

MINUTES

Monday, July 18, 2016
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Paul Schulert, Chair; Brook Shafer, Vice-Chair; Mark Bergstrom (arrived at 10:08 a.m.); Gerry Haw; Doug Bell; Alan Marshall; and Dale Picardat

Members Absent: None

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

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

There was a motion by Mr. Shafer, supported by Mr. Bell, to approve the meeting agenda. Motion carried by unanimous vote.

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, June 20, 2016.

There was a motion by Mr. Picardat, supported by Mr. Haw, to approve the Airport Authority regular meeting minutes of Monday, June 20, 2016, as presented. Motion carried by unanimous vote.

The Authority next reviewed the May 2016 Accounts Payable Report (APPENDIX A). Mr. Lind reported that the charges to Blarney Castle were for diesel fuel; and the Blue Globes payment was for runway lights. The Treasurer's Report was given to Board members at the meeting, and it was suggested by Mr. Lind that these reports be provided with the agenda and other information prior to the meeting. Mr. Marshall was going to talk to Mr. Pomeroy to make this arrangement.

There was a motion by Mr. Bell, supported by Mr. Shafer, to approve the June 2016 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$30,979.72.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Bergstrom)

Motion carried

Mark Bergstrom entered the meeting.

The Authority also reviewed the June 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. Lind reported that the totals were +\$3,000 for the month, and through June were +\$6,000, which makes it on target for the budget. April and May always show a little deficit, but those amounts are made up in the summer months.

There was a motion by Mr. Bell, supported by Mr. Shafer, to approve the June 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 did not meet. Mr. Picardat stated that the tentative budget for FY 2016-17 should be voted on, which was provided in the packets. (APPENDIX D)

There was a motion by Mr. Shafer, supported by Mr. Bergstrom, to approve the tentative budget for FY 2016/17.

A roll call vote was taken:

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

Nays: 0

Absent: 0

Motion carried

After review of the MBL 5-Year Capital/Equipment Plan Non-FAA Projects (APPENDIX E), Mr. Haw questioned the past discussions on the possibility of extending the runway. Mr. Lind pointed out that the 5-year plan was for non-FAA projects. The 10-year plan does include FAA-funded plans, and that the runway expansion is included in that plan. Mr. Lind said that he will bring that version of the plan to the Authority in October or November.

There was a motion by Mr. Picardat, supported by Mr. Haw, to approve the MBL 5-Year Capital/Equipment Plan Non-FAA Projects. Motion carried by unanimous vote.

The Bylaws Committee did not meet. Mr. Marshall said that in December he will have Ms. Nelson provide an electronic copy for review 30 days prior to the January meeting, and have the bylaws review be put on the January agenda. If anyone would like a hard copy, that can be requested.

The Hangar Expansion has not been sent out for bids yet. Mr. Lind stated that he does not have a lot of experience with this type of project and asked Mr. Shafer for help. All the approvals have been obtained, the next step is sending the project out for bid, which is expected to go out by the end of the 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 June 2016 (APPENDIX F). Mr. Lind presented information on airplane passenger numbers for 2016 as well as the previous five years (APPENDIX G).

The annual airport inspection took place June 27-29, 2016. Mr. Lind reported that it was a relatively clean inspection (APPENDIX H). Discrepancies in the Letter of Correction include the Airport Emergency Plan, which is to be reviewed every 12 calendar months. The last plan was reviewed October 2014 and then again in December 2015, which exceeded the requirements. Mr. Lind stated there is a new procedure in place so this will not be missed in the future. Another discrepancy was the markings on the runways, which Mr. Lind stated that this project is planned for every three years, and this is the third year, this is to be completed by the end of October. Safety comments/recommendations as a result of the inspection included for consideration include:

1. The airport should begin to keep documentation of daily ARFF vehicle Maintenance inspections for record keeping purposes.
2. Implement the use of a revised personnel training form which specifically describes which section of the Part 139 regulation was covered during each training session. This will help ensure all training components are being completed for each job function and will streamline the review process.
3. The airport should restrict movement area access privileges to only those personnel whose job requires access to the airfield and should provide separate, limited training to employees who only need access to ramp/non-movement areas on the AOA.
4. The runway designation number for Runway 1 should contain a horizontal stroke on the bottom of the numeral painted on the runway in order to differentiate it from the runway centerline marking. This should be added whenever repainting is scheduled on the airfield. Reference Advisory Circular 150/5340-1L – Standards for Airport Markings.

