUL SCHULERT	\$ 51.84
	NAPA AUTO PARTS	\$ 859.79
	PRIMARY AIRPORT SERVICES	\$ 202.35
	TOTAL	\$ 13,079.12
	ADVERTISING INVOICES	
	MANISTEE CHAMBER OF COMMERCE	\$ -
	CADILLAC AREA CHAMBER OF COMMERCE	\$ -
	RIGHTSIDE DESIGN, LLC	\$ 1,622.50
	LUDINGTON AREA CVB	\$ -
	MIDWESTERN BROADCASTING (WTCM RADIO)	\$ -
	ORCHARD BEACH AVIATION	\$ 483.38
	TOTAL	\$ 2,105.88
	ORCHARD BEACH AVIATION	\$ 18,914.25
	REGULAR HOURS 261 @ 16.50	4,306.50
	MAINTENANCE HOURS 143.5 @ 16.50	2,367.75
	PART 139 LABOR	12,200.00
	INTERNET	40.00
	GRAND TOTAL	\$ 34,099.25

MANISTEE COUNTY BLACKER AIRPORT

FEBRUARY 2016 REVENUE & EXPENSES				BUDGET REMAINING		58%
INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$169,802.00	\$ 146,778.00	\$ 889,298.00	\$2,328,104.00	\$ 1,438,806.00	62%
HANGER RENTAL	\$ 4,100.00	\$ 1,900.00	\$ 12,960.00	\$ 31,000.00	\$ 18,040.00	58%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 91,910.50	\$ 220,585.00	\$ 128,674.50	58%
LANDING FEES - GENERAL AVIATION	\$ 18.00	\$ 18.00	\$ 135.00	\$ 750.00	\$ 615.00	82%
AUTO RENTAL SPACE	\$ -	\$ 268.60	\$ 268.60	\$ 6,000.00	\$ 5,731.40	96%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 5,325.00	\$ 13,500.00	\$ 8,175.00	61%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 47,915.00	\$ 115,000.00	\$ 67,085.00	58%
STATE REIMB-MARKETING	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	100%
PASSENGER FACILITY CHARGES	\$ -	\$ 949.50	\$ 13,972.50	\$ 22,500.00	\$ 8,527.50	38%
FUEL SALES	\$ 454.51	\$ 315.33	\$ 2,281.35	\$ 11,000.00	\$ 8,718.65	79%
SIGN LEASE	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	100%
MISCELLANEOUS	\$ 309.36	\$ -	\$ 321.36	\$ 6,000.00	\$ 5,678.64	95%
TOTAL INCOME	\$203,713.97	\$ 179,259.53	\$ 1,064,387.31	\$ 2,778,439.00	\$ 1,714,051.69	62%

EXPENSES:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
AEAS CONTRACT-PUBLIC CHARTERS	\$169,802.00	\$ 146,778.00	\$ 889,298.00	\$2,328,104.00	\$ 1,438,806.00	62%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 17,500.00	\$ 42,000.00	\$ 24,500.00	58%
PERSONNEL - OP & MAINT	\$ 19,856.00	\$ 18,874.25	\$ 94,693.00	\$ 240,000.00	\$ 145,307.00	61%
DUES & FEES	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
SUPPLIES	\$ -	\$ 416.72	\$ 989.45	\$ 2,000.00	\$ 1,010.55	51%
UTILITIES	\$ 3,443.07	\$ 4,066.00	\$ 12,348.01	\$ 29,000.00	\$ 16,651.99	57%
FUEL	\$ 1,296.94	\$ 692.41	\$ 3,436.87	\$ 9,000.00	\$ 5,563.13	62%
REPAIRS & MAINTENANCE	\$ 773.38	\$ 535.50	\$ 22,209.04	\$ 17,000.00	\$ (5,209.04)	-31%
CONTRACTED SERVICES	\$ -	\$ 202.35	\$ 403.35	\$ 1,200.00	\$ 796.65	66%
LEGAL	\$ 1,536.90	\$ 1,559.00	\$ 4,472.80	\$ 6,000.00	\$ 1,527.20	25%
AUDIT	\$ -	\$ -	\$ -	\$ 3,100.00	\$ 3,100.00	100%
ADVERTISING	\$ 3,411.56	\$ 2,105.88	\$ 13,910.36	\$ 40,000.00	\$ 26,089.64	65%
TELEPHONE	\$ 27.75	\$ 26.76	\$ 126.75	\$ 500.00	\$ 373.25	75%
TRAVEL	\$ -	\$ 241.38	\$ 241.38	\$ 500.00	\$ 258.62	52%
INSURANCE	\$ 16,892.00	\$ -	\$ 19,919.22	\$ 22,000.00	\$ 2,080.78	9%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
EQUIPMENT	\$ -	\$ 819.00	\$ 819.00	\$ 8,535.00	\$ 7,716.00	90%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ 2,849.00	\$ 1,060.00	\$ 14,089.05	\$ 22,500.00	\$ 8,410.95	37%
MISCELLANEOUS	\$ -	\$ -	\$ 327.21	\$ 1,000.00	\$ 672.79	67%
	\$223,388.60	\$ 180,877.25	\$ 1,094,783.49	\$ 2,778,439.00	\$ 1,683,655.51	61%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ (1,617.72) \$ (30,396.18)

