

MINUTES

Monday, April 20, 2020
12:00 P.M.

Manistee County Blacker Airport
Conference Room via Zoom

Members Present: Gerald Haw, Chair; Karen Goodman; Philip Siuda; Mark Bergstrom; Andrew Gentile; and Barry Peterson

Members Absent: Jeff Dontz

Others Present: Barry Lind, Airport Director; and Julie Schmeling, Airport Authority Recording Secretary; and Susan Zielinski, Airport Authority Treasurer

Mr. Lind gave an introduction to the meeting being this was being conducted via Zoom. Also, it was made clear to all members that all votes during today's meeting will be by roll call.

Gerald Haw, Chair, called the meeting to order at 12:05 P.M. Roll was taken by the Secretary.

The agenda was presented for approval.

There was a motion by Mr. Bergstrom, supported by Mr. Peterson, to approve the meeting agenda as presented.

A roll call vote was taken:

Yeas: 6 (Haw; Peterson; Siuda; Goodman; Gentile; Bergstrom)

Nays: 0

Absent: 1 (Dontz) Motion carried.

There was no public comment.

The Chair 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, March 16, 2020.

There was a motion by Mr. Peterson, supported by Mr. Haw, to approve the Airport Authority regular meeting minutes of Monday, March 16, 2020.

A roll call vote was taken:

Yeas: 6 (Goodman; Gentile; Haw; Peterson; Siuda; Bergstrom)

Nays: 0

Absent: 1 (Dontz) Motion carried.

The Authority reviewed the March 2020 Accounts Payable Report (APPENDIX A).

There was a motion by Mr. Bergstrom, supported by Mr. Peterson, to approve the March 2020 Accounts Payable.

A roll call vote was taken:

Yeas: 6 (Haw; Peterson; Siuda; Goodman; Gentile; Bergstrom)

Nays: 0

Absent: 1 (Dontz) Motion carried.

The Authority reviewed the March 2020 Financial Statement (APPENDIX B), which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Passenger Facility Charges collected.

There was a motion by Mr. Bergstrom, supported by Ms. Goodman to approve the March 2020 Financial Statement.

A roll call vote was taken:

Yeas: 6 (Goodman; Gentile; Bergstrom; Haw; Peterson; Siuda)

Nays: 0

Absent: 1 (Dontz) Motion carried.

The Orchard Beach Aviation rent information was provided, as well as fuel sales for March 2020 (APPENDIX C).

The Executive Committee did not meet.

The Budget Committee did not meet.

The Capital Projects Committee did not meet.

Mr. Lind reported that there were no airport incidents. Manistee Blacker Airport was awarded \$30,000 under the CARES Airport Grants. Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon (APPENDIX D). Mr. Lind presented information on airplane passenger numbers for 2020 as well as the previous five years (APPENDIX E).

Mr. Lind next gave a report of the impacts of the Coronavirus. Airports and Air Transportation are considered essential services so the airport does remain open. The general aviation activity is noticeably reduced and the airline continues with their daily operations. Staffing shifts have been adjusted to minimized employee interaction with other employees and minimize the number of people in the terminal at any given time. Barry and Gayle have been alternating working in the office and working from home. There has been enhanced cleaning and sanitation of the public spaces. As of now the pandemic has had a minimal impact on the airport's finances, this will change late spring and into the summer.

