

MINUTES

Monday, August 21, 2017
10:00 A.M.

Manistee County Blacker Airport
Conference Room

Members Present: Brook Shafer, Chair; Doug Bell, Vice-Chair; Mark Bergstrom (left at 12:49 p.m.); Jeff Dontz; Gerry Haw; Barry Peterson (arrived at 10:48 a.m.); Paul Schulert

Members Absent: None.

Others Present: Barry Lind, Airport Director (left at 12:50); Russel Pomeroy, Airport Treasurer; George Saylor, Airport Attorney; Dylan Savela, Manistee News Advocate; and Julie Schmeling, Airport Authority Secretary

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

There was an amendment to the agenda. Under Section 10 – New Business, letter C, Section 8 (d) also needs to add letter (h), which allows “to consider attorney’s opinion”.

There was a motion by Mr. Schulert, supported by Mr. Dontz, to approve the meeting agenda, as amended. Motion carried by majority vote. (Peterson absent)

There was no public comment.

The Chair confirmed that each member had received a copy and had an opportunity to review the minutes from the regular meeting of the Airport Authority held on Monday, July 17, 2017.

There was a motion by Mr. Bergstrom, supported by Mr. Haw, to approve the Airport Authority regular meeting minutes, of Monday, July 17, 2017. Motion carried by majority vote. (Peterson absent)

The Authority reviewed the June 2017 Accounts Payable Report (APPENDIX A). Mr. Pomeroy reported that the bills paid to AARF were paid for the fire fighter training exercise that recently took place in May. A \$2,000 state grant is received annually to help offset those costs. The bills paid to Sparling were for the annual maintenance on the fuel pumps.

There was a motion by Mr. Bell, supported by Mr. Schulert, to approve the June 2017 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$38,321.26.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Peterson)

Motion carried

The Authority also reviewed the June 2017 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. The revenues were over the expenses by \$862.62.

There was a motion by Mr. Schulert, supported by Mr. Dontz, to approve the June 2017 Financial Statement. Motion carried by majority vote. (Peterson absent)

The Authority reviewed the July 2017 Accounts Payable Report (APPENDIX C). Mr. Pomeroy asked Mr. Lind if he knew why the amount to Primary Airport Services was higher than normal. Mr. Lind was not aware that it was higher. Mr. Pomeroy stated that it was for two invoices, and that he will look into this.

There was a motion by Mr. Bergstrom, supported by Mr. Haw, to approve the July 2017 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$31,676.79.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Peterson)

Motion carried

The Authority also reviewed the July 2017 Financial Statement (APPENDIX D), which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Passenger Facility Charges collected. The revenues were over the expenses by \$4,730.36. There was some discussion on line items listed on the report.

There was a motion by Mr. Bergstrom, supported by Mr. Bell, to approve the June 2017 Financial Statement. Motion carried by majority vote. (Peterson absent)

Mr. Pomeroy reported that the hangar door insurance funds were deposited under miscellaneous revenue back in 2014. Mr. Pomeroy noted that Mrs. Nelson told him that the budget was not adopted because there was a line item change being made for the special assessment of the McGuiness Drain and asked if that should go under "miscellaneous expense", and that the miscellaneous expense of \$4,500 is for the special assessment. Mr. Pomeroy said

it can go either way and asked the Authority if they wanted a separate line item. It was decided that a separate expense line item will be created for the special assessment of the McGuiness Drain.

The Executive Committee did not meet.

The Budget Committee did not meet, but there was discussion regarding adopting the budget. The budget was not adopted at the last meeting, but will need to be adopted at the next month's meeting. Mr. Pomeroy will make the necessary line item changes that were requested and the budget can be approved at next month's meeting.

The Bylaws Committee did not meet.

The Hangar Expansion Committee did not meet.

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 July 2017 (APPENDIX E). Mr. Lind presented information on airplane passenger numbers for 2017 as well as the previous five years (APPENDIX F). Passenger numbers increased by 6% compared to July 2016. The worst on-time performance since Public Charters started were reported. The airline has had a mix of 19 and 30 seat aircrafts operating during July, most were 30 seat, but only selling 19 seats as the airport was told two days prior to scheduled flight on the size of plane being sent. Additional flights are being added through August and early September as the demand requires. Recently capacity is limiting the passenger growth, and Mr. Lind stated that in the future when exploring options for future service we need to make sure that the airline can handle future growth.

The 4-year AEAS Contract expires on 7/25/2018. Mr. Lind has begun the process for a new agreement to ensure no gaps in service. He is reviewing recent EAS awards and exploring options with other carriers, as well as having conversation with Public Charters about the future.

Mr. Lind next gave the marketing update. There is a planned Fall Color Tour Weekend Giveaway that will be targeting the Chicago area. Work has been started on the signage grant. The grant is for \$10,000 for additional signage, and plans have not yet been decided on what will be purchased with grant money. Planning has started on the FY 2018 Marketing Plan. RightSide Design typically attends the October meeting and goes over plans for the coming year's marketing budget and plans. Mr. Lind is working on getting that together.

