

MINUTES

Monday, January 14, 2019
12:00 P.M.

Manistee County Blacker Airport
Conference Room

Members Present: Doug Bell, Chair; Gerry Haw, Vice-Chair; Jeff Dontz; Barry Peterson; Andrew Gentile; Karen Goodman

Members Absent: Mark Bergstrom

Others Present: Barry Lind, Airport Director; and Julie Schmeling, Airport Authority Secretary

Doug Bell, 2018 Vice-Chair, called the meeting to order at 12:02 P.M. Roll was taken by the Secretary.

Mr. Lind asked that after the Election of Officers, add to the agenda the Committee Assignments.

There was a motion by Mr. Haw, supported by Mr. Dontz to approve the agenda with the addition of Committee Assignments. Motion carried by unanimous vote.

Mr. Bell called for nominations of officers.

There was a motion by Mr. Dontz, supported by Mr. Haw to nominate Doug Bell as Chairperson, close nominations and cast a unanimous ballot for Doug Bell for the position of 2019 Chairperson.

A roll call vote was taken:

Yeas: 6 (Dontz; Gentile; Haw; Peterson; Goodman; Bell)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried.

There was a motion by Mr. Dontz, supported by Mr. Gentile to nominate Gerald Haw as Vice-Chairperson, close nominations and cast a unanimous ballot for Gerald Haw for the position of 2019 Vice-Chairperson.

A roll call vote was taken:

Yeas: 6 (Peterson; Dontz; Gentile; Bell; Goodman; Haw)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried.

There was a motion by Mr. Peterson, supported by Mr. Dontz, to nominate Rachel Nelson as Treasurer, close nominations and cast a unanimous ballot for Rachel Nelson for the position of 2019 Treasurer.

A roll call vote was taken:

Yeas: 6 (Bell; Peterson; Haw; Dontz; Gentile; Goodman)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried.

There was a motion by Mr. Dontz, supported by Mr. Haw, to nominate Barry Peterson as Secretary, close the nominations and cast a unanimous ballot for Barry Peterson for the position of 2019 Secretary.

A roll call vote was taken:

Yeas: 6 (Haw; Dontz; Gentile; Goodman; Bell; Peterson)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried.

There was a motion by Mr. Dontz, supported by Mr. Bell, to have Rachel Nelson act as Recording Secretary for 2019. Motion carried by unanimous vote.

Committee Assignments were discussed and were agreed to as follows:

Executive Committee:	Mr. Bell, Mr. Haw & Mr. Peterson
Budget Committee:	Mr. Bell, Mr. Bergstrom & Mr. Dontz
Capital Projects Committee:	Mr. Bell, Mr. Haw & Mr. Gentile
Bylaws Committee:	Will call a committee together in the future if necessary

There was a motion by Mr. Bell, supported by Mr. Gentile, to accept the assignments for the Committees as stated above. Motion carried by a unanimous vote.

During Public Comment, Mr. Dontz introduced Karen Goodman to everyone.

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, December 17, 2018.

There was a motion by Mr. Gentile, supported by Mr. Haw, to approve the Airport Authority regular meeting minutes, of Monday, December 17, 2018. Motion carried by unanimous vote.

The Authority reviewed the December 2018 Accounts Payable Report (APPENDIX A). Mr. Lind gave a brief explanation of some of the expenses and noted some repairs that were needed. Mr. Lind reminded the Authority that the land acquisition expenses from Prein and Newhof will be reimbured, and approximately \$19,000 will come in reimbursements by state grants.

There was a motion by Mr. Haw, supported by Mr. Dontz, to approve the December 2018 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$68,771.59.

A roll call vote was taken:

Yeas: 6 (Peterson; Dontz; Haw; Gentile; Goodman; Bell)

Nays: 0

Absent: 1 (Bergstrom)

Motion carried

The Authority also reviewed the December 2018 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.

There was a motion by Mr. Dontz, supported by Mr. Gentile, to approve the December 2018 Financial Statement. Motion carried by unanimous vote.

There was no update on the hangar renter with the delinquent account. If there is no payment by the end of January 2019, Mr. Bell will contact the occupant to discuss the issue.

Mr. Lind will call and set up a meeting with the Executive Committee and Mr. Saylor to finalize contracts. The other committees did not meet.

