

MINUTES

Monday, June 20, 2016
10:00 A.M.

Manistee County Blacker Airport
Conference Room

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

Members Absent: Doug Bell

Others Present: Barry Lind, Airport Director; Russell Pomeroy, Airport Treasurer; Julie Schmeling, Manistee County Administrative Secretary; and Rachel Nelson, Airport Authority Secretary

Brook Shafer, Vice-Chair, called the meeting to order at 10:00 A.M. Roll was taken by the Secretary. Mr. Lind requested that “pavement repairs” be added to the agenda under New Business.

There was a motion by Mr. Marshall, supported by Mr. Picardat, to approve the meeting agenda with the addition of Pavement Repairs under New Business. Motion carried by unanimous vote.

There was no public comment.

The Vice-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, May 16, 2016.

There was a motion by Mr. Picardat, supported by Mr. Haw, to approve the Airport Authority regular meeting minutes of Monday, May 16, 2016, as presented. Motion carried by unanimous vote.

The Authority next reviewed the May 2016 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the payment to State Chemical Solutions is for weed spray; the Custom Sheet Metal payment is for the balance of a previous bill; and the payment to Orchard Beach Aviation is reimbursement for supplies.

There was a motion by Mr. Marshall, supported by Mr. Haw, to approve the May 2016 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$28,126.04.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Schulert; Bell)

Motion carried

The Authority also reviewed the May 2016 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. Mr. Pomeroy noted that \$11,422.26 was received through the State marketing grant. Mr. Lind added that there will be an additional \$7,500 before the end of the year. \$4,400 was also received from the State as reimbursement for electric work that was done approximately 3 years ago and charged to the PFC Fund. [Mr. Schulert arrived at the meeting via phone.] Mr. Pomeroy explained some changes that were made to the format of the balance sheet - car rental funds were removed and capital improvement funds were added. Mr. Lind questioned the status of the \$50,000 federal marketing grant. Mr. Pomeroy explained that the auditors spoke with the contact person when they were here, and everything was resubmitted since it had been lost in the system.

There was a motion by Mr. Marshall, supported by Mr. Picardat, to approve the May 2016 Financial Statement. Motion carried by unanimous vote.

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

The Budget Committee provided copies of the draft FY 2016/17 budget (APPENDIX D). Mr. Picardat stated that the tentative budget should be voted on next month. The Budget Committee also provided copies of the 5 Year Capital/Equipment Plan for Non-FAA Projects (APPENDIX E). The Committee reminded the Authority that this is a working plan and can be changed as needed.

None of the other Committees held meetings during the last month.

Mr. Lind reported that there were no airport incidents. Mr. Lind did not have his normal report on airfares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon. Mr. Lind presented information on airplane passenger numbers for 2016 as well as the previous five years (APPENDIX F).

The annual airport inspection will take place June 27-29, 2016.

Both the Airport Authority and Manistee County Board of Commissioners approved all FAA grant/sponsor agreements last month. The FAA and Prein & Newhof have continued to discuss "Exhibit A", which is the property description. Several Airport Authority members recommended looking into combining the property once everything is settled with the FAA.

The FAA requires that the hangar expansion/door repair project not interfere with airspace, and that an environmental review be completed. Prein & Newhof has handled this process, and a letter of approval has been received from the FAA for the project. While these two items are not specifically mentioned, Prein & Newhof is recommending moving forward with going out for bids.

The FAA safety area work is now being planned for late August. The work will take two weeks and will require runway closures, however, those details have not yet been determined. The runway closures shouldn't impact the airline unless it's a cloudy/rainy day, and then they will need to coordinate with the FAA in Traverse City for navigational system information.

The FAA AWOS (weather system) upgrades were completed last week, and Mr. Lind felt they did a good job.

