

MINUTES

Monday, September 14, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

Members Present: Ervin Kowalski, Chairperson; Charles Brooks, Vice-Chairperson; Dale Picardat; Paul Schulert; Ed Haik; Bob Wilson; and Glenn Lottie (12:10 P.M.)

Members Absent: None

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, August 10, 2009.

There was a motion by Mr. Brooks, supported by Mr. Picardat to approve the Airport Authority regular meeting Minutes of Monday, August 10, 2009 as presented. Motion carried by unanimous vote.

The Authority next reviewed the August 2009 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the Fastenal bill was a little high because it was two bills combined. The State of Michigan payment is for the annual airport license fee. The Gockerman, Wilson, Saylor bill was also higher because it is two payments.

There was a motion by Mr. Schulert, supported by Mr. Haik to approve the August 2009 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$26,718.83.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Lottie)

Motion carried.

The Authority next reviewed the August 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 commented that Mr. Lind should get in contact with Mowry's since a check for the auto rental has not been received in a while.

There was a motion by Mr. Brooks, supported by Mr. Lottie to approve the August 2009 Financial Statement.

A roll call vote was taken:

Yeas: 7 (Lottie; Wilson; Haik; Schulert; Picardat; Brooks; Kowalski)

Nays: 0

Absent: 0

Motion carried.

The Authority next reviewed the Manistee County 09/10 Budget for #295 Airport Fund, covering 10/1/09 through 9/30/10, totaling \$358,460.00 (APPENDIX C). Mr. Pomeroy noted that certain assumptions were made, including that the new EAS contract will bring in more revenue (after June 1, 2010). The FY 2009/10 budget is \$55,000 higher than the 2008/09 budget. The required annual firefighter training is shown in the budget for FY 2009/10, and the Passenger Facility Charges are shown as revenue and then transferred to the Public Improvement Fund under expenses. The high electric costs were discussed. Mr. Lind will investigate companies that offer lower rates. Consumers does not offer a discount for geothermal. There was also brief discussion on possibly bidding out the insurance again. After discussion,

There was a motion by Mr. Lottie, supported by Mr. Schulert to approve the Manistee County 09/10 Budget for #295 Airport Fund, covering 10/1/09 through 9/30/10 for \$358,460.00.

A roll call vote was taken:

Yeas: 7 (Schulert; Haik; Wilson; Lottie; Kowalski; Brooks; Picardat)

Nays: 0

Absent: 0

Motion carried.

Mr. Lind reported that he has been having phone conversations with the DNR regarding the easement situation, but has not had a meeting yet. So far, his impression has been that the DNR will not uphold their obligations and implied that the Airport could improve the turnaround area. Several Authority members wondered what recourse could be taken, and Mr. Saylor will look into this and report back next month.

There were no incidents at the Airport to report.

The Authority next reviewed a resolution stating that: "At the regular Manistee County Blacker Airport Authority meeting on September 14, 2009 it was confirmed that Orchard Beach Aviation, Inc. and Barry J. Lind are under contract to provide all requirements for Part FAR 139." This resolution would be signed by the Airport Authority Chairperson and the Airport Manager. It is required for the Part 139 Airport Certification.

There was a motion by Mr. Lottie, supported by Mr. Kowalski to approve a resolution stating that Orchard Beach Aviation, Inc. and Barry J. Lind are under contract to provide all requirements for Part FAR 139. Motion carried by unanimous vote.

Mr. Lind informed the Authority that a contract (APPENDIX D) allowing the Airfield Marking Project to move forward needs to be signed and executed by the end of September. This project has been discussed previously. The Manistee County Board of Commissioners' Ways & Means Committee recommended approved of the contract on September 8, 2009 and it will go before the Manistee County Board of Commissioners on September 15, 2009. The contract has been reviewed by Mr. Saylor.

There was a motion by Mr. Haik, supported by Mr. Brooks to approve the Contract for a Federal/State/Local Airport Project under the Block Grant Program for \$53,200, with the \$1,400 local match coming from the Capital Improvement Fund.

A roll call vote was taken:

Yeas: 7 (Schulert; Haik; Wilson; Lottie; Kowalski; Brooks; Picardat)

Nays: 0

Absent: 0

Motion carried.

The EAS contract for commercial air service from Manistee County Blacker Airport will go out for bids in January or February of 2010, and the new contract will take effect around June 1, 2010. Mr. Lind feels that the Airport needs to be proactive in getting bids and also providing information to potential companies about expected costs, etc. He is doing additional research, but will ask the Authority to help with the creation of the list to provide to companies.

Mr. Lind reported that the Airport is currently undergoing the Part 139 inspection and that it is going well.

