

MINUTES

Monday, May 12, 2008
12:00 Noon

Manistee County Blacker Airport
Conference Room

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

Others Present: William House, 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 12:02 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, April 14, 2008.

There was a motion by Mr. Wilson, supported by Mr. Lottie to approve the Airport Authority regular meeting Minutes of Monday, April 14, 2008, as presented. Motion carried by unanimous vote.

The Authority next reviewed the April 2008 Accounts Payable Report (APPENDIX A). Mr. Pomeroy reported that the bills were lean this month. The Blarney Castle bill was for propane used in the firefighter training.

There was a motion by Mr. Lottie, supported by Mr. Picardat to approve the April 2008, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$15,103.55.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Brooks)

Motion carried.

The Authority next reviewed the April 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 date on the Balance Sheet should be 4/30/08, not 3/31/08.

There was a motion by Mr. Lottie, supported by Mr. Wilson to approve the April 2008 Financial Statement.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Brooks)

Motion carried.

Mr. House noted that the Boy Scouts did come to the Airport as planned. It went well even though they didn't have very good weather.

Mr. House notified the Authority that the Great Lakes Airlines Contract for June 2008 through May 2010 has been drafted. It is very similar to the MidWest Contract with an adjustment in the handling fees due to the addition of two flights. After discussion,

There was a motion by Mr. Schulert, supported by Mr. Picardat to approve the Great Lakes Airlines Contract, and after Great Lakes approves the contract, allow the Airport Authority Chairman to sign it.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Brooks)

Motion carried.

There was discussion about advertising due to the changes at the Airport. The current budget did not have money in it for advertising, however, some will probably be necessary. Mr. House is hoping that Great Lakes will help with the advertising. A press release is being sent to the newspaper and television stations. This is also being circulated on the Alliance for Economic Success' email distribution list, and Mr. House will talk to the Chamber of Commerce about doing the same thing.

The Part 139 Contract expires on June 1, 2008, and needs to be extended. Mr. House will need more money for the employees due to the addition of two flights with Great Lakes Airlines.

There was a motion by Mr. Kowalski, supported by Mr. Picardat to approve the Part 139 Contract, beginning June 1, 2008, and ending May 30, 2010, with a 2½% increase each year in the employees' pay, based upon Great Lakes accepting the contract, and to allow the Chairman to sign the contract.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Brooks)

Motion carried.

This means that the Part 139 Contract will cost the County \$14,029.43 per month from June 2008 through May 2009, and \$14,380.16 per month from June 2009 through May 2010.

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

With there being no further business to come before the Authority, the meeting was adjourned at approximately 12:45 P.M.

Respectfully submitted,


Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

APRIL 2008 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	WILLIAM HOUSE	\$ 3,000.00
	CONSUMERS ENERGY	\$ 2,093.49
	A T & T	\$ 19.09
	MICHCON (DTE ENERGY)	\$ 404.10
	GOCKERMAN, WILSON, SAYLOR	\$ 207.00
	ACE HARDWARE	\$ 56.96
	WEATHER SERVICES INTERNATIONAL	\$ -
	DIRECT TV	\$ -
	MANISTEE COUNTY ROAD COMMISSION	\$ -
	BLARNEY CASTLE	\$ 601.79
	MANISTEE COUNTY	\$ 260.87
	TOTAL	\$ 6,643.30
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 8,460.25
	REGULAR HOURS 300 @ 14.50	4,350.00
	MAINTENANCE HOURS 64.5 @ 14.50	935.25
	SUPPLIES	50.00
	PART 139 LABOR	3,125.00
	GRAND TOTAL	\$ 15,103.55
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