There were some issues with air service in May, which had the worst number of canceled flights since Public Charters has taken over service. Corporate Flight Management (CFM), who operates the flights, has experienced significant growth recently, and no longer has the ability to provide a backup plane if necessary. CFM is obligated under their contract with Public Charters to have a backup available, but that is no longer happening. May saw an 8% decline in passengers compared to last year. Advance bookings for May were flat, but there were fewer last minute bookings. June and July are looking better, however, Mr. Lind pointed out that the numbers will look a little strange for June through August since that's the time frame when service was available to Pellston last year. June 29 through July 2 is 10 seats short of having 9 flights in a row sold out. Advanced sales continue to be monitored, and additional flights have already been added on June 30, July 2, July 5, July 6, and July 10. The proposed flight schedule for September 11, 2016, through April 29, 2017, has been submitted. Overall, the number of flights will be comparable to last year, except Saturday will be the no-fly day instead of Wednesday.

The peak season marketing efforts have continued, with TV spots running through early July on 9&10, and radio spots with MacDonald Garber Broadcasting running through mid July. Facebook advertising is being very effective, and Mr. Lind now has data to show the effectiveness of social media advertising for future grants.

Mr. Lind reminded the Authority that a MIOSHA complaint was filed against the airport and an onsite inspection occurred on April 18, 2016. Since the airport doesn't employ anyone (Orchard Beach Aviation does), there wasn't a citation. As the employer, Orchard Beach Aviation received a Notice of Potential Hazard and a citation. The Notice of Potential Hazard addresses the need for training on the use of Public Charters' deice tower regarding fall protection, and exposed electrical in the hangar which has already been addressed. The citation addresses the brakes and horn on Public Charters' tug. There is a \$200 penalty, but that is cut in half if the paperwork is done correctly.

A new State law went into effect last week. The Airport Authority will now be able to enforce that the Coho Bend billboard contract needs to be signed, or the billboard needs to be taken down.

Mr. Saylor and Mr. Lind will review the additional changes to the tree clearing agreement with the Little River Band of Ottawa Indians. The trees can't be cleared until after the first frost in the fall.

Mr. Lind is still working on information to share with the public regarding drones and airports. He feels that people will be surprised at the restrictions, which apply to drones larger than ½ lb and within 5 miles of the airport. If the drones are for commercial use, the operator will need to apply to the FAA. If they are for personal non-commercial recreational use, the drone cannot go higher than 400' and must be within the line of sight of the operator, and they must have prior approval from the airport.

Mr. Lind stated that Avfuel has been the fuel provider at the airport for quite a while. Orchard Beach Aviation is considering switching to Phillips. Phillips inspected the fuel farm and stated that the water defense system is not compliant with current standards (and hasn't been for 10 years), and they won't provide fuel until this is addressed. Avfuel has inspected the tanks twice and also performed the tank cleaning last fall, and never mentioned this. Arrow Aviation (Phillips) is willing to provide the probe at no cost. Mr. Lind has received two bids for this project (APPENDIX G). Both companies have worked at the airport before.

There was a motion by Mr. Shafer, supported by Mr. Marshall, to approve the bid of \$1,979.00 from Northern Pump Service, Inc., to update the fuel farm water defense system.

A roll call vote was taken:

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

Nays: 0

Absent: 0 (Bell)

Motion carried

The estimated cost to replace the septic is \$20,000, and the estimated cost to hook up to the new sewer system is \$100,000. These would both be federally reimbursable projects. The Budget Committee has estimated that it would cost \$5,000 to replace the drain field. Currently, the tank needs to be pumped monthly, so it wouldn't take long to recoup the cost of replacing the drain field.

There was a motion by Mr. Shafer, supported by Mr. Picardat, to go out for bids to replace the drain field and allow the Airport Director to proceed with the lowest bid if it is less than \$5,000.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Bell)

Motion carried

Mr. Lind reminded the Authority that there is an issue with a section of pavement near the intersection of runway 1/19 and taxiway A that needs to be addressed. It is recommended to do this as a local project due to the cost and timing. Prein & Newhof requested quotes for this project, but so far, only Elmers has submitted a bid (APPENDIX H). It is expected that Reith Riley will also submit a bid. Elmers' bid is for \$6,465, and they also included a bid of \$1,445 to fix an area of the parking lot that is cracking due to the heated sidewalk. Mr. Lind doesn't feel that the parking lot repair is necessary yet.

There was a motion by Mr. Marshall, supported by Mr. Haw, to repair the pavement near the intersection of runway 1/19 and taxiway A at a cost not to exceed \$6,465, with the condition that at least one additional bid must be received.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Bell)

Motion carried

Mr. Lind requested to wait until the full Airport Authority is present at a meeting to review the Strategic Plan.