Mr. Lind reported on the FAA grant/sponsor agreements that they are still working through discrepancies related to the property description and "Exhibit A", which is the property description. He said they are at the point now where everything should be fine, but the major roadblock was regarding the DNR property transfer in 2003.

When sending out bids for the hangar expansion and the painting of the T-Hangar Roof, Mr. Lind said that he would like to send these out at the same time so that contractors wanting to bid on both could do so, and maybe provide a savings.

June was mostly a good month. On June 30, 2016 there were three sold out flights scheduled, and then a mechanical issue on the plane caused delays and rescheduling. CFM brought up a 30 seat aircraft and they were able to get all but 9 passengers taken care of by the end of the day. July and August look

good with slight year over year growth. Additional flights have been added during June and July, and the schedule is currently open through mid-November.

Facebook advertising is very effective, and Mr. Lind now has data to show the effectiveness of social media advertising for future grants. Facebook has been a great referral program. Peak season on marketing is winding down. TV and radio ads ended last week. There are currently three giveaways planned on Facebook and social media. Google Adwords will also continue.

Mr. Lind reminded the Authority that a MIOSHA complaint was filed against the airport and an onsite inspection occurred on April 18, 2016, this has been fully addressed. There was a second complaint of vehicle exhaust in the terminal, which was not a credible complaint and lack of hazard plan. A Hazard Plan is being developed, and this will all be taken care of in 30 days or so.

There was lengthy discussion regarding drones. Mr. Picardat had brought one in. 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.

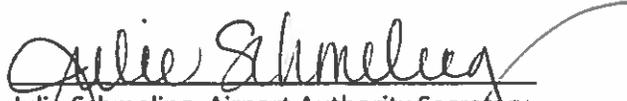
Mr. Lind stated that Avfuel has been the fuel provider at the airport for quite a while. Orchard Beach Aviation is considering switching to Phillips. The plan to change vendors should take place in the next few weeks.

There is no progress on the septic/sewer hookup to report on.

The Authority agreed to set a date in September for a Special Meeting to review the Airport Strategic Plan. Mr. Schulert and Mr. Lind would decide on a few dates and see what works best with everyone. They did not want to review the Strategic Plan at their regular monthly meeting. An email will be sent out to all members to find a date that works for everyone.

There being no further business to come before the Authority, the meeting was adjourned at 11:41 A.M.

Respectfully Submitted,


Julie Schmeling, 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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APPENDIX A

MANISTEE COUNTY BLACKER AIRPORT

JUNE 2016 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,500.00
	CONSUMERS ENERGY	\$ 1,200.44
	A T & T	\$ 26.78
	MICHCON (DTE ENERGY)	\$ 82.33
	MIKA MEYERS BECKETT & JONES	\$ -
	VARNUM LLP	\$ 173.60
	ACE HARDWARE	\$ 92.09
	BLARNEY CASTLE	\$ 942.30
	CUSTOM SHEET METAL	\$ -
	GRAND RENTAL STATION	\$ 74.29
	DIRECT TV	\$ 19.43
	SPARLING CORP	\$ 20.07
	PIPER MCCREDIE AGENCY	\$ -
	BLUE GLOBES, LLC	\$ 416.83
	JACKPINE	\$ -
	ORCHARD BEACH AVIATION	\$ 328.55
	NAPA AUTO PARTS	\$ 90.02
	PRIMARY AIRPORT SERVICES	\$ -
	TOTAL	\$ 6,966.73
	ADVERTISING INVOICES	
	HERITAGE BROADCASTING (9&10 NEWS)	\$ -
	MACDONALD GARBER BROADCASTING (97.6 THE BULL)	\$ 450.00
	RIGHTSIDE DESIGN, LLC	\$ 1,400.00
	BENZIE COUNTY CHAMBER OF COMMERCE	\$ 234.00
	CADILLAC AREA CHAMBER OF COMMERCE	\$ 295.00
	ORCHARD BEACH AVIATION	\$ 1,010.00
	TOTAL	\$ 3,389.00
	ORCHARD BEACH AVIATION	\$ 20,623.99
	REGULAR HOURS 360 @ 16.50	5,940.00
	MAINTENANCE HOURS 146 @ 16.50	2,409.00
	PART 139 LABOR	12,200.00
	INTERNET	50.00
	TV SERVICE	24.99
	GRAND TOTAL	\$ 30,979.72