Mr. Lind will be at a Michigan Association of Airport Executives conference for the rest of this week. He is attending for the training aspect as well as networking and will pay for the conference personally. Mr. Haik noted that the Authority should cover this cost and requested that Mr. Lind submit a bill.

Mr. Lind presented an acknowledgment of the contractors Certificate of Liability Insurance, the Payment Bond and the Performance Bond for the runway painting project.

There was a motion by Mr. Schulert, supported by Mr. Wilson to approve the acknowledgment of the contractors Certificate of Liability Insurance, the Payment Bond and the Performance Bond for the runway painting project. Motion carried by unanimous vote.

Mr. Lottie is going to find out if the Road Commission will help with the mowing along the fence of the Airport.

Mr. Lottie reported that the Promotion Committee met with the Little River Band of Ottawa Indians. They were not aware of the services that could be offered and will look into hiring charter companies to bring people to Manistee. Mr. Lind noted that currently, only charters with up to 30 people can fly into Manistee because the Airport has a Class III Certificate. He did not think it would cost anything to upgrade to a Class II Certificate, and will look into it. The Committee also met with the Alliance for Economic Success, and they will help with a marketing plan and promotion of the Airport. The Committee plans to meet with the Chamber of Commerce soon.

Passenger numbers have been up in July and August. Mr. Lind feels there are several reasons for this, including that the flight is non-stop to Milwaukee. Cheaper seats are also available since they can all be filled in Manistee (instead of having to reserve some seats for the stop in Muskegon). There have also been fewer delays and cancellations by Great Lakes lately.

Mr. Lind informed the Authority that he has started a survey about the Airport and its services. He has asked airport users, travel agencies and Chamber members to complete the survey, as well as others. So far, mostly airport users have responded, but he is hoping to get a broader response. He noted that many people come from the north to use the airport, but not many come from the south, and he feels it would be advantageous for the airport's services to be promoted in that area.

Sheets were handed out showing airplane passenger numbers for 2009 as well as the previous four 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 1:10 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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to view Calendar of Events, County Board Agendas and Minutes, Committee meeting minutes
(under Board of Commissioners), etc.

MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2009 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ 1,913.09
	A T & T	\$ 19.58
	MICHCON (DTE ENERGY)	\$ 67.76
	GOCKERMAN, WILSON, SAYLOR	\$ 316.25
	WEATHER SERVICES INTERNATIONAL	\$ -
	ACE HARDWARE	\$ 11.46
	NAPA AUTO PARTS	\$ 287.04
	GRAND RENTAL STATION	\$ -
	FASTENAL	\$ 363.17
	PIPER McCREDIE AGENCY, INC	\$ -
	BLARNEY CASTLE	\$ 735.46
	WAHR HARDWARE	\$ 4.29
	DIRECT TV	\$ 79.99
	PECKHAM ENGINEERING	\$ 146.90
	STATE OF MICHIGAN	\$ 100.00
	MANISTEE COUNTY	\$ 1,209.41
	TOTAL	\$ 8,254.40
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 18,464.43
	REGULAR HOURS 372 @ 15.00	5,580.00
	MAINTENANCE HOURS 97 @ 15.00	1,455.00
	PART 139 LABOR	11,279.43
	INTERNET	150.00
	GRAND TOTAL	\$ 26,718.83
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

