



Manistee County Blacker Airport Authority

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

DRAFT

MINUTES

Monday, November 9, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

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

Members Absent: Ed Haik

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Authority Treasurer (12:05 P.M. - 12:15 P.M.); 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, October 12, 2009.

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

The Authority next reviewed the October 2009 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the Confessco Fire Protection payment was for new fire extinguishers and maintenance of the old ones. The Weather Services International payment is a quarterly payment for the vector system. The State of Michigan DEQ payment is for the two buried fuel tank registrations.

There was a motion by Mr. Lottie, supported by Mr. Schulert to approve the October 2009 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$23,379.00.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Haik)

Motion carried.

The Authority next reviewed the October 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 County is currently going through the audit process. Due to several changes, fiscal year 2008/09 ended better for the Airport Authority than originally thought. Mr. Pomeroy will have a revised financial statement at the December meeting.

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

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Haik)

Motion carried.

Mr. Lind informed the Authority that passenger numbers are still up and that October 2009 was the highest October ever for passenger numbers. Cancellations and delays have gone up slightly due to problems with the plane's deicing equipment, and these problems will be worse through the winter months.

The DNR has agreed to make new signs for the easement that state "no hunting, no parking, no standing", basically informing people that they will have to park on the road and walk in. The DNR stated that they hope to have the signs completed and in place by November 13, 2009.

Mr. Lind had hoped that the airport's website would be completed by now, but he has requested several changes and the developer is currently working on them.

Mr. Lind updated the Authority on the status of the Part 139 inspection required changes. Two fire extinguishers were rated ABC and had to be updated with the AB type. This has been completed. Temporarily updating the taxiway reflectors until the taxiway lighting project next year is in progress and should be completed by December 1, 2009. The runway sign that needs to be updated has a completion date of October 31, 2010 and will be part of the taxiway lighting project.

Mr. Lind stated that he sent an email to Mr. Howell of Great Lakes requesting that they look into code-shares again. Mr. Howell responded that they will consider the options. Mr. Lind also presented various fare information (APPENDIX C) for Manistee (MBL), Traverse City (TVC) and Grand Rapids (GRR), with the lowest fare in bold. The charts show that the fares out of Manistee are very competitive. Mr. Lind will contact the Manistee News Advocate about having something in the newspaper with fare prices. Mr. Brooks suggested that an email list be started also.

Mr. Lind discussed planning for the new EAS contract. He reviewed what has been happening with EAS contracts in the surrounding areas. Mr. Lind presented information about the Hibbing airport, which recently requested to have three flights instead of two and got it, which shows that being proactive can pay off. Mr. Lind feels that the service at Manistee would be more attractive to companies if the contract went out for bids at the same time as Ironwood, Iron Mountain and Escanaba. After discussion,

There was a motion by Mr. Kowalski, supported by Mr. Brooks to have Mr. Lind send a letter to the DOT requesting that Manistee, Ironwood, Iron Mountain and Escanaba be put on the same schedule so that they are bid together for EAS contracts. Motion carried by unanimous vote.

Mr. Lottie reported that the Promotion Committee is still planning to meet with the Chamber soon and will also meet with the AES again since they have a new director.

Sheets were handed out showing airplane passenger numbers for 2009 as well as the previous four years (APPENDIX D) and the Orchard Beach Aviation rent information (APPENDIX E). There were no Airport incidents to report.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 1:40 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

OCTOBER 2009 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ 2,281.28
	A T & T	\$ 19.45
	MICHCON (DTE ENERGY)	\$ 105.09
	GOCKERMAN, WILSON, SAYLOR	\$ -
	CONFESSCO FIRE PROTECTION	\$ 437.50
	WEATHER SERVICES INTERNATIONAL	\$ 357.00
	ACE HARDWARE	\$ 126.43
	FASTENAL	\$ 126.42
	DIRECT TV	\$ 79.99
	STATE OF MICHIGAN DEQ	\$ 200.00
	STATE OF MICHIGAN	\$ -
	MANISTEE COUNTY	\$ 426.20
	TOTAL	\$ 7,159.36
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 16,219.64
	REGULAR HOURS 310 @ 15.00	4,650.00
	MAINTENANCE HOURS 63.5 @ 15.00	952.50
	PART 139 LABOR	10,467.14
	INTERNET	150.00
	GRAND TOTAL	\$ 23,379.00
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