The grant has been requested from the state for the remaining funding on the testing equipment for PFAS. Mr. Lind has been told it will be funded. There is no update on the fuel system monitor, it is still not working, and Mr. Lind said that he will focus more on this soon. The Triennial Airport Emergency Exercise was tentatively scheduled for May 30, 2020 during the Airport closure, but has been delayed until September per the request from the County Emergency Manager. The extension has been granted. The Annual Recurrent ARFF Training is still on schedule for May 9, 2020. Mr. Lind will be working with Ms. Zielinski to get Mr. Adamczak his final check in regards to the land acquisition. There will need to be a second grant amendment for the Authority legal expenses pertaining to the acquisition. The Runway Rehabilitation Project is scheduled for May 26, 2020 – June 5, 2020. Airline flights have been canceled for those days. Mr. Lind has a meeting this week with Reith Riley to discuss last minute issues. The wildlife survey is completed, comments have been received from Prein & Newhof and there will be follow-up with the USDA on the suggested changes. Prein & Newhof has started the updated airport layout plan, but the fieldwork needs to wait until spring. The Independent Fee Estimate should wrap up this week with Mead & Hunt, and then Prein & Newhof will continue. The airport's current services are with a Dornier 328 Jet. All scheduled flights are being operated. We are Ultimate Jet's only operating route. We currently average 2 passengers per week. The summer scheduled is currently open and reservations are available through the end of Public Charter's contract of September 30, 2020. Normally 100 – 200 tickets are sold per week, right now there are approximately 3 tickets sold per week. Marketing has been minimized. Website redesign will begin next month.

Four bids were received for the EAS Selection Process. Bids were received from Air Choice One, Boutique, Cape Air and Southern. There is a special board meeting scheduled for Monday, April 27,

2020 for Carrier Presentations. The Authority will make their recommendation in May. The new carrier start date is October 1, 2020.

Mr. Siuda asked the status of Mr. Aron and his hangar. One of the airlines in the bidding process had expressed some interest in storage for their plane if they were chosen. It was decided to see which carrier was chosen after the presentations for the bidding process. If the need isn't there based on the carrier that is selected, there would be no need to move forward. Mr. Lind is open to suggestions.

Mr. Lind will resend the proposals from the four airlines that will be giving presentations on April 27, 2020.

There being no further business to come before the Authority, the meeting was adjourned at 1:53 P.M.

Respectfully Submitted,

Jeff Dontz, Airport Authority Secretary

Visit: www.manisteecountymi.gov to view Calendar of Events, County Board Agendas/Minutes, Committee Meeting Minutes, Airport Authority Minutes (under More Departments and Services), etc.
[s h:\airport authority\minutes\airport authority 042020]

MANISTEE COUNTY BLACKER AIRPORT**MARCH 2020 ACCOUNTS PAYABLE**

VENDOR NAME	DESCRIPTION	AMOUNT
BARRY LIND	MARCH	\$ 3,750.00
CONSUMERS ENERGY	FEBRUARY & PARTIAL MARCH	\$ 1,655.52
A T & T	FEBRUARY 14 - MARCH 13, 2020	\$ 43.57
DTE ENERGY	FEBRUARY 6 - MARCH 5, 2020	\$ 1,063.82
ORCHARD BEACH AVIATION	SUPPLIES - MARCH (reimbursement of expenses)	\$ 1,044.08
GILL-ROY'S HARDWARE	REPAIRS & MAINTENANCE	\$ 25.97
AUTO-WARES GROUP	REPAIRS & MAINTENANCE	\$ 19.00
BLARNEY CASTLE OIL	FUEL	\$ 1,120.60
GABRIDGE & COMPANY, PLC	2018/2019 AUDIT	\$ 5,875.00
MANISTEE TIRE SERVICE	2006 FORD F350 REPAIRS	\$ 914.88
	TOTAL	\$ 15,512.44
ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	FEBRUARY (reimbursement of expenses) & 1-YEAR WEBSITE HOSTING	\$ 1,750.00
ORCHARD BEACH AVIATION	MARCH (reimbursement of expenses)	\$ 431.60
	TOTAL	\$ 2,181.60

ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
REGULAR HOURS	279 @ \$18.15	\$ 5,063.85
CLEANING HOURS	59 @ \$19.15	\$ 1,129.85
MAINTENANCE HOURS	40.50 @ \$18.15	\$ 735.08
PART 139 LABOR	MARCH	\$ 13,400.00
INTERNET		\$ 49.50
TV SERVICE		\$ 25.00
	TOTAL	\$ 20,403.28

