

MINUTES

Monday, December 14, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

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

Members Absent: Ed Haik

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Ken Grabowski, Manistee News Advocate; Bob & Scott Adamczak, Community Members (12:00 - 12:50 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.

Scott Adamczak stated that he had come to an Airport Authority meeting last year to discuss the airport/DNR easement that runs next to his father's property (Bob Adamczak). At that time, the airport agreed to post signs on airport property and contact the DNR regarding their obligations according to the warranty deed for the easement. In November 2009, the DNR posted a large sign at the entrance of the easement and began staking out an area for parking, which is mentioned in the warranty deed. Mr. Adamczak expressed concern that more people are now using the easement due to the sign and many are trespassing and hunting on property that they shouldn't be on. There was also some concern about the location of the parking area. Mr. Lind will contact the DNR to see if they could attend the next meeting of the Airport Authority on Monday, January 11, 2010.

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, November 9, 2009.

There was a motion by Mr. Schulert, supported by Mr. Picardat to approve the Airport Authority regular meeting Minutes of Monday, November 9, 2009 as presented. Motion carried by unanimous vote.

The Authority next reviewed the November 2009 Accounts Payable Report (APPENDIX A). Mr. Lind explained that the payment to David E. Wilson, CPA was for the audit. The Envirosure Agency payment is the annual fuel tank insurance payment.

There was a motion by Mr. Brooks, supported by Mr. Wilson to approve the November 2009 Accounts Payable Report and authorize payment of the outstanding invoices totaling \$25,449.01.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Haik; Lottie)

Motion carried.

The Authority next reviewed the November 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. Schulert, supported by Mr. Picardat to approve the November 2009 Financial Statement.

A roll call vote was taken:**Yeas: 6 (Kowalski; Brooks; Picardat; Wilson; Schulert)****Nays: 0****Absent: 2 (Haik; Lottie)****Motion carried.**

Mr. Lind informed the Authority that the upper ball joints need to be replaced on the pick-up truck that is used for plowing the parking areas and checking the runways. Mr. Lind received estimates from Manistee Tire and Manistee Ford. Both suggest replacing all four ball joints at the same time to save money in the future. Manistee Tire's estimate is \$602 and Manistee Ford's is \$1,068 for all four ball joints. After discussion,

There was a motion by Mr. Kowalski, supported by Mr. Brooks to have Manistee Tire replace all four ball joints on the pick-up truck at a cost of \$602 unless Mr. Lind could find a better deal. Motion carried by unanimous vote.

Mr. Lind reported that he has been researching the electricity usage at the airport, which he feels is high. Although he has been told that everything appears to be accurate, he will continue to research the issue.

Mr. Lind informed the Authority that the informational website, www.manisteeairport.com, is up and running. He is working on an additional website, www.flymanistee.com, which will be used to promote flying out of Manistee.

Mr. Lind stated that, as discussed at the last Airport Authority meeting, he sent a letter to Dennis DeVany of the Essential Air Service (EAS). The letter requests that Manistee, Ironwood, Iron Mountain and Escanaba be on the same schedule for the EAS bidding process. Mr. Lind has talked with Mr. DeVany and is no longer sure that having all four cities on the same schedule would be the best option.

Mr. Lind presented another report on airfares which compares flights from Manistee, Traverse City and Grand Rapids (APPENDIX C). Manistee had the best fare 8/19 times, but if parking is included, Manistee had the best fare 16/19 times. There have been several articles in the Manistee News Advocate regarding the Airport, and Mr. Lind intends to also contact the Ludington Daily News.

Mr. Lind reviewed possible hub cities, airplanes and airlines for the EAS bidding process that the airport will undergo early in 2010 (APPENDIX D). Mr. Lind felt that the best option would be having Milwaukee as a hub city and having a 19-34 seat plane.

Mr. Lottie reported that the Promotion Committee met with Cyndy Fuller, the new Alliance for Economic Success Director. She would like to look at making a strategic plan for the airport, which can help in acquiring grants.

Mr. Wilson will contact a group of fighter pilots from Kalamazoo to see if they'd be interested in coming to the area during the Forest Festival. Mr. Wilson also wondered if Mr. Lind could create a poster to have at the airport with a map showing possible destinations and sample fares. Mr. Lind stated that it would be easier to do this on the website since things can change so quickly.

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). There were no Airport incidents to report.

Mr. Kowalski noted that Mr. Brooks' term on the Airport Authority will end on December 31, 2009 and thanked him for his many years of service.