Mr. Lind reported that there were no airport incidents. There was an incident in one of the hangars where the wind caused a door to fail and possibly put a ding in the nosecone of a plane. The tenant will be coming in to check out the damage to see if it was pre-existing. From the previous storm/electrical damage, they are still waiting for the electrician to complete the work, then the insurance claim will be sent in. Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon for travel in February 2019. (APPENDIX C). Mr. Lind presented information on airplane passenger numbers for 2018 as well as the previous five years (APPENDIX D). Passenger numbers decreased by 6% compared to last year. A new program was launched today (January 14, 2019) that will make it easier to book connecting flights with a lower fare. This is not yet launched on the website, but a soft launch was started through the airport.

Closing on the land was November 20, 2018, Rachel Nelson is working with Prein & Newhof on the reimbursement under the grant. Informal feedback on the Airport Capital Improvement plan was that we were approved for a grant, which would be for the runway resurfacing. The timeline is currently being evaluated for the project, and the grant has to be in place before beginning the project. The runway will need to be closed for 10 days. Mr. Lind is currently sorting through scenarios and possibly looking at September 2019

TSA's current lease expires on 9/30/19, Mr. Lind is still working on this.

Mr. Lind reported the Air Service Update and stated only one canceled flight with Ultimate Jet since they began operating in June 2018, which was due to weather.

Mr. Lind next gave the marketing update. They are currently working on a summer schedule, which would accommodate connections to TVC, and would operate both a 30 seat jet and a 19 seat turboprop. They may switch to a 19 seat turboprop for mid/late spring service. TVC connections will be priced at \$100 each way, resulting in \$329 - \$499 round-trip TVC – MDW.

The Airport has always used the same auditing firm as the County has used, which is Gabridge & Company. Mr. Lind received an email from Mr. Verlin of Gabridge & Company, stating that the fees for the audit would be going up this year to \$7,800 from \$4,000. (APPENDIX E) This amount is more than budgeted. It was recommended that Mr. Lind call Mr. Verlin and see if they could negotiate a fee for this audit, and then go out for bids for next years audit. The Authority would like to authorize an

amount not to exceed \$7,800 as proposed for this years audit, but hoping to have a lower price negotiated.

There was a motion by Mr. Dontz, supported by Ms. Goodman to authorize expenditures not to exceed \$7,800 for FY 2018 Audit to be completed by Gabridge & Company.

A roll call vote was taken:

Yeas: 6 (Bell; Peterson; Haw; Dontz; Gentile; Goodman)

Nays: 0

Absent: 1 (Bergstrom)

The regular meeting schedule for 2019/20 was set. The meetings will now be scheduled for 12:00 noon on the third Monday of each month, except January and February, which will be the second Monday, in the Airport Conference Room as follows:

Monday, February 11, 2019
Monday, March 18, 2019
Monday, April 15, 2019
Monday, May 20, 2019
Monday, June 17, 2019
Monday, July 15, 2019

Monday, August 19, 2019
Monday, September 16, 2019
Monday, October 21, 2019
Monday, November 18, 2019
Monday, December 16, 2019
Monday, January 13, 2020 (Organizational)

There being no further business to come before the Authority, the meeting was adjourned at 1:36 P.M.

Respectfully Submitted,

Barry Peterson, 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

DECEMBER 2018 ACCOUNTS PAYABLE

VENDOR NAME	DESCRIPTION	AMOUNT
BARRY LIND	DECEMBER	\$ 3,500.00
CONSUMERS ENERGY	SEPTEMBER	\$ 387.90
A T & T	DECEMBER	\$ 36.30
DTE ENERGY	NOVEMBER	\$ 871.74
AUTO-WARES GROUP	SUPPLIES	\$ 35.77
GILL-ROY'S HARDWARE	ELECTRICAL TAPE, ETC	\$ 43.41
MIKA MEYERS PLC	GENERAL & PROP. ACQ. THROUGH 11/30/18	\$ 1,089.50
DISTRICT HEALTH DEPT #10	ANNUAL WATER SUPPLY ASSESSMENT	\$ 180.00
ENVIROSURE	POLLUTION LIABILITY INS 11/18/18-11/18/19	\$ 2,008.00
AUTO-OWNERS INSURANCE	INSURANCE/VEHICLE INSURANCE	\$ 10,446.61
BURNIPS EQUIPMENT CO.	SNOW PUSHER BLADE - FINAL PMT	\$ 3,843.00
FASTENAL	SUPPLIES	\$ 20.95
BLARNEY CASTLE OIL CO	FUEL	\$ 727.00
PREIN & NEWHOF	SETTLEMENT/PHASE II/CLOSING/RELOCATION	\$ 15,281.53
NORTHERN PUMP SERVICE	JET TANK FUEL PROBE	\$ 4,213.00
INDUSTRIAL MARKETING	HYDRAULIC PUMP	\$ 2,159.21
SOURCE JULIEN INC	FIREPLACE REPAIR	\$ 609.87
SWIDORSKI BROS.	SAND	\$ 160.00
ORCHARD BEACH AVIATION	SUPPLIES - DECEMBER	\$ 65.93
	TOTAL	\$ 45,679.72

ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	NOVEMBER	\$ 2,681.88
MANISTEE AREA CHAMBER	2019 DUES	\$ 300.00
ORCHARD BEACH AVIATION	DECEMBER	\$ 1,075.00
	TOTAL	\$ 4,056.88

ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
REGULAR HOURS	270 @ \$16.50	\$ 4,455.00
MAINTENANCE HOURS	140 @ \$16.50	\$ 2,310.00
PART 139 LABOR	DECEMBER	\$ 12,200.00
INTERNET		\$ 50.00
TV SERVICE		\$ 19.99
	TOTAL	\$ 19,034.99

GRAND TOTAL

\$ 68,771.59

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

DECEMBER 2018 REVENUE & EXPENSES				BUDGET REMAINING		75%
INCOME:	PREVIOUS MONTH	CURRENT MONTH	YEAR-TO DATE	AMENDED BUDGET	BALANCE \$	%
FEDERAL GRANT - AEAS	\$274,428.00	\$ -	\$ 508,200.00	\$2,990,575.00	\$2,482,375.00	83%
STATE REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ 15,825.00	\$ 15,825.00	100%
OFFICE RENT	\$ 1,065.00	\$ 1,065.00	\$ 3,195.00	\$ 13,500.00	\$ 10,305.00	76%
LANDING FEES - GENERAL AVIATION	\$ 40.32	\$ 20.16	\$ 181.44	\$ 2,000.00	\$ 1,818.56	91%
LANDING FEES - PUBLIC CHARTERS	\$ 40,966.70	\$ 20,483.35	\$ 61,450.05	\$ 247,048.00	\$ 185,597.95	75%
HANGAR RENTAL	\$ 2,090.00	\$ 4,697.00	\$ 8,354.50	\$ 19,000.00	\$ 10,645.50	56%
AUTO RENTAL FEES	\$ -	\$ 3,217.73	\$ 3,217.73	\$ 6,000.00	\$ 2,782.27	46%
SIGN LEASE	\$ -	\$ -	\$ -	\$ 3,600.00	\$ 3,600.00	100%
PASSENGER FACILITY CHARGES	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	100%
FUEL SALES	\$ 510.01	\$ 465.38	\$ 1,916.43	\$ 13,500.00	\$ 11,583.57	86%
COUNTY OF MANISTEE	\$ 9,583.34	\$ 9,583.34	\$ 28,750.02	\$ 115,000.00	\$ 86,249.98	75%
MARKETING - PUBLIC CHARTERS	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 10,000.00	\$ 7,500.00	75%
TOTAL INCOME	\$331,183.37	\$ 39,531.96	\$ 617,765.17	\$3,466,048.00	\$ 2,848,282.83	82%
EXPENSES:						
SUPPLIES	\$ 81.39	\$ 65.93	\$ 481.34	\$ 2,000.00	\$ 1,518.66	76%
EQUIPMENT	\$ -	\$ -	\$ -	\$ 8,073.00	\$ 8,073.00	100%
FUEL	\$ 1,047.49	\$ 727.00	\$ 2,269.37	\$ 6,000.00	\$ 3,730.63	62%
CONTRACTED SERVICES	\$ -	\$ -	\$ 302.75	\$ 1,000.00	\$ 697.25	70%
AUDIT	\$ -	\$ -	\$ -	\$ 3,750.00	\$ 3,750.00	100%
AEAS CONTRACT-PUBLIC CHARTERS	\$274,428.00	\$ -	\$ 508,200.00	\$2,990,575.00	\$2,482,375.00	83%
PERSONNEL - MANAGEMENT	\$ 3,500.00	\$ 3,500.00	\$ 10,500.00	\$ 45,000.00	\$ 34,500.00	77%
PERSONNEL - OP & MAINT	\$ 18,750.50	\$ 18,965.00	\$ 57,101.25	\$ 258,500.00	\$ 201,398.75	78%
LEGAL	\$ -	\$ 1,089.50	\$ 1,089.50	\$ 2,500.00	\$ 1,410.50	56%
DUES & FEES	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
TELEPHONE	\$ 36.30	\$ 36.30	\$ 108.92	\$ 450.00	\$ 341.08	76%
TRAVEL	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00	100%
ADVERTISING	\$ 2,941.97	\$ 4,056.88	\$ 8,073.85	\$ 40,000.00	\$ 31,926.15	80%
INSURANCE	\$ -	\$ 12,454.61	\$ 12,454.61	\$ 17,000.00	\$ 4,545.39	27%
UTILITIES	\$ 1,413.30	\$ 1,329.63	\$ 3,912.27	\$ 26,000.00	\$ 22,087.73	85%
REPAIRS & MAINTENANCE	\$ 207.48	\$ 11,085.21	\$ 19,542.22	\$ 22,000.00	\$ 2,457.78	11%
MISCELLANEOUS	\$ -	\$ 180.00	\$ 422.16	\$ 1,000.00	\$ 577.84	58%
PFC EXPENSES	\$ 12,201.00	\$ 15,281.53	\$ 27,482.53	\$ 25,000.00	\$ (2,482.53)	-10%
MISC EXP. MCGUINEAS DRAIN	\$ 4,139.39	\$ -	\$ 4,139.39	\$ 4,200.00	\$ 60.61	1%
TRANSFER OUT-GENERAL FUND	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	100%
	\$318,746.82	\$ 68,771.59	\$ 656,080.16	\$3,466,048.00	\$ 2,809,967.84	81%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ (29,239.63) \$ (38,314.99)