GRAND TOTAL **\$ 38,097.32**

MANISTEE COUNTY BLACKER AIRPORT

MARCH 2020 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2019-20	% BDGT USED
	FEBRUARY 2020 NORMAL (ABNORMAL)	MARCH 2020 INCREASE (DECREASE)	10/01/19 TO 03/31/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 295 - AIRPORT AUTHORITY FUND					
Revenues					
FEDERAL GRANT - AEAS	326,185.00	93,681.00	955,680.50	2,990,575.00	32.0%
STATE REIMBURSEMENTS	0.00	22,106.00	22,106.00	18,000.00	122.8%
INTEREST EARNED	0.00	29.73	97.26	0.00	
OFFICE RENT	1,056.52	1,237.78	6,663.57	14,900.00	44.7%
LANDING FEES GENERAL AVIATION	0.00	0.00	161.28	2,100.00	7.7%
RENT AND LANDING FEES-PUBLIC CHARTERS	20,483.35	20,483.35	81,933.40	245,800.00	33.3%
HANGAR RENT	3,112.42	2,450.00	9,599.92	19,000.00	50.5%
CAR RENTAL FEES	0.00	0.00	369.68	4,750.00	7.8%
SIGN LEASE	0.00	0.00	0.00	4,000.00	0.0%
PASSENGER FACILITY CHARGES	0.00	0.00	8.78	25,000.00	0.0%
MISC. REVENUE	0.00	3.20	38.20	0.00	
FUEL SALES	432.30	279.79	3,193.35	13,000.00	24.6%
TRANSFER IN - GENERAL FUND	10,000.00	10,000.00	60,000.00	120,000.00	50.0%
PUBLIC CHARTERS MARKETING	0.00	0.00	2,500.00	10,000.00	25.0%
	361,269.59	150,270.85	1,142,351.94	3,467,125.00	32.9%
Expenditures					
MISC. SUPPLIES	506.22	494.44	1,570.65	2,000.00	78.5%
EQUIPMENT	0.00	0.00	4,741.78	6,600.00	71.8%
GAS AND OIL	1,259.01	6.00	3,131.60	6,500.00	48.2%
CONTRACTED SERVICES	242.95	0.00	545.55	1,200.00	45.5%
CONTRACTED SERVICES - AUDIT	0.00	5,875.00	5,875.00	7,800.00	75.3%
CONTRACTUAL - PUBLIC CHARTERS	326,185.00	93,681.00	955,680.50	2,990,575.00	32.0%
CONTRACTED SERVICES - MANAGEMENT	3,750.00	3,750.00	18,750.00	45,000.00	41.7%
CONTRACTED SERVICES - MAINT.	21,458.61	20,451.28	105,223.55	258,500.00	40.7%
ATTORNEY FEES	275.00	0.00	1,600.00	2,500.00	64.0%
DUES AND FEES	0.00	0.00	242.30	1,000.00	24.2%
TELEPHONE	0.00	87.14	262.01	540.00	48.5%
TRAVEL	0.00	0.00	0.00	500.00	0.0%
TRAINING-FIRE FIGHTER	0.00	0.00	0.00	6,500.00	0.0%
ADVERTISING	459.31	3,000.28	7,604.45	30,000.00	25.3%
LIABILITY INSURANCE	5,552.00	0.00	18,560.65	17,800.00	104.3%
UTILITIES	(54.99)	3,790.46	13,155.73	26,000.00	50.6%
REPAIRS & MAINTENANCE	1,875.93	1,409.83	24,123.35	25,000.00	96.5%
MISC. EXPENSE	0.00	0.00	0.00	1,000.00	0.0%
MISC. EXPENSE - PFC	2,775.00	22,106.00	25,808.50	33,971.00	76.0%
MISC EXPENSE - MCGUINEAS DRAIN	0.00	0.00	4,139.39	4,139.00	100.0%
	364,284.04	154,651.43	1,191,015.01	3,467,125.00	34.4%
TOTAL REVENUES	361,269.59	150,270.85	1,142,351.94	3,467,125.00	32.9%
TOTAL EXPENDITURES	364,284.04	154,651.43	1,191,015.01	3,467,125.00	34.4%
NET OF REVENUES & EXPENDITURES	(3,014.45)	(4,380.58)	(48,663.07)		

