

## MINUTES

Monday, January 11, 2010  
12:00 Noon

Manistee County Blacker Airport  
Conference Room

Members Present: Ervin Kowalski, Chairperson; Paul Schulert, Vice-Chairperson; Dale Picardat; Glenn Lottie; Bob Wilson; Ed Haik; and Ross Spencer

Members Absent: None

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; Russell Pomeroy, Airport Authority Treasurer; Rachel Nelson, Airport Authority Secretary; Scott Adamczak, Bob Adamczak and Ken Petoskey, Community Members (until 1:10 P.M.); Carla Soper, DNR Conservation Officer (until 1:10 P.M.); Kevin Hackworth, DNR Area Supervisor (until 1:10 P.M.); Rich Earl, DNR Wildlife Biologist (until 1:10 P.M.)

Ervin Kowalski, Chairperson, called the meeting to order at 12:00 P.M. Roll was taken by the Secretary.

There was discussion with the DNR and community members regarding the Airport easement. Scott Adamczak reviewed what he has said at past Airport Authority meetings. Officer Soper stated that access to State lands must be provided and that they would like to make everyone as content with the situation as possible. Mr. Earl discussed the parking lot and signs as described in the warranty deed. Officer Soper stated that the location of State lands is confusing right now, but they hope to correct that in the spring. Formal, permanent signs will be posted, the barricade removed and a parking lot established. In addition, a path will be created, making it obvious where to go to access the State lands. It was decided that the Adamczak's, the DNR and Mr. Lind can meet to discuss the location of the parking lot. The Airport Authority feels that they have done all they can on the issue at this point.

Mr. Kowalski welcomed new Airport Authority member Ross Spencer.

Ervin Kowalski called for nominations of Officers.

**There was a motion by Mr. Wilson, supported by Mr. Haik to nominate Ervin Kowalski as Chairperson, close nominations and cast a unanimous ballot for Ervin Kowalski for the position of 2010 Chairperson; to nominate Russell Pomeroy as Treasurer, close nominations and cast a unanimous ballot for Russell Pomeroy for the position of 2010 Treasurer; to nominate Rachel Nelson as Secretary, close nominations and cast a unanimous ballot for Rachel Nelson for the position of 2010 Secretary.**

**A roll call vote was taken:**

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

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Haik, supported by Mr. Picardat to nominate Paul Schulert as Vice-Chairperson, close nominations and cast a unanimous ballot for Paul Schulert for the position of 2010 Vice-Chairperson.**

**A roll call vote was taken:**

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

**Nays: 0**

**Absent: 0**

**Motion carried.**

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, December 14, 2009.

**There was a motion by Mr. Schulert, supported by Mr. Wilson to approve the Airport Authority regular meeting Minutes of Monday, December 14, 2009, as presented. Motion carried by unanimous vote.**

The Authority next reviewed the December 2009 Accounts Payable Report (APPENDIX A). Mr. Pomeroy noted that the Gockerman, Wilson, Saylor payment is higher because it's for two months. The Blarney Castle payment is for truck and snowplow fuel. The Manistee Tire payment is for the repairs to the pickup truck (approved at the December 14, 2009 meeting). The Piper McCredie Agency, Inc. payment is a portion of the liability insurance. The Auto Fitness Center payment is for work on the plow for the pickup truck. The Manistee County Road Commission payment is for sand.

**There was a motion by Mr. Haik, supported by Mr. Wilson to approve the December 2009, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$34,818.76.**

**A roll call vote was taken:**

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

**Nays: 0**

**Absent: 0**

**Motion carried.**

The Authority next reviewed the December 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. Haik to approve the December 2009 Financial Statement. Motion carried by unanimous vote.**

Mr. Lind reported that the insurance premiums for the coming year have decreased by approximately \$1,200. There are three policies - General Liability, Auto and Buildings/Equipment.

The Promotion Committee has met with the Alliance for Economic Success (AES) and intends to work together to create a strategic plan for the airport. This is important for potential grants.

The Michigan Association of Airport Executives winter conference will be held February 17-18, 2010 in Lansing, Michigan. A conference is held twice each year and Mr. Lind attended last fall. If any Authority members are interested in attending, they should contact Mr. Lind.

Mr. Lind stated that there will be a Boyd Group International Workshop held on January 19-20, 2010 in Denver, Colorado. The workshop will focus on air service planning and market intelligence. Attending would give Mr. Lind an opportunity to network with other airport managers and also to visit Great Lakes' headquarters. Mr. Lind stated that he would cover the costs of travel and lodging if the Airport Authority would cover the cost of the workshop (approximately \$500).