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

JUNE 2016 BALANCE SHEET

ASSETS	6/30/2016	5/31/2016
CASH	\$ 110,074.55	\$ 96,163.31
CASH - PFC ACCOUNT	\$ 72,984.65	\$ 71,567.15
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 36,764.20	\$ 18,382.10
ADVERTISING GRANT	\$ 50,000.00	\$ 50,000.00
STATE GRANT	\$ -	\$ -
MISC.	\$ 2,555.76	\$ 1,549.28
TOTAL ASSETS	\$ 272,379.16	\$ 237,661.84

LIABILITIES	6/30/2016	5/31/2016
ACCOUNTS PAYABLE - TRADE	\$ 209,415.72	\$ 177,782.04
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -

TOTAL LIABILITIES	\$ 209,415.72	\$ 177,782.04
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FUND BALANCE	\$ 58,437.54	\$ 55,353.90
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TOTAL LIABILITIES AND FUND BALANCE	\$ 267,853.26	\$ 233,135.94
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 05//31/2016	\$ 142,603.29
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	\$ 72,984.65

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	\$ 87,941.23

MANISTEE COUNTY BLACKER AIRPORT

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JUNE 2016 REVENUE & EXPENSES

BUDGET REMAINING

25%

INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$149,656.00	\$ 178,436.00	\$ 1,500,873.00	\$2,328,104.00	\$ 827,231.00	36%
HANGER RENTAL	\$ 1,900.00	\$ 1,893.58	\$ 20,750.37	\$ 31,000.00	\$ 10,249.63	33%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 165,438.90	\$ 220,585.00	\$ 55,146.10	25%
LANDING FEES - GENERAL AVIATION	\$ 198.00	\$ 117.00	\$ 522.00	\$ 750.00	\$ 228.00	30%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 268.60	\$ 6,000.00	\$ 5,731.40	96%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 9,585.00	\$ 13,500.00	\$ 3,915.00	29%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 86,247.00	\$ 115,000.00	\$ 28,753.00	25%
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	\$ 1,417.50	\$ 17,473.50	\$ 22,500.00	\$ 5,026.50	22%
FUEL SALES	\$ 775.28	\$ 1,593.18	\$ 5,740.51	\$ 11,000.00	\$ 5,259.49	48%
SIGN LEASE	\$ 900.00	\$ -	\$ 3,600.00	\$ 4,000.00	\$ 400.00	10%
MISCELLANEOUS	\$ 4,436.00	\$ 12.00	\$ 16,575.92	\$ 6,000.00	\$ (10,575.92)	-176%

TOTAL INCOME	\$199,442.64	\$ 212,499.36	\$ 1,848,497.06	\$ 2,778,439.00	\$ 929,941.94	33%
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EXPENSES:

AEAS CONTRACT-PUBLIC CHARTERS	\$141,022.00	\$ 178,436.00	\$ 1,500,873.00	\$2,328,104.00	\$ 827,231.00	36%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 31,500.00	\$ 42,000.00	\$ 10,500.00	25%
PERSONNEL - OP & MAINT	\$ 19,262.00	\$ 20,549.00	\$ 173,267.25	\$ 240,000.00	\$ 66,732.75	28%
DUES & FEES	\$ -	\$ -	\$ 725.00	\$ 1,000.00	\$ 275.00	28%
SUPPLIES	\$ 320.59	\$ 328.55	\$ 1,776.05	\$ 2,000.00	\$ 223.95	11%
UTILITIES	\$ 1,926.40	\$ 1,377.19	\$ 21,783.59	\$ 29,000.00	\$ 7,216.41	25%
FUEL	\$ -	\$ 942.30	\$ 4,379.17	\$ 9,000.00	\$ 4,620.83	51%
REPAIRS & MAINTENANCE	\$ 2,118.85	\$ 693.30	\$ 26,840.07	\$ 17,000.00	\$ (9,840.07)	-58%
CONTRACTED SERVICES	\$ 202.80	\$ -	\$ 606.15	\$ 1,200.00	\$ 593.85	49%
LEGAL	\$ 5,184.30	\$ 173.60	\$ 13,916.20	\$ 6,000.00	\$ (7,916.20)	-132%
AUDIT	\$ -	\$ -	\$ 3,250.00	\$ 3,100.00	\$ (150.00)	-5%
ADVERTISING	\$ 6,234.97	\$ 3,389.00	\$ 27,807.99	\$ 40,000.00	\$ 12,192.01	30%
TELEPHONE	\$ 26.77	\$ 26.78	\$ 233.88	\$ 500.00	\$ 266.12	53%
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	\$ 209,415.72	\$ 1,842,481.26	\$ 2,778,439.00	\$ 935,957.74	34%
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EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ 3,083.64	\$ 6,015.80
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BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 06/01/2016	\$ 96,163.31
JUNE RECEIPTS	\$ 193,709.92
MAY DISBURSEMENTS	\$(179,798.68)