B-2

PASSENGER FACILITY CHARGES RECEIVED THROUGH 03/31/2020	\$ 228,725.69
EXPENSES PRIOR TO 10/2017	\$ (104,534.85)
TREWORKS, INC - TREE REMOVAL 11/2017	\$ (7,600.00)
PREIN & NEWHOF - LAND ACQUISITION 12/2017	\$ (8,669.55)
PREIN & NEWHOF - TREE CLEARING 12/2017	\$ (2,386.90)
TREWORKS, INC - TREE REPLACEMENT 12/2017	\$ (618.75)
PREIN & NEWHOF - LAND ACQUISITION 3/2018	\$ (10,697.45)
NORTHWOODS PRODUCTS - HANGAR DOOR ROLLERS ETC 4/2018	\$ (750.00)
PREIN & NEWHOF - LAND ACQUISITION 4/2018	\$ (15,309.00)
FOLDTITE - HANGAR DOOR 5/2018	\$ (3,342.86)
STATE OF MICHIGAN - GRANT MATCH 7/2018	\$ (1,350.00)
STATE OF MICHIGAN - GRANT MATCH 8/2018	\$ (4,200.00)
PREIN & NEWHOF - LAND ACQUISITION 9/2018	\$ (3,836.92)
PREIN & NEWHOF - LAND ACQUISITION 10/2018	\$ (616.00)
PREIN & NEWHOF - PHASE II ENVIRONMENTAL 11/2018	\$ (6,310.00)
NORTHWOODS PRODUCTS - INSTALL NEW HANGAR DOOR 11/2018	\$ (5,275.00)
PREIN & NEWHOF - SETTLEMENT/PHASE II/CLOSING/RELOCATION	\$ (15,281.53)
MANISTEE CO. TREASURER - LAND ACQUISITION PROP. TAXES 3/2019	\$ (246.03)
PREIN & NEWHOF - PHASE II & RELOCATION ASSISTANCE 12/2019	\$ (1,786.50)
PREIN & NEWHOF - PHASE II & RELOCATION ASSISTANCE 2/2020	\$ (927.50)
STATE OF MICHIGAN - PFC EXPENSE	\$ (2,775.00)
EAGLE VILLAGE-LEAP - FIREFIGHTING FOAM TESTING EQUIPMENT (03/20)	\$ (22,106.00)
PFC FUNDS AVAILABLE*	\$ 10,105.85

B-3

MANISTEE COUNTY BLACKER AIRPORT

TRAIL BALANCE AS OF 03/31/2020

DESCRIPTION	END BALANCE 03/31/2020 NORMAL (ABNORMAL)
Assets	
CASH	(126,469.97)
LIQUID ASSETS - PFC ACCOUNT	114,296.59
LIQUID ASSETS - AEAS	638.06
	(11,535.32)
Fund Equity	
FUND BALANCE	37,141.10
	37,141.10
Revenues	
FEDERAL GRANT - AEAS	955,680.50
STATE REIMBURSEMENTS	22,106.00
INTEREST EARNED	97.26
OFFICE RENT	6,663.57
LANDING FEES GENERAL AVIATION	161.28
RENT AND LANDING FEES-PUBLIC CHARTERS	81,933.40
HANGAR RENT	9,599.92
CAR RENTAL FEES	369.68
PASSENGER FACILITY CHARGES	8.78
MISC. REVENUE	38.20
FUEL SALES	3,193.35
TRANSFER IN - GENERAL FUND	60,000.00
PUBLIC CHARTERS MARKETING	2,500.00
	1,142,351.94
Expenditures	
MISC. SUPPLIES	1,570.65
EQUIPMENT	4,741.78
GAS AND OIL	3,131.60
CONTRACTED SERVICES	545.55
CONTRACTED SERVICES - AUDIT	5,875.00
CONTRACTUAL - PUBLIC CHARTERS	955,680.50
CONTRACTED SERVICES - MANAGEMENT	18,750.00
CONTRACTED SERVICES - MAINT.	105,223.55
ATTORNEY FEES	1,600.00
DUES AND FEES	242.30
TELEPHONE	262.01
ADVERTISING	7,604.45
LIABILITY INSURANCE	18,560.65
UTILITIES	13,155.73
REPAIRS & MAINTENANCE	24,123.35
MISC. EXPENSE - PFC	25,808.50
MISC EXPENSE - MCGUINEAS DRAIN	4,139.39
	1,191,015.01
Total - All Funds:	(23,057.29)