Mr. Lind reported that the RFP will be going out this week for the tree clearing. Mr. Saylor will be setting up a meeting with the property owners regarding the Coho Bend Billboard to discuss legal issues, and he will report back at next month's meeting. Mr. Lind had no update on the airport zoning. There was discussion on finding funding sources to proceed with Explorer Solutions, which included AES. Mr. Lind will also contact Tim Ervin to see if there is any interest from him in assisting. Recently a laptop was found at the airport and Mr. Lind said that there is currently not a lost item policy. It was recommended that Mr. Lind check with other airports on a policy, and then the Bylaws Committee. Mr. Lind also reported that he is having conversation at this point on a solar farm potential.

A copy of the updated agreement from Primary Airport Services was presented APPENDIX G, which would extend the current agreement.

There was a motion by Mr. Schulert, supported by Mr. Haw, to approve the contract with Primary Airport Services.

A roll call vote was taken:

Yeas: 7 (Shafer; Bergstrom; Bell; Haw; Dontz; Schulert, Peterson)

Nays: 0

Absent: 0

Motion carried

Bob Nelesen of Prein & Newhof gave a presentation/update on the potential land acquisition consisting of the planning and development requirements. APPENDIX H. Mr. Nelesen explained to the Authority the need to justify the project to the FAA and the requirements that need to be met for the project to be accepted by the FAA. Mr. Lind explained that they can't justify the need to purchase the parcel based on the need for the runway extension at this time, but need to purchase the land for the purpose of the obstruction to the runway for safety reasons. Options were discussed which include a possible navigation easement, which gives the right to clear the trees, and also the option of purchasing the land.

There was a motion by Mr. Schulert, supported by Mr. Bell, to go into closed session to re-evaluate options on clearing trees in regards to possible navigation easement or land acquisition.

A roll call vote was taken:

Yeas: 7 (Shafer; Bergstrom; Bell; Haw; Dontz; Schulert, Peterson)

Nays: 0

Absent: 0

Motion carried

There was a motion by Mr. Dontz, supported by Mr. Haw, to return to open session.

A roll call vote was taken:

Yeas: 6 (Shafer; Bell; Haw; Dontz; Schulert, Peterson)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried

There being no further business to come before the Authority, the meeting was adjourned at 1:10 P.M.

Respectfully Submitted,

Julie Schmeling, Airport Authority Secretary

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APPENDIX A

MANISTEE COUNTY BLACKER AIRPORT

JUNE 2017 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,500.00
	CONSUMERS ENERGY	\$ 1,052.43
	A T & T	\$ 34.58
	MICHCON (DTE ENERGY)	\$ 73.90
	MIKA MEYERS BECKETT & JONES	\$ -
	VARNUM LLP	\$ -
	BLARNEY CASTLE	\$ 790.36
	PIPER MCCREDIE AGENCY	\$ -
	GILL-ROYS	\$ 152.96
	AARF SPECIALISTS	\$ 6,000.00
	SPARLING CORPORATION	\$ 1,730.52
	COFESSCO FIRE PROTECTION	\$ 220.00
	WEST COAST FARM SERVICE	\$ 16.00
	CUSTOM SHET METAL & HEATING	\$ 327.80
	ORCHARD BEACH AVIATION	\$ 108.71
	MANISTEE TIRE	\$ 127.70
	PRIMARY AIRPORT SERVICES	\$ -
	TOTAL	\$ 14,134.96
	ADVERTISING INVOICES	
	BENZIE CHAMBER OF COMMERCE	\$ 230.00
	MANISTEE AREA CHAMBER	\$ -
	RIGHTSIDE DESIGN, LLC	\$ 2,130.76
	THE CHAMBER (LUDINGTON & SCOTTVILLE)	\$ -
	CADILLAC AREA CHAMBER OF COMMERCE	\$ 295.00
	ORCHARD BEACH AVIATION	\$ 1,134.30
	TOTAL	\$ 3,790.06
	ORCHARD BEACH AVIATION	\$ 20,396.24
	REGULAR HOURS 360 @ 16.50	5,940.00
	MAINTENANCE HOURS 132.5 @ 16.50	2,186.25
	PART 139 LABOR	12,200.00
	INTERNET	50.00
	TV SERVICE	19.99
	GRAND TOTAL	\$ 38,321.26

