



Manistee County Blacker Airport Authority

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

DRAFT

MINUTES

Monday, February 9, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

Members Present: Ervin Kowalski, Chairperson; Paul Schulert; Dale Picardat and Bob Wilson

Members Absent: Charles Brooks; Glenn Lottie; Ed Haik

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 12:00 P.M. Roll was taken by the Secretary.

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, January 12, 2009.

There was a motion by Mr. Wilson, supported by Mr. Schulert to approve the Airport Authority regular meeting Minutes of Monday, January 12, 2009, as presented. Motion carried by unanimous vote.

The Authority next reviewed the January 2009 Accounts Payable Report (APPENDIX A). Mr. Lind noted that the Perfect Fence Company payment is for repairs to the automatic gate. The Weather Services International payment is for the WSI weather that is provided in the pilot's lounge (Orchard Beach Aviation does pay for part of this service). The Blue Globes LLC payment is for runway signage that was broken by the snow blower. The Piper McCredie Agency Inc. payment is the annual premium, however approximately \$1,000 was received back as a paid in full discount.

There was a motion by Mr. Schulert, supported by Mr. Picardat to approve the January 2009, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$45,055.86.

A roll call vote was taken:

Yeas: 4 (Kowalski; Picardat; Schulert; Wilson)

Nays: 0

Absent: 3 (Brooks; Lottie; Haik)

Motion carried.

The Authority next reviewed the January 2009 Financial Statement (APPENDIX B) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Public Improvement Fund.

There was a motion by Mr. Wilson, supported by Mr. Picardat to approve the January 2009 Financial Statement. Motion carried by unanimous vote.

Mr. Lind reported that he has not met with the DNR yet, but intends to soon.

Mr. Lind reminded the Authority that a live burn training is required every year. This costs approximately \$10,000 and is in the budget. Mr. Lind wondered if he should apply for a Local Revenue Sharing Grant to help cover the costs, and the Authority encouraged him to.

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The group that had brought a B17 bomber to the Airport during the Grand Opening recently contacted Mr. Lind. They would like to come to the Airport during the Forest Festival this year. There would be no charge to the Airport. Mr. Lind will discuss the option with the Forest Festival organizers and make sure that the group carries the appropriate insurance.

Mr. Lind noted that the Airport may be able to get money from the federal stimulus package when it is passed. This could apply to the 5-year plan that was discussed at the January 2009 meeting. Mr. Lind shared the letter from the FAA that outlines safety recommendations (APPENDIX C), which relates to the 5-year plan.

Mr. Lind explained that percentage of delayed and canceled flights which he previously reported was not correct. Great Lakes was considering anything one minute or more late to be a delayed flight. Industry standards are 15 minutes late for incoming flights and five minutes late for outgoing flights. Mr. Lind provided the updated figures using the industry standards, with the previously reported figure in parentheses (APPENDIX D).

Mr. Lind informed the Authority that he (or another representative from the Airport) has been invited to join the Manistee County Green Team/Recycling Committee. This will be discussed again at next month's meeting.

Mr. Lind will get an update from Great Lakes in relation to their code share status and baggage handling agreements. He will also inquire as to what their ideas are for improving their marketability in Manistee. Mr. Lind noted that he has spent some time looking into other EAS providers. Great Lakes currently carries 70% of the EAS cities, but he would still like to explore the options. The Airport Authority is currently 6 months into a 2 year contract with Great Lakes.

Sheets were handed out showing airplane passenger numbers for 2009 as well as the previous two years (APPENDIX E), and the Orchard Beach Aviation rent information (APPENDIX F).

With there being no further business to come before the Authority, the meeting was adjourned at approximately 1:05 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

