

MINUTES

Monday, June 15, 2020
12:00 P.M.

Manistee County Blacker Airport
Conference Room via Zoom

Members Present: Gerald Haw, Chair; Jeff Dontz; Philip Siuda; Mark Bergstrom; Andrew Gentile (left at 1:00); and Barry Peterson

Members Absent: Karen Goodman

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

Gerald Haw, Chair, called the meeting to order at 12:04 P.M. Roll was taken by the Secretary.

The agenda was presented for approval.

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

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Goodman)

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, May 18, 2020.

There was a motion by Mr. Dontz, supported by Mr. Bergstrom, to approve the minutes of the Airport Authority regular meeting held on Monday, May 18, 2020.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Goodman)

Motion carried.

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

There was a motion by Mr. Peterson, supported by Mr. Dontz, to approve the May 2020 Accounts Payable Report.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Goodman)

Motion carried.

The Authority reviewed the May 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. Dontz, supported by Mr. Bergstrom to approve the May 2020 Financial Statement.

A roll call vote was taken:

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

Nays: 0

Absent: 1 (Goodman)

Motion carried.

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

The Executive Committee did not meet.

The Budget Committee met on June 8, 2020. Mr. Gentile provided a copy of the minutes from that meeting, which are attached (APPENDIX D).

The Capital Projects Committee met on May 28, 2020. Mr. Gentile provided a copy of the minutes from that meeting, which are attached (APPENDIX E). Mr. Lind also provided a working list of projects requiring local funding. (APPENDIX F).

Mr. Lind reported that there were no airport incidents. Manistee Blacker Airport was awarded \$30,000 under the CARES Airport Grants. There was no update at this time or any information on the timing of when the money will be received. Mr. Lind is still monitoring the concerns with the EAS eligibility after this year. Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon (APPENDIX G). Also included on this report is Quincy, IL. Quincy, IL is a Cape Air City. This information is provided to show the pricing since it may be comparable to Manistee Blacker Airport. Mr. Lind presented information on airplane passenger numbers for 2020 as well as the previous five years (APPENDIX H).

The summer schedule is open, reservations are available through the end of Public Charters Contract of September 30, 2020. The grant has been requested from the State for the remaining funding on the PFAS test equipment. The gate repairs are completed. There is no update on the fuel system monitor.

The Runway Rehabilitation Project is complete. Mr. Lind reported that it went very smoothly, the weather cooperated, and the project was finished early. The final runway markings and sign installation still need to be completed. As a bonus, the parking lot was sealed because the runway had less cracks than were originally budgeted. There is no update to the Wildlife Plan. The Updated Airport Layout Plan FAA required Independent Fee Estimate is mostly completed.

Current air service is with the Dornier 328 Jet. The Beech 1900 will start with the summer schedule on June 18, 2020. There will be daily flights with the Dornier, and flights four times a week with the Beech 1900. Passenger numbers are increasing. The June numbers should end up about 35% of the prior year (vs 2% in April and 6% in May). Nationwide numbers hit 21% vs the previous year on May 17, 2020. The nationwide low was 4% in April.

The final service award for the EAS Selection is expected in July. Mr. Lind plans to call DOT this week to get an update on when they may be making a decision. Mr. Lind has been introduced to everyone he would be working with if Cape Air is awarded by DOT. He has been working with multiple departments within Cape Air on planning for the transition (Marketing, IT, Station Director, Planning). There was some interest expressed in a rental car service. The Regional Station Director is a former Enterprise executive and he is working his contacts to try to get interest from Enterprise to possibly offer services at Manistee Blacker Airport.

Marketing is relaunching for current service for this summer. The Google Adwords are turned back up, Facebook Ads are turned back on, and an email newsletter is going out this week. Work will continue on the website redesign for the Cape Air transition.

Discussion took place regarding Mr. Arens Hangar transfer to the airport. The Board is not ready for action at this time.

