

SPECIAL MEETING MINUTES

Monday, May 4, 2020
12:00 P.M.

Manistee County Blacker Airport
Conference Room via ZOOM Teleconferencing

Members Present: Gerry Haw, Chair; Barry Peterson, Vice-Chair; Jeff Dontz; Phil Siuda; Karen Goodman; Andrew Gentile; Mark Bergstrom

Members Absent: None

Others Present: Barry Lind, Airport Director; Gayle Sonefeld, Orchard Beach Aviation; Julie Schmeling, Airport Authority Recording Secretary

Gerry Haw, Chair, called the meeting to order at 12:02 P.M. Roll was taken by the Secretary. The purpose of the special meeting is to review EAS (Essential Air Service) bids, and make a recommendation to the US DOT.

Mr. Lind had emailed the Board a comparison sheet prior to the meeting that summarizes 11 criteria points and scores each of the four airlines that made presentations at the meeting on Monday, April 27, 2020. (APPENDIX A) After review of the 2020 Review of EAS Carriers Report, the top two choices were Boutique Air and Cape Air. Cape Air provided two different proposals, one with a stop in Grand Rapids. Mr. Lind explained the timing of the flights in and out of Grand Rapids and the options for connections. After further discussion, the board agreed that there is too much uncertainty at this time and the focus needs to be on what will generate the most passengers in the next two years. The board agreed to submit the proposal for Essential Air Service to the US DOT for a two-year contract with Cape Air, Option 1, and ask them to help us pave the path for future stops in Grand Rapids.

There was a motion by Mr. Dontz, supported by Mr. Bergstrom, to submit the proposal for Essential Air Service to the US DOT for a two-year contract with Cape Air, Option 1.

A roll call vote was taken:

Yeas: 7 (Haw, Siuda, Peterson, Goodman, Bergstrom, Dontz, Gentile)

Nays: 0

Absent: 0

Motion carried.

Mr. Lind asked for the Board's support to send a letter to US DOT that would summarize their wishes to offer some flexibility to offer a minimum of 12 flights a week to a maximum of 26 flights per week with keeping in the total number of flights in the bid to accommodate some flexibility and match a schedule to fit our community and match our demand.

There was a motion by Mr. Bergstrom, supported by Mr. Siuda, supporting Mr. Lind to send a letter to US DOT asking for them to grant them the capability to make a scheduling arrangement with Cape Air that best suits our needs. The total flights will still match the carriers bid, allowing the flexibility of a minimum of 12 flights per week up to a maximum of 36 flights per week.

A roll call vote was taken:

Yeas: 7 (Goodman, Haw, Gentile, Siuda, Peterson, Dontz, Bergstrom)

Nays: 0

Absent: 0

Motion carried.

Reith Riley is still on schedule for May 26, 2020 for the Runway Rehabilitation Project.

Mr. Dontz asked if Cape Air would be available prior to Public Charter's contract ending date. Mr. Lind said that he can reach out to Cape Air to see if that is a possibility. He wanted to work on getting the contract first and table this discussion until the next regular Board meeting.

Firefighter training is scheduled for this Saturday, May 9, 2020 at 10:00 AM.

There being no further business to come before the Authority, the meeting was adjourned at 1:09 P.M.

Respectfully Submitted,

Jeffrey Dontz, Airport Authority Secretary

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2020 Review of EAS Carriers - Manistee Blacker Airport Authority

SCORING - 0-1-2-3-4-5 (0= not available/possible) - (5=exceptional/exceeds expectations)

Review Criteria	weighting	Objective Scoring				Weighted Score				Scoring Stand
		ACO	Boutique	Cape Air	Southern	ACO	Boutique	Cape Air	Southern	
1) - Reliability	1					0	0	0	0	0-1-2-3-4-5 evaluation of connection p no innerline. Airport input twin engine a Airport input test booking Budget alloc: Connection o What/how a reference ev:
2) - Schedule	0.9					0	0	0	0	
3) - Interline/Baggage Agreement	0.8					0	0	0	0	
4) - Pricing	0.7					0	0	0	0	
5) - Aircraft Type	0.6					0	0	0	0	
6) - Capacity to handle our seasonal demand with anticipated growth	0.5					0	0	0	0	
7) - User Booking Process/Experience	0.5					0	0	0	0	
8) - Marketing Support	0.5					0	0	0	0	
9) - Hub	0.25					0	0	0	0	
10) - Customer Service - Change/Cancellation Management	0.25					0	0	0	0	
11) - Customer Service - Front of house	0.25					0	0	0	0	
TOTAL		0	0	0	0	0	0	0	0	
AVAILABLE SEATS		17577	28080	19116	16506					

- 1) - Reliability - unreliable service is a non-starter
- 2) - Schedule - a bad schedule prevents people from using the service (either because they can't connect, or it doesn't work for O/D)
- 3) - Interline/Baggage Agreement - the holy grail everyone wants
- 4) - Pricing - low fares overcome a lot of consumer objections especially with Traverse City prices for Chicago being as high as they are
- 5) - Aircraft Type - twin engine aircraft (safety/perception) - PAX comfort (head height, flight att., etc.) - Age of Aircraft (maintenance) - Size of aircraft (larger preferred)
- 6) - Capacity to handle our seasonal demand with anticipated growth - if we can't continue to grow towards 10,000 annual enplanements, we are not accomplishing our goals
- 7) - User Booking Process/Experience - How easy is it to book tickets on all devices (desktop, tablet, mobile) and from what environments (own website, partner website, OTAs, airport)
- 8) - Marketing Support: Ability to work with MBL/Community with existing FLYmanistee.com assets and partnerships
- 9) - Hub - ORD #1 choice, with MDW #2 and DTW #3 - growth through better connections at ORD (both more options and better pricing than Southwest) leads to growth
- 10) - Customer Service - Change/Cancellation Management, policies and rules for missed flights, changes, cancellations, etc
- 11) - Customer Service - Front of house - own employees, outsourced, customer service reputation

ards

references, reported numbers, recovery options/alt. aircraft availability

potential, Chicago<>MBL customer needs, general flexibility, overnight the aircraft, flight timing (1st prior 8am, last flight - after 8pm), even spaced daily flight times

, no flight lookup] -- [no innerline, with flight lookup] -- [baggage agreement only] -- [innerline : # of carriers?] -- [innerline with partner web integration] -- [codeshare with local price input]

regarding pricing between Chicago and Manistee - score based on level of input allowed -- avg. fare price in bid -- how buckets are arranged across seat capacity -- codeshare pricing/connection pricing averages

aircraft (safety/perception) - PAX comfort (head height, flight att., etc.) - Age of Aircraft (maintenance) - Size of aircraft (larger preferred) - 2 pilot vs 1 pilot

regarding seasonal load (add'l flights unsub.?) -- does capacity of proposed, presented, or logical schedule/aircraft availability allow MBL to meet 8kPAX and 10kPAX goals?

process (Barry and Brandon)

ation for service -- MBL input -- Integration of booking module through FLYmanistee.com -- Digital vs Traditional mediums

ptions based on selected HUB in bid

re fees handled? -- ability to rebook at another airport --

situation - checking on exposure/involvement at other airports

websites)