

MINUTES

Monday, May 17, 2021
12:00 P.M.

Manistee County Blacker Airport
Conference Room

Members Present: Gerald Haw, Chair; Barry Peterson, Vice-Chair; Philip Siuda; Jeff Dontz; Cindy Kaminski; Karen Goodman; and Andrew Gentile

Members Absent: None

Others Present: Barry Lind, Airport Director; Susan Zielinski, Airport Authority Treasurer; Matthew Reinhart, Managing Director for Cape Air (Arrived at 12:19)

Gerald Haw, Chair, called the meeting to order at 12:03 P.M. Roll was taken by the Secretary.

There was a motion by Ms. Kaminski, supported by Mr. Dontz, to approve the meeting agenda

A roll call vote was taken:

Yeas: 7 (Haw; Peterson; Goodman; Gentile; Dontz; Kaminski; Siuda)

Nays: 0

Absent: 0

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, April 19, 2021. Page two had an error that read "Mr." Kaminski, needs to be changed to "Ms." Kaminski.

There was a motion by Mr. Dontz, supported by Mr. Peterson, to approve the Airport Authority regular meeting minutes of Monday, April 19, 2021, with the change on page 2 changing Mr. Kaminski to Ms. Kaminski.

A roll call vote was taken:

Yeas: 7 (Gentile; Siuda; Haw; Peterson; Kaminski; Goodman; Dontz)

Nays: 0

Absent: 0

Motion carried.

The Authority reviewed the April 2021 Accounts Payable Report (APPENDIX A).

There was a motion by Mr. Gentile, supported by Ms. Kaminski, to approve the April 2021 Accounts Payable Report.

A roll call vote was taken:

Yeas: 6 (Haw; Dontz; Goodman; Siuda; Kaminski; Gentile; Peterson)

Nays: 0

Absent: 0

Motion carried.

The Authority reviewed the April 2021 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 Ms. Goodman, supported by Mr. Siuda to approve the April 2021 Financial Statement.

A roll call vote was taken:

Yeas: 6 (Siuda; Gentile; Kaminski; Dontz; Goodman; Haw; Peterson)

Nays: 0

Absent: 0

Motion carried.

Ms. Zielinski reported that the second extension was filed for the audit, which is up May 31, 2021. The auditor is working on a draft and once completed will send to us.

The Orchard Beach Aviation rent information was provided, as well as fuel sales for April 2021 (APPENDIX C).

The Executive Committee did not meet.

The Budget Committee did not meet.

Mr. Siuda reported from the Capital Projects Committee that the new meter will be installed in the t-hangars. One meter will be installed and Orchard Beach Aviation Employees will read the meter for proper billing by the Treasurer. Each hangar currently has their own meter, this will save money in the long run of only one meter access fee, and billing will be calculated by use. This charge will be billed to the monthly rent bills to the tenants.

Mr. Lind reported that there were no airport incidents/accidents. An application was submitted to the Local Revenue Sharing Board requesting funds for a security camera system for terminal and parking lots. Law Enforcement coverage has stopped, Mr. Lind has not spoken with Sheriff Gutowski about this yet. The upcoming state fuel tank inspection is not scheduled yet. There is no date scheduled yet for installation of the fuel system monitor, but we are on the work list.

The FAA Airport Records Inspection was virtual this year. There was an issue with the NOTAM's, as well as other suggestions for improvement on records. Mr. Lind will be working with staff to implement. The second half of the inspection is on-site, and should take place in August or September.

Mr. Lind and Mr. Haw met with George Saylor, at George Saylor's office, regarding the Manistee Township Zoning. Mr. Lind presented the information he had on the subject at the Manistee Township Zoning Meeting, and he answered all the questions he could. Richard Wilson was also present at the Manistee Township Zoning Meeting, he is the attorney for Manistee Township.

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 2021 as well as the previous five years (APPENDIX E).

There is no update on the Airport Layout Plan. EGLE has scheduled a briefing for local units of government and the public on the results of the recent PFAS testing.