The Draft budget was presented. This draft will be submitted to the County

The Budget Committee recommended to adopt the tentative FY 2020/21 budget. (APPENDIX I) The final budget will be adopted at the end of the fiscal year.

There was a motion by Mr. Bergstrom, supported by Mr. Dontz, to approve the tentative fiscal year 2020/21 budget totaling \$480,429.00.

A roll call vote was taken:

Yeas: 5 (Peterson; Dontz; Bergstrom; Haw; Siuda)

Nays: 0

Absent: 2 (Goodman, Gentile)

Motion carried

There being no further business to come before the Authority, the meeting was adjourned at 1:36 P.M.

Respectfully Submitted,



Jeff Dontz, Airport Authority Secretary

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

VENDOR NAME	DESCRIPTION	AMOUNT
BARRY LIND	MAY	\$ 3,750.00
CONSUMERS ENERGY	APRIL & PARTIAL MAY	\$ 1,178.80
A T & T	APRIL 14 - MAY 13, 2020	\$ 43.57
DTE ENERGY	APRIL 4 - MAY 6, 2020	\$ 114.01
ORCHARD BEACH AVIATION	SUPPLIES - MAY (reimbursement of expenses)	\$ 625.84
GILL-ROY'S HARDWARE	REPAIRS & MAINTENANCE	\$ 127.24
ARFF SPECIALISTS, LLC	ARFF SPECIALISTS TRAINING	\$ 6,500.00
BLARNEY CASTLE OIL	FUEL	\$ 148.90
MANISTEE TIRE SERVICE	REPAIRS & MAINTENANCE	\$ 17.50
PRIMARY AIRPORT SERVICES	PFC PROGRAM	\$ 241.75
BLUE GLOBES, LLC	LAMPS, ECT.	\$ 142.20
	TOTAL	\$ 12,889.81
ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	APRIL (reimbursement of expenses)	\$ 850.00
ORCHARD BEACH AVIATION	MAY (reimbursement of expenses)	\$ 274.14
	TOTAL	\$ 1,124.14

ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
REGULAR HOURS	<u>378 @ \$18.15</u>	\$ 6,860.70
MAINTENANCE HOURS	110.50 @ \$18.15	\$ 2,005.58
PART 139 LABOR	May-20	\$ 13,400.00
INTERNET		\$ 49.50
TV SERVICE		\$ 25.00
	TOTAL	\$ 22,340.78