**There was a motion by Mr. Wilson, supported by Mr. Spencer to spend up to \$500 for Mr. Lind to attend the Boyd Group International Workshop held on January 19-20, 2010 in Denver, Colorado.**

**A roll call vote was taken:**

**Yeas: 6 (Picardat; Lottie; Schulert; Wilson; Spencer; Kowalski)**

**Nays: 1 (Haik)**

**Absent: 0**

**Motion carried.**

Mr. Lind stated that Great Lakes has two deicers. The heating element on the larger deicer quit last year, and has finally been fixed. With the way that Great Lakes fixed it, they are not able to plug into the electrical system because there isn't a 60 amp circuit. Galaxy Electric has quoted \$825 to allow the deicer to be plugged into the building. Great Lakes is paying another \$400 due to the equipment changes. The second deicer takes 48 hours to come to temperature if full. After discussion,

**There was a motion by Mr. Haik, supported by Mr. Schulert to hire Galaxy Electric to make the necessary electrical changes to the building at a cost of no more than \$825.**

**A roll call vote was taken:**

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

**Nays: 0**

**Absent: 0**

**Motion carried.**

Mr. Lind informed the Authority that in the past, deicing fluid was not used on the runways. When the new truck was purchased approximately four years ago, it has the capability of applying deicing fluid to the runways. The deicing fluid is very expensive and is mixed with sand as it's applied to make it last longer. The airport currently does not have any deicing fluid left. Approximately 70 gallons are used for each application of the fluid, and it costs \$8 per gallon plus shipping. Mr. Lind would suggest ordering one tote, which is 200-300 gallons of deicing fluid.

**There was a motion by Mr. Lottie, supported by Mr. Wilson to purchase one tote of deicing fluid.**

**A roll call vote was taken:**

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

**Nays: 0**

**Absent: 0**

**Motion carried.**

Mr. Lind reported that after the discussion at last month's meeting, he sent out letters to four potential EAS carriers. The EAS bids have not gone out yet, but Mr. Lind expects that they will be before the February Airport Authority meeting.

Mr. Lind noted that December 2009 was the best December as far as people flying in and out of Manistee Blacker Airport. However, 1/4 of flights were canceled in December, with 1/3 of those being due to weather and 2/3 being due to equipment, pilot, etc. Only 36% of flights were on time in December, which is not good. Deciding whether or not a flight will be canceled due to weather depends on two factors - braking action and crosswind.

Mr. Lind briefly discussed three funding options. Senator Levin requests projects for appropriations, however, Mr. Lind noted that these are large projects and he doesn't see anything that would fit right now. USDA Rural Development Grants and Loans are available, and these have been discussed with the AES and the Promotion Committee. Mr. Lind recently found out about the Small Community Air Service Development Program, and feels that the airport should apply if the program still exists next year.

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). There were no Airport incidents

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to report. Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City and Grand Rapids (APPENDIX E).

Meeting dates and times for 2010 were discussed.

**There was a motion by Mr. Lottie, supported by Mr. Picardat that the Airport Authority will meet on the second Monday of the month at 12:00 noon in the conference room at the airport for 2010. Motion carried by unanimous vote.**

With there being no further business to come before the Authority, the meeting was adjourned at approximately 2:10 P.M.

Respectfully submitted,

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Rachel Nelson, Airport Authority Secretary

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# MANISTEE COUNTY BLACKER AIRPORT

## DECEMBER 2009 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ -
	A T & T	\$ 19.80
	MICHCON (DTE ENERGY)	\$ 614.43
	GOCKERMAN, WILSON, SAYLOR	\$ 506.00
	BLARNEY CASTLE	\$ 941.11
	WEATHER SERVICES INTERNATIONAL	\$ -
	NAPA AUTO PARTS	\$ 50.39
	ACE HARDWARE	\$ 18.49
	FASTENAL	\$ 66.16
	DIRECT TV	\$ 79.99
	MANISTEE TIRE	\$ 586.17
	PECKHAM ENGINEERING	\$ -
	PIPER McCREDIE AGENCY, INC.	\$ 10,508.07
	AUTO FITNESS CENTER	\$ 379.95
	MANISTEE COUNTY ROAD COMMISSION	\$ 113.52
	MANISTEE COUNTY	\$ 200.04
	<b>TOTAL</b>	<b>\$ 17,084.12</b>
	<b>ADVERTISING INVOICES</b>	
	MS CREATIVE SERVICES	\$ -
	<b>TOTAL</b>	<b>\$ -</b>
	<b>ORCHARD BEACH AVIATION</b>	<b>\$ 17,734.64</b>
	REGULAR HOURS                      270 @ 15.00	4,050.00
	MAINTENANCE HOURS                204.5 @ 15.00	3,067.50
	PART 139 LABOR	10,467.14
	INTERNET	150.00
	<b>GRAND TOTAL</b>	<b>\$ 34,818.76</b>
	<b>PUBLIC IMPROVEMENT FUND</b>	
	<b>TOTAL PUBLIC IMPROVEMENT FUNDS</b>	<b>\$ -</b>