There being no further business to come before the Authority, the meeting was adjourned at 11:45 A.M.

Respectfully Submitted,

Rachel Nelson, Airport Authority Secretary

Visit: www.manisteecountymi.gov to view Calendar of Events, County Board Agendas/Minutes, Committee Meeting Minutes, Airport Authority Minutes (under More Departments and Services), etc.

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MANISTEE COUNTY BLACKER AIRPORT

MAY 2016 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,500.00
	CONSUMERS ENERGY	\$ 1,197.94
	A T & T	\$ 26.78
	MICHCON (DTE ENERGY)	\$ 151.38
	MIKA MEYERS BECKETT & JONES	\$ 516.00
	VARNUM LLP	\$ -
	ACE HARDWARE	\$ 103.41
	STATE CHEMICAL SOLUTIONS	\$ 246.06
	CUSTOM SHEET METAL	\$ 259.42
	GRAND RENTAL STATION	\$ 14.29
	DIRECT TV	\$ 52.99
	WEST COAST FARM SERVICE	\$ 96.00
	PIPER MCCREDIE AGENCY	\$ -
	GALAXY ELECTRIC	\$ 84.00
	JACKPINE	\$ -
	ORCHARD BEACH AVIATION	\$ 137.46
	NAPA AUTO PARTS	\$ -
	PRIMARY AIRPORT SERVICES	\$ -
	TOTAL	\$ 6,385.73
	ADVERTISING INVOICES	
	HERITAGE BROADCASTING (9&10 NEWS)	\$ -
	MACDONALD GARBER BROADCASTING (97.6 THE BULL)	\$ 900.00
	RIGHTSIDE DESIGN, LLC	\$ -
	AMOR SIGN STUDIOS	\$ -
	MIDWESTERN BROADCASTING (WTCM RADIO)	\$ -
	ORCHARD BEACH AVIATION	\$ 1,109.31
	TOTAL	\$ 2,009.31
	ORCHARD BEACH AVIATION	\$ 19,731.00
	REGULAR HOURS	341 @ 16.50 5,626.50
	MAINTENANCE HOURS	113 @ 16.50 1,864.50
	PART 139 LABOR	12,200.00
	INTERNET	40.00
	GRAND TOTAL	\$ 28,126.04

MANISTEE COUNTY BLACKER AIRPORT

MAY 2016 REVENUE & EXPENSES				BUDGET REMAINING		33%
INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$141,022.00	\$ 149,656.00	\$ 1,322,437.00	\$ 2,328,104.00	\$ 1,005,667.00	43%
HANGER RENTAL	\$ 1,900.00	\$ 1,900.00	\$ 18,856.79	\$ 31,000.00	\$ 12,143.21	39%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 147,056.80	\$ 220,585.00	\$ 73,528.20	33%
LANDING FEES - GENERAL AVIATION	\$ 36.00	\$ 198.00	\$ 405.00	\$ 750.00	\$ 345.00	46%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 268.60	\$ 6,000.00	\$ 5,731.40	96%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 8,520.00	\$ 13,500.00	\$ 4,980.00	37%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 76,664.00	\$ 115,000.00	\$ 38,336.00	33%
STATE REIMB-MARKETING	\$ -	\$ 11,422.26	\$ 11,422.26	\$ 20,000.00	\$ 8,577.74	43%
MARKETING - PUBLIC CHARTERS	\$ -	\$ -	\$ 10,000.00	\$ -	\$ (10,000.00)	0%
PASSENGER FACILITY CHARGES	\$ -	\$ 1,125.00	\$ 16,056.00	\$ 22,500.00	\$ 6,444.00	29%
FUEL SALES	\$ 574.94	\$ 775.28	\$ 4,147.33	\$ 11,000.00	\$ 6,852.67	62%
SIGN LEASE	\$ 2,700.00	\$ 900.00	\$ 3,600.00	\$ 4,000.00	\$ 400.00	10%
MISCELLANEOUS	\$ 11,806.56	\$ 4,436.00	\$ 16,563.92	\$ 6,000.00	\$ (10,563.92)	-176%
TOTAL INCOME	\$187,069.60	\$ 199,442.64	\$ 1,635,997.70	\$ 2,778,439.00	\$ 1,142,441.30	41%