\$ 110,074.55

APPENDIX C

ORCHARD BEACH AVIATION

June 2016

RENT

OFFICE	\$340.00	
HANGER	\$200.00	
FUEL	\$1593.18	
T-SHIRT SALES	\$12.00	(1 @ \$12)
LANDING FEES		
TWIN	\$9.00	(1 @ \$9)
JET	\$108.00	(6 @ \$18)
DAILY HANGERS	\$0.00	(0 @ \$25)
MONTHLY HANGERS	\$293.58	
TOTAL	\$2555.76	

FUEL SALES JUNE 2016

100LL 2286.1 Gal

JET 10378.8 Gal

TOTAL 12664.9 Gal

General 6254.2 Gal @ .15 = \$938.13

PublicCharters 1000.0 Gal @ .15 = \$150.00

PublicCharters 4000.0 Gal @ .08 = \$320.00

PublicCharters 113.4 Gal @ .02 = \$2.27

Orchard Beach 1000.0 Gal @ .15 = \$150.00

Orchard Beach 297.3 Gal @ .08 = \$23.78

DIESEL FUEL 4.5 Gal @ \$2.00 = \$9.00

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

CL 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 - AEA5	1,129,507	1,786,861	2,488,502	2,328,104	0	2,328,104	2,378,104	
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	77,000	
295-000-665.000	INTEREST EARNED	70	36	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	210,320	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	9,875	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	1,721	6,000	24	1,000	1,000	
295-000-698.001	FUEL SALES	10,990	11,294	12,164	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	2,265,666	2,813,949	2,778,439	276,202	2,784,189	2,789,689	
TOTAL ESTIMATED REVENUES		1,563,376	2,265,666	2,813,949	2,778,439	276,202	2,784,189	2,789,689	

BUDGET REPORT FOR HANATEEK 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 RECEIVED BUDGET	2016-17 APPROVED BUDGET
295-000-727.000	OFFICE SUPPLIES	2,466	1,711	2,675	0	1,210	0	0	
295-000-727.002	HISC. 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	2,326,104	0	2,326,104	2,326,104	
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	
295-000-805.000	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	56,949	36,938	40,000	20,098	55,000	55,000	
295-000-911.000	LIABILITY INSURANCE	20,800	21,672	23,577	22,000	15,915	20,000	20,000	
295-000-920.000	UTILITIES	28,655	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	21,171	17,000	26,831	17,000	17,000	
295-000-995.000	HISC. EXPENSE	833	712	1,735	1,000	451	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	

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BUDGET REPORT FOR MANATEE 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 RECORDED BUDGET	2016-17 APPROVED BUDGET
APPROPRIATIONS									
Dcpt 000-GENERAL									
295-000-999.016	TRANSFER OUT- PUBLIC IHP. 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)	16,565)	0	0
	BEGINNING FUND BALANCE	64,177	73,121	60,776 =	49,499	49,499	44,046	44,046	44,046
	ENDING FUND BALANCE	73,119	60,769	49,499	49,499	44,046	37,481	46,046	44,046

APPENDIX F

August Travel as of 7/17/16

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	247 WN	457 UA	247 DL	469 UA
Boston (BOS)	315 WN	310 UA	210 DL	478 UA
Chicago (MDW or ORD)	169 P1	290 UA	98 WN	340 UA
Dallas (DFW)	287 WN	417 UA	316 UA	519 UA
Denver (DEN)	387 WN	403 DL	309 DL/AA	385 UA
Houston (HOU)	347 WN	423 DL	324 WN	339 UA
Kansas City (MCI)	309 WN	367 DL	295 UA	516 UA
Las Vegas (LAS)	397 WN	371 UA	320 AA	490 UA
Los Angeles (LAX)	482 WN	402 UA/AA	320 AA	427 UA
Minneapolis (MSP)	326 DL	406 DL	262 WN	475 UA
New York Area (NYC)	350 WN	403 DL	238 AA	317 UA
Orlando (MCO)	297 WN	322 DL/UA	174 WN	225 UA
Philadelphia (PHL)	374 WN	329 DL	300 WN	317 UA
Phoenix (PHX)	399 WN	399 UA	342 AA	459 UA
Portland (PDX)	483 WN	502 UA	388 WN	570 UA
San Diego (SAN)	453 DL	443 DL	364 UA	429 UA
San Francisco (SFO)	560 WN	407 UA	350 UA	383 UA
Seattle (SEA)	470 WN	407 AA	384 AA/DL	383 UA
St Louis (STL)	389 WN	301 UA	228 AA	235 UA
Washington DC Area (WA)	287 WN	271 DL	200 AA	219 UA