APPENDIX B

MANISTEE COUNTY BLACKER AIRPORT

	DECEMBER 2009 REVENUE & EXPENSES		BUDGET REMAINING		75%
	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
<b>INCOME:</b>					
HANGER RENTAL	\$ 2,335.00	\$ 4,785.00	\$ 17,940.00	\$ 13,155.00	73%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 39,870.72	\$ 184,320.00	\$ 144,449.28	78%
LANDING FEES - GENERAL AVIATION	\$ 72.00	\$ 180.00	\$ 1,500.00	\$ 1,320.00	88%
AUTO RENTAL SPACE	\$ -	\$ 671.84	\$ 4,600.00	\$ 3,928.16	85%
OFFICE RENT	\$ 955.00	\$ 2,865.00	\$ 11,700.00	\$ 8,835.00	76%
COUNTY OF MANISTEE	\$ 9,625.00	\$ 28,875.00	\$ 115,500.00	\$ 86,625.00	75%
FUEL SALES	\$ 200.04	\$ 815.74	\$ 6,500.00	\$ 5,684.26	87%
SIGN LEASE	\$ -	\$ -	\$ 3,400.00	\$ 3,400.00	100%
MISCELLANEOUS	\$ 611.48	\$ 611.48	\$ 1,000.00	\$ 388.52	39%
<b>TOTAL INCOME</b>	<b>\$ 27,088.76</b>	<b>\$ 78,674.78</b>	<b>\$ 346,460.00</b>	<b>\$ 267,785.22</b>	<b>77%</b>
<b>EXPENSES:</b>					
PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 9,000.00	\$ 36,720.00	\$ 27,720.00	75%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 17,584.64	\$ 49,033.92	\$ 203,440.00	\$ 154,406.08	76%
DUES & MEETINGS	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
SUPPLIES	\$ 84.65	\$ 403.12	\$ 1,500.00	\$ 1,096.88	73%
UTILITIES	\$ 844.42	\$ 6,003.83	\$ 35,000.00	\$ 28,996.17	83%
FUEL	\$ 941.11	\$ 941.11	\$ 5,000.00	\$ 4,058.89	81%
REPAIRS & MAINTENANCE	\$ 1,130.03	\$ 2,372.93	\$ 9,500.00	\$ 7,127.07	75%
TERMINAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	0%
CONTRACTED SERVICES	\$ -	\$ 357.00	\$ 2,000.00	\$ 1,643.00	82%
LEGAL	\$ 506.00	\$ 724.50	\$ 5,000.00	\$ 4,275.50	86%
AUDIT	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	0%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 19.80	\$ 58.65	\$ 300.00	\$ 241.35	80%
INSURANCE	\$ 10,508.07	\$ 12,039.07	\$ 26,000.00	\$ 13,960.93	54%
TRAINING (FIRE FIGHTER)	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00	0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 200.04	\$ 815.74	\$ 6,500.00	\$ 5,684.26	87%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ -	\$ 396.90	\$ 2,000.00	\$ 1,603.10	80%
	<b>\$ 34,818.76</b>	<b>\$ 83,646.77</b>	<b>\$ 346,460.00</b>	<b>\$ 262,813.23</b>	<b>76%</b>
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	<b>\$ (7,730.00)</b>	<b>\$ (4,971.99)</b>			
BALANCE ON HAND - AIRPORT FUND					
BEGINNING BALANCE 12/01/09	\$ 39,470.75				
DECEMBER RECEIPTS	\$ 25,746.22				
NOV DISBURSEMENTS	\$ (25,449.01)				
	<b>\$ 39,767.96</b>				

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# MANISTEE COUNTY BLACKER AIRPORT

## DECEMBER 2009 BALANCE SHEET

ASSETS	12/31/2009	11/30/2009
CASH	\$ 39,767.96	\$ 39,470.75
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 13,290.24
STATE OF AUTO RENTAL	\$ -	\$ -
MISC.	\$ 2,032.04	\$ 689.50
<b>TOTAL ASSETS</b>	<b>\$ 55,090.24</b>	<b>\$ 53,450.49</b>

LIABILITIES	12/31/2009	11/30/2009
ACCOUNTS PAYABLE - TRADE	\$ 34,818.76	\$ 25,449.01
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ 34,818.76</b>	<b>\$ 25,449.01</b>

<b>FUND BALANCE</b>	<b>\$ 20,271.48</b>	<b>\$ 28,001.48</b>
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 55,090.24</b>	<b>\$ 53,450.49</b>
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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
<b>PUBLIC IMPROVEMENT FUND - CASH AVAILABLE</b>	<b>\$ 24,686.88</b>

