



Manistee County Blacker Airport Authority

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

MINUTES

Monday, January 12, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

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

Members Absent: Dale Picardat

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Authority Treasurer; and Rachel Nelson, Airport Authority Secretary

Ervin Kowalski, Chairperson, called the meeting to order at 12:05 P.M. Roll was taken by the Secretary.

Ervin Kowalski called for nominations of Officers.

There was a motion by Mr. Wilson, supported by Mr. Haik to nominate Ervin Kowalski as Chairperson, close nominations and cast a unanimous ballot for Ervin Kowalski for the position of 2009 Chairperson; to nominate Charles Brooks as Vice-Chairperson, close nominations and cast a unanimous ballot for Charles Brooks for the position of 2009 Vice-Chairperson; to nominate Russell Pomeroy as Treasurer, close nominations and cast a unanimous ballot for Russell Pomeroy for the position of 2009 Treasurer; to nominate Rachel Nelson as Secretary, close nominations and cast a unanimous ballot for Rachel Nelson for the position of 2009 Secretary.

A roll call vote was taken:

Yeas: 6 (Kowalski; Brooks; Lottie; Haik; Schulert; Wilson)

Nays: 0

Absent: 1 (Picardat)

Motion carried.

The Chairman confirmed that each member had received a copy and had an opportunity to review the Minutes from the regular meeting of the Airport Authority held on Monday, December 8, 2008.

There was a motion by Mr. Brooks, supported by Mr. Haik to approve the Airport Authority regular meeting Minutes of Monday, December 8, 2008, as presented. Motion carried by unanimous vote.

The Authority next reviewed the December 2008 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the GT Hydraulics payment is for work on the snowplow. The payment to the Chamber of Commerce is for annual dues. The Confessco Fire Protection payment is for a maintenance agreement. The Road Commission payment is for sand. The McLouth Welding and Orchard Beach Aviation payments are for repairs to the new snowblower. These repairs will be reimbursed by the manufacturer.

There was a motion by Mr. Lottie, supported by Mr. Brooks to approve the December 2008, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$32,540.57.

A roll call vote was taken:

Yeas: 6 (Kowalski; Brooks; Lottie; Haik; Schulert; Wilson)

Nays: 0

Absent: 1 (Picardat)

Motion carried.

The Authority next reviewed the December 2008 Financial Statement (APPENDIX B) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Public Improvement Fund. Mr. Pomeroy noted that the hangar rentals are higher this month because Ted Arens pays his annual ground lease in January. Orchard Beach Aviation also pays an annual ground lease of \$660 in January, as well as \$600 for use of the WSI Weather System.

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

Mr. Lind pointed out that \$5,207.63 has been collected in Passenger Facility Charges from June through December 2008. This means that approximately \$9,000 will be collected each year. This is money that is kept in a separate account and can only be used for certain projects, such as grant matches for federal projects, etc.

Mr. Wilson noted that he has had several complaints that the driveway to the airport is hard to find. Perhaps a sign perpendicular to the road can be added in the future.

Mr. Lind reported that the edge of the easement was posted with standard "No Hunting" signs to the bluff. One airport fence sign was also moved to the area. No issues were reported to the airport, however, the DNR was looking for Mr. Lind, so he suspects there may be some. He plans to contact the DNR to have a meeting with them.

Mr. Lind presented the Authority with the insurance quote from Piper McCredie for 2009, which is \$21,491. The insurance coverage will be effective from January 20, 2009 to January 20, 2010. The quote is a decrease of \$757 from 2008 with the same coverages. It was noted that in future years, quotes should be obtained from other agencies for comparison.

Mr. Lind informed the Authority about several issues related to the weather this winter. On January 3, 2009, the Great Lakes plane slid off of a taxiway. The airport considered the taxiway closed and had a clear path for the runway. The north/south runway reopened this morning after being closed since January 3, 2009. 293 ½ hours were spent snow plowing for December 2008. This is approximately double of the hours spent snow plowing in January 2008. The airport is out of a liquid deicer that can be used. There is currently a national shortage of the deicer due to a mine strike in Canada. The current cost for the deicer is \$14/gallon and it takes 500 gallons to do a full runway deicing. Therefore, the current cost would be \$7,000 for one deicing! Mr. Lind feels they will be able to make it through the season without the deicer since sand can be used. The deicer is not used very often anyway and has only existed for approximately three years. Mr. Lind noted that the runways are tested by driving a pickup truck on them. The pilots also make an assessment. A machine can be purchased to test the conditions of the runway which would eliminate discrepancies.