ORCHARD BEACH AVIATION

March 2020

RENT

OFFICE	\$443.71	
FUEL	\$754.89	
LANDING FEES		
TWIN	\$0.00	(0 @ \$10.08)
JET	\$20.16	(1 @ \$20.16)
DAILY HANGERS	\$0.00	(0 @ \$22.50)
VENDING	\$0.40	(10% of \$4.00)
T-SHIRT SALES	\$0.00	(0 @ \$12.00)
TOTAL	\$1219.16	

FUEL SALES MARCH 2020

100LL 369.2 Gal

JET 4663.4 Gal

TOTAL 5032.6 Gal

 General 1132.5 Gal @ .15 = \$169.88

 PublicCharters 3863.4 Gal @ .15 = \$579.51

 Orchard Beach 36.7 Gal @ .15 = \$5.51

DIESEL FUEL 0.0 Gal @ \$2.42 = \$0.00

APPENDIX D

May Travel as of 4/18/2020

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	238 DL	184 AA	184 AA	321 UA
Boston (BOS)	219 WN	184 AA	186 AA/DL	359 UA
Chicago (MDW or ORD)	129 P1	229 AA	158 WN	158 UA
Dallas (DFW)	219 WN	159 AA	193 AA	393 UA
Denver (DEN)	267 WN	274 AA	335 UA	293 UA
Houston (HOU)	311 WN	224 AA	276 AA	293 UA
Kansas City (MCI)	297 WN	186 AA	186 AA	353 UA
Las Vegas (LAS)	219 WN	286 AA	144 AL	394 UA
Los Angeles (LAX)	219 WN	276 AA	234 AA	374 UA
Minneapolis (MSP)	317 WN	166 AA	166 AA	323 UA
New York Area (NYC)		184 AA	179 UA	241 UA
Orlando (MCO)	225 WN	224 AA	253 AA	291 UA
Philadelphia (PHL)	230 WN	184 AA	183 AA	243 UA
Phoenix (PHX)	368 WN	286 AA	215 AA	253 UA
Portland (PDX)	375 WN	286 AA	286 AA	394 UA
San Diego (SAN)	511 WN	286 AA	283 AA	394 UA
San Francisco (SFO)	371 WN	286 AA	283 AA	394 UA
Seattle (SEA)	291 WN	286 AA	286 AA	431 UA
St Louis (STL)	287 WN	164 AA	163 AA	311 UA
Washington DC Area (WA)	317 WN	184 AA	186 AA	239 UA

Average Fare	\$284.74	\$226.90	\$218.95	\$322.60
Change from one month	\$43.17	\$28.40	\$39.00	\$49.95
Change from two months	-\$59.11	-\$55.20	-\$41.90	-\$43.60

Fares Pulled 4/18/2020 for travel 5/10/2020 - 5/17/2020

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	238 DL	240 AA	254 AA	391 UA
Boston (BOS)	219 WN	240 AA	256 AA/DL	429 UA
Chicago (MDW or ORD)	129 P1	285 AA	228 WN	228 UA
Dallas (DFW)	219 WN	215 AA	263 AA	463 UA
Denver (DEN)	267 WN	330 AA	405 UA	363 UA
Houston (HOU)	311 WN	280 AA	346 AA	363 UA
Kansas City (MCI)	297 WN	242 AA	256 AA	423 UA
Las Vegas (LAS)	219 WN	342 AA	214 AL	464 UA
Los Angeles (LAX)	219 WN	332 AA	304 AA	444 UA
Minneapolis (MSP)	317 WN	222 AA	236 AA	393 UA
New York Area (NYC)		240 AA	249 UA	311 UA
Orlando (MCO)	225 WN	280 AA	323 AA	361 UA
Philadelphia (PHL)	230 WN	240 AA	253 AA	313 UA
Phoenix (PHX)	368 WN	342 AA	285 AA	323 UA
Portland (PDX)	375 WN	342 AA	356 AA	464 UA
San Diego (SAN)	511 WN	342 AA	353 AA	464 UA
San Francisco (SFO)	371 WN	342 AA	353 AA	464 UA
Seattle (SEA)	291 WN	342 AA	356 AA	501 UA
St Louis (STL)	287 WN	220 AA	233 AA	381 UA
Washington DC Area (WA)	317 WN	240 AA	256 AA	309 UA