MANISTEE COUNTY BLACKER AIRPORT

	AUGUST 2009 REVENUE & EXPENSES		BUDGET REMAINING		8%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,225.00	\$ 16,179.80	\$ 17,940.00	\$ 1,760.20	10%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 146,192.64	\$ 159,483.00	\$ 13,290.36	8%
LANDING FEES - GENERAL AVIATION	\$ 225.00	\$ 990.00	\$ 3,500.00	\$ 2,510.00	72%
AUTO RENTAL SPACE	\$ -	\$ 1,668.12	\$ 4,200.00	\$ 2,531.88	60%
OFFICE RENT	\$ 1,125.00	\$ 12,375.00	\$ 13,500.00	\$ 1,125.00	8%
COUNTY OF MANISTEE	\$ 7,791.67	\$ 85,708.37	\$ 93,500.00	\$ 7,791.63	8%
FUEL SALES	\$ 1,209.41	\$ 4,489.75	\$ 6,500.00	\$ 2,010.25	31%
SIGN LEASE	\$ -	\$ 3,400.00	\$ 3,400.00	\$ -	0%
MISCELLANEOUS	\$ -	\$ 5,306.00	\$ 1,000.00	\$ (4,306.00)	-431%
TOTAL INCOME	\$ 24,866.32	\$ 276,309.68	\$ 303,023.00	\$ 26,713.32	9%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 33,000.00	\$ 36,000.00	\$ 3,000.00	8%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 18,314.43	\$ 199,168.73	\$ 169,823.00	\$ (29,345.73)	-17%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 500.00	\$ 130.00	26%
SUPPLIES	\$ 378.92	\$ 680.18	\$ 2,000.00	\$ 1,319.82	66%
UTILITIES	\$ 2,210.84	\$ 30,559.67	\$ 35,000.00	\$ 4,440.33	13%
FUEL	\$ 735.46	\$ 4,905.79	\$ 5,000.00	\$ 94.21	2%
REPAIRS & MAINTENANCE	\$ 287.04	\$ 17,421.83	\$ 7,500.00	\$ (9,921.83)	-132%
TERMINAL IMPROVEMENTS	\$ -	\$ 575.62	\$ 2,000.00	\$ 1,424.38	71%
CONTRACTED SERVICES	\$ -	\$ 1,772.00	\$ 1,800.00	\$ 28.00	2%
LEGAL	\$ 316.25	\$ 1,898.00	\$ 5,000.00	\$ 3,102.00	62%
AUDIT	\$ -	\$ 1,450.00	\$ 1,500.00	\$ 50.00	3%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 19.58	\$ 205.18	\$ 400.00	\$ 194.82	49%
INSURANCE	\$ -	\$ 22,181.47	\$ 26,000.00	\$ 3,818.53	15%
TRAINING (FIRE FIGHTER)	\$ -	\$ 8,131.12	\$ -	\$ (8,131.12)	0%
EQUIPMENT	\$ -	\$ 947.33	\$ -	\$ (947.33)	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 1,209.41	\$ 4,489.75	\$ 6,500.00	\$ 2,010.25	31%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ 246.90	\$ 3,535.51	\$ 1,000.00	\$ (2,535.51)	-254%
	\$ 26,718.83	\$ 331,292.18	\$ 303,023.00	\$ (28,269.18)	-9%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ (1,852.51)	\$ (54,982.50)			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 08/01/09	\$ 17,779.10				
AUGUST RECEIPTS	\$ 24,698.68				
JULY DISBURSEMENTS	\$ (27,218.46)				
	\$ 15,259.32				

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MANISTEE COUNTY BLACKER AIRPORT

AUGUST 2009 BALANCE SHEET

ASSETS	8/31/2009	7/31/2009
CASH	\$ 15,259.32	\$ 17,779.10
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 13,290.24
TED ARENS - GROUND RENT	\$ -	\$ -
MISC.	\$ 1,934.41	\$ 1,766.77
TOTAL ASSETS	\$ 30,483.97	\$ 32,836.11

LIABILITIES	8/31/2009	7/31/2009
ACCOUNTS PAYABLE - TRADE	\$ 26,718.83	\$ 27,218.46
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 26,718.83	\$ 27,218.46

FUND BALANCE	\$ 3,765.14	\$ 5,617.65
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TOTAL LIABILITIES AND FUND BALANCE	\$ 30,483.97	\$ 32,836.11
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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)
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 08/31/2009	\$ 13,186.89
STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT	\$ (475.00)

PFC FUNDS AVAILABLE **\$ 12,711.89**

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

9/30/2008	\$ 24,647.84
8/31/2009	\$ 20,158.09

MANISTEE COUNTY

09/10 BUDGET

#295 AIRPORT FUND

10/01/09 through 09/30/10

REVENUES

295-000-668.000	OFFICE RENTAL SPACE	\$ 11,700.00
295-000-668.002	GREAT LAKES AIRLINES & GENERAL AVIATION	\$ 185,820.00
295-000-668.003	HANGER RENT	\$ 17,940.00
295-000-668.004	AUTO RENTAL	\$ 4,600.00
295-000-668.005	SIGN LEASE	\$ 3,400.00
295-000-668.006	PASSENGER FACILITY CHARGES	\$ 12,000.00
295-000-695.000	MISCELLANEOUS REVENUE	\$ 1,000.00
295-000-698.001	FUEL SALES	\$ 6,500.00
295-000-699.001	TRANSFER IN - GENERAL FUND	\$ 115,500.00

TOTAL REVENUES \$ 358,460.00

EXPENSES

295-000-727.000	SUPPLIES	\$ 1,500.00
295-000-743.000	FUEL	\$ 5,000.00
295-000-800.000	CONTRACTED SERVICES	\$ 2,000.00
295-000-800-002	CONTRACTED SERVICES-AUDIT	\$ 1,500.00
295-000-801.000	AIRPORT MANAGEMENT	\$ 36,720.00
295-000-801.001	OPERATION & MAINT. PERSONNEL COSTS	\$ 203,440.00
295-000-806.000	ATTORNEY FEES	\$ 5,000.00
295-000-812.000	DUES & FEES	\$ 500.00
295-000-850.000	TELEPHONE	\$ 300.00
295-000-862.002	FIRE FIGHTER TRAINING	\$ 8,500.00
295-000-911.000	INSURANCE	\$ 26,000.00
295-000-920.000	UTILITIES	\$ 35,000.00
295-000-931.000	REPAIRS & MAINTENANCE	\$ 9,500.00
295-000-995.000	MISC. EXPENSE - NOTES PAYABLE	\$ 6,500.00
295-000-995.002	MISC. EXPENSE	\$ 2,000.00
295-000-999.000	TRANSFER OUT - GENERAL FUND	\$ 3,000.00
295-000-999.016	TRANSFER OUT - PUBLIC IMPROVEMENT FUND	\$ 12,000.00

