



Manistee County Blacker Airport Authority

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

DRAFT

MINUTES

Monday, June 8, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

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

Members Absent: Charles Brooks, Vice-Chairperson; 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 12:05 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, May 11, 2009.

There was a motion by Mr. Lottie, supported by Mr. Wilson to approve the Airport Authority regular meeting Minutes of Monday, May 11, 2009, as presented. Motion carried by unanimous vote.

The Authority next reviewed the May 2009 Accounts Payable Report (APPENDIX A). The Anchor Mfg Inc. payment is for anchors for the tiedowns. The Source Julien Inc. payment is for fireplace repairs. Kellogg Community College is being paid for the firefighter training. It was noted that Mr. Lind should find out if Consumers Energy will give the airport a lower rate because of the geo-thermal heat pumps.

There was a motion by Mr. Schulert, supported by Mr. Lottie to approve the May 2009 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$35,772.56.

A roll call vote was taken:

Yeas: 5 (Kowalski; Picardat; Wilson; Schulert; Lottie)

Nays: 0

Absent: 2 (Brooks; Haik)

Motion carried.

The Authority next reviewed the May 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. Mr. Pomeroy noted that the Airport Authority is in the red for the month and the year. There shouldn't be as many unexpected costs during the summer, but a higher appropriation will need to be requested from the County for the next fiscal year.

There was a motion by Mr. Picardat, supported by Mr. Wilson to approve the May 2009 Financial Statement.

A roll call vote was taken:

Yeas: 5 (Lottie; Schulert; Wilson; Picardat; Kowalski)

Nays: 0

Absent: 2 (Brooks; Haik)

Motion carried.

Mr. Lind noted that he will find out this evening whether or not a Local Revenue Sharing Grant will be awarded to cover the costs of the required annual firefighter training. The after hours access has been set up, but has not been publicized yet. The airplane tiedowns have been purchased, and Mr. Lind is just waiting for a good down time to install them. The hangar pad form is in and Mr. Lind expects the concrete to be poured later this week. The stimulus funding did not come through for the Manistee Conservation District summer work program, which was discussed last month. A similar program is available in Traverse City, however, there are a lot of requirements and Mr. Lind does not feel that it would be worth pursuing. The airport website is slowly progressing and Mr. Lind expects it to be up and running next month. There were no incidents at the airport during the past month.

Mr. Schulert inquired about the progress of Mr. Lind's contact with the DNR regarding the easement. Mr. Lind has not spoken to them yet, but has it on his list of things to do.

Sheets were handed out showing airplane passenger numbers for 2009 as well as the previous four years (APPENDIX C) and the Orchard Beach Aviation rent information (APPENDIX D). Mr. Lind explained that he changed the format of the passenger number report to show more than just the last couple years. MidWest was at the airport from 2002 to 2008, and their numbers increased each year. Mr. Lind also noted that while Avgas sales are up 30% from a year ago, jet fuel sales are only 10% of what they were a year ago.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 12:50 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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(under Board of Commissioners), etc.

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MANISTEE COUNTY BLACKER AIRPORT