MANISTEE COUNTY BLACKER AIRPORT

	OCTOBER 2009 REVENUE & EXPENSES		BUDGET REMAINING		92%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,225.00	\$ 1,225.00	\$ 17,940.00	\$ 16,715.00	93%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 13,290.24	\$ 184,320.00	\$ 171,029.76	93%
LANDING FEES - GENERAL AVIATION	\$ 108.00	\$ 108.00	\$ 1,500.00	\$ 1,392.00	93%
AUTO RENTAL SPACE	\$ -	\$ -	\$ 4,600.00	\$ 4,600.00	100%
OFFICE RENT	\$ 955.00	\$ 955.00	\$ 11,700.00	\$ 10,745.00	92%
COUNTY OF MANISTEE	\$ 9,625.00	\$ 9,625.00	\$ 115,500.00	\$ 105,875.00	92%
FUEL SALES	\$ 426.20	\$ 426.20	\$ 6,500.00	\$ 6,073.80	93%
SIGN LEASE	\$ -	\$ -	\$ 3,400.00	\$ 3,400.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
TOTAL INCOME	\$ 25,629.44	\$ 25,629.44	\$ 346,460.00	\$ 320,830.56	93%
EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 3,000.00	\$ 36,720.00	\$ 33,720.00	92%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 16,069.64	\$ 16,069.64	\$ 203,440.00	\$ 187,370.36	92%
DUES & MEETINGS	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
SUPPLIES	\$ 126.42	\$ 126.42	\$ 1,500.00	\$ 1,373.58	92%
UTILITIES	\$ 2,616.36	\$ 2,616.36	\$ 35,000.00	\$ 32,383.64	93%
FUEL	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	100%
REPAIRS & MAINTENANCE	\$ 563.93	\$ 563.93	\$ 9,500.00	\$ 8,936.07	94%
TERMINAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	0%
CONTRACTED SERVICES	\$ 357.00	\$ 357.00	\$ 2,000.00	\$ 1,643.00	82%
LEGAL	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	100%
AUDIT	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 19.45	\$ 19.45	\$ 300.00	\$ 280.55	94%
INSURANCE	\$ -	\$ -	\$ 26,000.00	\$ 26,000.00	100%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 426.20	\$ 426.20	\$ 6,500.00	\$ 6,073.80	93%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ 200.00	\$ 200.00	\$ 2,000.00	\$ 1,800.00	90%
	\$ 23,379.00	\$ 23,379.00	\$ 346,460.00	\$ 323,081.00	93%
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	\$ 2,250.44	\$ 2,250.44			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 10/01/09	\$ 8,702.53				
OCTOBER RECEIPTS	\$ 54,302.57				
SEP/OCT DISBURSEMENTS	\$ (26,456.63)				
	\$ 36,548.47				

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MANISTEE COUNTY BLACKER AIRPORT

OCTOBER 2009 BALANCE SHEET

ASSETS	10/31/2009	9/30/2009
CASH	\$ 36,548.47	\$ 8,702.53
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 39,870.72
STATE OF AUTO RENTAL	\$ -	\$ 1,839.12
MISC.	\$ 1,034.20	\$ 1,287.73
TOTAL ASSETS	\$ 50,872.91	\$ 51,700.10

LIABILITIES	10/31/2009	9/30/2009
ACCOUNTS PAYABLE - TRADE	\$ 23,379.00	\$ 26,456.63
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 23,379.00	\$ 26,456.63

FUND BALANCE	\$ 27,493.91	\$ 25,243.47
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TOTAL LIABILITIES AND FUND BALANCE	\$ 50,872.91	\$ 51,700.10
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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 10/31/2009	\$ 15,674.82
STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT	\$ (475.00)
STATE OF MICHIGAN - PAVEMENT MARKING PROJECT	\$ (1,400.00)

PFC FUNDS AVAILABLE **\$ 13,799.82**

BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF:	9/30/2009 \$ 19,577.36
	10/31/2009 \$ 19,151.16

