

**AIRPORT AUTHORITY AGENDA****March 21, 2022  
12:00 P.M.****Manistee County Blacker Airport  
Conference Room via ZOOM  
2323 Airport Road, Manistee, MI 49660**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. February 14, 2022, Regular Meeting
6. Treasurer's Report
  - a. February 2022 Accounts Payable
  - b. February 2022 Financial Statement (Revenue & Expenses/Trial Balance Sheet)
7. Airport Director's Report
  - a. Accidents/Incidents
  - b. Current Air Fares
  - c. Construction Updates
  - d. Air Service Update
  - e. TSA Equipment Upgrades / Terminal Needs
  - f. Bipartisan Infrastructure Law (BIL) Funding Opportunities
  - g. EAS Status Nationally (Skywest, Boutique)
  - h. Other
8. Old Business/Unfinished Business
9. New Business
  - a. Set Airport Fees and Rates
  - b. Car Rental Vendor Contract
10. Comments by Authority Members
11. Adjournment

# MANISTEE COUNTY BLACKER AIRPORT

## FEBRUARY 2022 ACCOUNTS PAYABLE

AUTO-WARES GROUP	SUPPLIES	\$ 59.51
BARRY LIND	FEBRUARY	\$ 4,120.00
BLARNEY CASTLE OIL CO	FUEL	\$ 3,296.18
CONSUMERS ENERGY	JANUARY & PARTIAL FEBRUARY	\$ 588.47
DTE ENERGY	JANAURY & FEBRUARY	\$ 2,337.86
GALAXY ELECTRIC INC.	NEW LIGHTING IN TSA AREA	\$ 3,426.00
JUS-GREEN	YEARLY BUGSHIELD PROGRAM	\$ 385.00
ORCHARD BEACH AVIATION	SUPPLIES/PARTS - FEB (reimbursement of expenses)	\$ 83.74
PRIMARY AIRPORT SERVICES	PFC PROGRAM	\$ 365.10
PRECISE DOOR CO.	COMMERICAN - REPAIR MILLERS EDGE	\$ 795.00
WEST COAST FARM SERVICE	REPAIR FRONT SNOW PLOW	\$ 1,271.00
	<b>TOTAL</b>	<b>\$ 16,727.86</b>
<b>ADVERTISING INVOICES</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
RIGHTSIDE DESIGN, LLC	JANUARY (reimbursement of expenses)	\$ 750.00
ORCHARD BEACH AVIATION	FEBRUARY (reimbursement of expenses)	\$ 472.85
		<b>\$ 1,222.85</b>
<b>ORCHARD BEACH AVIATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
REGULAR HOURS	252@ \$19.52	\$ 4,919.04
MAINTENANCE HOURS	170@19.52	\$ 3,448.40
PART 139 LABOR	Feb-22	\$ 14,300.00
INTERNET & TV SERVICE	Feb-22	\$ 65.90
	<b>TOTAL</b>	<b>\$ 22,733.34</b>
	<b>GRAND TOTAL</b>	<b>\$ 40,684.05</b>