JANUARY 2009 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ 3,181.01
	A T & T	\$ 17.74
	MICHCON (DTE ENERGY)	\$ 1,121.86
	GOCKERMAN, WILSON, SAYLOR	\$ 86.25
	GALAXY ELECTRIC	\$ 150.00
	WEATHER SERVICES INTERNATIONAL	\$ 357.00
	BLUEGLOBES, LLC	\$ 145.27
	WAHR HARDWARE	\$ 183.47
	BLARNEY CASTLE	\$ 708.81
	MANISTEE TIRE SERVICE	\$ 164.00
	PERFECT FENCE COMPANY	\$ 845.00
	HYDE EQUIPMENT COMPANY	\$ 195.22
	MANISTEE COUNTY ROAD COMMISSION	\$ 142.09
	H&K ELECTRIC	\$ 71.94
	PIPER McCREDIE AGENCY, INC	\$ 13,823.47
	ALLEN SUPPLY	\$ 140.00
	JACKPINE BUSINESS CENTER	\$ 33.21
	NAPA AUTO PARTS	\$ 613.39
	MANISTEE WELDING & PIPING	\$ 77.90
	DIRECT TV	\$ -
	PECKHAM ENGINEERING	\$ 50.00
	MANISTEE COUNTY	\$ 81.30
	TOTAL	\$ 25,188.93
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 19,866.93
	REGULAR HOURS	270 @ 15.00 4,050.00
	MAINTENANCE HOURS	292.5 @ 15.00 4,387.50
	PART 139 LABOR	11,279.43
	INTERNET	150.00
	GRAND TOTAL	\$ 45,055.86
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	JANUARY 2009 REVENUE & EXPENSES		BUDGET REMAINING		67%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,375.00	\$ 7,604.80	\$ 17,940.00	\$ 10,335.20	58%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 53,160.96	\$ 159,483.00	\$ 106,322.04	67%
LANDING FEES - GENERAL AVIATION	\$ 27.00	\$ 153.00	\$ 3,500.00	\$ 3,347.00	96%
AUTO RENTAL SPACE	\$ -	\$ 1,002.21	\$ 4,200.00	\$ 3,197.79	76%
OFFICE RENT	\$ 1,125.00	\$ 4,500.00	\$ 13,500.00	\$ 9,000.00	67%
COUNTY OF MANISTEE	\$ 7,791.67	\$ 31,166.68	\$ 93,500.00	\$ 62,333.32	67%
FUEL SALES	\$ 81.30	\$ 838.19	\$ 6,500.00	\$ 5,661.81	87%
SIGN LEASE	\$ 2,000.00	\$ 2,000.00	\$ 3,400.00	\$ 1,400.00	41%
MISCELLANEOUS	\$ -	\$ 600.00	\$ 1,000.00	\$ 400.00	40%
TOTAL INCOME	\$ 25,690.21	\$ 101,025.84	\$ 303,023.00	\$ 201,997.16	67%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 12,000.00	\$ 36,000.00	\$ 24,000.00	67%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 19,716.93	\$ 74,642.72	\$ 169,823.00	\$ 95,180.28	56%
DUES & MEETINGS	\$ -	\$ 300.00	\$ 500.00	\$ 200.00	40%
SUPPLIES	\$ 33.21	\$ 107.43	\$ 2,000.00	\$ 1,892.57	95%
UTILITIES	\$ 4,452.87	\$ 10,151.73	\$ 35,000.00	\$ 24,848.27	71%
FUEL	\$ 708.81	\$ 3,364.38	\$ 5,000.00	\$ 1,635.62	33%
REPAIRS & MAINTENANCE	\$ 2,728.28	\$ 5,624.99	\$ 7,500.00	\$ 1,875.01	25%
TERMINAL IMPROVEMENTS	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
CONTRACTED SERVICES	\$ 357.00	\$ 1,058.00	\$ 1,800.00	\$ 742.00	41%
LEGAL	\$ 86.25	\$ 541.00	\$ 5,000.00	\$ 4,459.00	89%
AUDIT	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 17.74	\$ 72.01	\$ 400.00	\$ 327.99	82%
INSURANCE	\$ 13,823.47	\$ 15,309.47	\$ 26,000.00	\$ 10,690.53	41%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ -	\$ -	0%
EQUIPMENT	\$ -	\$ 947.33	\$ -	\$ (947.33)	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 81.30	\$ 838.19	\$ 6,500.00	\$ 5,661.81	87%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ 50.00	\$ 2,475.26	\$ 1,000.00	\$ (1,475.26)	-148%
	\$ 45,055.86	\$ 127,432.51	\$ 303,023.00	\$ 175,590.49	58%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ (19,365.65)	\$ (26,406.67)			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 01/01/09	\$ 67,628.99				
JANUARY RECEIPTS	\$ 28,410.24				
DECEMBER DISBURSEMENTS	\$ (32,540.57)				
	\$ 63,498.66				

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MANISTEE COUNTY BLACKER AIRPORT