EXPENSES:						
AEAS CONTRACT-PUBLIC CHARTERS	\$141,022.00	\$ 149,656.00	\$ 1,322,437.00	\$ 2,328,104.00	\$ 1,005,667.00	43%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 28,000.00	\$ 42,000.00	\$ 14,000.00	33%
PERSONNEL - OP & MAINT	\$ 19,262.00	\$ 19,691.00	\$ 152,718.25	\$ 240,000.00	\$ 87,281.75	36%
DUES & FEES	\$ -	\$ -	\$ 725.00	\$ 1,000.00	\$ 275.00	28%
SUPPLIES	\$ 320.59	\$ 137.46	\$ 1,447.50	\$ 2,000.00	\$ 552.50	28%
UTILITIES	\$ 1,926.40	\$ 1,442.31	\$ 20,406.40	\$ 29,000.00	\$ 8,593.60	30%
FUEL	\$ -	\$ -	\$ 3,436.87	\$ 9,000.00	\$ 5,563.13	62%
REPAIRS & MAINTENANCE	\$ 2,118.85	\$ 803.18	\$ 26,146.77	\$ 17,000.00	\$ (9,146.77)	-54%
CONTRACTED SERVICES	\$ 202.80	\$ -	\$ 606.15	\$ 1,200.00	\$ 593.85	49%
LEGAL	\$ 5,184.30	\$ 516.00	\$ 13,742.60	\$ 6,000.00	\$ (7,742.60)	-129%
AUDIT	\$ -	\$ -	\$ 3,250.00	\$ 3,100.00	\$ (150.00)	-5%
ADVERTISING	\$ 6,234.97	\$ 2,009.31	\$ 24,418.99	\$ 40,000.00	\$ 15,581.01	39%
TELEPHONE	\$ 26.77	\$ 26.78	\$ 207.10	\$ 500.00	\$ 292.90	59%
TRAVEL	\$ -	\$ -	\$ 241.38	\$ 500.00	\$ 258.62	52%
INSURANCE	\$ -	\$ -	\$ 19,919.22	\$ 22,000.00	\$ 2,080.78	9%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
EQUIPMENT	\$ -	\$ -	\$ 946.05	\$ 8,535.00	\$ 7,588.95	89%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
PFC EXPENSES	\$ -	\$ -	\$ 14,089.05	\$ 22,500.00	\$ 8,410.95	37%
MISCELLANEOUS	\$ -	\$ -	\$ 327.21	\$ 1,000.00	\$ 672.79	67%
	\$179,798.68	\$ 177,782.04	\$ 1,633,065.54	\$ 2,778,439.00	\$ 1,145,373.46	41%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ 21,660.60 \$ 2,932.16

BALANCE ON HAND - AIRPORT FUND	
BEGINNING BALANCE 05/01/2016	\$ 96,424.79
MAY RECEIPTS	\$ 179,537.20
APRIL DISBURSEMENTS	<u>\$ (179,798.68)</u>
	<u>\$ 96,163.31</u>

MANISTEE COUNTY BLACKER AIRPORT

B-2

MAY 2016 BALANCE SHEET

ASSETS	5/31/2016	4/30/2016
CASH	\$ 96,163.31	\$ 96,424.79
CASH - PFC ACCOUNT	\$ 71,567.15	\$ 70,442.15
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 18,382.10	\$ -
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 1,549.28	\$ 1,150.94
TOTAL ASSETS	\$ 237,661.84	\$ 218,017.88

LIABILITIES	5/31/2016	4/30/2016
ACCOUNTS PAYABLE - TRADE	\$ 177,782.04	\$ 179,798.68
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 177,782.04	\$ 179,798.68

FUND BALANCE	\$ 55,353.90	\$ 33,693.30
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TOTAL LIABILITIES AND FUND BALANCE	\$ 233,135.94	\$ 213,491.98
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 05/31/2016	\$ 141,185.79
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	\$ 71,567.15