GRAND TOTAL **\$ 36,354.73**

MANISTEE COUNTY BLACKER AIRPORT

MAY 2020 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2019-20	% BDGT
	APRIL 2020	MAY 2020			
	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 295 - AIRPORT AUTHORITY FUND					
Revenues					
FEDERAL GRANT - AEAS	190,492.00	264,264.00	1,410,436.50	2,990,575.00	47.2%
STATE REIMBURSEMENTS	0.00	0.00	22,106.00	18,000.00	122.8%
INTEREST EARNED	0.00	9.64	106.90	0.00	
OFFICE RENT	1,237.78	624.97	9,320.39	14,900.00	62.6%
LANDING FEES GENERAL AVIATION	20.16	40.32	221.76	2,100.00	10.6%
RENT AND LANDING FEES-PUBLIC CHARTERS	40,966.70	20,483.35	143,383.45	245,800.00	58.3%
HANGAR RENT	800.00	1,225.00	11,624.92	19,000.00	61.2%
CAR RENTAL FEES	0.00	712.81	1,082.49	4,750.00	22.8%
SIGN LEASE	0.00	2,700.00	2,700.00	4,000.00	67.5%
PASSENGER FACILITY CHARGES	0.00	0.70	8.78	25,000.00	0.0%
MISC. REVENUE	0.40	0.00	39.30	0.00	
FUEL SALES	754.89	1,402.40	5,350.64	13,000.00	41.2%
TRANSFER IN - GENERAL FUND	10,000.00	10,000.00	80,000.00	120,000.00	66.7%
PUBLIC CHARTERS MARKETING	2,500.00	0.00	5,000.00	10,000.00	50.0%
	246,771.93	301,463.19	1,691,381.13	3,467,125.00	48.8%
Expenditures					
MISC. SUPPLIES	1,044.08	0.00	2,614.73	2,000.00	130.7%
EQUIPMENT	0.00	0.00	4,741.78	6,600.00	71.8%
GAS AND OIL	0.00	648.64	3,780.24	6,500.00	58.2%
CONTRACTED SERVICES	0.00	241.75	787.30	1,200.00	65.6%
CONTRACTED SERVICES - AUDIT	0.00	0.00	5,875.00	7,800.00	75.3%
CONTRACTUAL - PUBLIC CHARTERS	190,492.00	264,264.00	1,410,436.50	2,990,575.00	47.2%
CONTRACTED SERVICES - MANAGEMENT	3,750.00	3,750.00	26,250.00	45,000.00	58.3%
CONTRACTED SERVICES - MAINT.	20,328.78	20,932.26	146,484.59	258,500.00	56.7%
ATTORNEY FEES	0.00	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	43.44	305.45	540.00	56.6%
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	431.60	1,179.45	9,215.50	30,000.00	30.7%
LIABILITY INSURANCE	0.00	0.00	18,560.65	17,800.00	104.3%
UTILITIES	1,655.81	2,290.56	17,102.10	26,000.00	65.8%
REPAIRS & MAINTENANCE	0.00	1,368.04	25,491.39	25,000.00	102.0%
MISC. EXPENSE	0.00	0.00	0.00	1,000.00	0.0%
MISC. EXPENSE - PFC	0.00	0.00	25,808.50	33,971.00	76.0%
MISC EXPENSE - MCGUINEAS DRAIN	0.00	0.00	4,139.39	4,139.00	100.0%
	217,702.27	294,718.14	1,703,435.42	3,467,125.00	49.1%
TOTAL REVENUES					
	246,771.93	301,463.19	1,691,381.13	3,467,125.00	48.8%
TOTAL EXPENDITURES					
	217,702.27	294,718.14	1,703,435.42	3,467,125.00	49.1%
NET OF REVENUES & EXPENDITURES					
	29,069.66	6,745.05	(12,054.29)		

PASSENGER FACILITY CHARGES RECEIVED THROUGH 05/31/2020

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

PFC FUNDS AVAILABLE*

MANISTEE COUNTY BLACKER AIRPORT

TRAIL BALANCE AS OF 05/31/2020

DESCRIPTION	END BALANCE 05/31/2020 NORMAL (ABNORMAL)
Assets	
CASH	(91,458.97)
LIQUID ASSETS - PFC ACCOUNT	114,313.30
LIQUID ASSETS - AEAS	644.34
	23,498.67
Fund Equity	
FUND BALANCE	37,141.10
	37,141.10
Revenues	
FEDERAL GRANT - AEAS	1,410,436.50
STATE REIMBURSEMENTS	22,106.00
INTEREST EARNED	106.90
OFFICE RENT	9,320.39
LANDING FEES GENERAL AVIATION	221.76
RENT AND LANDING FEES-PUBLIC CHARTERS	143,383.45
HANGAR RENT	11,624.92
CAR RENTAL FEES	1,082.49
SIGN LEASE	2,700.00
PASSENGER FACILITY CHARGES	8.78
MISC. REVENUE	39.30
FUEL SALES	5,350.64
TRANSFER IN - GENERAL FUND	80,000.00
PUBLIC CHARTERS MARKETING	5,000.00
	1,691,381.13
Expenditures	
MISC. SUPPLIES	2,614.73
EQUIPMENT	4,741.78
GAS AND OIL	3,780.24
CONTRACTED SERVICES	787.30
CONTRACTED SERVICES - AUDIT	5,875.00
CONTRACTUAL - PUBLIC CHARTERS	1,410,436.50
CONTRACTED SERVICES - MANAGEMENT	26,250.00
CONTRACTED SERVICES - MAINT.	146,484.59
ATTORNEY FEES	1,600.00
DUES AND FEES	242.30
TELEPHONE	305.45
ADVERTISING	9,215.50
LIABILITY INSURANCE	18,560.65
UTILITIES	17,102.10
REPAIRS & MAINTENANCE	25,491.39
MISC. EXPENSE - PFC	25,808.50
MISC EXPENSE - MCGUINEAS DRAIN	4,139.39
	1,703,435.42
Total - All Funds:	48,585.48