Overall Cape Air is performing well. The on-time performance is improving. April 2021 was the third best April for MBL. The best April was in 2011 with 1193 passengers, and the second best was in 1969 with 621 passengers. April on-time performance is 81%. MBL is currently on-track for the third best May. Advance bookings have recovered to better than pre-pandemic levels. The maximum seat capacity will remain capped at 8 seats.

There has been a halt on renting cars from local car dealerships. Due to the car shortage, the dealerships do not have enough cars to rent out. The current fleet is down to 6 vehicles.

Cape Air's Summer Schedule Launch/Ribbon Cutting Ceremony will be taking place today after the meeting. The bi-monthly marketing meetings continue with Cape Air. Plans are beginning for promoting 60 years of air service.

Mr. Haw spoke to Mr. Saylor regarding the photos that were taken on-property that were not appropriate. He has not heard back from Mr. Saylor regarding that issue yet.

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There being no further business to come before the Authority, the meeting was adjourned at 12:56 P.M.

Respectfully Submitted,



Jeff Dantz, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

APRIL 2021 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR MARCH 2021 INCREASE (DECREASE)	ACTIVITY FOR APRIL 2021 INCREASE (DECREASE)	YTD BALANCE 10/01/20 TO 04/30/2021 NORMAL (ABNORMAL)	20/2001 ORIGINAL BUDGET	% BDGT USED
Fund 295 - AIRPORT AUTHORITY FUND					
Revenues					
STATE REIMBURSEMENTS	0.00	0.00	0.00	20,000.00	0.0%
INTEREST EARNED	0.63	0.69	8.40	0.00	0.0%
OFFICE RENT	1,264.38	1,264.38	8,380.35	15,200.00	55.1%
LANDING FEES GENERAL AVIATION	21.37	64.11	267.12	2,000.00	13.4%
RENT AND LANDING FEES	21,290.92	21,267.18	148,917.74	259,479.00	57.4%
HANGAR RENT	3,412.42	1,325.00	13,949.92	19,000.00	73.4%
CAR RENTAL FEES	1,317.33	0.00	1,317.42	4,750.00	27.7%
SIGN LEASE		0.00	0.00	4,000.00	0.0%
PASSENGER FACILITY CHARGES	1,102.50	1,416.98	5,701.39	20,000.00	28.5%
MISC. REVENUE	2.60	2.20	22.20	0.00	0.0%
FUEL SALES	819.12	1,194.37	6,673.94	13,500.00	49.4%
TRANSFER IN - GENERAL FUND	10,000.00	10,000.00	70,000.00	120,000.00	58.3%
	<u>39,231.27</u>	<u>36,534.91</u>	<u>255,238.48</u>	<u>477,929.00</u>	<u>53.4%</u>
Expenditures					
MISC. SUPPLIES	349.43	1,239.04	3,572.28	2,500.00	142.9%
EQUIPMENT	0.00	0.00	0.00	12,149.00	0.0%
GAS AND OIL	1,964.71	0.00	2,799.06	6,000.00	46.7%
CONTRACTED SERVICES	362.70	0.00	724.80	1,200.00	60.4%
CONTRACTED SERVICES - AUDIT	0.00	0.00	0.00	6,500.00	0.0%
CONTRACTED SERVICES - MANAGEMENT	4,000.00	4,000.00	28,000.00	48,000.00	58.3%
CONTRACTED SERVICES - MAINT.	21,931.11	22,319.58	155,137.96	269,900.00	57.5%
ATTORNEY FEES	0.00	0.00	50.00	2,500.00	2.0%
DUES AND FEES	0.00	0.00	0.00	1,000.00	0.0%
TELEPHONE	593.27	0.00	775.41	540.00	143.6%
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	2,411.34	579.07	6,673.06	25,000.00	26.7%
LIABILITY INSURANCE	0.00	0.00	20,091.01	19,000.00	105.7%
UTILITIES	7,893.35	2,296.99	21,349.94	26,000.00	82.1%
REPAIRS & MAINTENANCE	6,699.47	247.58	14,497.72	30,000.00	48.3%
MISC. EXPENSE	1,657.59	0.00	1,795.71	1,000.00	179.6%
MISC EXPENSES - STATE REIMBURSEMENT	0.00	0.00	49,714.75	0.00	0.0%
MISC. EXPENSE - PFC	0.00	0.00	1,410.00	20,000.00	7.1%
MISC EXPENSE - MCGUINEAS DRAIN	0.00	0.00	4,139.39	4,140.00	100.0%
	<u>47,862.97</u>	<u>30,682.26</u>	<u>310,731.09</u>	<u>477,929.00</u>	<u>65.0%</u>
TOTAL REVENUES	39,231.27	36,534.91	255,238.48	477,929.00	53.4%
TOTAL EXPENDITURES	47,862.97	30,682.26	310,731.09	477,929.00	65.0%
NET OF REVENUES & EXPENDITURES	(8,631.70)	5,852.65	(55,492.61)	0.00	