APPENDIX C

Best Fares

	MBL	TVC	GRR
Atlanta (ATL)	306 YX	390 DL	229 DL
Boston (BOS)	296 YX	410 DL	292 DL
Charlotte (CLT)	319 DL	394 DL	354 UA
Cincinnati (CVG)	318 DL	342 AA	265 DL
Dallas (DFW)	324 CO	410 UA	231 DL
Denver (DEN)	306 F9	348 UA	307 YX
Houston (HOU)	364 CO	446 DL	382 CO
Kansas City (MCI)	246 YX	393 UA	234 DL
Las Vegas (LAS)	347 YX	499 DL	260 DL
Los Angeles (LAX)	346 YX	465 UA	249 CO
Milwaukee (MKE)	128 ZK	349 DL	178 YX
Minneapolis (MSP)	236 YX	445 DL	277 YX
New York Area (NYC)	276 CO	303 DL	297 YX
Orlando (MCO)	296 FL	391 DL	219 DL
Philadelphia (PHL)	346 YX	378 DL	257 YX
Phoenix (PHX)	362 DL	457 AA	301 YX
San Francisco (SFO)	328 FL	523 AA	341 UA
Seattle (SEA)	397 CO/UA	429 UA	334 UA
Washington DC Area (WAS)	286 WN	292 DL	231 DL
Ave Fare	\$306.68	\$403.37	\$275.68

Best Fares + Fees for 2 bags

	MBL	TVC	GRR
Atlanta (ATL)	386 YX	470 DL	309 DL
Boston (BOS)	376 YX	490 DL	372 DL
Charlotte (CLT)	399 DL	474 DL	434 UA
Cincinnati (CVG)	398 DL	422 AA	345 DL
Dallas (DFW)	404 CO	490 UA	311 DL
Denver (DEN)	335 WN	428 UA	387 YX
Houston (HOU)	444 CO	526 DL	462 CO
Kansas City (MCI)	246 WN	473 UA	314 DL
Las Vegas (LAS)	366 WN	579 DL	340 DL
Los Angeles (LAX)	380 WN	545 UA	329 CO
Milwaukee (MKE)	128 ZK	429 DL	258 YX
Minneapolis (MSP)	316 YX	525 DL	357 YX
New York Area (NYC)	356 CO	383 DL	377 YX
Orlando (MCO)	306 FL	471 DL	299 DL
Philadelphia (PHL)	426 YX	458 DL	337 YX
Phoenix (PHX)	379 WN	537 AA	381 YX
San Francisco (SFO)	378 WN	603 AA	421 UA
Seattle (SEA)	397 WN	509 UA	414 UA
Washington DC Area (WAS)	286 WN	372 DL	311 DL

Ave Fare \$352.95 \$483.37 \$355.68
 Bag Fees are \$80 for 2 bags except for Great Lakes and Southwest which are free

Best Fares + Fees for 2 bags + 7 days parking

	MBL	TVC	GRR
Atlanta (ATL)	306 YX	503 DL	357 DL
Boston (BOS)	296 YX	523 DL	420 DL
Charlotte (CLT)	319 DL	507 DL	482 UA
Cincinnati (CVG)	318 DL	455 AA	393 DL
Dallas (DFW)	324 CO	523 UA	359 DL
Denver (DEN)	306 WN	461 UA	435 YX
Houston (HOU)	364 CO	559 DL	510 CO
Kansas City (MCI)	246 WN	506 UA	362 DL
Las Vegas (LAS)	347 WN	612 DL	388 DL
Los Angeles (LAX)	346 WN	578 UA	377 CO
Milwaukee (MKE)	128 ZK	462 DL	306 YX
Minneapolis (MSP)	236 YX	558 DL	405 YX
New York Area (NYC)	276 CO	416 DL	425 YX
Orlando (MCO)	296 FL	504 DL	347 DL
Philadelphia (PHL)	346 YX	491 DL	385 YX
Phoenix (PHX)	362 WN	570 AA	429 YX
San Francisco (SFO)	328 WN	636 AA	469 UA
Seattle (SEA)	397 WN	542 UA	462 UA
Washington DC Area (WAS)	286 WN	405 DL	359 DL
Ave Fare	\$306.68	\$516.37	\$403.68
Parking 7 days	\$0.00	\$33.00	\$48.00
Fares Pulled 11/9/09 for travel 12/9/09 - 12/16/09			

APPENDIX D

Manistee County Blacker Airport

Enplaned/Deplaned

	2005			2006			2007			2008			2009		
		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		285/293	578
Oct		131/135	266		263/221	484		276/248	524		173/174	347		282/275	557
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			4489

On-time Performance

	2005		2006		2007		2008		2009		
	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									0%/9%	91%	
Oct								11%/31%	57%	10%/8%	81%
Nov								13%/32%	55%		
Dec								36%/44%	20%		

ORCHARD BEACH AVIATION**October 2009****RENT**

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$426.20	
LANDING FEES		
TWIN	\$18.00	(2 @ \$9)
JET	\$90.00	(5 @ \$18)
TOTAL	\$1034.20	

100	1048.5 Gal
JET	1792.8 Gal
TOTAL	2841.3 Gal