CAPITAL IMPROVEMENT FUNDS AVAILABLE AS OF 05/31/2016

SALE OF EQUIPMENT (TRACTOR)	\$ 10,556.58
REIMBURSEMENT FROM STATE (J RANCK ELECTRIC)	\$ 4,400.00
TOTAL	\$ 86,523.73

ORCHARD BEACH AVIATION

May 2016

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$775.28	
T-SHIRT SALES	\$36.00	(3 @ \$12)
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$198.00	(11 @ \$18)
DAILY HANGERS	\$0.00	(0 @ \$25)
TOTAL	\$1549.28	

FUEL SALES MAY 2016

100LL 1582.2 Gal

JET 3637.9 Gal

TOTAL 5220.1 Gal

General	3369.1 Gal @ .15 = \$505.37
PublicCharters	740.4 Gal @ .15 = \$111.06
PublicCharters	0.0 Gal @ .08 = \$0.00
PublicCharters	0.0 Gal @ .02 = \$0.00
Orchard Beach	1000.0 Gal @ .15 = \$150.00
Orchard Beach	110.6 Gal @ .08 = \$8.85

DIESEL FUEL 0.0 Gal @ \$2.00 = \$0.00

BUDGET REPORT FOR MANISTEE COUNTY
 Fund: 295 AIRPORT AUTHORITY FUND
 Calculations as of 05/31/2016

GL NUMBER	DESCRIPTION	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/31/16	2016-17 REQUESTED BUDGET	2016-17 RECOMMENDED BUDGET	2016-17 APPROVED BUDGET
ESTIMATED REVENUES									
Dept 000-GENERAL									
295-000-505.000	FEDERAL GRANT - AEAS	1,129,507	1,786,861	2,488,502	2,328,104	0	2,328,104	2,328,104	
295-000-518.000	FED GRANT-ADVERTISING	43,742	0	0	0	0	0	0	
295-000-540.000	STATE REIMBURSEMENTS	5,829	53,482	10,925	20,000	13,278	25,000	27,000	
295-000-665.000	INTEREST EARNED	70	38	391	0	0	0	0	
295-000-668.000	OFFICE RENT	12,575	12,780	12,780	13,500	2,425	13,500	13,500	
295-000-668.001	LANDING FEES GENERAL AVIATION	679	594	1,062	750	351	750	750	
295-000-668.002	RENT AND LANDING FEES-PUBLIC CHAR	210,326	212,974	220,585	220,585	183,821	220,585	220,585	
295-000-668.003	HANGAR RENT	21,045	26,762	24,378	31,000	9,075	26,000	26,000	
295-000-668.004	CAR RENTAL FEES	5,946	4,739	5,635	6,000	6,466	6,000	6,000	
295-000-668.005	SIGN LEASE	2,800	2,800	2,800	4,000	0	3,750	3,750	
295-000-668.006	PASSENGER FACILITY CHARGES	4,774	12,559	18,005	22,500	18,436	22,500	25,000	
295-000-675.000	CONTRIBUTIONS-MARKETING	0	0	0	0	0	0	0	
295-000-695.000	MISC. REVENUE	84	25,785	1,724	6,000	24	1,000	1,000	
295-000-698.001	FUEL SALES	10,999	11,294	12,162	11,000	3,993	12,000	13,000	
295-000-699.001	TRANSFER IN - GENERAL FUND	115,000	115,000	115,000	115,000	38,333	115,000	115,000	
295-000-699.010	PUBLIC CHARTERS MARKETING	0	0	0	0	0	10,000	10,000	
Totals for dept 000-GENERAL		1,563,376	2,265,668	2,913,949	2,778,439	276,202	2,784,189	2,789,689	
TOTAL ESTIMATED REVENUES		1,563,376	2,265,668	2,913,949	2,778,439	276,202	2,784,189	2,789,689	

APPENDIX D

BUDGET REPORT FOR MANISTEE COUNTY
 Fund: 295 AIRPORT AUTHORITY FUND
 Calculations as of 05/31/2016