Mr. Lind discussed the revised 5 year plan (APPENDIX C), which he and Mr. House met with the Aeronautics Board about last month. \$150,000 is allocated to the airport for capital projects every year under the current funding regulations. Any additional money needs to be asked for, and it is a competition with other airports. Safety and security projects have a high priority. Mr. Lind reviewed the 2009 projects:

REPLACE TAXIWAY REFLECTORS WITH M.I. TAXIWAY LIGHTS: Currently, there are only taxiway reflectors, which are old and brittle. Commercial airports only use taxiway lights, and this was commented on in the Part 139 inspection. Without funding, the airport will have to continue to replace the reflectors instead of upgrading to lights.

AIRFIELD REMARKING: These need to be repainted and upgrading to meet standards.

DESIGN ARFF/SRE BUILDING: The current building was built in 1980 and has 14' wide doors. Most equipment will not fit in the building.

DESIGN SAND STORAGE BUILDING: Currently, no sand is stored at the airport.

Mr. Lind noted that all future years will require a 10 year plan instead of a 5 year plan.

Mr. Lind stated that there have been some issues with the Great Lakes airline. Great Lakes has been providing information on delayed and cancelled flights since it was requested in October 2008. In October, flights were 57% on time (31% delayed, 11% cancelled); in November, they were 55% on time (32% delayed, 13% cancelled); and in December, they were 20% on time (44% delayed, 36% cancelled). Reasons for cancellations/delays include weather, mechanical (only one plane) and the crew (only one crew). There is only one plane and crew because Great Lakes has been growing rapidly. In October, Great Lakes' system wide on time performance was 62%, which was the lowest of any U.S. airline. There aren't many options since Great Lakes is one of the few providing this type of service.

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

In 2009, the Airport Authority will meet on the second Monday of the month at 12:00 noon in the conference room at the airport.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 1:50 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