# MANISTEE COUNTY BLACKER AIRPORT

## FEBRUARY 2022 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR JANUARY 2022 INCREASE (DECREASE)	ACTIVITY FOR FEBRUARY 2022 INCREASE (DECREASE)	YTD BALANCE 10/01/21 TO 02/28/2022 NORMAL (ABNORMAL)	21/2022 ORIGINAL BUDGET	% BDGT USED
<b>Fund 295 - AIRPORT AUTHORITY FUND</b>					
<b>Revenues</b>					
STATE REIMBURSEMENTS	2,702.86	0.00	2,702.86	22,000.00	12.3%
STATE REIMBURSEMENTS - PFAS	0.00	0.00	0.00	0.00	0.0%
INTEREST EARNED	1.60	1.59	3.98	0.00	0.0%
OFFICE RENT	1,278.56	1,278.56	5,908.31	15,200.00	38.9%
LANDING FEES GENERAL AVIATION	42.74	21.37	384.66	2,000.00	19.2%
RENT AND LANDING FEES	21,290.92	21,219.70	106,870.05	259,479.00	41.2%
HANGAR RENT	1,950.00	1,875.00	8,300.00	30,000.00	27.7%
CAR RENTAL FEES	0.00	0.00	0.00	5,000.00	0.0%
SIGN LEASE	0.00	0.00	0.00	4,000.00	0.0%
PASSENGER FACILITY CHARGES	1,573.37	1,097.49	4,970.66	27,000.00	18.4%
MISC. REVENUE	3.50	3.60	17.90	0.00	0.0%
FUEL SALES	607.25	554.62	3,392.85	21,000.00	16.2%
TRANSFER IN - GENERAL FUND	10,833.33	10,833.33	54,166.65	130,000.00	41.7%
	40,284.13	36,885.26	186,717.92	515,679.00	36.2%
<b>Expenditures</b>					
MISC. SUPPLIES	77.22	223.38	1,069.75	4,000.00	26.7%
EQUIPMENT	0.00	0.00	0.00	10,000.00	0.0%
GAS AND OIL	2,669.52	3,328.39	5,997.91	7,000.00	85.7%
CONTRACTED SERVICES	0.00	365.10	671.30	1,300.00	51.6%
CONTRACTED SERVICES - AUDIT	0.00	0.00	0.00	6,500.00	0.0%
CONTRACTED SERVICES - MANAGEMENT	4,120.00	4,120.00	20,600.00	49,440.00	41.7%
CONTRACTED SERVICES - MAINT.	25,023.31	24,941.52	117,280.24	277,800.00	42.2%
ATTORNEY FEES	0.00	0.00	0.00	2,500.00	0.0%
DUES AND FEES	0.00	0.00	100.00	1,000.00	10.0%
TELEPHONE	0.00	0.00	386.82	600.00	64.5%
TRAVEL	0.00	0.00	0.00	500.00	0.0%
TRAINING-FIRE FIGHTER	0.00	0.00	0.00	2,000.00	0.0%
ADVERTISING	2,486.02	2,329.16	6,555.52	35,000.00	18.7%
LIABILITY INSURANCE	18,586.37	85.00	19,714.37	20,000.00	98.6%
UTILITIES	4,418.04	6,702.00	16,531.38	28,000.00	59.0%
REPAIRS & MAINTENANCE	1,534.41	1,125.99	19,274.32	30,000.00	64.2%
MISC. EXPENSE	0.00	0.00	142.40	1,000.00	14.2%
MISC EXPENSES - STATE REIMBURSEMENT (PFAS)	0.00	69,587.32	76,997.72	0.00	0.0%
MISC. EXPENSE - PFC	0.00	27.45	27.45	0.00	0.0%
MISC EXPENSE - MCGUINEAS DRAIN	0.00	0.00	4,139.39	4,140.00	100.0%
TRANSFER OUT - AIRPORT CAPITAL FUND	0.00	0.00	0.00	34,899.00	0.0%
	58,914.89	112,835.31	289,488.57	515,679.00	56.1%
<b>TOTAL REVENUES</b>	<b>40,284.13</b>	<b>36,885.26</b>	<b>186,717.92</b>	<b>515,679.00</b>	<b>36.2%</b>
<b>TOTAL EXPENDITURES</b>	<b>58,914.89</b>	<b>112,835.31</b>	<b>289,488.57</b>	<b>515,679.00</b>	<b>56.1%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(18,630.76)</b>	<b>(75,950.05)</b>	<b>(102,770.65)</b>	<b>0.00</b>	