MANISTEE COUNTY BLACKER AIRPORT

APRIL 2021 ACCOUNTS PAYABLE

VENDOR NAME	DESCRIPTION	AMOUNT
BARRY LIND	APRIL	\$ 4,000.00
CONSUMERS ENERGY	MARCH & PARTIAL APRIL	\$ 2,100.75
BENZIE COUNTY CHAMBER OF COMMERCE	ANNUAL DUES	\$ 250.00
DTE ENERGY	MAR 06 - APR 08, 2021	\$ 504.26
ORCHARD BEACH AVIATION	SUPPLIES - APRIL (reimbursement of expenses)	\$ 15.89
GILL-ROY'S HARDWARE	REPAIRS & MAINTENANCE	\$ 80.99
STATE INDUSTRIAL PRODUCTS	WEED KILLER	\$ 455.61
AUTO-WARES GROUP	SUPPLIES	\$ 573.51
PREIN & NEWHOF	MBL PFAS INVESTIGATION	\$ 461.00
	TOTAL	\$ 8,442.01
ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	MARCH (reimbursement of expenses)	\$ 750.00
ORCHARD BEACH AVIATION	APRIL(reimbursement of expenses)	\$ 517.87
		\$ 1,267.87

ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
REGULAR HOURS	300@ \$18.95	\$ 5,685.00
MAINTENANCE HOURS	138.5@18.95	\$ 2,624.58
PART 139 LABOR	Apr-21	\$ 14,010.00
INTERNET & TV SERVICE		\$ 62.30
	TOTAL	\$ 22,381.88

GRAND TOTAL **\$ 32,091.76**

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MANISTEE COUNTY BLACKER AIRPORT

TRIAL BALANCE AS OF APRIL 30, 2021

DESCRIPTION	END BALANCE
	04/30/2021
	NORMAL (ABNORMAL)
Assets	
CASH	(42,193.11)
LIQUID ASSETS - PFC ACCOUNT	81,902.55
LIQUID ASSETS - AEAS	0.00
TOTAL ASSETS	39,709.44
Liabilities	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00
Fund Equity	
FUND BALANCE	69,544.58
TOTAL FUND EQUITY	69,544.58
Revenues	
FEDERAL GRANT - AEAS	0.00
OTHER FEDERAL GRANTS (CARES ACT)	0.00
STATE REIMBURSEMENTS	0.00
INTEREST EARNED	8.40
OFFICE RENT	8,380.35
LANDING FEES GENERAL AVIATION	267.12
RENT AND LANDING FEES-CONTRACT	148,917.74
HANGAR RENT	13,949.92
CAR RENTAL FEES	1,317.42
SIGN LEASE	0.00
PASSENGER FACILITY CHARGES	5,701.39
MISC. REVENUE	22.20
FUEL SALES	6,673.94
TRANSFER IN - GENERAL FUND	70,000.00
	255,238.48
Expenditures	
MISC. SUPPLIES	3,572.28
EQUIPMENT	0.00
GAS AND OIL	2,799.06
CONTRACTED SERVICES	724.80
CONTRACTED SERVICES - AUDIT	0.00
CONTRACTED SERVICES - MANAGEMENT	28,000.00
CONTRACTED SERVICES - MAINT.	155,137.96
ATTORNEY FEES	50.00
DUES AND FEES	0.00
TELEPHONE	775.41
TRAVEL	0.00
TRAINING-FIRE FIGHTER	0.00
ADVERTISING	6,673.06
LIABILITY INSURANCE	20,091.01
UTILITIES	21,349.94
REPAIRS & MAINTENANCE	14,497.72
MISC. EXPENSE	1,795.71
MISC EXPENSES - STATE REIMBURSEMENT	49,714.75
MISC. EXPENSE - PFC	1,410.00
MISC EXPENSE - MCGUINEAS DRAIN	4,139.39
	310,731.09
Total - All Funds:	53,761.41