MANISTEE COUNTY BLACKER AIRPORT APPENDIX B

JUNE 2017 REVENUE & EXPENSES

BUDGET REMAINING

25%

INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	25% %
FEDERAL GRANT - AEAS	\$152,230.00	\$ 187,070.00	\$ 1,832,350.00	\$2,328,104.00	\$ 495,754.00	21%
HANGER RENTAL	\$ 1,225.00	\$ 1,650.00	\$ 14,110.00	\$ 26,000.00	\$ 11,890.00	46%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 165,438.90	\$ 220,585.00	\$ 55,146.10	25%
LANDING FEES - GENERAL AVIATION	\$ 162.00	\$ 216.00	\$ 558.00	\$ 750.00	\$ 192.00	26%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 2,475.61	\$ 6,000.00	\$ 3,524.39	59%
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			\$ 6,469.94	\$ 27,000.00	\$ 20,530.06	76%
MARKETING - PUBLIC CHARTERS	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	\$ 2,500.00	0%
PASSENGER FACILITY CHARGES	\$ 1,134.00	\$ -	\$ 10,786.50	\$ 25,000.00	\$ 14,213.50	57%
FUEL SALES	\$ 675.21	\$ 787.78	\$ 5,822.47	\$ 13,000.00	\$ 7,177.53	55%
SIGN LEASE	\$ 900.00	\$ -	\$ 3,600.00	\$ 3,750.00	\$ 150.00	4%
WISCELLANEOUS	\$ -	\$ -	\$ 160.61	\$ 1,000.00	\$ 839.39	84%
TOTAL INCOME	\$185,356.31	\$ 226,253.88	\$ 2,145,104.03	\$2,789,689.00	\$ 644,584.97	23%

EXPENSES:

AEAS CONTRACT-PUBLIC CHARTERS	\$152,230.00	\$ 187,070.00	\$ 1,832,350.00	\$2,328,104.00	\$ 495,754.00	21%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 31,500.00	\$ 42,000.00	\$ 10,500.00	25%
PERSONNEL - OP & MAINT	\$ 20,491.25	\$ 20,326.25	\$ 174,891.50	\$ 240,000.00	\$ 65,108.50	27%
DUES & FEES	\$ -	\$ -	\$ 750.00	\$ 1,000.00	\$ 250.00	25%
SUPPLIES	\$ 39.68	\$ -	\$ 827.35	\$ 2,500.00	\$ 1,672.65	67%
UTILITIES	\$ 1,642.02	\$ 1,196.32	\$ 19,888.59	\$ 29,000.00	\$ 9,111.41	31%
FUEL	\$ -	\$ 790.36	\$ 4,505.88	\$ 7,500.00	\$ 2,994.12	40%
REPAIRS & MAINTENANCE	\$ 956.63	\$ 2,683.69	\$ 19,696.57	\$ 17,000.00	\$ (2,696.57)	-16%
CONTRACTED SERVICES	\$ -	\$ -	\$ 404.25	\$ 1,000.00	\$ 595.75	60%
LEGAL	\$ -	\$ -	\$ 770.85	\$ 6,000.00	\$ 5,229.15	87%
AUDIT	\$ 3,350.00	\$ -	\$ 3,350.00	\$ 3,150.00	\$ (200.00)	-6%
ADVERTISING	\$ 3,627.24	\$ 3,790.06	\$ 21,117.15	\$ 55,000.00	\$ 33,882.85	62%
TELEPHONE	\$ 134.58	\$ 34.58	\$ 504.24	\$ 500.00	\$ (4.24)	-1%
TRAVEL	\$ 412.19	\$ -	\$ 412.19	\$ 500.00	\$ 87.81	18%
INSURANCE	\$ -	\$ -	\$ 16,496.94	\$ 20,000.00	\$ 3,503.06	18%
TRAINING (FIRE FIGHTER)	\$ 513.92	\$ 6,000.00	\$ 6,513.92	\$ 6,000.00	\$ (513.92)	-9%
EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,435.00	\$ 1,435.00	100%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
OFFICE EXPENSES	\$ -	\$ -	\$ 33,037.76	\$ 25,000.00	\$ (8,037.76)	-32%
WISCELLANEOUS	\$ -	\$ -	\$ 4,575.26	\$ 1,000.00	\$ (3,575.26)	-358%
TOTAL EXPENSES	\$186,797.51	\$ 225,391.26	\$ 2,171,592.45	\$2,789,689.00	\$ 618,096.55	22%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES: \$ 862.62 \$ (26,488.42)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 06/01/2017 \$ (73,925.71)
 JUNE RECEIPTS \$ 428,340.41
 MAY DISBURSEMENTS \$ (186,797.51)

\$ 167,617.19

MANISTEE COUNTY BLACKER AIRPORT

B-2

JUNE 2017 BALANCE SHEET

ASSETS	6/30/2017	5/31/2017
CASH	\$ 167,617.19	\$ (73,925.71)
CASH - PFC ACCOUNT	\$ 52,449.08	\$ 50,621.95
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 36,764.20	\$ 238,967.30
ADVERTISING GRANT	\$ -	\$ -
STATE GRANT	\$ -	\$ -
MISC.	\$ 1,543.78	\$ 1,427.21
TOTAL ASSETS	\$ 258,374.25	\$ 217,090.75

LIABILITIES	6/30/2017	5/31/2017
ACCOUNTS PAYABLE - TRADE	\$ 225,391.26	\$ 186,797.51
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 225,391.26	\$ 186,797.51