ORCHARD BEACH AVIATION

May 2020

RENT

OFFICE	\$443.71	
FUEL	\$1407.29	
LANDING FEES		
TWIN	\$0.00	(0 @ \$10.08)
JET	\$0.00	(0 @ \$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	\$1851.40	

FUEL SALES MAY 2020

100LL 409.3 Gal

JET 8972.6 Gal

TOTAL 9381.9 Gal

General	932.2 Gal @ .15 = \$139.83
Public Charters	8432.6 Gal @ .15 = \$1264.89
Orchard Beach	17.1 Gal @ .15 = \$2.57

DIESEL FUEL 0.0 Gal @ \$1.14 = \$0.00

Meeting – Budget Committee

June 8, 2020 12:00pm – 1:30 pm

Facilitator: Andrew Gentile (Chairperson)

Present: Gerry Haw, Mark Bergstrom, and Barry Lind

Main Changes in FY 2020 – 2021 Budget:

Revenue:

- **Federal Grant AEAS: will be zero**
 - With the change to Cape Air and switch to EAS, this line item will not be budgeted for. Cape Air will be paid directly by the Federal Government.
- **State Reimbursements: \$20,000**
 - This line item is comprised of \$10,000 for marketing, \$8,000 for equipment, and \$2,000 for fire.
- **Office Rent: \$15,200**
 - This line item incorporates a budgeted 6% increase in office space rent charged to Orchard Beach Aviation to match the budgeted increase to the airline for rental space.
- **Rent and Landing Fees: \$259,479**
 - Roughly 6% increase in airline fees (\$16,920 monthly fire, \$3,634.98 monthly rent, \$1,068.30 monthly landing fees)
- **Passenger Facility Charges: \$20,000**
 - Anticipating airline passenger declines due to lower travel demand.
- **Fuel Sales: \$10,000**
 - Anticipating lower fuel sales due to lower travel demand.
- **Transfer In – General Fund: \$126,000**
 - Propose requesting an increase in county funding by 5% to assist with increased maintenance costs due to no capital budget.
- **Airline Marketing: \$0**
 - Airline contribution toward marketing to be controlled and spent by Cape Air.

Expenses:

- **Gas and Oil: \$6,000**
 - Anticipating lower fuel prices
- **Contractual (Cape Air): \$0**
 - With the change to Cape Air and switch to EAS, this line item will not be budgeted for. Cape Air will be paid directly by the Federal Government, so the pass through expense will not appear in the Airport Authority's budget.
- **Contractual (Management): \$48,000**
 - This represents essentially the sum of the last two years COLA, plus one percent per year additional since the rate was not adjusted per the previous contract. Total increase is 6.66%.

- **Contractual (Maintenance): \$269,874**
 - This represents essentially the sum of the last two years COLA, which equates to a 4.4% increase. Discussion on three contracts needs to happen.
- **Training – Fire Fighter: \$2,000**
 - No on-site training in 2021.
- **Advertising: \$25,000**
 - Airline marketing planned to be separate but coordinated with local funding (\$10,000 State grant, \$15,000 airport contribution).
- **Repairs and Maintenance: \$30,000**
 - Due to lack of capital funding, this line item will continue to increase as equipment ages and is not replaced or restored.
- **Miscellaneous Expenses PFC: \$20,000**
 - Planned to match incoming PFC – no big Federal matching anticipated.