MANISTEE COUNTY BLACKER AIRPORT

	APRIL 2008 REVENUE & EXPENSES		BUDGET REMAINING		42%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,300.00	\$ 11,204.80	\$ 16,120.00	\$ 4,915.20	30%
LANDING FEES	\$ 16,746.36	\$ 140,287.61	\$ 247,082.00	\$ 106,794.39	43%
AUTO RENTAL SPACE	\$ 1,208.65	\$ 3,137.33	\$ 4,200.00	\$ 1,062.67	25%
OFFICE RENT	\$ 1,125.00	\$ 7,875.00	\$ 13,500.00	\$ 5,625.00	42%
COUNTY OF MANISTEE	\$ 6,125.00	\$ 42,875.00	\$ 73,500.00	\$ 30,625.00	42%
STATE OF MICHIGAN - ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
FUEL SALES	\$ 260.87	\$ 967.01	\$ 6,500.00	\$ 5,532.99	85%
SIGN LEASE	\$ 1,000.00	\$ 3,200.00	\$ 3,400.00	\$ 200.00	6%
MISCELLANEOUS	\$ -	\$ 600.00	\$ 1,000.00	\$ 400.00	40%
TOTAL INCOME	\$ 27,765.88	\$ 210,146.75	\$ 365,302.00	\$ 155,155.25	42%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 21,000.00	\$ 36,000.00	\$ 15,000.00	42%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 8,410.25	\$ 122,182.50	\$ 206,250.00	\$ 84,067.50	41%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 1,000.00	\$ 630.00	63%
SUPPLIES	\$ 106.96	\$ 1,362.62	\$ 2,500.00	\$ 1,137.38	45%
UTILITIES	\$ 2,497.59	\$ 22,032.14	\$ 23,000.00	\$ 967.86	4%
FUEL	\$ -	\$ 8,590.55	\$ 5,200.00	\$ (3,390.55)	-65%
REPAIRS & MAINTENANCE	\$ -	\$ 3,796.11	\$ 10,000.00	\$ 6,203.89	62%
TERMINAL IMPROVEMENTS	\$ -	\$ 1,875.59	\$ 5,000.00	\$ 3,124.41	62%
CONTRACTED SERVICES	\$ -	\$ 1,341.00	\$ 1,800.00	\$ 459.00	26%
LEGAL	\$ 207.00	\$ 1,868.86	\$ 5,000.00	\$ 3,131.14	63%
AUDIT	\$ -	\$ 1,450.00	\$ 1,500.00	\$ 50.00	3%
ADVERTISING	\$ -	\$ 117.00	\$ -	\$ (117.00)	0%
TELEPHONE	\$ 19.09	\$ 184.71	\$ 1,200.00	\$ 1,015.29	85%
INSURANCE	\$ -	\$ 18,158.08	\$ 26,000.00	\$ 7,841.92	30%
TRAINING (FIRE FIGHTER)	\$ 601.79	\$ 601.79	\$ 10,000.00	\$ 9,398.21	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 260.87	\$ 967.01	\$ 6,500.00	\$ 5,532.99	85%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ 20,402.00	\$ 20,402.00	100%
MISCELLANEOUS	\$ -	\$ 370.00	\$ 950.00	\$ 580.00	61%
	\$ 15,103.55	\$ 206,267.96	\$ 365,302.00	\$ 159,034.04	44%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ 12,662.33		\$ 3,878.79		
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 04/01/08	\$ 92,152.91				
APRIL RECEIPTS	\$ 48,566.16				
MARCH DISBURSEMENTS	\$ (37,404.86)				
	\$ 103,314.21				

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MANISTEE COUNTY BLACKER AIRPORT

APRIL 2008 BALANCE SHEET

ASSETS	3/31/2008	3/31/2008
CASH	\$ 103,314.21	\$ 92,152.91
ACCOUNTS RECEIVABLE		
MIDWEST EXPRESS	\$ -	\$ 20,590.25
STATE OF MICHIGAN (ADVERTISING)	\$ -	\$ -
MISC.	\$ 785.87	\$ 506.90
TOTAL ASSETS	\$ 104,100.08	\$ 113,250.06

LIABILITIES	3/31/2008	3/31/2008
ACCOUNTS PAYABLE - TRADE	\$ 15,103.55	\$ 37,040.86
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ 500.00	\$ 375.00
TOTAL LIABILITIES	\$ 15,603.55	\$ 37,415.86