FUND BALANCE	\$ 32,982.99	\$ 30,293.24
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TOTAL LIABILITIES AND FUND BALANCE	\$ 258,374.25	\$ 217,090.75
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PASSENGER FACILITY CHARGES COLLECTED THROUGH 06/30/2017	\$ 157,084.42
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)
NORTHERN PUMP SERVICE	\$ (1,979.00)
FORBES SANITATION	\$ (3,000.00)
ORSHAL CONSTRUCTION	\$ (24,575.00)
STATE OF MICHIGAN	\$ (5,000.00)
STATE OF MICHIGAN	\$ (462.70)
PFC FUNDS AVAILABLE	\$ 52,449.08
CAPITAL IMPROVEMENT FUNDS AVAILABLE AS OF 05/31/2017	
SALE OF EQUIPMENT (TRACTOR)	\$ 10,556.58
REIMBURSEMENT FROM STATE (J RANCK ELECTRIC)	\$ 4,400.00
TOTAL	\$ 67,405.66

MANISTEE COUNTY BLACKER AIRPORT

JULY 2017 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,500.00
	CONSUMERS ENERGY	\$ 1,352.84
	A T & T	\$ 36.00
	MICHCON (DTE ENERGY)	\$ 65.94
	MIKA MEYERS BECKETT & JONES	\$ -
	VARNUM LLP	\$ -
	BLARNEY CASTLE	\$ 773.58
	PIPER MCCREDIE AGENCY	\$ -
	GILL-ROYS	\$ 91.89
	NAPA AUTO PARTS	\$ 307.74
	KENDALL ELECTRIC	\$ 67.20
	ORCHARD BEACH AVIATION	\$ 390.69
	MANISTEE TIRE	\$ -
	PRIMARY AIRPORT SERVICES	\$ 553.20
	TOTAL	\$ 7,139.08
	ADVERTISING INVOICES	
	BENZIE CHAMBER OF COMMERCE	\$ -
	MANISTEE AREA CHAMBER	\$ 250.00
	RIGHTSIDE DESIGN, LLC	\$ 1,493.22
	THE CHAMBER (LUDINGTON & SCOTTVILLE)	\$ -
	CADILLAC AREA CHAMBER OF COMMERCE	\$ -
	ORCHARD BEACH AVIATION	\$ 2,472.50
	TOTAL	\$ 4,215.72
	ORCHARD BEACH AVIATION	\$ 20,321.99
	REGULAR HOURS 372 @ 16.50	6,138.00
	MAINTENANCE HOURS 116 @ 16.50	1,914.00
	PART 139 LABOR	12,200.00
	INTERNET	50.00
	TV SERVICE	19.99
	GRAND TOTAL	\$ 31,676.79

MANISTEE COUNTY BLACKER AIRPORT APPENDIX D

JULY 2017 REVENUE & EXPENSES

BUDGET REMAINING

17%

INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$187,070.00	\$ 218,728.00	\$ 2,051,078.00	\$2,328,104.00	\$ 277,026.00	12%
ANGER RENTAL	\$ 1,650.00	\$ 1,650.00	\$ 15,760.00	\$ 26,000.00	\$ 10,240.00	39%
LANDING FEES - PUBLIC CHARTERS	\$ 18,382.10	\$ 18,382.10	\$ 183,821.00	\$ 220,585.00	\$ 36,764.00	17%
LANDING FEES - GENERAL AVIATION	\$ 216.00	\$ 360.00	\$ 918.00	\$ 750.00	\$ (168.00)	-22%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 2,475.61	\$ 6,000.00	\$ 3,524.39	59%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 10,650.00	\$ 13,500.00	\$ 2,850.00	21%
COUNTY OF MANISTEE	\$ 9,583.00	\$ 9,583.00	\$ 95,830.00	\$ 115,000.00	\$ 19,170.00	17%
STATE REIMB-MARKETING			\$ 6,469.94	\$ 27,000.00	\$ 20,530.06	76%
MARKETING - PUBLIC CHARTERS	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 10,000.00	\$ 2,500.00	0%
PASSENGER FACILITY CHARGES	\$ -	\$ 3,699.00	\$ 14,485.50	\$ 25,000.00	\$ 10,514.50	42%
FUEL SALES	\$ 787.78	\$ 1,656.05	\$ 7,478.52	\$ 13,000.00	\$ 5,521.48	42%
PIGON LEASE	\$ -	\$ -	\$ 3,600.00	\$ 3,750.00	\$ 150.00	4%
MISCELLANEOUS	\$ -	\$ 12.00	\$ 172.61	\$ 1,000.00	\$ 827.39	83%
TOTAL INCOME	\$226,253.88	\$ 255,135.15	\$ 2,400,239.18	\$2,789,689.00	\$ 389,449.82	14%