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 12/1/2018 \$ 278,138.21
 DECEMBER RECEIPTS \$ 39,686.75
 NOVEMBER DISBURSEMENTS \$(306,545.82)
\$ 11,279.14

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MANISTEE COUNTY BLACKER AIRPORT

DECEMBER 2018 BALANCE SHEET

ASSETS	12/31/2018	11/30/2018
CASH	\$ 11,279.14	\$ 278,138.21
CASH - PFC ACCOUNT	\$ (1,326.29)	\$ 13,955.24
ACCOUNTS RECEIVABLE		
PUBLIC CHARTERS	\$ 20,483.35	\$ 20,483.35
ADVERTISING GRANT	\$ -	\$ -
STATE GRANT	\$ 263,792.94	\$ 263,792.94
ORCHARD BEACH AVIATION	\$ 1,025.54	\$ 1,180.33
TOTAL ASSETS	\$ 295,254.68	\$ 577,550.07

LIABILITIES	12/31/2018	11/30/2018
ACCOUNTS PAYABLE	\$ 53,490.06	\$ 306,545.82
ACCOUNTS PAYABLE - COUNTY LOAN	\$ 263,792.94	\$ 263,792.94
PREPAID HANGAR RENT	\$ 325.00	\$ 325.00
TOTAL LIABILITIES	\$ 317,608.00	\$ 570,663.76

FUND BALANCE	\$ (22,353.32)	\$ 6,886.31
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TOTAL LIABILITIES AND FUND BALANCE	\$ 295,254.68	\$ 577,550.07
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PASSENGER FACILITY CHARGES RECEIVED THROUGH 12/31/2018	\$ 189,452.52
EXPENSES PRIOR TO 10/2017	\$ (104,534.85)
TREWORKS, INC - TREE REMOVAL 11/2017	\$ (7,600.00)
PREIN & NEWHOF - LAND ACQUISITION 12/2017	\$ (8,669.55)
PREIN & NEWHOF - TREE CLEARING 12/2017	\$ (2,386.90)
TREWORKS, INC - TREE REPLACEMENT 12/2017	\$ (618.75)
PREIN & NEWHOF - LAND ACQUISITION 3/2018	\$ (10,697.45)
NORTHWOODS PRODUCTS - HANGAR DOOR ROLLERS ETC 4/2018	\$ (750.00)
PREIN & NEWHOF - LAND ACQUISITION 4/2018	\$ (15,309.00)
FOLDTITE - HANGAR DOOR 5/2018	\$ (3,342.86)
STATE OF MICHIGAN - GRANT MATCH 7/2018	\$ (1,350.00)
STATE OF MICHIGAN - GRANT MATCH 8/2018	\$ (4,200.00)
PREIN & NEWHOF - LAND ACQUISITION 9/2018	\$ (3,836.92)
PREIN & NEWHOF - LAND ACQUISITION 10/2018	\$ (616.00)
PREIN & NEWHOF - PHASE II ENVIRONMENTAL 11/2018	\$ (6,310.00)
NORTHWOODS PRODUCTS - INSTALL NEW HANGAR DOOR 11/2018	\$ (5,275.00)
PREIN & NEWHOF - SETTLEMENT/PHASE II/CLOSING/RELOCATION	\$ (15,281.53)
PFC FUNDS AVAILABLE	\$ (1,326.29)