FUND BALANCE	\$ 88,496.53	\$ 75,834.20
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TOTAL LIABILITIES AND FUND BALANCE	\$ 104,100.08	\$ 113,250.06
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TOTAL PUBLIC IMPROVEMENT FUNDS AVAILABLE	\$ 128,930.51	\$ 128,930.51
STATE OF MICHIGAN	\$ 3,375.00	\$ 3,375.00
STATE OF MICHIGAN	\$ 124,500.00	\$ 124,500.00
STATE OF MICHIGAN	\$ 2,475.00	\$ 2,475.00
STATE OF MICHIGAN	\$ 2,400.00	\$ 2,400.00
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (36.60)	\$ (36.60)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (8,106.42)	\$ (8,106.42)
STATE OF MICHIGAN (SNOWBLOWER)	\$ 13,138.00	\$ 13,138.00
TULIP CITYAIR (SALE OF OLD SNOWBLOWER)	\$ (32,750.00)	\$ (32,750.00)
PUBLIC IMPROVEMENT FUND - CASH AVAILABLE		\$ 23,935.53
BEGINNING BALANCE FOR FIRE FIGHTER TRAINING		\$ 27,500.00
BLARNEY CASTLE (PROPANE)		\$ 1,421.21
ORCHARD BEACH AVIATION (FIRE FIGHTER WAGES)		\$ 5,360.00
KELLOGG COMMUNITY COLLEGE (TRAINING)		\$ 12,700.00
WESTERN FIRE & SAFETY		\$ 3,976.00
GRAND TRAVERSE MOBILE		\$ 2,031.00
WESTERN FIRE & SAFETY		\$ 564.50
ORCHARD BEACH AVIATION		\$ 427.79
BALANCE AVAILABLE AS OF OCTOBER 1, 2007		\$ 1,019.50

PASSENGERS OF MIDWEST CONNECT

ENPLANED / DEPLANED

MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
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				
JUNE	252/309 561				
JULY	340/348 688				
AUG.	348/305 653				
SEPT.	278/217 495				
OCT.	276/248 524				
NOV.	275/280 555				
DEC.	203/205 408				
TOTAL	3025/2979 6004				

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PASSENGERS OF SKYWAY AIRLINES

ENPLANED / DEPLANED

MANISTEE COUNTY BLACKER AIRPORT

	GL 2002	GL 2010	Skyway 2003 Sky 99/77	2004	2005	2006
JAN.	36/42 78	20/10 30	99/77 176	112/105 217	141/118 259	150/101 251
FEB.	49/45 94		87/86 173	141/130 271	183/147 330	137/133 270
MARCH	68/65 133		130/98 228	156/134 290	168/199 367	197/203 400
APRIL	83/80 163		103/110 213	140/161 301	132/152 284	191/218 409
MAY	109/139 248		125/134 259	120/128 248	162/152 314	200/217 417
JUNE	128/144 272		123/128 251	109/126 235	147/169 316	233/283 516
JULY	192/197 389		189/200 389	245/243 488	232/208 440	318/332 650
AUG.	207/210 417		183/167 350	251/209 460	223/228 451	349/358 707
SEPT.	118/93 211		124/98 222	215/202 417	171/158 329	268/267 535
OCT.	110/106 216		140/142 282	167/162 329	131/135 266	263/221 484
NOV.	70/75 145		121/108 229	170/175 345	159/148 307	210/205 415
DEC.	106/96 202		138/155 293	164/176 340	142/146 288	224/242 466
TOTAL	1276/1292 2568		1562/1503 3065	1990/1951 3941	1991/1960 3951	2740/2780 5520

ORCHARD BEACH AVIATION**April 2008****RENT**

OFFICE \$350.00

HANGER 175.00

FUEL 260.87

TOTAL 785.87

100 846.70

JET 892.40

TOTAL 1739.10