EXPENSES:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
EAS CONTRACT-PUBLIC CHARTERS	\$187,070.00	\$ 218,728.00	\$ 2,051,078.00	\$2,328,104.00	\$ 277,026.00	12%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 35,000.00	\$ 42,000.00	\$ 7,000.00	17%
PERSONNEL - OP & MAINT	\$ 20,326.25	\$ 20,252.00	\$ 195,143.50	\$ 240,000.00	\$ 44,856.50	19%
DUES & FEES	\$ -	\$ -	\$ 750.00	\$ 1,000.00	\$ 250.00	25%
SUPPLIES	\$ -	\$ 390.69	\$ 1,188.04	\$ 2,500.00	\$ 1,311.96	52%
UTILITIES	\$ 1,196.32	\$ 1,488.77	\$ 21,377.36	\$ 29,000.00	\$ 7,622.64	26%
FUEL	\$ 790.36	\$ 773.58	\$ 5,279.46	\$ 7,500.00	\$ 2,220.54	30%
REPAIRS & MAINTENANCE	\$ 2,683.69	\$ 466.83	\$ 20,163.40	\$ 17,000.00	\$ (3,163.40)	-19%
CONTRACTED SERVICES	\$ -	\$ 553.20	\$ 957.45	\$ 1,000.00	\$ 42.55	4%
LEGAL	\$ -	\$ -	\$ 770.85	\$ 6,000.00	\$ 5,229.15	87%
ADVERTISING	\$ -	\$ -	\$ 3,350.00	\$ 3,150.00	\$ (200.00)	-6%
TELEPHONE	\$ 3,790.06	\$ 4,215.72	\$ 25,332.87	\$ 55,000.00	\$ 29,667.13	54%
TRAVEL	\$ 34.58	\$ 36.00	\$ 540.24	\$ 500.00	\$ (40.24)	-8%
INSURANCE	\$ -	\$ -	\$ 412.19	\$ 500.00	\$ 87.81	18%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 16,496.94	\$ 20,000.00	\$ 3,503.06	18%
EQUIPMENT	\$ 6,000.00	\$ -	\$ 6,513.92	\$ 6,000.00	\$ (513.92)	-9%
BOOKKEEPING	\$ -	\$ -	\$ -	\$ 1,435.00	\$ 1,435.00	100%
TRAVEL EXPENSES	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ 33,037.76	\$ 25,000.00	\$ (8,037.76)	-32%
	\$ -	\$ -	\$ 4,575.26	\$ 1,000.00	\$ (3,575.26)	-358%
	\$225,391.26	\$ 250,404.79	\$ 2,421,967.24	\$2,789,689.00	\$ 367,721.76	13%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ 4,730.36 \$ (21,728.06)

BALANCE ON HAND - AIRPORT FUND	
BEGINNING BALANCE 07/01/2017	\$ 167,617.19
JULY RECEIPTS	\$ 232,029.78
JUNE DISBURSEMENTS	<u>\$ (225,391.26)</u>
	<u>\$ 174,255.71</u>

MANISTEE COUNTY BLACKER AIRPORT D-2

JULY 2017 BALANCE SHEET

ASSETS	7/31/2017	6/30/2017
CASH	\$ 174,255.71	\$ 167,617.19
CASH - PFC ACCOUNT	\$ 56,148.08	\$ 52,449.08
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 55,146.30	\$ 36,764.20
ADVERTISING GRANT	\$ -	\$ -
STATE GRANT	\$ -	\$ -
MISC.	\$ 2,568.05	\$ 1,543.78
TOTAL ASSETS	\$ 288,118.14	\$ 258,374.25
LIABILITIES	7/31/2017	6/30/2017
ACCOUNTS PAYABLE - TRADE	\$ 250,404.79	\$ 225,391.26
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 250,404.79	\$ 225,391.26
FUND BALANCE	7/31/2017	6/30/2017
	\$ 37,713.35	\$ 32,982.99
TOTAL LIABILITIES AND FUND BALANCE	7/31/2017	6/30/2017
	\$ 288,118.14	\$ 258,374.25

PASSENGER FACILITY CHARGES COLLECTED THROUGH 06/30/2017	\$ 160,783.42
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)
NORTHERN PUMP SERVICE	\$ (1,979.00)
FORBES SANITATION	\$ (3,000.00)
ORSHAL CONSTRUCTION	\$ (24,575.00)
STATE OF MICHIGAN	\$ (5,000.00)
STATE OF MICHIGAN	\$ (462.70)
PFC FUNDS AVAILABLE	\$ 56,148.08
CAPITAL IMPROVEMENT FUNDS AVAILABLE AS OF 05/31/2017	
SALE OF EQUIPMENT (TRACTOR)	\$ 10,556.58
REIMBURSEMENT FROM STATE (J RANCK ELECTRIC)	\$ 4,400.00
TOTAL	\$ 71,104.66