APPENDIX C

February Travel as of 1/11/19

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	242 WN	304 AA	180 WN	256 UA
Boston (BOS)	235 DL	222 AA/DL	243 AA/UA	334 UA
Chicago (MDW or ORD)	129 P1	349 AA	167 AA	149 UA
Dallas (DFW)	177 WN	304 AA	204 WN	402 UA
Denver (DEN)	233 WN	311 DL	192 F9/UA	334 UA
Houston (HOU)	238 WN	311 AA	277 UA	376 UA
Kansas City (MCI)	285 WN	224 AA	214 UA	212 UA
Las Vegas (LAS)	428 DL	378 UA	298 UA	386 UA
Los Angeles (LAX)	n/a	378 UA	334 UA	440 UA
Minneapolis (MSP)	232 DL	224 AA	201 DL	242 UA
New York Area (NYC)	207 WN	212 DL	154 WN	252 UA
Orlando (MCO)	369 DL	454 AA	202 F9	294 UA
Philadelphia (PHL)	361 WN	198 DL	198 DL	388 UA
Phoenix (PHX)	454 DL	330 AA	313 AA	426 UA
Portland (PDX)	n/a	418 AA	334 UA	376 UA
San Diego (SAN)	n/a	378 UA	279 F9/AA	378 UA
San Francisco (SFO)	273 WN	328 UA	334 UA/AA	438 UA
Seattle (SEA)	281 WN	378 UA	334 UA/AA	454 UA
St Louis (STL)	335 WN	194 AA	184 AA/UA	268 UA
Washington DC Area (WA)	349 WN	244 AA	133 AA	562 UA

Average Fare	\$284.00	\$306.95	\$238.75	\$348.35
Change from one month	-\$59.78	\$33.40	-\$9.80	\$16.95
Change from two months	-\$83.94	-\$88.75	-\$40.85	\$24.43

Fares Pulled 1/11/19 for travel 2/12/19 - 2/19/19

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	242 WN	344 AA	234 WN	291 UA
Boston (BOS)	235 DL	262 AA/DL	297 AA/UA	369 UA
Chicago (MDW or ORD)	129 P1	389 AA	221 AA	184 UA
Dallas (DFW)	177 WN	344 AA	258 WN	437 UA
Denver (DEN)	233 WN	351 DL	246 F9/UA	369 UA
Houston (HOU)	238 WN	351 AA	331 UA	411 UA
Kansas City (MCI)	285 WN	264 AA	268 UA	247 UA
Las Vegas (LAS)	428 DL	418 UA	352 UA	421 UA
Los Angeles (LAX)	n/a	418 UA	388 UA	475 UA
Minneapolis (MSP)	232 DL	264 AA	255 DL	277 UA
New York Area (NYC)	207 WN	252 DL	208 WN	287 UA
Orlando (MCO)	369 DL	494 AA	256 F9	329 UA
Philadelphia (PHL)	361 WN	238 DL	252 DL	423 UA
Phoenix (PHX)	454 DL	370 AA	367 AA	461 UA
Portland (PDX)	n/a	458 AA	388 UA	411 UA
San Diego (SAN)	n/a	418 UA	333 F9/AA	413 UA
San Francisco (SFO)	273 WN	368 UA	388 UA/AA	473 UA
Seattle (SEA)	281 WN	418 UA	388 UA/AA	489 UA
St Louis (STL)	335 WN	234 AA	238 AA/UA	303 UA
Washington DC Area (WA)	349 WN	284 AA	187 AA	597 UA

Average Fare	\$284.00	\$346.95	\$292.75	\$383.35
Change from one month	-\$59.78	\$33.40	-\$9.80	\$16.95
Change from two months	-\$83.94	-\$88.75	-\$40.85	\$24.43