<b>PASSENGER FACILITY CHARGES COLLECTED THROUGH 12/31/2009</b>	<b>\$ 17,136.25</b>
STATE OF MICHIGAN - TAXIWAY LIGHTING PROJECT	\$ (475.00)
STATE OF MICHIGAN - PAVEMENT MARKING PROJECT	\$ (1,400.00)

**PFC FUNDS AVAILABLE** **\$ 15,261.25**

<b>BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF:</b>	<b>9/30/2009</b>	<b>\$ 19,577.36</b>
	<b>12/31/2009</b>	<b>\$ 18,761.62</b>

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	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	<b>228/279</b>	<b>507</b>
Total		3951		5520		6004		4035		5522

**Ontime 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%	10%/8%	81%
Nov							13%/32%	55%	3%/10%	87%
Dec							36%/44%	20%	<b>25%/39%</b>	<b>36%</b>

APPENDIX C

**ORCHARD BEACH AVIATION****December 2009****RENT**

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$200.04	
LANDING FEES		
TWIN	\$36.00	(4 @ \$9)
JET	\$36.00	(2 @ \$18)
HANGER GROUND RENT	\$660.00	
WSI WEATHER SYSTEM USAGE	\$600.00	
TOTAL	\$2032.04	
100	396.8 Gal	
JET	936.8 Gal	
TOTAL	1333.6 Gal	

# APPENDIX E

## Best Fares

	MBL	TVC	GRR
Atlanta (ATL)	306 FL	455 DL	<b>224</b> DL
Boston (BOS)	<b>286</b> YX	421 DL	292 DL
Charlotte (CLT)	<b>321</b> DL	418 DL	346 DL
Cincinnati (CVG)	318 DL	363 AA	<b>234</b> DL
Dallas (DFW)	320 YX	431 AA	<b>298</b> YX
Denver (DEN)	303 UA/YX	367 UA	<b>238</b> F9
Houston (HOU)	<b>364</b> CO	508 DL	396 CO
Kansas City (MCI)	266 YX	485 US	<b>254</b> DL
Las Vegas (LAS)	326 WN	499 DL	<b>281</b> DL
Los Angeles (LAX)	346 FL	489 UA	<b>256</b> DL
Milwaukee (MKE)	<b>128</b> ZK	371 UA	188 YX
Minneapolis (MSP)	<b>236</b> YX	487 DL	278 YX
New York Area (NYC)	<b>276</b> CO	323 UA	298 YX
Orlando (MCO)	309 FL	314 AA	<b>249</b> US/DL
Philadelphia (PHL)	349 DL	381 DL	<b>258</b> YX
Phoenix (PHX)	358 DL	539 DL	<b>296</b> DL
San Francisco (SFO)	<b>340</b> DL/CO	574 UA	347 DL
Seattle (SEA)	357 AA	524 UA	<b>354</b> DL
Washington DC Area (WAS)	282 DL/WN	341 AA	<b>258</b> YX

Average Fare                      \$304.79                      \$436.32                      \$281.32  
 Fares Pulled 1/11/10 for travel 02/10/10 - 02/17/10

## Best Fares +7 days parking

	MBL	TVC	GRR
Atlanta (ATL)	306 FL	488 DL	<b>272</b> DL
Boston (BOS)	<b>286</b> YX	454 DL	340 YX
Charlotte (CLT)	<b>321</b> DL	451 UA	394 CO
Cincinnati (CVG)	318 DL	396 AA	<b>282</b> DL
Dallas (DFW)	<b>320</b> YX	464 AA	346 DL
Denver (DEN)	303 UA/YX	400 UA	<b>286</b> YX
Houston (HOU)	<b>364</b> CO	541 AA	444 CO
Kansas City (MCI)	<b>266</b> YX	518 DL/YX	302 DL
Las Vegas (LAS)	<b>326</b> WN	532 UA	329 AA
Los Angeles (LAX)	346 FL	522 AA	<b>304</b> CO
Milwaukee (MKE)	<b>128</b> ZK	404 DL	236 DL
Minneapolis (MSP)	<b>236</b> YX	520 DL	326 DL
New York Area (NYC)	<b>276</b> CO	356 UA	346 CO
Orlando (MCO)	309 FL	347 DL	<b>297</b> CO
Philadelphia (PHL)	349 DL	414 DL	<b>306</b> YX
Phoenix (PHX)	358 DL	572 AA	<b>344</b> YX/US
San Francisco (SFO)	<b>340</b> DL/CO	607 UA	395 CO
Seattle (SEA)	<b>357</b> AA	557 UA	402 CO
Washington DC Area (WAS)	<b>282</b> DL/WN	374 DL	306 DL

Average Fare                      \$304.79                      \$469.32                      \$329.32  
 Parking Fees for one week are \$0 at Manistee, \$33 at Traverse City and \$48 at Grand Rapids  
 Fares Pulled 1/11/10 for travel 02/10/10 - 02/17/10