GL NUMBER	DESCRIPTION	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/31/16	2016-17 REQUESTED BUDGET	2016-17 RECOMMENDED BUDGET	2016-17 APPROVED BUDGET
APPROPRIATIONS									
Dept 000-GENERAL									
295-000-727.000	OFFICE SUPPLIES	2,466	1,711	2,679	0	1,210	0	0	
295-000-727.002	MISC. SUPPLIES	155	0	84	2,000	0	2,500	2,500	
295-000-730.000	EQUIPMENT	0	0	797	8,535	127	0	1,435	
295-000-743.000	GAS AND OIL	8,724	12,039	4,921	9,000	3,437	7,500	7,500	
295-000-800.000	CONTRACTED SERVICES	904	854	0	1,200	405	1,000	1,000	
295-000-800.002	CONTRACTED SERVICES - AUDIT	1,700	3,050	3,150	3,100	3,250	3,150	3,150	
295-000-800.003	CONTRACTUAL - ACCOUNTING	0	3,000	0	3,000	0	3,000	3,000	
295-000-800.004	CONTRACTUAL - PUBLIC CHARTERS	1,121,725	1,786,861	2,489,502	2,328,104	0	2,328,104	2,328,104	
295-000-801.000	CONTRACTED SERVICES - MANAGEMENT	40,824	40,800	40,800	42,000	24,500	42,000	42,000	
295-000-801.001	CONTRACTED SERVICES - MAINT.	230,467	232,595	231,243	240,000	133,067	240,000	240,000	
295-000-806.000	ATTORNEY FEES	7,716	4,186	11,376	6,000	14,044	10,000	6,000	
295-000-812.000	DUES AND FEES	635	925	400	1,000	725	1,000	1,000	
295-000-850.000	TELEPHONE	762	746	559	500	207	500	500	
295-000-860.000	TRAVEL	0	209	208	500	241	500	500	
295-000-862.002	TRAINING-FIRE FIGHTER	0	1,691	5,900	2,000	0	6,000	6,000	
295-000-901.000	ADVERTISING	71,484	56,948	36,938	40,000	20,098	55,000	55,000	
295-000-911.000	LIABILITY INSURANCE	20,800	21,672	23,577	22,000	19,919	20,000	20,000	
295-000-920.000	UTILITIES	28,665	29,340	32,025	29,000	19,104	30,000	29,000	
295-000-930.000	MISC. REPAIRS	0	25,022	2,500	0	0	0	0	
295-000-931.000	REPAIRS & MAINTENANCE	17,211	28,919	21,175	17,000	26,831	17,000	17,000	
295-000-995.000	MISC. EXPENSE	833	712	1,715	1,000	401	1,000	1,000	
295-000-995.002	MISC. EXPENSE - PFC	4,363	26,740	16,670	22,500	14,089	22,500	25,000	
295-000-999.000	TRANSFER OUT - GENERAL FUND	0	0	0	0	0	0	0	

D-2

BUDGET REPORT FOR MANISTEE COUNTY
 Fund: 295 AIRPORT AUTHORITY FUND

Calculations as of 05/31/2016

GL NUMBER	DESCRIPTION	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 05/31/16	2016-17 REQUESTED BUDGET	2016-17 RECOMMENDED BUDGET	2016-17 APPROVED BUDGET
APPROPRIATIONS									
Dept 000-GENERAL									
295-000-999.016	TRANSFER OUT- PUBLIC IMP. FUND	0	0	0	0	0	0	0	0
Totals for dept 000-GENERAL		1,559,434	2,278,020	2,925,221	2,778,439	281,655	2,790,754	2,789,689	
TOTAL APPROPRIATIONS									
		1,559,434	2,278,020	2,925,221	2,778,439	281,655	2,790,754	2,789,689	
NET OF REVENUES/APPROPRIATIONS - FUND 295									
		3,942	(12,352)	(11,272)	0	(5,453)	(6,565)	0	0
BEGINNING FUND BALANCE		69,177	73,121	60,770	49,499	49,499	44,046	44,046	44,046
ENDING FUND BALANCE		73,119	60,769	49,498	49,499	44,046	37,481	44,046	44,046

10-3

**MBL 5 Year Capital/Equipment Plan
Non-FAA Projects**

	Project	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	Fuel Farm Water Defense	2K				
2	Pavement Repairs	6.5K				
3	Septic – Drainfield	5K				
4	T-Hangers – Paint Roof	10K				
5	T-Hangers – Cement Floors	15K				
6	T-Hangers – Paint Exterior		10K			
7	T-Hangers – Upgrade Doors		10K	15K		
8	Airline Hanger Expansion		100K			
9	Riding Mower			6K		
10	Brush Hog				16K	
11	Fuel Farm Upgrades					50K
	Federal Grant Match	0K	7K	23K	10K	10K
Total		38.5K	127K	44K	26K	60K