Average Fare	\$284.74	\$282.90	\$288.95	\$392.60
Change from one month	\$43.17	\$28.40	\$39.00	\$49.95
Change from two months	-\$59.11	-\$55.20	-\$41.90	-\$43.60

Parking Fees for one week are \$0 at Manistee, \$56 at Traverse City, \$70 at Grand Rapids, \$70 at Muskegon

APPENDIX E

Manistee County Blacker Airport

Enplaned/Deplaned

	2015		2016		2017		2018		2019		2020	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	188/162	350	218/185	403	228/211	439	246/192	438	255/203	455	75/59	134
Feb	207/191	398	226/219	445	243/231	474	180/158	338	195/187	382	94/78	172
Mar	217/216	433	247/240	487	289/268	557	326/306	632	261/253	514	44/64	108
Apr	240/254	494	258/254	512	259/286	545	220/237	457	221/240	461		
May	346/356	718	327/331	658	411/430	841	333/351	684	313/312	625		
Jun	406/478*	912*	427/496	923	445/567	1013	469/555	1024	361/413	774		
Jul	1016/1050*	2066*	787/762	1549	849/793	1642	890/891	1781	654/699	1353		
Aug	889/787*	1676*	740/668	1408	778/742	1520	752/787	1539	694/728	1422		
Sep	390/378	768	458/445	903	488/463	951	383/275	658	315/201	516		
Oct	349/346	695	378/353	731	392/365	757	334/312	646	381/375	756		
Nov	249/266	515	314/322	636	328/341	669	327/290	617	182/194	376		
Dec	291/295	586	349/358	707	330/361	691	314/328	642	273/250	523		
Total		9611		9362		10099		9456		8157		414

On-time Performance

	2015		2016		2017		2018		2019		2020	
	Cancel/Delay	On-time	Cancel/Delay	On-time								
Jan	2%/27%	71%	4%/13%	83%	0%/24%	76%	0%/9%	91%	11%/6%	83%	52%/2%	46%
Feb	9%/9%	82%	2%/22%	76%	0%/8%	92%	6%/25%	69%	25%/0%	75%	35%/2%	63%
Mar	0%/9%	91%	0%/13%	87%	0%/7%	93%	2%/20%	78%	0%/13%	87%	10%/0%	90%
Apr	3%/5%	92%	0%/13%	87%	0%/6%	94%	10%/15%	75%	0%/6%	94%		
May	0%/18%	82%	9%/20%	71%	0%/11%	89%	6%/16%	78%	0%/4%	96%		
Jun	0%/13%	87%	3%/17%	80%	5%/17%	78%	0%/13%	87%	2%/9%	89%		
Jul	0%/32%	68%	3%/21%	76%	3%/44%	53%	0%/6%	94%	1%/7%	92%		
Aug	0%/14%	86%	2%/24%	74%	3%/17%	80%	1%/6%	93%	0%/4%	96%		
Sep	0%/16%	84%	8%/15%	77%	1%/21%	78%	0%/9%	91%	2%/21%	77%		
Oct	0%/2%	98%	0%/8%	92%	0%/11%	89%	0%/7%	93%	2%/34%	64%		
Nov	0%/15%	85%	0%/25%	75%	0%/13%	87%	0%/9%	91%	3%/79%	(19%)	(78%)	
Dec	5%/19%	76%	3%/23%	74%	7%/49%	44%	0%/12%	88%	3%/97%	(12%)	(85%)	