ORCHARD BEACH AVIATION

April 2021

RENT

OFFICE	\$470.31	
FUEL	\$1450.94	
LANDING FEES		
TWIN	\$0.00	(0 @ \$10.68)
JET	\$0.00	(0 @ \$21.37)
DAILY HANGERS	\$0.00	(0 @ \$22.50)
VENDING	\$4.50	(10% of \$45.00)
TOTAL	\$1925.75	

FUEL SALES APRIL 2021

100LL 5295.7 Gal

JET 3772.7 Gal

TOTAL 9068.4 Gal

 General 4096.6 Gal @ .16 = \$655.46

 Cape Air 4902.2 Gal @ .16 = \$784.35

 Orchard Beach 69.6 Gal @ .16 = \$11.14

DIESEL FUEL 0.0 Gal @ \$2.30 = \$0.00

APPENDIX D

June Travel as of 5/14/2021

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	324 UA	239 DL	270 DL	324 UA
Boston (BOS)	306 AA	255 DL	297 DL	406 UA
Chicago (MDW or ORD)	95 9K	149 AA	207 UA	179 UA
Dallas (DFW)	302 AA	289 DL	320 AA	304 UA
Denver (DEN)	244 AA	259 DL	177 UA	304 UA
Houston (HOU)	324 UA	339 AA	396 UA	304 UA
Kansas City (MCI)	294 AA	257 DL	257 AA	274 UA
Las Vegas (LAS)	293 AA	331 DL	227 DL	363 UA
Los Angeles (LAX)	345 AA	348 UA	347 UA	312 UA
Minneapolis (MSP)	351 AA	199 DL	259 DL	316 UA
New York Area (NYC)	316 AA	139 AA	188 DL	274 UA
Orlando (MCO)	327 AA	246 DL	253 AA	329 UA
Philadelphia (PHL)	324 UA	261 AA	283 AA	289 UA
Phoenix (PHX)	432 AA	335 DL	379 DL	434 UA
Portland (PDX)	531 AA	482 DL	578 DL	458 UA
San Diego (SAN)	373 AA	408 DL	415 UA	384 UA
San Francisco (SFO)	489 AA	477 UA	516 UA	393 UA
Seattle (SEA)	291 AA	358 UA	352 UA	250 UA
St Louis (STL)	294 AA	259 DL	225 UA	254 UA
Washington DC Area (WA)	316 AA	178 DL	271 AA	322 UA

Average Fare	\$328.55	\$290.40	\$310.85	\$323.65
Change from one month	\$51.20	\$53.05	\$92.80	\$11.70
Change from two months	\$71.05	\$26.70	\$86.85	\$48.50