MAY 2009 ACCOUNTS PAYABLE

| CHECK # | VENDOR NAME | AMOUNT |
|---------|------------------------------------------------|---------------------|
| | BARRY LIND | \$ 3,000.00 |
| | CONSUMERS ENERGY | \$ 2,102.16 |
| | A T & T | \$ 18.91 |
| | MICHCON (DTE ENERGY) | \$ 136.65 |
| | GOCKERMAN, WILSON, SAYLOR | \$ 172.50 |
| | WEATHER SERVICES INTERNATIONAL | \$ - |
| | ACE HARDWARE | \$ 224.83 |
| | ANCHOR MFG, INC. | \$ 590.00 |
| | SOURCE JULIEN, INC. | \$ 259.25 |
| | FASTENAL | \$ 165.40 |
| | PIPER McCREDIE AGENCY, INC | \$ 2,563.00 |
| | KELLOGG COMMUNITY COLLEGE | \$ 7,380.00 |
| | WAHR HARDWARE | \$ 9.99 |
| | DIRECT TV | \$ 159.98 |
| | PECKHAM ENGINEERING | \$ 50.00 |
| | CUSTOM SHEET METAL & HEATING | \$ 836.30 |
| | MANISTEE COUNTY | \$ 261.66 |
| | TOTAL | \$ 17,930.63 |
| | ADVERTISING INVOICES | |
| | MS CREATIVE SERVICES | \$ - |
| | TOTAL | \$ - |
| | ORCHARD BEACH AVIATION | \$ 17,841.93 |
| | REGULAR HOURS 341 @ 15.00 | 5,115.00 |
| | MAINTENANCE HOURS 86.5 @ 15.00 | 1,297.50 |
| | PART 139 LABOR | 11,279.43 |
| | INTERNET | 150.00 |
| | GRAND TOTAL | \$ 35,772.56 |
| | PUBLIC IMPROVEMENT FUND | |
| | TOTAL PUBLIC IMPROVEMENT FUNDS | \$ - |

MANISTEE COUNTY BLACKER AIRPORT

| | MAY 2009 REVENUE & EXPENSES | | BUDGET REMAINING | | 33% |
|------------------------------------------|-----------------------------|-----------------------|----------------------|----------------------|------------|
| | CURRENT MONTH | YEAR-TO DATE | ANNUAL BUDGET | BALANCE \$ | % |
| INCOME: | | | | | |
| HANGER RENTAL | \$ 1,225.00 | \$ 12,504.80 | \$ 17,940.00 | \$ 5,435.20 | 30% |
| LANDING FEES - GREAT LAKES | \$ 13,290.24 | \$ 106,321.92 | \$ 159,483.00 | \$ 53,161.08 | 33% |
| LANDING FEES - GENERAL AVIATION | \$ 117.00 | \$ 342.00 | \$ 3,500.00 | \$ 3,158.00 | 90% |
| AUTO RENTAL SPACE | \$ 665.91 | \$ 1,668.12 | \$ 4,200.00 | \$ 2,531.88 | 60% |
| OFFICE RENT | \$ 1,125.00 | \$ 9,000.00 | \$ 13,500.00 | \$ 4,500.00 | 33% |
| COUNTY OF MANISTEE | \$ 7,791.67 | \$ 62,333.36 | \$ 93,500.00 | \$ 31,166.64 | 33% |
| FUEL SALES | \$ 261.66 | \$ 1,474.08 | \$ 6,500.00 | \$ 5,025.92 | 77% |
| SIGN LEASE | \$ 200.00 | \$ 3,400.00 | \$ 3,400.00 | \$ - | 0% |
| MISCELLANEOUS | \$ - | \$ 5,306.00 | \$ 1,000.00 | \$ (4,306.00) | -431% |
| TOTAL INCOME | \$ 24,676.48 | \$ 202,350.28 | \$ 303,023.00 | \$ 100,672.72 | 33% |
| EXPENSES: | | | | | |
| PERSONNEL - MANAGEMENT | \$ 3,000.00 | \$ 24,000.00 | \$ 36,000.00 | \$ 12,000.00 | 33% |
| PERSONNEL - OPERATIONS & MAINTENANCE | \$ 17,691.93 | \$ 143,910.44 | \$ 169,823.00 | \$ 25,912.56 | 15% |
| DUES & MEETINGS | \$ - | \$ 370.00 | \$ 500.00 | \$ 130.00 | 26% |
| SUPPLIES | \$ 9.99 | \$ 211.50 | \$ 2,000.00 | \$ 1,788.50 | 89% |
| UTILITIES | \$ 2,548.79 | \$ 22,758.28 | \$ 35,000.00 | \$ 12,241.72 | 35% |
| FUEL | \$ - | \$ 4,170.33 | \$ 5,000.00 | \$ 829.67 | 17% |
| REPAIRS & MAINTENANCE | \$ 2,075.78 | \$ 14,188.58 | \$ 7,500.00 | \$ (6,688.58) | -89% |
| TERMINAL IMPROVEMENTS | \$ - | \$ - | \$ 2,000.00 | \$ 2,000.00 | 100% |
| CONTRACTED SERVICES | \$ - | \$ 1,415.00 | \$ 1,800.00 | \$ 385.00 | 21% |
| LEGAL | \$ 172.50 | \$ 1,374.75 | \$ 5,000.00 | \$ 3,625.25 | 73% |
| AUDIT | \$ - | \$ 1,450.00 | \$ 1,500.00 | \$ 50.00 | 3% |
| ADVERTISING | \$ - | \$ - | \$ - | \$ - | 0% |
| TELEPHONE | \$ 18.91 | \$ 147.54 | \$ 400.00 | \$ 252.46 | 63% |
| INSURANCE | \$ 2,563.00 | \$ 22,181.47 | \$ 26,000.00 | \$ 3,818.53 | 15% |
| TRAINING (FIRE FIGHTER) | \$ 7,380.00 | \$ 8,131.12 | \$ - | \$ (8,131.12) | 0% |
| EQUIPMENT | \$ - | \$ 947.33 | \$ - | \$ (947.33) | 0% |
| BOOKKEEPING | \$ - | \$ - | \$ 3,000.00 | \$ 3,000.00 | 100% |
| NOTES PAYABLE | \$ 261.66 | \$ 1,474.35 | \$ 6,500.00 | \$ 5,025.65 | 77% |
| TRANSFER OUT/FUND BALANCE | \$ - | \$ - | \$ - | \$ - | 100% |
| MISCELLANEOUS | \$ 50.00 | \$ 2,936.67 | \$ 1,000.00 | \$ (1,936.67) | -194% |
| | \$ 35,772.56 | \$ 249,667.36 | \$ 303,023.00 | \$ 53,355.64 | 18% |
| EXCESS REVENUE OVER/(UNDER) EXPENDITURES | \$ (11,096.08) | \$ (47,317.08) | | | |
| BALANCE ON HAND - AIRPORT FUND | | | | | |
| BEGINNING BALANCE 05/01/09 | \$ 31,736.16 | | | | |
| MAY RECEIPTS | \$ 24,513.06 | | | | |
| APRIL DISBURSEMENTS | \$ (23,214.73) | | | | |
| | \$ 33,034.49 | | | | |