JANUARY 2009 BALANCE SHEET

ASSETS	1/31/2009	12/31/2008
CASH	\$ 63,498.66	\$ 67,628.99
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 13,290.24
TED ARENS - GROUND RENT	\$ -	\$ 1,444.80
MISC.	\$ 608.30	\$ 1,883.53
TOTAL ASSETS	\$ 77,397.20	\$ 84,247.56

LIABILITIES	1/31/2009	12/31/2008
ACCOUNTS PAYABLE - TRADE	\$ 45,055.86	\$ 32,540.57
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 45,055.86	\$ 32,540.57

FUND BALANCE	\$ 32,341.34	\$ 51,706.99
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TOTAL LIABILITIES AND FUND BALANCE	\$ 77,397.20	\$ 84,247.56
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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 01/31/2009 **\$ 5,711.93**

BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF:

	9/30/2008	\$ 24,647.84
	1/31/2009	\$ 23,809.65



U.S. Department of Transportation
Federal Aviation Administration

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

January 08, 2008

Mr. William J. House
Airport Manager, Manistee County Blacker
2323 Airport Road
Manistee, Michigan 49660

Dear Mr. House:

Safety Recommendations - Manistee County Blacker

As a result of the Periodic inspection conducted on 01/07/2008 - 01/08/2008 at Manistee County Blacker Airport, the following comments / recommendations are being provided to you for your consideration:

- DONE 1. Install a bi-directional "EMERGENCY FUEL SHUTOFF" sign at 7' with adequate setback behind the current shutoff location to further enhance safety during fueling operations.
- 2. Conduct 2008 airfield painting in the following areas: Enhanced Taxiway Markings to reflect upcoming AC change at all Mandatory Hold Intersections on Taxiways, Install solid runway markings versus striated to increase conspicuity of markings & Outline airfield marking in black due to fading pavement color to increase conspicuity.
- DONE - 3. All personnel on movement areas should be using standard uncontrolled airport phraseology utilizing the CTAF frequency both initially and periodically while on the Taxiways and Runways.
- 4. When reporting discrepancies to FAA TechOps document the reporting in the self-inspection program.
- 5. Consider the following in a future project; install lighting and narrow Taxiway A to standard width.
- 6. Enhance snow removal operations through acquisition of a Runway Broom and consider expanding/renovating the current SRE building to accomodate all equipment.
- 7. Install an indoor and outdoor intercom system in the SRE building that provides clear audio monitoring of both CTAF and ZMP frequencies for pending emergency situations. In addition, ARFF personnel should carry aviation handheld radios to allow RX & TX on CTAF only.

OUTLINE IN BLACK IF FAORD ~~REMOVED~~
 TAXI-WAY SIDE CENTERLINE
 150' LONG PAR-AC
 BLACK OUTSIDE.
 - YEAR-DEC.
 2010
 - RW # 15 -
 AC - # 5340-1J
 CHANGE 182

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These comments/recommendations are not required by FAR Part 139 but are being made a part of the inspection records by attachment to FAA Form 5280-6, Letter of Correction. Copies of these forms are provided to both Washington Headquarters and your Airports District Office.

Sincerely,



Ryan O'Dell
Airport Certification Safety Inspector

Performance Update on Great Lakes

- Airline has been providing information on delayed and cancelled flights since October when I requested that information
- Oct 73% (57%) on time (16% (31%) delay, 11% cancel)
- Nov 64% (55%) on time (23% (32%) delay, 13% cancel)
- Dec 29% (20%) on time (35% (44%) delay, 36% cancel)
- Jan 62% on time (25% delay, 13% cancel)

PASSENGERS OF GREAT LAKES
ENPLANED / DEPLANED
MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
	Midwest	Midwest			
JAN.	210/164 374	234/169 403	138/106 244		
			62% on time (25% delay, 13% cancel)		
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			
		57% on time (31% delay, 11% cancel)			
NOV.	275/280 555	168/166 334			
		55% on time (32% delay, 13% cancel)			
DEC.	203/205 408	159/122 281			
		20% on time (44% delay, 36% cancel)			
TOTAL	3025/2979 6004	2034/1977 4011			

ORCHARD BEACH AVIATION**January 2009****RENT**

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$81.30	
LANDING FEES		
TWIN	\$27.00	(3 @ \$9)
JET	\$0.00	(0 @ \$18)
TOTAL	\$608.30	

100	180.4 Gal
JET	361.6 Gal
TOTAL	542.0 Gal