Contracts:

Airport Director Agreement: \$45,000

- Update the language of the term to upcoming fiscal year, make it a two year agreement to match the airline service provider agreement, and add in continuous language on a month to month basis similar to the Fixed Operator and the Part 139 Agreements. This will allow for contractual payments to continue if the Airport Authority is still negotiating the renewals.
- Clean up language and inconsistency regarding the Airport Director certifying that he has no employees. Could be confused since the Airport Director is also the manager of Orchard Beach Aviation.
- Does the language of the current agreement require the Airport Director to obtain two different insurance policies for general liability? One for himself as the Airport Director and a separate one for Orchard Beach Aviation. Should the Airport Board reviewed and accepts copies of this coverage annually ensuring the Authority is named as an additional insured?
- When is the last time the published Rules and Regulations for the airport were reviewed and updated?

Part 139 Agreement: \$161,040

- Typo on page 2. Section 3(b) iii is blank.
- Update the language of the term to upcoming fiscal year, make it a two year agreement to match the airline service provider agreement.

Fixed Based Operator Agreement: approximately \$97,460 a year

- Update the language of the term to upcoming fiscal year, make it a two year agreement to match the airline service provider agreement.
- Section 15 needs to be updated to include internet service.

**Meeting – Capital Budget
Committee Meeting**

May 28, 2020 12:00pm – 1:30 pm

Facilitator: Gerry Haw (Chairperson)

Present: Andrew Gentile, Philip Siuda, and Barry Lind

Items Discussed:

- **Ted Arens Hanger:**
 - All agreed to let Mr. Arens sign his hanger over to the Airport Authority per previously discussed terms with dates updated. Use of a T-Hanger (rent free) until such time all T-Hangers are rented and there is a waiting list.
 - The door on Mr. Arens Hanger needs repair. A local welding shop was contacted to establish a cost for the door repairs.
 - Cape Air has reached out for rental of the Hanger for their aircraft. However the door needs to be functional.
- **Additional T-Hanger door replacements:**
 - A cost has been obtained for the remaining T-Hanger door replacements and roof painting. A decision was made to hold off on going forward with the plan because the door installed last year is not fully functional. The door jams when moved, possibly due to the door track (base) shifting from the ground freezing. The recommendation is to reevaluate the footer around the door track to avoid this issue before spending more money on new doors.
- **Capital Funding:**
 - No funds currently available for this project unless the Airport Authority gets a loan from the County or utilizes the CARES Act money to replace other funds approved for operating expenses.

APPENDIX F

	Local Project	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Beyond
1	T-Hangers – 1 Doors	\$8,000					
2	T-Hangers – 4 Doors		\$32,000				
3	T-Hangers – Paint Roof		\$20,000				
4	Single T-Hanger-Demo/Repair		\$5,000				
5	Fork Lift (Used)/Loader Tines		\$2,000				
6	T-Hangers – Paint Exterior			\$10,000			
7	Environmental Cleanup			\$20,000			
8	Brush Hog			\$20,000			
9	T-Hangers – 4 Doors				\$32,000		
10	Terminal – HVAC Controller				\$5,000		
11	Terminal – Lighting Controller				\$5,000		
12	Fuel Farm Upgrades					\$50,000	
13	Airport Pickup					\$40,000	
14	Terminal – Carpet/Flooring					\$10,000	
15	Terminal – Upgrade Doors					\$20,000	
16	Manual Scissor Lift						\$5,000
2.5% Federal Grant Match							
1	19-Runway Rehab/Crack Seal	\$4,000					
2	20-MP/ALP Update	\$5,875					
3	21-Crack Seal / Paint		\$0				
4	22-Taxiway A, C, F Reconstruct – Design			\$3,125			
5	22-Taxiway Lighting – Design			\$2,500			
6	22-Taxiway F Connector – Design			\$2,000			
7	22-Runway 10/28 Lighting – Design			\$1,250			
8	23-Runway 10/28 Lighting – Construct				\$16,875		
9	23-Taxiway F - Construct				\$23,981		
10	23-Taxiway Lighting – Construct				\$30,213		
11	23-Taxiway A – Construct				\$77,500		
12	24-Crack Seal / Paint					\$2,888	\$875
13	25-Runway Closure Markers						\$2,225
14	25-Runway 28 Obstruction Removal						\$2,888
15	26-Crack Seal / Paint						\$5,250
16	28-Terminal Rehab						
Total		\$17,875	\$59,000	\$58,875	\$190,569	\$122,888	\$16,238