# MANISTEE COUNTY BLACKER AIRPORT

## TRIAL BALANCE AS OF FEBRUARY 2022

DESCRIPTION	END BALANCE
	02/28/2022
	NORMAL (ABNORMAL)
<b>Assets</b>	
CASH	(105,334.34)
LIQUID ASSETS - PFC ACCOUNT	99,244.19
ACCOUNTS RECEIVABLE	0.00
PREPAID EXPENSES	0.00
	(6,090.15)
<b>Liabilities</b>	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00
<b>Fund Equity</b>	
FUND BALANCE	69,544.58
TOTAL FUND EQUITY	69,544.58
<b>Revenues</b>	
STATE REIMBURSEMENTS	2,702.86
STATE REIMBURSEMENTS - PFAS	0.00
INTEREST EARNED	3.98
OFFICE RENT	5,908.31
LANDING FEES GENERAL AVIATION	384.66
RENT AND LANDING FEES-CONTRACT	106,870.05
HANGAR RENT	8,300.00
CAR RENTAL FEES	0.00
SIGN LEASE	0.00
PASSENGER FACILITY CHARGES	4,970.66
MISC. REVENUE	17.90
FUEL SALES	3,392.85
TRANSFER IN - GENERAL FUND	54,166.65
	186,717.92
<b>Expenditures</b>	
MISC. SUPPLIES	1,069.75
EQUIPMENT	0.00
GAS AND OIL	5,997.91
CONTRACTED SERVICES	671.30
CONTRACTED SERVICES - MANAGEMENT	20,600.00
CONTRACTED SERVICES - MAINT.	117,280.24
ATTORNEY FEES	0.00
DUES AND FEES	100.00
TELEPHONE	386.82
TRAVEL	0.00
TRAINING-FIRE FIGHTER	0.00
ADVERTISING	6,555.52
LIABILITY INSURANCE	19,714.37
UTILITIES	16,531.38
REPAIRS & MAINTENANCE	19,274.32
MISC. EXPENSE	142.40
MISC. EXPENSE - PFC	27.45
MISC EXPENSE - MCGUINEAS DRAIN	4,139.39
TRANSFER OUT - AIRPORT CAPITAL FUND	0.00
	289,488.57
<b>Total - All Funds:</b>	<b>(39,316.22)</b>

# Manistee County Blacker Airport

Company: Manistee Blacker Airport - PFAS Grant  
 State of Michigan Award Number - MBL-PFAS 2020  
**AWARD AMOUNT** 237,300.00  
 Amount Spent to date **130,664.57**  
 Remaining Amount 106,635.43

	Date	Vendor	Check Number	Description	Line item charged	Amount Paid	Amount Reimbursed
1	12/30/2020	Prein & Newhof	56045	MBL PFAS Investigation	295-000-995.001	6,238.75	
2	1/29/2021	Prein & Newhof	56276	MBL PFAS Investigation	295-000-995.001	41,894.00	
3	2/12/2021	Prein & Newhof	56386	MBL PFAS Investigation	295-000-995.001	1,582.00	
4	5/7/2021	Prein & Newhof	56990	MBL PFAS Investigation	295-000-995.001	461.00	
5	9/23/2021	Prein & Newhof	58166	MBL PFAS Investigation	295-000-995.001	3,190.00	
6	9/23/2021	Prein & Newhof	58166	MBL PFAS Investigation	295-000-995.001	301.10	
7	11/24/2021	State of Michigan	104874009	Received Reimbursement check	295-000-540.005		50,175.75
8	12/3/2021	Prein & Newhof	58734	MBL PFAS Investigation	295-000-995.001	7,410.40	
9	1/18/2022	Prein & Newhof		MBL PFAS Investigation	295-000-995.001	69,587.32	
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19							
						<b>130,664.57</b>	<b>50,175.75</b>

\* \$50,175.75 was submitted for reimbursement on 09/23/21

**80,488.82**

**ORCHARD BEACH AVIATION**

**February 2022**

**RENT**

OFFICE	\$484.49	
FUEL	\$554.62	
LANDING FEES		
TWIN	\$0.00	(0 @ \$10.68)
JET	\$21.37	(1 @ \$21.37)
DAILY HANGERS	\$0.00	(0 @ \$22.50)
VENDING	\$2.63	(10% of \$26.25)
TOTAL	\$1063.11	

## FUEL SALES FEBRUARY 2022

100LL                    2815.0 Gal

JET                        5.5 Gal

TOTAL                    2820.5 Gal

    General                88.3 Gal @ .16 = \$14.13

    Cape Air                2688.8 Gal @ .16 = \$430.21

    Orchard Beach        43.4 Gal @ .16 = \$6.94

DIESEL FUEL            0.0 Gal @ \$3.20 = \$0.00