APPENDIX E

September Travel as of 8/20/17

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	253 WN	342 DL	167 DL	220 UA
Boston (BOS)	331 WN	350 DL	228 AA	218 UA
Chicago (MDW or ORD)	149 P1	329 AA	117 UA	356 UA
Dallas (DFW)	309 WN	362 AA	227 AA	389 UA
Denver (DEN)	381 WN	382 AA	254 UA	380 UA
Houston (HOU)	267 WN	382 AA	334 DL	408 UA
Kansas City (MCI)	315 WN	326 AA	272 UA	334 UA
Las Vegas (LAS)	345 WN	414 UA	290 UA	400 UA
Los Angeles (LAX)	389 WN	414 DL	312 UA	394 UA
Minneapolis (MSP)	253 WN	277 DL	249 DL	215 UA
New York Area (NYC)	284 WN	334 DL	269 UA	265 UA
Orlando (MCO)	281 WN	274 DL	212 UA	242 UA
Philadelphia (PHL)	433 WN	334 DL	288 WN	386 UA
Phoenix (PHX)	366 WN	398 AA	348 WN	376 UA
Portland (PDX)	404 WN	354 AA	376 WN	446 UA
San Diego (SAN)	418 WN	414 UA	310 UA	400 UA
San Francisco (SFO)	406 WN	430 UA	362 UA	400 UA
Seattle (SEA)	473 DL	364 DL	376 AA	400 UA
St Louis (STL)	401 WN	276 AA	240 AA	252 UA
Washington DC Area (WA)	335 WN	316 DL	169 UA	182 UA

Average Fare	\$339.65	\$353.60	\$269.80	\$333.15
Change from one month	-\$104.45	-\$67.30	-\$28.90	-\$9.40
Change from two months	-\$206.55	-\$129.10	-\$87.20	-\$74.10
Fares Pulled 8/20/17 for travel 9/20/17 - 9/27/17				

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	253 WN	382 DL	221 DL	255 UA
Boston (BOS)	331 WN	390 DL	282 AA	253 UA
Chicago (MDW or ORD)	149 P1	369 AA	171 UA	391 UA
Dallas (DFW)	309 WN	402 AA	281 AA	424 UA
Denver (DEN)	381 WN	422 AA	308 UA	415 UA
Houston (HOU)	267 WN	422 AA	388 DL	443 UA
Kansas City (MCI)	315 WN	366 AA	326 UA	369 UA
Las Vegas (LAS)	345 WN	454 UA	344 UA	435 UA
Los Angeles (LAX)	389 WN	454 DL	366 UA	429 UA
Minneapolis (MSP)	253 WN	317 DL	303 DL	250 UA
New York Area (NYC)	284 WN	374 DL	323 UA	300 UA
Orlando (MCO)	281 WN	314 DL	266 UA	277 UA
Philadelphia (PHL)	433 WN	374 DL	340 WN	421 UA
Phoenix (PHX)	366 WN	438 AA	400 WN	411 UA
Portland (PDX)	404 WN	394 AA	430 WN	481 UA
San Diego (SAN)	418 WN	454 UA	364 UA	435 UA
San Francisco (SFO)	406 WN	470 UA	416 UA	435 UA
Seattle (SEA)	473 DL	404 DL	430 AA	435 UA
St Louis (STL)	401 WN	316 AA	294 AA	287 UA
Washington DC Area (WA)	335 WN	356 DL	223 UA	217 UA

Average Fare	\$339.65	\$393.60	\$323.80	\$368.15
Change from one month	-\$104.45	-\$67.30	-\$28.90	-\$9.40
Change from two months	-\$206.55	-\$129.10	-\$87.20	-\$74.10

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

Appendix F

Manistee County Blacker Airport

Enplaned/Deplaned

		2012		2013		2014		2015		2016		2017	
		Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	F9	523/366	889	134/126	260	161/107	268	188/162	350	218/185	403	228/211	439
Feb		462/431	893	128/120	248	136/124	260	207/191	398	226/219	445	243/231	474
Mar		112/176	288	162/173	335	191/175	366	217/216	433	247/240	487	289/268	557
Apr		0/0	0	158/158	316	194/218	412	240/254	494	258/254	512	259/286	545
May	P1	71/58	129	189/189	378	251/255	506	346/356	718	327/331	658	411/430	841
Jun		234/250	484	239/288	527	346/405	751	406/478	912	427/496	923	445/567	1013
Jul		465/467	932	421/409	830	653/659	1312	1016/1050	2066	787/762	1549	849/793	1642
Aug		497/500	997	391/413	804	663/685	1348	889/787	1676	740/668	1408		
Sep		362/297	659	248/237	485	391/312	703	390/378	768	458/445	903		
Oct		150/149	299	229/215	444	338/335	673	349/346	695	378/353	731		
Nov		36/33	69	168/198	366	275/266	541	249/266	515	314/322	636		
Dec		131/138	269	197/200	397	295/293	588	291/295	586	349/358	707		
Total			5908		5390		7728		9611		9362		5511