Fares Pulled 5/14/2021 for travel 6/15/2021 - 6/22/2021

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	324 UA	295 DL	340 DL	394 UA
Boston (BOS)	306 AA	311 DL	367 DL	476 UA
Chicago (MDW or ORD)	95 9K	205 AA	277 UA	249 UA
Dallas (DFW)	302 AA	345 DL	390 AA	374 UA
Denver (DEN)	244 AA	315 DL	247 UA	374 UA
Houston (HOU)	324 UA	395 AA	466 UA	374 UA
Kansas City (MCI)	294 AA	313 DL	327 AA	344 UA
Las Vegas (LAS)	293 AA	387 DL	297 DL	433 UA
Los Angeles (LAX)	345 AA	404 UA	417 UA	382 UA
Minneapolis (MSP)	351 AA	255 DL	329 DL	386 UA
New York Area (NYC)	316 AA	195 AA	258 DL	344 UA
Orlando (MCO)	327 AA	302 DL	323 AA	399 UA
Philadelphia (PHL)	324 UA	317 AA	353 AA	359 UA
Phoenix (PHX)	432 AA	391 DL	449 DL	504 UA
Portland (PDX)	531 AA	538 DL	648 DL	528 UA
San Diego (SAN)	373 AA	464 DL	485 UA	454 UA
San Francisco (SFO)	489 AA	533 UA	586 UA	463 UA
Seattle (SEA)	291 AA	414 UA	422 UA	320 UA
St Louis (STL)	294 AA	315 DL	295 UA	324 UA
Washington DC Area (WA)	316 AA	234 DL	341 AA	392 UA

Average Fare	\$328.55	\$346.40	\$380.85	\$393.65
Change from one month	\$51.20	\$53.05	\$92.80	\$11.70
Change from two months	\$71.05	\$26.70	\$86.85	\$48.50

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

	2016		2017		2018		2019		2020		2021	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	218/185	403	228/211	439	246/192	438	255/203	455 NCS	75/59	134	200/154	354
Feb	226/219	445	243/231	474	180/158	338	195/187	382	94/78	172	212/192	404
Mar	247/240	487	289/268	557	326/306	632	261/253	514	44/64	108	274/233	507
Apr	258/254	512	259/286	545	220/237	457	221/240	461	1/10	11	291/325	616
May	327/331	658	411/430	841	333/351	684	313/312	625	20/19	39		
Jun	427/496	923	445/567	1013	469/555	1024	361/413	774	113/166	279		
Jul	787/762	1549	849/793	1642	890/891	1781	654/699	1353	305/279	584		
Aug	740/668	1408	778/742	1520	752/787	1539	694/728	1422	222/207	429		
Sep	458/445	903	488/463	951	383/275	658	315/201	516	180/164	344		
Oct	378/353	731	392/365	757	334/312	646	381/375	756 CA	283/245	528		
Nov	314/322	636	328/341	669	327/290	617	182/194	376	186/192	378		
Dec	349/358	707	330/361	691	314/328	642	273/250	523	187/162	349		
Total		9362		10099		9456		8157		3355		1881

On-time Performance

	2016		2017		2018		2019		2020		2021	
	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time	Cancel/Delay	On-time
Jan	4%/13%	83%	0%/24%	76%	0%/9%	91%	11%/6%	83%	52%/2%	46%	4%/23%	73%
Feb	2%/22%	76%	0%/8%	92%	6%/25%	69%	25%/0%	75%	35%/2%	63%	4%/28%	68%
Mar	0%/13%	87%	0%/7%	93%	2%/20%	78%	0%/13%	87%	10%/0%	90%	10%/14%	76%
Apr	0%/13%	87%	0%/6%	94%	10%/15%	75%	0%/6%	94%	0%/0%	100%	2%/17%	81%
May	9%/20%	71%	0%/11%	89%	6%/16%	78%	0%/4%	96%	0%/2%	98%		
Jun	3%/17%	80%	5%/17%	78%	0%/13%	87%	2%/9%	89%	5%/0%	95%		
Jul	3%/21%	76%	3%/44%	53%	0%/6%	94%	1%/7%	92%	4%/1%	95%		
Aug	2%/24%	74%	3%/17%	80%	1%/6%	93%	0%/4%	96%	2%/0%	98%		
Sep	8%/15%	77%	1%/21%	78%	0%/9%	91%	2%/21%	77%	0%/0%	100%		
Oct	0%/8%	92%	0%/11%	89%	0%/7%	93%	2%/34%	64%	3%/19%	78%		
Nov	0%/25%	75%	0%/13%	87%	0%/9%	91%	3%/79%	(19%)(78%)	7%/12%	81%		
Dec	3%/23%	74%	7%/49%	44%	0%/12%	88%	3%/97%	(12%)(85%)	6%/21%	73%		