July Travel as of 6/14/2020

Best Fares

	MBL	TVC	GRR	MKG	UN
Atlanta (ATL)	296 WN	216 AA	248 WN	311 UA	174 AA
Boston (BOS)	298 WN	206 AA	233 AA	271 UA	256 AA
Chicago (MDW or ORD)	158 P1	239 AA	203 UA	158 UA	131 AA
Dallas (DFW)	356 WN	261 AA	279 AA	405 UA	348 AA
Denver (DEN)	356 WN	338 AA	341 AA	353 UA	262 AA
Houston (HOU)	368 WN	366 AA	369 AA	353 UA	174 AA
Kansas City (MCI)	408 WN	176 DL	153 AA	251 UA	412 AA
Las Vegas (LAS)	470 WN	300 AA	245 AA	385 UA	256 AA
Los Angeles (LAX)	490 WN	384 AA	276 AA	311 UA	316 AA
Minneapolis (MSP)	336 WN	365 AA	206 AA	343 UA	226 AA
New York Area (NYC)	534 WN	201 AA	173 AA	251 UA	216 AA
Orlando (MCO)	248 WN	256 UA	173 AA	271 UA	214 AA
Philadelphia (PHL)	350 WN	176 AA	279 AA	353 UA	216 AA
Phoenix (PHX)	549 WN	300 AA	203 AA	440 UA	216 AA
Portland (PDX)	674 WN	508 AA/UA	470 AA	416 UA	316 AA
San Diego (SAN)	485 WN	441 AA	274 AA	380 UA	256 AA
San Francisco (SFO)	395 WN	339 AA	273 AA	311 UA	256 AA
Seattle (SEA)	428 WN	335 AA	276 AA	351 UA	256 AA
St Louis (STL)	256 WN	176 AA	174 AA	211 UA	208 AA
Washington DC Area (WA)	456 WN	201 DL	212 AA	263 UA	216 AA

Average Fare \$395.55 \$289.20 \$253.00 \$319.40 \$246.25
 Change from one month \$95.05 -\$392.05 \$18.35 -\$347.40 -\$42.15
 Change from two months \$110.81 \$62.30 \$34.05 -\$3.20
 Fares Pulled 6/14/2020 for travel 7/15/2020 - 7/22/2020

Best Fares + 7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	296 WN	272 AA	318 WN	381 UA
Boston (BOS)	298 WN	262 AA	303 AA	341 UA
Chicago (MDW or ORD)	158 P1	295 AA	273 UA	228 UA
Dallas (DFW)	356 WN	317 AA	349 AA	475 UA
Denver (DEN)	356 WN	384 AA	411 AA	423 UA
Houston (HOU)	368 WN	422 AA	439 AA	423 UA
Kansas City (MCI)	408 WN	232 DL	223 AA	321 UA
Las Vegas (LAS)	470 WN	356 AA	315 AA	455 UA
Los Angeles (LAX)	490 WN	440 AA	346 AA	381 UA
Minneapolis (MSP)	336 WN	421 AA	276 AA	413 UA
New York Area (NYC)	534 WN	257 AA	243 AA	321 UA
Orlando (MCO)	248 WN	312 UA	243 AA	341 UA
Philadelphia (PHL)	350 WN	232 AA	349 AA	423 UA
Phoenix (PHX)	549 WN	356 AA	273 AA	510 UA
Portland (PDX)	674 WN	564 AA/UA	540 AA	486 UA
San Diego (SAN)	485 WN	497 AA	344 AA	450 UA
San Francisco (SFO)	395 WN	395 AA	343 AA	381 UA
Seattle (SEA)	428 WN	391 AA	346 AA	421 UA
St Louis (STL)	256 WN	232 AA	244 AA	281 UA
Washington DC Area (WA)	456 WN	257 DL	282 AA	333 UA