On-time Performance

	2012		2013		2014		2015		2016		2017	
	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time
Jan	12%/8%	80%	0%/15%	85%	0%/14%	86%	2%/27%	71%	4%/13%	83%	0%/24%	76%
Feb	6%/11%	83%	6%/16%	78%	9%/3%	88%	9%/9%	82%	2%/22%	76%	0%/8%	92%
Mar	14%/8%	78%	0%/0%	100%	0%/7%	93%	0%/9%	91%	0%/13%	87%	0%/7%	93%
Apr	***	***	0%/3%	97%	0%/4%	96%	3%/5%	92%	0%/13%	87%	0%/6%	94%
May	0%/10%	90%	0%/6%	94%	0%/4%	96%	0%/18%	82%	9%/20%	71%	0%/11%	89%
Jun	0%/6%	94%	0%/3%	97%	0%/15%	85%	0%/13%	87%	3%/17%	80%	5%/17%	78%
Jul	0%/7%	93%	0%/19%	81%	1%/20%	79%	0%/32%	68%	3%/21%	76%	-3%/44%	53%
Aug	0%/8%	92%	2%/16%	82%	1%/19%	80%	0%/14%	86%	2%/24%	74%		
Sep	0%/5%	95%	0%/0%	100%	0%/15%	85%	0%/16%	84%	8%/15%	77%		
Oct	0%/22%	78%	0%/9%	91%	0%/18%	82%	0%/2%	98%	0%/8%	92%		
Nov	0%/5%	95%	6%/6%	88%	2%/19%	79%	0%/15%	85%	0%/25%	75%		
Dec	0%/11%	89%	3%/19%	78%	0%/15%	85%	5%/19%	76%	3%/23%	74%		

**AMENDMENT NUMBER TWO
AIRPORT SERVICES AGREEMENT**

BETWEEN

The Manistee County Blacker Airport Authority (hereinafter referred to as the Sponsor),



MANISTEE COUNTY BLACKER AIRPORT AUTHORITY

Manistee County Blacker Airport
Route 1, 2323 Airport Road
Manistee, Michigan 49660

And

Primary Airport Services, LLC (hereinafter referred to as the Consultant).

PRIMARY AIRPORT SERVICES, LLC

51692 INDUSTRIAL DRIVE
CALUMET, MICHIGAN 49913
djouppo@primaryairportservices.com

Primary Airport Services, LLC

51692 Industrial Drive
Calumet, Michigan 49913

For the following PROJECT:

Location: Existing Manistee County Blacker Airport
Manistee, Michigan

Description: Passenger Facility Charge Project Management incorporating Airport Services and General Services to be furnished by the Consultant to the Sponsor as contained in Article 1, Element 1.1 in the Airport Services Agreement dated September 20, 2010.

Purpose of the Amendment

The purpose of this amendment is to continue service by the Consultant to the Sponsor with all Articles and Elements of the Airport Services Agreement remaining unchanged, except for the following Articles and Elements:

Attachment "A" (Element 3.1 – Fee): Attachment "A" has been updated to reflect current Airport Service Fees. The Attachment "A" Airport Services Contract Rates were effective August 1, 2015. A copy of the current Airport Service Fees is attached to this Amendment # 2.

General Services (Element 3.1 – Fee): General Services, Printing and Reproduction of documents has been updated to reflect current General Services Costs. The General Services Printing and Reproduction costs were effective August 1, 2015. A copy of the current General Services Printing and Reproduction costs is attached to this Amendment # 2.

Element 4.6 – Term of Agreement

Term of this agreement shall be for twenty-four (24) consecutive months commencing from the date the Airport Sponsor signs this Airport Services Agreement Amendment Number Two, except as provided under Element 4.7 – Termination or Abandonment. After the initial twenty-four month time frame, this Agreement shall continue on a month-to-month basis until a new amendment is executed, or either party notifies the other of their intent to terminate. The termination notice shall be 30 days. The parties may elect, in writing, to continue or extend the Agreement within, or after, the aforesaid twenty-four (24) months by execution of an Amendment to this Agreement, containing agreed adjustments for conditions, term of agreement, fees and charges contained therein.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This Amendment Number Two and its revised conditions, along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

Airport Sponsor:

Witness:

Manistee County Blacker Airport Authority
Manistee County Blacker Airport
Route 1, 2323 Airport Road
Manistee, Michigan 49660

By: _____

Authorized Representative of the Sponsor

Date: _____

.....
Consultant:

Pamela M. Korpinen
Witness:

Primary Airport Services, LLC
51692 Industrial Drive
Calumet, Michigan 49913

By: _____

Dennis W. Jouppe
Authorized Representative of Consultant
Dennis W. Jouppe, Project Manager

Date: _____

07-11-2017

ATTACHMENT "A"