BALANCE ON HAND - AIRPORT FUND	
BEGINNING BALANCE 02/01/2016	\$ 48,463.82
FEBRUARY RECEIPTS	\$ 184,151.11
JANUARY DISBURSEMENTS	\$ (223,388.60)
	<u>\$ 9,226.33</u>

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MANISTEE COUNTY BLACKER AIRPORT

FEBRUARY 2016 BALANCE SHEET

ASSETS	2/29/2016	1/31/2016
CASH	\$ 9,226.33	\$ 48,463.82
CASH - PFC ACCOUNT	\$ 68,970.09	\$ 69,080.59
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 73,528.40	\$ 55,146.30
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 873.33	\$ 1,012.51
TOTAL ASSETS	\$ 202,598.15	\$ 223,703.22

LIABILITIES	2/29/2016	1/31/2016
ACCOUNTS PAYABLE - TRADE	\$ 180,877.25	\$ 223,388.60
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 180,877.25	\$ 223,388.60

FUND BALANCE	\$ 21,512.00	\$ 23,129.72
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TOTAL LIABILITIES AND FUND BALANCE	\$ 202,389.25	\$ 246,518.32
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 01/31/2016	\$ 138,588.73
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)
PREIN & NEWHOF	\$ (9,786.05)
PREIN & NEWHOF	\$ (10,180.05)
PREIN & NEWHOF	\$ (2,849.00)
JOHNSON DIVERSIFIED SERVICES	\$ (1,060.00)
PFC FUNDS AVAILABLE	\$ 68,970.09

AUTO RENTAL REVENUE BY COMPANY THROUGH 01/31/2016

MOWERY LEASING & RENTAL	\$ 268.60
GWK AGENCY	\$ -
TOTAL	\$ 268.60

ORCHARD BEACH AVIATION

February 2016

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$315.33	
T-SHIRT SALES	\$0.00	(0 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$18.00	(1 @ \$18)
TOTAL	\$873.33	

FUEL SALES FEBRUARY 2016

100LL 185.0 Gal

JET 2428.0 Gal

TOTAL 2613.0 Gal

General 347.0 Gal @ .15 = \$45.30
PublicCharters 1000.0 Gal @ .15 = \$150.00
PublicCharters 1266.0 Gal @ .08 = \$101.28
PublicCharters 0.0 Gal @ .02 = \$0.00
Orchard Beach 45.0 Gal @ .15 = \$6.75
Orchard Beach 0.0 Gal @ .08 = \$0.00

DIESEL FUEL 6.0 Gal @ \$2.00 = \$12.00

APPENDIX G

March Travel as of 3/7/16

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	312 WN	288 AA	157 DL	381 UA
Boston (BOS)	467 DL	370 AA	306 UA	382 UA
Chicago (MDW or ORD)	129 P1	271 AA	143 UA	334 UA
Dallas (DFW)	317 WN	414 DL	330 WN	456 UA
Denver (DEN)	325 DL	351 UA	316 AA	357 UA
Houston (HOU)	340 DL	427 AA	330 AA	446 UA
Kansas City (MCI)	341 WN	345 AA	302 AA	311 UA
Las Vegas (LAS)	393 DL	365 DL	278 UA	377 UA
Los Angeles (LAX)	383 WN	291 DL	346 DL	377 UA
Minneapolis (MSP)	298 DL	155 UA	276 WN	425 UA
New York Area (NYC)	287 WN	358 DL	282 DL	307 UA
Oriando (MCO)	335 DL	254 DL	204 WN	225 UA
Philadelphia (PHL)	292 WN	189 AA	290 AA	363 UA
Phoenix (PHX)	373 DL	328 AA	280 UA	353 UA
Portland (PDX)	551 WN	396 DL	382 UA	377 UA
San Diego (SAN)	569 WN	408 AA	332 DL	377 UA
San Francisco (SFO)	402 DL	398 AA	324 AA	377 UA
Seattle (SEA)	450 WN	417 AA	374 AA	377 UA
St Louis (STL)	359 WN	258 AA	225 AA	229 UA
Washington DC Area (WA)	299 WN	301 DL	214 WN	225 UA