Average Fare	\$366.40	\$381.50	\$283.45	\$398.75
Change from two months	-\$73.70	\$29.15	-\$15.95	\$38.70
Change from three months	-\$11.15	\$45.40	-\$14.65	\$28.55
Fares Pulled 6/11/16 for travel 7/19/16 - 7/26/16				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	247 WN	497 UA	301 DL	504 UA
Boston (BOS)	315 WN	350 UA	264 DL	513 UA
Chicago (MDW or ORD)	169 P1	330 UA	152 WN	375 UA
Dallas (DFW)	287 WN	457 UA	370 UA	554 UA
Denver (DEN)	387 WN	443 DL	363 DL/AA	420 UA
Houston (HOU)	347 WN	463 DL	378 WN	374 UA
Kansas City (MCI)	309 WN	407 DL	349 UA	551 UA
Las Vegas (LAS)	397 WN	411 UA	374 AA	525 UA
Los Angeles (LAX)	482 WN	442 UA/AA	374 AA	462 UA
Minneapolis (MSP)	326 DL	446 DL	316 WN	510 UA
New York Area (NYC)	350 WN	443 DL	292 AA	352 UA
Orlando (MCO)	297 WN	362 DL/UA	228 WN	260 UA
Philadelphia (PHL)	374 WN	369 DL	354 WN	352 UA
Phoenix (PHX)	399 WN	439 UA	396 AA	494 UA
Portland (PDX)	483 WN	542 UA	442 WN	605 UA
San Diego (SAN)	453 DL	483 DL	418 UA	464 UA
San Francisco (SFO)	560 WN	447 UA	404 UA	418 UA
Seattle (SEA)	470 WN	447 AA	438 AA/DL	418 UA
St Louis (STL)	389 WN	341 UA	282 AA	270 UA
Washington DC Area (WA)	287 WN	311 DL	254 AA	254 UA

Average Fare	\$366.40	\$421.50	\$337.45	\$433.75
Change from two months	-\$73.70	\$29.15	-\$15.95	\$38.70
Change from three months	-\$11.15	\$45.40	-\$14.65	\$28.55

Parking Fees for one week are \$0 at Manistee, \$40 at Traverse City, \$54 at Grand Rapids, \$35 at Muskegon

APPENDIX G

Manistee County Blacker Airport

Enplaned/Deplaned

	2011	2012	2013	2014	2015	2016	Total
Jan	GL 201/169	370	889	260	268	350	403
Feb	202/194	396	893	248	260	398	445
Mar	225/215	440	288	335	366	433	487
Apr	L 147/171 F9 485/389	1193	0	316	412	494	512
May	1454/1525	2979	129	378	506	718	658
Jun	1206/1342	2548	484	527	751	912	923
Jul	1595/1568	3163	932	830	1312	2066	
Aug	1833/1567	3400	997	804	1348	1676	
Sep	1332/1234	2566	659	485	703	768	
Oct	1024/1004	2028	299	444	673	695	
Nov	722/715	1437	69	366	541	515	
Dec	674/798	1472	269	397	588	586	
Total		21992	5908	5390	7728	9611	3428

On-time Performance

	2011	2012	2013	2014	2015	2016	On-time
Jan	15%/38%	48%	80%	85%	86%	71%	83%
Feb	15%/28%	58%	83%	78%	88%	82%	76%
Mar	21%/19%	60%	78%	100%	93%	91%	87%
Apr	***	***	***	97%	96%	92%	87%
May	3%/25%	72%	90%	94%	96%	82%	87%
Jun	6%/20%	74%	94%	97%	96%	82%	71%
Jul	0%/37%	63%	93%	81%	79%	68%	80%
Aug	0%/36%	64%	92%	82%	80%	86%	
Sep	0%/23%	77%	95%	100%	85%	84%	
Oct	1%/5%	94%	78%	91%	82%	98%	
Nov	2%/11%	87%	95%	88%	79%	85%	
Dec	2%/15%	83%	89%	78%	85%	76%	