PRIMARY AIRPORT SERVICES, LLC

51692 INDUSTRIAL DRIVE
 CALUMET, MICHIGAN 49813
 djoupe@primaryairportservices.com

**PRIMARY AIRPORT SERVICES, LLC
 AIRPORT SERVICES CONTRACT RATES
 EFFECTIVE AUGUST 1, 2015**

LABOR CATEGORY	HOURLY BASE RATE
SURVEY CHIEF	\$119.88
SENIOR PROJECT MANAGER	\$119.88
SENIOR CIVIL TECHNICIAN	\$99.90
CIVIL PLANT TECHNICIAN	\$99.90
CIVIL ENGINEER IN TRAINING	\$93.24
CIVIL TECHNICIAN	\$86.58
CLERICAL - ADMINISTRATIVE	\$59.94
CLERICAL - WORD PROCESSING	\$46.62

OTHER DIRECT COSTS:	
A.	TRAVEL EXPENSES: NET COST
B.	SHIPPING EXPENSES: NET COST
C.	PRINTING: SEE GENERAL SERVICES ATTACHMENT
D.	OUTSIDE SERVICE: NET COST

**General Services Printing and Reproductions
Effective August 1, 2015**

General Services

Printing and Reproduction of documents are based on the following unit costs:

24" x 36" Mylar Plotter Copies:	\$20.00/sheet
24" x 36" Photo Paper Plotter Copies:	\$33.88/sheet
24" x 36" 20 lb. Vellum Plotter Copies:	\$11.50/sheet
24" x 36" 24 lb. Color Bond Plotter Copies:	\$6.05/sheet
24" x 36" 20 lb. Paper Plotter Copies:	\$2.50/sheet
18" x 24" 20 lb. Paper Plotter Copies:	\$1.25/sheet
11" x 17" 20 lb. Paper Plotter Copies:	\$0.625/sheet
11" x 17" Copier Copies:	\$0.30/sheet
8.5" x 14" Copier Copies:	\$0.19/sheet
8.5 x 11" Copier Copies:	\$0.15/sheet

Cost of other sized copies shall be determined on a prorated basis using the 24" x 36" Price as the standard.



August 2017

Planning and Development Requirements
Manistee County Blacker Airport

Prein&Newhof

Runway Extension - Justification

- Project meets definition of "*Capacity Project*"
 - Must improve an airport for the primary purpose of accommodating more passengers, cargo, aircraft operations, or based aircraft.
- Project meets definition of "*Standards Project*"
 - Bring an airport up to standards recommended by the FAA based on the current design category of the airport.

-OR-

Runway Extension - Justification

- Study must demonstrate need, the FAA must accept the study, and concur with the need.
- Plan for improvements when critical aircraft reach 250 annual operations (*scheduled air carrier operations at any level of demand may require immediate action*).
- Implementation of runway extension should be completed by the time the critical aircraft reaches 500 annual operations.

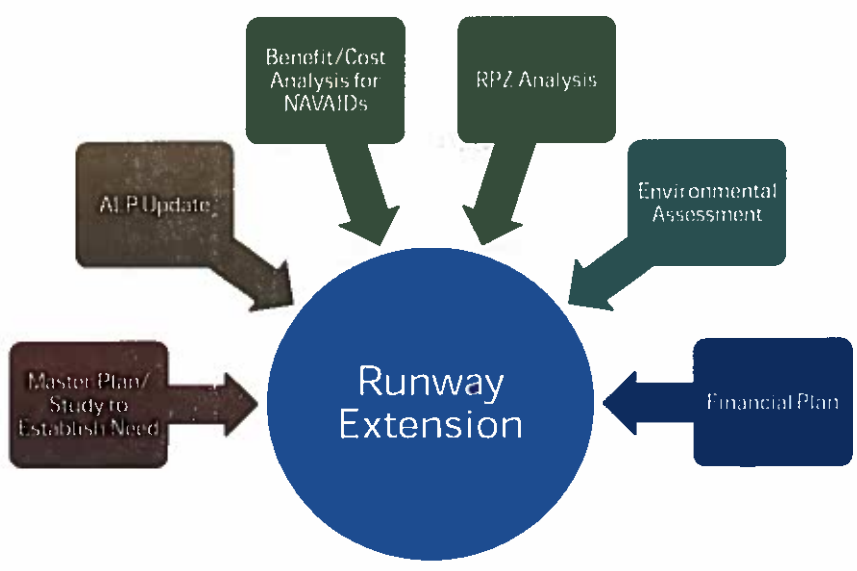


Runway Extension – Projected Timeframe

- FAA Projected Timeframe:
 - 10 Years out – Plan
 - 5 Years out – Environmental
 - 0 Years out – Construct



Planning Requirements



Planning Budget

- Master Plan/ Study \$300,000
- ALP Update \$75,000
- Benefit Cost Analysis \$10,000
- RPZ Analysis \$20,000
- Environmental Assessment \$250,000
- Financial Plan \$10,000

TOTAL PLANNING COST \$665,000



H-4

Questions

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Thank you



August 2017

Planning and Development Requirements
Manistee County Blacker Airport

Prein&Newhof