With there being no further business to come before the Authority, the meeting was adjourned at approximately 2:05 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

NOVEMBER 2009 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ 2,164.97
	A T & T	\$ 19.40
	MICHCON (DTE ENERGY)	\$ 148.09
	GOCKERMAN, WILSON, SAYLOR	\$ 218.50
	BLUEGLOBES, LLC	\$ 30.87
	WEATHER SERVICES INTERNATIONAL	\$ -
	DAVID E. WILSON, CPA	\$ 1,500.00
	ACE HARDWARE	\$ 135.50
	FASTENAL	\$ 192.05
	DIRECT TV	\$ 79.99
	MANISTEE TIRE	\$ 475.50
	PECKHAM ENGINEERING	\$ 196.90
	ENVIROSURE AGENCY, INC.	\$ 1,531.00
	ORCHARD BEACH AVIATION	\$ 37.10
	MANISTEE COUNTY	\$ 189.50
	TOTAL	\$ 9,919.37
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 15,529.64
	REGULAR HOURS 270 @ 15.00	4,050.00
	MAINTENANCE HOURS 57.5 @ 15.00	862.50
	PART 139 LABOR	10,467.14
	INTERNET	150.00
	GRAND TOTAL	\$ 25,449.01
	PUBLIC IMPROVEMENT FUND	
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ -

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	NOVEMBER 2009 REVENUE & EXPENSES		BUDGET REMAINING		83%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
INCOME:					
HANGER RENTAL	\$ 1,225.00	\$ 2,450.00	\$ 17,940.00	\$ 15,490.00	86%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 26,580.48	\$ 184,320.00	\$ 157,739.52	86%
LANDING FEES - GENERAL AVIATION	\$ -	\$ 108.00	\$ 1,500.00	\$ 1,392.00	93%
AUTO RENTAL SPACE	\$ 671.84	\$ 671.84	\$ 4,600.00	\$ 3,928.16	85%
OFFICE RENT	\$ 955.00	\$ 1,910.00	\$ 11,700.00	\$ 9,790.00	84%
COUNTY OF MANISTEE	\$ 9,625.00	\$ 19,250.00	\$ 115,500.00	\$ 96,250.00	83%
FUEL SALES	\$ 189.50	\$ 615.70	\$ 6,500.00	\$ 5,884.30	91%
SIGN LEASE	\$ -	\$ -	\$ 3,400.00	\$ 3,400.00	100%
MISCELLANEOUS	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
TOTAL INCOME	\$ 25,956.58	\$ 51,586.02	\$ 346,460.00	\$ 294,873.98	85%

EXPENSES:					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 6,000.00	\$ 36,720.00	\$ 30,720.00	84%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 15,379.64	\$ 31,449.28	\$ 203,440.00	\$ 171,990.72	85%
DUES & MEETINGS	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
SUPPLIES	\$ 192.05	\$ 318.47	\$ 1,500.00	\$ 1,181.53	79%
UTILITIES	\$ 2,543.05	\$ 5,159.41	\$ 35,000.00	\$ 29,840.59	85%
FUEL	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	100%
REPAIRS & MAINTENANCE	\$ 678.97	\$ 1,242.90	\$ 9,500.00	\$ 8,257.10	87%
TERMINAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	0%
CONTRACTED SERVICES	\$ -	\$ 357.00	\$ 2,000.00	\$ 1,643.00	82%
LEGAL	\$ 218.50	\$ 218.50	\$ 5,000.00	\$ 4,781.50	96%
AUDIT	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 19.40	\$ 38.85	\$ 300.00	\$ 261.15	87%
INSURANCE	\$ 1,531.00	\$ 1,531.00	\$ 26,000.00	\$ 24,469.00	94%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 189.50	\$ 615.70	\$ 6,500.00	\$ 5,884.30	91%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ 196.90	\$ 396.90	\$ 2,000.00	\$ 1,603.10	80%
	\$ 25,449.01	\$ 48,828.01	\$ 346,460.00	\$ 297,631.99	86%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES \$ 507.57 \$ 2,758.01

BALANCE ON HAND - AIRPORT FUND	
BEGINNING BALANCE 11/01/09	\$ 36,548.47
NOVEMBER RECEIPTS	\$ 26,301.28
OCT DISBURSEMENTS	<u>\$ (23,379.00)</u>
	<u>\$ 39,470.75</u>

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MANISTEE COUNTY BLACKER AIRPORT

NOVEMBER 2009 BALANCE SHEET

ASSETS	11/30/2009	10/31/2009
CASH	\$ 39,470.75	\$ 36,548.47
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 13,290.24
STATE OF AUTO RENTAL	\$ -	\$ -
MISC.	\$ 689.50	\$ 1,034.20
TOTAL ASSETS	\$ 53,450.49	\$ 50,872.91

LIABILITIES	11/30/2009	10/31/2009
ACCOUNTS PAYABLE - TRADE	\$ 25,449.01	\$ 23,379.00
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 25,449.01	\$ 23,379.00
FUND BALANCE	\$ 28,001.48	\$ 27,493.91

TOTAL LIABILITIES AND FUND BALANCE	\$ 53,450.49	\$ 50,872.91
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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 11/30/2009	\$ 15,894.32
STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT	\$ (475.00)
STATE OF MICHIGAN - PAVEMENT MARKING PROJECT	\$ (1,400.00)