Letter of Correction APPENDIX H

1. Airport Manager (Name) Mr. Barry Lind		4. FAA Airport Certification Safety Inspector Patricio Virgili	
2. Airport Name Manistee Co.-Blacker Airport		Site Number 10049.*A	5. FAA Office Airports Division, AGL-621.9
3. Address (Street or PO Number, City, State, ZIP Code) 2323 Airport Road Manistee, Michigan 49660		6. Address 2300 E. Devon Ave. Des Plaines, IL 60018	
7. Type of Operating Certificate Class I		8. Certificate Date 1 A S 09/2005	
9. Type of Airport Certification Safety Inspection <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Surveillance		10. Inspection Date 6/27/2016 - 6/29/2016	
11. FAA Contact Patricio Virgili		e-mail address: patricio.virgili@faa.gov	Phone: 847-294-7327 Fax: 847-294-8088
12. EIR Number 2016 GL 80			
<p>Inspection of the above named airport has revealed that it is not in compliance with all of the requirements of FAR Part 139, the Airport Certification Manual/Specification, and the Airport Operating Certificate.</p> <p>We have given consideration to all available facts and concluded that this matter does not warrant legal enforcement action. In lieu of such action we are issuing this letter which will be made a matter of record. We will expect your future compliance with the regulations. Please advise, by return of this form, when discrepancies are corrected.</p> <p>The individual identified in item 11 must be notified if corrections are not completed by the agreed upon date.</p>			
13. FAR Part 139 References		14. Discrepancies Corrected <i>(To be completed by Airport Personnel)</i>	
a. FAR 139 Reference	b. Discrepancy	c. Correction Date	a. Date b. By (Initials)
325g4	Airport emergency plan	29 Jun 2016	29-Jun-16 BJL
<p>Inspection revealed the Airport Emergency Plan (AEP) was reviewed in October 2014 and then in December 2015 therefore exceeding the requirement to review the AEP once every 12 consecutive calendar months (CCM) with all parties with whom the plan is coordinated. The airport must develop a process to prevent a future lapse in the AEP review such as including this review in its training calendar.</p>			
311d	Marking, signs, and lighting	28 Oct 2016	
<p>Inspection revealed markings on Runway 10/28 and Taxiways A, C, and F are faded and not clearly visible during night operations and must be repainted. Also, reflectivity during night operations does not provide an accurate reference and must be re-beaded during the repainting process. Lastly, all markings should be outlined in black since all runway and taxiway surfaces are light-colored.</p>			

Check if Comments/Recommendations attached - comments and recommendations concerning aviation safety which are not required by FAR Part 139 are noted on the attached sheet

By signature below, assurance is given that the violations noted above will be corrected by the dates indicated and a copy of this letter returned by 15 calendar days following the completion of all discrepancy corrections.

Date: June 29, 2016 Signature of Authorized Airport Official: *Barry Lind* Signature of FAA Airport Certification Safety Inspector: *Patricio Virgili*

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

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

June 29, 2016

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

Dear Mr. Lind:

Safety Recommendations - Manistee Co.-Blacker

As a result of the Periodic inspection conducted on 6/27/2016 - 6/29/2016 at Manistee Co.-Blacker Airport, the following comments / recommendations are being provided to you for your consideration:

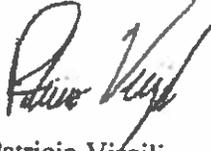
1. The airport should begin to keep documentation of daily ARFF vehicle maintenance inspections for record keeping purposes.
2. Implement the use of a revised personnel training form which specifically describes which section of the Part 139 regulation was covered during each training session. This will help ensure all training components are being completed for each job function and will streamline the review process.
3. The airport should restrict movement area access privileges to only those personnel whose job requires access to the airfield and should provide separate, limited training to employees who only need access to ramp/non-movement areas on the AOA.
4. The runway designation numeral for Runway 1 should contain a horizontal stroke on the bottom of the numeral painted on the runway in order to differentiate it from the runway centerline marking. This should be added whenever repainting is scheduled on the airfield. Reference Advisory Circular 150/5340-1L – Standards for Airport Markings.

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Continuation Page 2

These comments/recommendations are not required by 14 CFR Part 139 but are being made a part of the inspection record. Copies of these documents are provided to both Washington Headquarters and your Airports District Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricio Virgili". The signature is written in a cursive style with a large initial "P".

Patricio Virgili

Airport Certification Safety Inspector