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

APPENDIX D

Manistee County Blacker Airport

Enplaned/Deplaned

	2013		2014		2015		2016		2017		2018	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	134/126	260	161/107	268	188/162	350	218/185	403	228/211	439	246/192	438
Feb	128/120	248	136/124	260	207/191	398	226/219	445	243/231	474	180/158	338
Mar	162/173	335	191/175	366	217/216	433	247/240	487	289/268	557	326/306	632
Apr	158/158	316	194/218	412	240/254	494	258/254	512	259/286	545	220/237	457
May	189/189	378	251/255	506	346/356	718	327/331	658	411/430	841	333/351	684
Jun	239/288	527	346/405	751	406/478*	912*	427/496	923	445/567	1013	469/555	1024
Jul	421/409	830	653/659	1312	1016/1050*	2066*	787/762	1549	849/793	1642	890/891	1781
Aug	391/413	804	663/685	1348	889/787*	1676*	740/668	1408	778/742	1520	752/787	1539
Sep	248/237	485	391/312	703	390/378	768	458/445	903	488/463	951	383/275	658
Oct	229/215	444	338/335	673	349/346	695	378/353	731	392/365	757	334/312	646
Nov	168/198	366	275/266	541	249/266	515	314/322	636	328/341	669	327/290	617
Dec	197/200	397	295/293	588	291/295	586	349/358	707	330/361	691	314/328	642
Total		5390		7728		9611		9362		10099		9456

Ontime Performance

	2013		2014		2015		2016		2017		2018	
	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime
Jan	0%/15%	85%	0%/14%	86%	2%/27%	71%	4%/13%	83%	0%/24%	76%	0%/9%	91%
Feb	6%/16%	78%	9%/3%	88%	9%/9%	82%	2%/22%	76%	0%/8%	92%	6%/25%	69%
Mar	0%/0%	100%	0%/7%	93%	0%/9%	91%	0%/13%	87%	0%/7%	93%	2%/20%	78%
Apr	0%/3%	97%	0%/4%	96%	3%/5%	92%	0%/13%	87%	0%/6%	94%	10%/15%	75%
May	0%/6%	94%	0%/4%	96%	0%/18%	82%	9%/20%	71%	0%/11%	89%	6%/16%	78%
Jun	0%/3%	97%	0%/15%	85%	0%/13%	87%	3%/17%	80%	5%/17%	78%	0%/13%	87%
Jul	0%/19%	81%	1%/20%	79%	0%/32%	68%	3%/21%	76%	3%/44%	53%	0%/6%	94%
Aug	2%/16%	82%	1%/19%	80%	0%/14%	86%	2%/24%	74%	3%/17%	80%	1%/6%	93%
Sep	0%/0%	100%	0%/15%	85%	0%/16%	84%	8%/15%	77%	1%/21%	78%	0%/9%	91%
Oct	0%/9%	91%	0%/18%	82%	0%/2%	98%	0%/8%	92%	0%/11%	89%	0%/7%	93%
Nov	6%/6%	88%	2%/19%	79%	0%/15%	85%	0%/25%	75%	0%/13%	87%	0%/9%	91%
Dec	3%/19%	78%	0%/15%	85%	5%/19%	76%	3%/23%	74%	7%/49%	44%	0%/12%	88%



Audit

1 message

Joe Verlin <jverlin@gabridgeco.com>

Wed, Jan 9, 2019 at 9:58 AM

To: Barry Lind <manisteeairport@gmail.com>

Cc: Neil Hammerbacher <nhammerbacher@gabridgeco.com>, Sue Buitenhuis <sbuitenhuis@gabridgeco.com>

Good Morning Barry,

I have been trying to call this morning, but have not had luck getting through. I figured that I would send an email instead.

I wanted to discuss the audit engagement fees for the Airport. Years ago, we simply completed a standard financial statement audit report for the Airport. We were able to do so for a very reasonable audit fee. Since then, more federal revenues are collected by the Airport creating the need for an annual single audit. Further, the FAA has been requesting a PFC audit for the past several years. We have been happy to provide these additional services for the Airport. However, we haven't been charging for these services.

In looking back at prior year audits, we noted that our time has significantly exceeded the amount included in our engagement letters. In fact, we used over \$12,900 of our time to complete all three phases of the audit engagement for FYE 9/30/17. Here is what we are proposing for the 9/30/18 audit engagement fees:

Single audit	40 hours	\$3,000
PFC audit	24 hours	\$1,800
Financial audit	40 hours	\$3,000
Total fees		\$7,800

The fees are being charged at a very competitive hourly rate of \$75 / hour to show our commitment to the Airport.

Are these fees acceptable for you to complete the 9/30/18 audit engagement? If so, we will send you the engagement letter today.

I am in the office all day today. Please feel free to contact me at 616.538.7100 ext. 17 if there are any questions.

Thank you!

Joe Verlin, CPA, CGFM

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