PFC FUNDS AVAILABLE **\$ 14,019.32**

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

9/30/2009	\$ 19,577.36
11/30/2009	\$ 18,961.66

Best Fares

	MBL	TVC	GRR
Atlanta (ATL)	335 US	528 DL	325 DL
Boston (BOS)	318 YX	463 DL	389 YX
Charlotte (CLT)	325 UA	412 UA	419 CO
Cincinnati (CVG)	318 DL	357 AA	278 DL
Dallas (DFW)	326 AA	464 AA	211 DL
Denver (DEN)	317 AA	360 UA	237 YX
Houston (HOU)	364 CO	508 AA	390 CO
Kansas City (MCI)	246 WN	477 DL/YX	376 DL
Las Vegas (LAS)	346 WN	498 UA	298 AA
Los Angeles (LAX)	366 F9	488 AA	247 CO
Milwaukee (MKE)	128 ZK	365 DL	265 DL
Minneapolis (MSP)	278 DL	481 DL	393 DL
New York Area (NYC)	302 YX	316 UA	359 CO
Orlando (MCO)	296 WN	290 DL	250 CO
Philadelphia (PHL)	367 CO	388 DL	328 YX
Phoenix (PHX)	356 US	538 AA	370 YX/US
San Francisco (SFO)	338 CO	546 UA	335 CO
Seattle (SEA)	367 DL	523 UA	343 CO
Washington DC Area (WAS)	305 DL/WN	340 DL	287 DL

Average Fare \$315.68 \$439.05 \$321.05
 Fares Pulled 12/14/09 for travel 01/13/09 - 01/20/10

Best Fares +7 days parking

	MBL	TVC	GRR
Atlanta (ATL)	335 US	561 DL	373 DL
Boston (BOS)	318 YX	496 DL	437 YX
Charlotte (CLT)	325 UA	445 UA	467 CO
Cincinnati (CVG)	318 DL	390 AA	326 DL
Dallas (DFW)	326 AA	497 AA	259 DL
Denver (DEN)	317 AA	393 UA	285 YX
Houston (HOU)	364 CO	541 AA	438 CO
Kansas City (MCI)	246 WN	510 DL/YX	424 DL
Las Vegas (LAS)	346 WN	531 UA	346 AA
Los Angeles (LAX)	366 F9	521 AA	295 CO
Milwaukee (MKE)	128 ZK	398 DL	313 DL
Minneapolis (MSP)	278 DL	514 DL	441 DL
New York Area (NYC)	302 YX	349 UA	407 CO
Orlando (MCO)	296 WN	323 DL	298 CO
Philadelphia (PHL)	367 CO	421 DL	376 YX
Phoenix (PHX)	356 US	571 AA	418 YX/US
San Francisco (SFO)	338 CO	579 UA	383 CO
Seattle (SEA)	367 DL	556 UA	391 CO
Washington DC Area (WAS)	305 DL/WN	373 DL	335 DL

Average Fare \$315.68 \$472.05 \$369.05
 Parking Fees for one week are \$0 at Manistee, \$33 at Traverse City and \$48 at Grand Rapids
 Fares Pulled 12/14/09 for travel 01/13/09 - 01/20/10

APPENDIX D

Airport Managers Report 12/14/09

- Planning for new EAS Contract
 - Hub City
 - Minneapolis
 - Detroit
 - Chicago O-Hare
 - Chicago Midway
 - Milwaukee

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Airport Managers Report 12/14/09

- Planning for new EAS Contract
 - Airplane Size/Type
 - 50 Seat Regional Jet – CRJ-200 / ERJ-145
 - 37 Seat Regional Jet – ERJ-135
 - 34 Seat Turboprop – Saab 340 (1998)
 - 32 Seat Turboprop – EMB-120 (2001)
 - 19 Seat Turboprop – Beech 1900 (2002)
 - 19 Seat Turboprop – BA Jetstream 31/32 (1993)
 - 9 Seat Turboprop – Cessna Caravan
 - 9 Seat Turboprop – Pilatus PC12
 - 9 Seat Piston Twin – Cessna 402 (1987)

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Airport Managers Report 12/14/09

- Planning for new EAS Contract
 - Airlines
 - Mesaba (Delta Connection)
 - SkyWest (United Express)
 - Great Lakes
 - Pacific Wings
 - Air Choice One
 - Cape Air (JetBlue, American)
 - SeaPort Airlines
 - Gulfstream Airlines (Continental)
 - Charter Air Transport/Aviation Technologies
 - Intrepid International Airlines

APPENDIX E

Manistee County Blacker Airport

Enplaned/Deplaned

	2005		2006		2007			2008		2009	
	MW	Total	MW	Total	MW	Total	MW	Total	GL	Total	
Jan	141/118	259	150/101	251	210/164	374	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		257/269	526
Dec	142/146	288	224/242	466	203/205	408	159/122	281			
Total		3951		5520		6004		4035			5015

On-time Performance

	2005		2006		2007		2008		2009	
	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime
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%
Nov									13%/32%	55%
Dec									3%/10%	87%
									36%/44%	20%

ORCHARD BEACH AVIATION

November 2009

RENT

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$189.50	
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$0.00	(0 @ \$18)
TOTAL	\$689.50	

100	732.1 Gal
JET	531.2 Gal
TOTAL	1263.3 Gal