DECEMBER 2008 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ 1,997.40
	A T & T	\$ 17.83
	MICHCON (DTE ENERGY)	\$ 581.22
	GOCKERMAN, WILSON, SAYLOR	\$ 196.00
	GT HYDRAULICS	\$ 427.24
	WEATHER SERVICES INTERNATIONAL	\$ -
	MANISTEE CHAMBER OF COMMERCE	\$ 300.00
	ACE HARDWARE	\$ 46.32
	BLARNEY CASTLE	\$ 2,655.57
	CONFESSCO FIRE PROTECTION	\$ 195.00
	FASTENAL COMPANY	\$ 85.80
	NAPA AUTO PARTS	\$ 123.47
	MANISTEE COUNTY ROAD COMMISSION	\$ 57.87
	McLOUTH WELDING, INC.	\$ 478.50
	ORCHARD BEACH AVIATION	\$ 1,027.50
	DIRECT TV	\$ 159.05
	PECKHAM ENGINEERING	\$ 398.84
	MANISTEE COUNTY	\$ 123.53
	TOTAL	\$ 11,871.14
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 20,669.43
	REGULAR HOURS	270 @ 15.00 4,050.00
	MAINTENANCE HOURS	346 @ 15.00 5,190.00
	PART 139 LABOR	11,279.43
	INTERNET	150.00
	GRAND TOTAL	\$ 32,540.57
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	DECEMBER 2008 REVENUE & EXPENSES		BUDGET REMAINING		75%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 3,479.80	\$ 6,229.80	\$ 17,940.00	\$ 11,710.20	65%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 39,870.72	\$ 159,483.00	\$ 119,612.28	75%
LANDING FEES - GENERAL AVIATION	\$ -	\$ 153.00	\$ 3,500.00	\$ 3,347.00	96%
AUTO RENTAL SPACE	\$ 474.65	\$ 1,002.21	\$ 4,200.00	\$ 3,197.79	76%
OFFICE RENT	\$ 1,125.00	\$ 3,375.00	\$ 13,500.00	\$ 10,125.00	75%
COUNTY OF MANISTEE	\$ 7,791.67	\$ 23,375.01	\$ 93,500.00	\$ 70,124.99	75%
FUEL SALES	\$ 123.53	\$ 756.89	\$ 6,500.00	\$ 5,743.11	88%
SIGN LEASE	\$ -	\$ -	\$ 3,400.00	\$ 3,400.00	100%
MISCELLANEOUS	\$ 600.00	\$ 600.00	\$ 1,000.00	\$ 400.00	40%
TOTAL INCOME	\$ 26,884.89	\$ 75,362.63	\$ 303,023.00	\$ 227,660.37	75%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 9,000.00	\$ 36,000.00	\$ 27,000.00	75%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 20,519.43	\$ 54,925.79	\$ 169,823.00	\$ 114,897.21	68%
DUES & MEETINGS	\$ 300.00	\$ 300.00	\$ 500.00	\$ 200.00	40%
SUPPLIES	\$ 46.32	\$ 74.22	\$ 2,000.00	\$ 1,925.78	96%
UTILITIES	\$ 2,887.67	\$ 5,698.86	\$ 35,000.00	\$ 29,301.14	84%
FUEL	\$ 2,655.57	\$ 2,655.57	\$ 5,000.00	\$ 2,344.43	47%
REPAIRS & MAINTENANCE	\$ 694.38	\$ 2,896.71	\$ 7,500.00	\$ 4,603.29	61%
TERMINAL IMPROVEMENTS	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
CONTRACTED SERVICES	\$ 195.00	\$ 701.00	\$ 1,800.00	\$ 1,099.00	61%
LEGAL	\$ 196.00	\$ 454.75	\$ 5,000.00	\$ 4,545.25	91%
AUDIT	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 17.83	\$ 54.27	\$ 400.00	\$ 345.73	86%
INSURANCE	\$ -	\$ 1,486.00	\$ 26,000.00	\$ 24,514.00	94%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ -	0%
EQUIPMENT	\$ -	\$ 947.33	\$ -	\$ (947.33)	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 123.53	\$ 756.89	\$ 6,500.00	\$ 5,743.11	88%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ 1,904.84	\$ 2,425.26	\$ 1,000.00	\$ (1,425.26)	-143%
	\$ 32,540.57	\$ 82,376.65	\$ 303,023.00	\$ 220,646.35	73%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ (5,655.68)	\$ (7,014.02)			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 12/01/08	\$ 67,455.23				
NOVEMBER RECEIPTS	\$ 24,291.58				
OCT DISBURSEMENTS	\$ (24,117.82)				
	\$ 67,628.99				

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MANISTEE COUNTY BLACKER AIRPORT

DECEMBER 2008 BALANCE SHEET

ASSETS	12/31/2008	11/30/2008
CASH	\$ 67,628.99	\$ 67,455.23
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 13,290.24
TED ARENS - GROUND RENT	\$ 1,444.80	\$ -
MISC.	\$ 1,883.53	\$ 735.02
TOTAL ASSETS	\$ 84,247.56	\$ 81,480.49
LIABILITIES	12/31/2008	11/30/2008
ACCOUNTS PAYABLE - TRADE	\$ 32,540.57	\$ 24,117.82
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 32,540.57	\$ 24,117.82
FUND BALANCE	\$ 51,706.99	\$ 57,362.67
TOTAL LIABILITIES AND FUND BALANCE	\$ 84,247.56	\$ 81,480.49
TOTAL PUBLIC IMPROVEMENT FUNDS AVAILABLE		\$ 128,930.51
STATE OF MICHIGAN		\$ 3,375.00
STATE OF MICHIGAN		\$ 124,500.00
STATE OF MICHIGAN		\$ 2,475.00
STATE OF MICHIGAN		\$ 2,400.00
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)		\$ (36.60)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)		\$ (8,106.42)
STATE OF MICHIGAN (SNOWBLOWER)		\$ 13,138.00
TULIP CITYAIR (SALE OF OLD SNOWBLOWER)		\$ (32,750.00)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)		\$ (12.29)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)		\$ (11.94)
PUBLIC IMPROVEMENT FUND - CASH AVAILABLE		\$ 23,935.53
PASSENGER FACILITY CHARGES COLLECTED THROUGH 12/31/2008		\$ 5,207.63
BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF:		
	9/30/2008	\$ 24,647.84
	12/31/2008	\$ 23,890.95