MANISTEE COUNTY BLACKER AIRPORT

MAY 2009 BALANCE SHEET

| ASSETS | 5/31/2009 | 4/30/2009 |
|-------------------------|---------------------|---------------------|
| CASH | \$ 33,034.49 | \$ 31,736.16 |
| ACCOUNTS RECEIVABLE | | |
| GREAT LAKES AIRLINES | \$ 13,290.24 | \$ 13,290.24 |
| TED ARENS - GROUND RENT | \$ - | \$ - |
| MISC. | \$ 878.66 | \$ 715.24 |
| TOTAL ASSETS | \$ 47,203.39 | \$ 45,741.64 |

| LIABILITIES | 5/31/2009 | 4/30/2009 |
|---------------------------|---------------------|---------------------|
| ACCOUNTS PAYABLE - TRADE | \$ 35,772.56 | \$ 23,214.73 |
| ACCOUNTS PAYABLE - COUNTY | \$ - | \$ - |
| PREPAID HANGER RENT | \$ - | \$ - |
| TOTAL LIABILITIES | \$ 35,772.56 | \$ 23,214.73 |

| | | |
|---------------------|---------------------|---------------------|
| FUND BALANCE | \$ 11,430.83 | \$ 22,526.91 |
|---------------------|---------------------|---------------------|

| | | |
|-------------------------------------------|---------------------|---------------------|
| TOTAL LIABILITIES AND FUND BALANCE | \$ 47,203.39 | \$ 45,741.64 |
|-------------------------------------------|---------------------|---------------------|

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) |
| STATE OF MICHIGAN (REFUND GRANT CLOSE OUT) | \$ (771.02) |
| STATE OF MICHIGAN | \$ 43.90 |
| PUBLIC IMPROVEMENT FUND - CASH AVAILABLE | \$ 24,686.88 |

| | |
|----------------------------------------------------------------|--------------------|
| PASSENGER FACILITY CHARGES COLLECTED THROUGH 05/31/2009 | \$ 9,119.89 |
| STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT | \$ (475.00) |