TOTAL EXPENSES \$ 358,460.00

THE AIRPORT FUND WAS ESTABLISHED TO ACCOUNT FOR ALL FUNDS FOR THE DAY TO DAY OPERATIONS OF THE MANISTEE COUNTY AIRPORT. THIS FUND DOES NOT INCLUDE ANY PUBLIC IMPROVEMENTS THAT ARE SCHEDULED FOR THE AIRPORT. REVENUES INCLUDE TRANSFERS FROM THE COUNTY GENERAL FUND AND AIRPORT OPERATIONS REVENUE. CONTRACTUAL REPAIRS FOR FY-09/10 INCLUDE TERMINAL REPAIRS AND HANGER REPAIRS. PROFESSIONAL FEE INCLUDE LEGAL, BOOKKEEPING AND AUDIT FEES.

CONTRACT NO. 2009-0704
FEDERAL PROJECT NO. B-26-0059-2209
AGENDA: DAB

**MICHIGAN DEPARTMENT OF TRANSPORTATION
MANISTEE COUNTY BOARD OF COMMISSIONERS
CONTRACT FOR A FEDERAL/STATE/LOCAL
AIRPORT PROJECT
UNDER THE BLOCK GRANT PROGRAM**

This Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and Manistee County Board of Commissioners, hereinafter referred to as the "SPONSOR," for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Manistee County-Blacker Airport, whose associated city is Manistee, Michigan, such undertaking hereinafter referred to as the "PROJECT," estimated in detail in Exhibit 1, dated August 11, 2009, attached hereto and made a part hereof.

PROJECT DESCRIPTION: AIRFIELD PAVEMENT MARKING, INCLUDING MARKING PLAN, AS FURTHER DEFINED IN CONTRACT NO. FM 51-01-C53.

WITNESSETH:

WHEREAS, the PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act;

NOW, THEREFORE, the parties agree:

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EXHIBIT 1

MANISTEE COUNTY-BLACKER AIRPORT
MANISTEE, MICHIGAN

Project No. B-26-0059-2209
Contract No. FM 51-01-C53

August 11, 2009

	Federal	State	Local	Total
<u>ADMINISTRATION</u>				
DEPARTMENT-AERO	\$950	\$25	\$25	\$1,000
	\$950	\$25	\$25	\$1,000
<u>LAND</u>				
	\$0	\$0	\$0	\$0
<u>DESIGN</u>				
Airfield Pavement Remarking including Marking Plan	\$5,225	\$137	\$138	\$5,500
AERO - Design	\$0	\$0	\$0	\$0
CONSULTANT - Design	\$5,225	\$137	\$138	\$5,500
<u>CONSTRUCTION</u>				
Airfield Pavement Remarking	\$46,818	\$1,232	\$1,232	\$49,282
AERO - Construction	\$44,129	\$1,162	\$1,161	\$46,452
CONSULTANT - Construction	\$0	\$0	\$0	\$0
	\$2,689	\$70	\$71	\$2,830
<u>CONTINGENCIES</u>				
Construction Contingency	\$207	\$6	\$5	\$218
	\$207	\$6	\$5	\$218
TOTAL PROJECT BUDGET	\$53,200	\$1,400	\$1,400	\$56,000

MAC Transfer: 11/19/08 & 3/26/09

APPENDIX E

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	166/213	379
Jul	232/208	440	318/332	650	340/348	688	278/301	579	388/439	827
Aug	223/228	451	349/358	707	348/305	653	300/293	593	429/359	788
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		3354

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									7%/18%	75%
Jul									4%/16%	80%
Aug									2%/12%	86%
Sep										
Oct							11%/31%	57%		
Nov							13%/32%	55%		
Dec							36%/44%	20%		

ORCHARD BEACH AVIATION

August 2009

RENT

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$1209.41	
LANDING FEES		
TWIN	\$27.00	(3 @ \$9)
JET	\$198.00	(11 @ \$18)
TOTAL	\$1934.41	

100	1513.9 Gal
JET	6548.8 Gal
TOTAL	8062.7 Gal