APPENDIX E

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	247/240	487
Apr	L 147/171 F9 488/389	1193	0/0	0	158/158	316	194/218	412	240/254	494	258/254	512
May	1454/1525	2979	P1 71/58	129	189/189	378	251/255	506	346/356	718	327/331	658
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		2505

Ontime Performance

	2011		2012		2013		2014		2015		2016	
	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%	0%/13%	87%
Apr	***	***	***	***	0%/3%	97%	0%/4%	96%	3%/5%	92%	0%/13%	87%
May	3%/25%	72%	0%/10%	90%	0%/6%	94%	0%/4%	96%	0%/18%	82%	9%/20%	71%
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 F

APPENDIX G

Quotation

"The liquid handling specialists"



AVIATION FUELING SYSTEMS & EQUIPMENT

Friday, April 22, 2016

QUOTE NUMBER

3821

To: Devin Messing



800-968-2853

Dear Sir;

We are pleased to quote the amount of \$3,530.00 to install your new Crown Water Probe System Model WP-120-7SG. Sparling technician Bruce Richardson informed that you may not have all components regarding the above water probe system.

Add 1364.40 in the event Sparling needs to supply a new water probe (Model WP-120-7)

Yours very truly,

Vitas P. Sprindys

Vitas P. Sprindys
Sparling Corporation
PH. 734-942-5100
FAX 734-942-7033
vsprindys@sparlingcorp.com

Northern Pump Service, Inc. 989-732-5252

G-2

Estimate

PO Box 192
Gaylord, MI 49734

Date
6/8/2016

Name / Address
Manistee County Airport 2323 Airport Road Manistee, Mi 49660

Fax #
989-705-8875
E-mail
northernpump@yahoo.com
Contact Person: Neil Wilkinson

Description	Qty	Cost	Total
REF: Jet-A Filter Housing Thank you for the opportunity to give you this quote. To install 1-Crown water probe in Lewis Jet-A Housing includes fittings and testing. Stainless Steel Fitting Labor			
	1	225.00	225.00
		1,600.00	1,600.00
	220	0.70	154.00
NOTE: Filter should be replaces or upgraded at the same time. BY OTHERS: Crown Water Probe, Permits and Electrical.			
Total			\$1,979.00

PROPOSAL

APPENDIX H



Esphalt™ • Excavation • Concrete • Cranes

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com

Proposal submitted to:	MANISTEE COUNTY BLACKER AIRPORT	25-May-16	T OF T
	BARRY LIND	231-723-4351	
	2323 AIRPORT RD	orchardbeachaviation@gmail.com	
	MANISTEE, MI 49660	PROPOSAL #2016-0720	

We hereby submit specifications and estimates for:

Provide all Labor, Equipment, and Materials to :

1. Mill and Pave 2 areas of taxiway, 7' X 25' at 2" in depth and pave back with 2" of SE1 HMA.

MILL	\$2,775.00
PAVE	\$3,690.00
TOTAL	\$6,465.00

2. Mill and Pave 1 area of parking lot, 7' X 20' at full depth of existing HMA, pave back full depth. Being this area be done at the same time as taxiway repair.

MILL	\$495.00
PAVE	\$950.00
TOTAL	\$1,445.00

Project Manager **STEVE ENDRES**
 231-218-6051
sendres@teamelmers.com

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

 Authorized Signature _____
 Name: **Steve Endres**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment

Check/cash upon invoicing
 Charge by VISA/MC upon completion of work

Account # _____ Exp Date _____
 Tax ID # _____
 Elmers reserves the right to request a credit report with this proposal.
 Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
 By: _____ (Sign and return copy upon acceptance)
 Its: _____
 Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

- When reviewing estimates and selecting a contractor:**
- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
 - Get recent references from the contractors you are considering.
 - Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
 - All project specifications and payment terms should be written in the contract.
 - The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured - Daily quality control checks for all products