APPENDIX C

**MANISTEE COUNTY BLACKER AIRPORT
FIVE-YEAR DEVELOPMENT PLAN**

Dated Dec. 9, 2008

DEVELOPMENT YEAR	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL
2009	Capital Improvement				
	Design ARFF/SRE Building (CD's)	\$ 80,750	\$ 2,125	\$ 2,125	\$ 85,000
	Design Sand Storage Building (CD's)	\$ 5,700	\$ 150	\$ 150	\$ 6,000
	* Replace taxiway reflectors with M I Taxiway Lights	\$ 214,700	\$ 5,650	\$ 5,650	\$ 226,000
	** Airfield Marking	\$ 66,500	\$ 1,750	\$ 1,750	\$ 70,000
TOTAL 2009	\$ 367,650	\$ 9,675	\$ 9,675	\$ 387,000	
2010	Capital Improvement				
	SRE Building	\$ 1,192,250	\$ 31,375	\$ 31,375	\$ 1,255,000
	Sand Storage Building	\$ 89,300	\$ 2,350	\$ 2,350	\$ 94,000
	Loader for Sand with Snow Bucket	\$ 190,000	\$ 5,000	\$ 5,000	\$ 200,000
TOTAL 2010	\$ 1,471,550	\$ 38,725	\$ 38,725	\$ 1,649,000	
2011	Snow Removal Equipment				
	Sweeper	\$ 346,750	\$ 9,125	\$ 9,125	\$ 365,000
TOTAL 2011	\$ 346,750	\$ 9,125	\$ 9,125	\$ 385,000	
2012	Capital Improvement				
	Rehabilitate Taxi Streets Hangar Area	\$ 181,450	\$ 4,775	\$ 4,775	\$ 191,000
	T-Hangers (10 Units)	\$ 313,500	\$ 8,250	\$ 8,250	\$ 330,000
TOTAL 2012	\$ 494,950	\$ 13,025	\$ 13,025	\$ 621,000	
2013	Capital Improvement				
	Relocate River Road	\$ 271,700	\$ 7,150	\$ 7,150	\$ 286,000
	Extend Runway 18 with Parallel Taxiway	\$ 323,000	\$ 8,500	\$ 8,500	\$ 340,000
TOTAL 2013	\$ 694,700	\$ 16,650	\$ 16,650	\$ 828,000	
TOTAL FIVE-YEAR PROGRAM		\$ 3,276,800	\$ 86,200	\$ 86,200	\$ 3,449,000

* CD's for Taxiway Lighting Estimated \$15,000.00

** CD's for Marking Estimated \$2,000.00

APPENDIX D

PASSENGERS OF GREAT LAKES
ENPLANED / DEPLANED
MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
	Midwest	Midwest			
JAN.	210/164 374	234/169 403			
FEB.	198/184 382	215/212 427			
MARCH	224/229 453	213/200 413			
APRIL	183/239 422	18/38 56			
MAY	238/251 489	0/0 0			
		Great Lakes			
JUNE	252/309 561	94/113 207			
JULY	340/348 688	278/301 579			
AUG.	348/305 653	300/293 593			
SEPT.	278/217 495	219/190 409			
OCT.	276/248 524	173/174 347			
NOV.	275/280 555	168/166 334			
DEC.	203/205 408	159/122 281			
TOTAL	3025/2979 6004	2034/1977 4011			

ORCHARD BEACH AVIATION

December 2008

RENT

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$123.53	
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$0.00	(0 @ \$18)
HANGER GROUND RENT	\$660.00	
WSI WEATHER SYSTEM USAGE	\$600.00	
TOTAL	\$1883.53	

100	178.1 Gal
JET	645.4 Gal
TOTAL	823.5 Gal