PFC FUNDS AVAILABLE **\$ 8,644.89**

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

| | |
|-----------|--------------|
| 9/30/2008 | \$ 24,647.84 |
| 5/31/2009 | \$ 23,173.76 |

Manistee County Blacker Airport

Enplaned/Deplaned

| | 2005 | | 2006 | | 2007 | | 2008 | | 2009 | |
|-------|------------|-------|------------|-------|------------|-------|------------|-------|----------------|------------|
| | Out/In | Total | Out/In | Total | Out/In | Total | Out/In | Total | Out/In | Total |
| Jan | MW 141/118 | 259 | MW 150/101 | 251 | MW 210/164 | 374 | MW 234/169 | 403 | GL 138/106 | 244 |
| Feb | 183/147 | 330 | 137/133 | 270 | 198/184 | 382 | 215/200 | 413 | 112/93 | 205 |
| Mar | 168/199 | 367 | 197/203 | 400 | 224/229 | 453 | 213/200 | 413 | 149/139 | 288 |
| Apr | 132/152 | 284 | 191/218 | 409 | 183/239 | 422 | 18/38 | 56 | 119/140 | 259 |
| May | 162/152 | 314 | 200/217 | 417 | 238/251 | 489 | 0/0 | 0 | 184/180 | 364 |
| Jun | 147/169 | 316 | 233/283 | 516 | 252/309 | 561 | GL 94/113 | 207 | | |
| Jul | 232/208 | 440 | 318/332 | 650 | 340/348 | 688 | 278/301 | 579 | | |
| Aug | 223/228 | 451 | 349/358 | 707 | 348/305 | 653 | 300/293 | 593 | | |
| Sep | 171/158 | 329 | 268/267 | 535 | 278/217 | 495 | 219/190 | 409 | | |
| Oct | 131/135 | 266 | 263/221 | 484 | 276/248 | 524 | 173/174 | 347 | | |
| Nov | 159/148 | 307 | 210/205 | 415 | 275/280 | 555 | 168/166 | 334 | | |
| Dec | 142/146 | 288 | 224/242 | 466 | 203/205 | 408 | 159/122 | 281 | | |
| Total | | 3951 | | 5520 | | 6004 | | 4035 | | |

On-time Performance

| | 2005 | | 2006 | | 2007 | | 2008 | | 2009 | |
|-----|--------------|---------|--------------|---------|--------------|---------|--------------|---------|---------------|------------|
| | Cancel/Delay | On-time | Cancel/Delay | On-time | Cancel/Delay | On-time | Cancel/Delay | On-time | Cancel/Delay | On-time |
| Jan | | | | | | | | | 13%/25% | 62% |
| Feb | | | | | | | | | 18%/16% | 66% |
| Mar | | | | | | | | | 8%/11% | 79% |
| Apr | | | | | | | | | 10%/16% | 74% |
| May | | | | | | | | | 2%/10% | 88% |
| Jun | | | | | | | | | | |
| Jul | | | | | | | | | | |
| Aug | | | | | | | | | | |
| Sep | | | | | | | | | | |
| Oct | | | | | | | 11%/31% | 57% | | |
| Nov | | | | | | | 13%/32% | 55% | | |
| Dec | | | | | | | 36%/44% | 20% | | |

APPENDIX C

ORCHARD BEACH AVIATION**May 2009****RENT**

| | | |
|--------------|----------|------------|
| OFFICE | \$325.00 | |
| HANGER | \$175.00 | |
| FUEL | \$261.66 | |
| LANDING FEES | | |
| TWIN | \$9.00 | (1 @ \$9) |
| JET | \$108.00 | (6 @ \$18) |
| TOTAL | \$878.66 | |

| | |
|-------|------------|
| 100 | 1559.4 Gal |
| JET | 185.0 Gal |
| TOTAL | 1744.4 Gal |