Average Fare	\$361.10	\$329.20	\$284.55	\$352.80
Change from last month	\$6.55	-\$33.25	\$2.50	-\$5.50
Change from two months	\$34.05	-\$32.70	\$14.55	\$6.15
Fares Pulled 3/7/16 for travel 4/12/16 - 4/19/16				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	312 WN	328 AA	211 DL	416 UA
Boston (BOS)	467 DL	410 AA	360 UA	417 UA
Chicago (MDW or ORD)	129 P1	311 AA	197 UA	369 UA
Dallas (DFW)	317 WN	454 DL	384 WN	491 UA
Denver (DEN)	325 DL	391 UA	370 AA	392 UA
Houston (HOU)	340 DL	467 AA	384 AA	481 UA
Kansas City (MCI)	341 WN	385 AA	356 AA	346 UA
Las Vegas (LAS)	393 DL	405 DL	332 UA	412 UA
Los Angeles (LAX)	383 WN	331 DL	400 DL	412 UA
Minneapolis (MSP)	298 DL	195 UA	330 WN	460 UA
New York Area (NYC)	287 WN	398 DL	336 DL	342 UA
Oriando (MCO)	335 DL	294 DL	258 WN	260 UA
Philadelphia (PHL)	292 WN	229 AA	344 AA	398 UA
Phoenix (PHX)	373 DL	368 AA	334 UA	388 UA
Portland (PDX)	551 WN	436 DL	436 UA	412 UA
San Diego (SAN)	569 WN	448 AA	386 DL	412 UA
San Francisco (SFO)	402 DL	438 AA	378 AA	412 UA
Seattle (SEA)	450 WN	457 AA	428 AA	412 UA
St Louis (STL)	359 WN	298 AA	279 AA	264 UA
Washington DC Area (WA)	299 WN	341 DL	268 WN	260 UA

Average Fare	\$361.10	\$369.20	\$338.55	\$387.80
Change from last month	\$6.55	-\$33.25	\$2.50	-\$5.50
Change from two months	\$34.05	-\$32.70	\$14.55	\$6.15

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

	2011		2012		2013		2014		2015		2016	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	GL 201/169	370	F9 523/366	889	134/126	260	161/107	268	188/162	350	218/185	403
Feb	202/194	396	462/431	893	128/120	248	136/124	260	207/191	398	226/219	445
Mar	225/215	440	112/176	288	162/173	335	191/175	366	217/216	433		
Apr	L 147/171 F9 488/389	1193	0/0	0	158/158	316	194/218	412	240/254	494		
May	1454/1525	2979	P1 71/58	129	189/189	378	251/255	506	346/356	718		
Jun	1206/1342	2548	234/250	484	239/288	527	346/405	751	406/478	912		
Jul	1595/1568	3163	465/467	932	421/409	830	653/659	1312	1016/1050	2066		
Aug	1833/1567	3400	497/500	997	391/413	804	663/685	1348	889/787	1676		
Sep	1332/1234	2566	362/297	659	248/237	485	391/312	703	390/378	768		
Oct	1024/1004	2028	150/149	299	229/215	444	338/335	673	349/346	695		
Nov	722/715	1437	36/33	69	168/198	366	275/266	541	249/266	515		
Dec	674/798	1472	131/138	269	197/200	397	295/293	588	291/295	586		
Total		21992		5908		5390		7728		9611		848

Ontime Performance

	2011		2012		2013		2014		2015		2016	
	Cancel/Delay	Ontime	Cancel/Delay	Ontime								
Jan	15%/38%	48%	12%/8%	80%	0%/15%	85%	0%/14%	86%	2%/27%	71%	4%/13%	83%
Feb	15%/28%	58%	6%/11%	83%	6%/16%	78%	9%/3%	88%	9%/9%	82%	2%/22%	76%
Mar	21%/19%	60%	14%/8%	78%	0%/0%	100%	0%/7%	93%	0%/9%	91%		
Apr	***	***	***	***	0%/3%	97%	0%/4%	96%	3%/5%	92%		
May	3%/25%	72%	0%/10%	90%	0%/6%	94%	0%/4%	96%	0%/18%	82%		
Jun	6%/20%	74%	0%/6%	94%	0%/3%	97%	0%/15%	85%	0%/13%	87%		
Jul	0%/37%	63%	0%/7%	93%	0%/19%	81%	1%/20%	79%	0%/32%	68%		
Aug	0%/36%	64%	0%/8%	92%	2%/16%	82%	1%/19%	80%	0%/14%	86%		
Sep	0%/23%	77%	0%/5%	95%	0%/0%	100%	0%/15%	85%	0%/16%	84%		
Oct	1%/5%	94%	0%/22%	78%	0%/9%	91%	0%/18%	82%	0%/2%	98%		
Nov	2%/11%	87%	0%/5%	95%	6%/6%	88%	2%/19%	79%	0%/15%	85%		
Dec	2%/15%	83%	0%/11%	89%	3%/19%	78%	0%/15%	85%	5%/19%	76%		

APPENDIX H