Average Fare \$395.55 \$345.20 \$323.00 \$389.40
 Change from one month \$95.05 -\$392.05 \$18.35 -\$347.40
 Change from two months \$110.81 \$62.30 \$34.05 -\$3.20
 Parking Fees for one week are \$0 at Manistee, \$56 at Traverse City, \$70 at Grand Rapids, \$70 at Muskegon

APPENDIX H

Manistee County Blacker Airport

	<i>Enplaned/Deplaned</i>											
	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	1/10	11
May	346/356	718	327/331	658	411/430	841	333/351	684	313/312	625	20/19	39
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		464

	<i>On-time Performance</i>											
	2015		2016		2017		2018		2019		2020	
	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	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%	0%/0%	100%
May	0%/18%	82%	9%/20%	71%	0%/11%	89%	6%/16%	78%	0%/4%	96%	0%/2%	98%
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%)		

GL Number	Description	2015-16 Activity	2016-17 Activity	2017-18 Activity	2018-19 Activity	2018-19 Amended Budget	09/30/2020 Amended Budget	YTD AS OF 04/30/2020
--- Estimated Revenue ---								
295-000-505.000	FEDERAL GRANT - AEAS	2,416,150.00	2,416,953.00	2,273,965.00	2,914,444.50	2,990,575.00	2,990,575.00	955,680.50
295-000-518.000	FED GRANT-ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
295-000-540.000	STATE REIMBURSEMENTS	13,731.62	6,469.94	23,245.58	342,020.51	15,825.00	18,000.00	22,106.00
295-000-665.000	INTEREST EARNED	263.68	312.23	244.27	273.34	0.00	0.00	97.26
295-000-668.000	OFFICE RENT	12,780.00	12,780.00	12,780.00	14,307.52	13,500.00	14,900.00	7,901.35
295-000-668.001	LANDING FEES GENERAL AVIATION	1,467.00	2,034.00	2,141.64	1,925.28	2,000.00	2,100.00	2,100.00
295-000-668.002	LAND AND LANDING FEES-PUBLIC CHARTERS	220,585.20	218,095.20	224,787.70	245,800.20	247,048.00	245,800.00	122,900.10
295-000-668.003	HANGAR RENT	26,450.24	11,325.40	18,283.24	25,988.54	19,000.00	19,000.00	10,399.92
295-000-668.004	CAR RENTAL FEES	2,875.08	2,735.38	6,449.05	6,173.36	6,000.00	4,750.00	369.68
295-000-668.005	SIGN LEASE	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	4,000.00	0.00
295-000-668.006	PASSENGER FACILITY CHARGES	26,274.62	21,375.00	24,731.89	18,828.00	25,000.00	25,000.00	8.76
295-000-675.000	CONTRIBUTIONS-MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
295-000-695.000	MISC. REVENUE	15,076.56	273.10	0.00	0.00	5,000.00	0.00	38.60
295-000-698.001	FUEL SALES	10,457.43	9,739.13	12,965.41	13,110.06	13,500.00	13,000.00	3,948.24
295-000-699.001	TRANSFER IN - GENERAL FUND	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	120,000.00	70,000.00
295-000-699.010	PUBLIC CHARTERS MARKETING	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	5,000.00
	Total Estimated Revenue:	2,874,711.43	2,830,682.38	2,728,193.78	3,711,471.31	3,466,048.00	3,467,125.00	1,198,631.87
--- Appropriations ---								
295-000-727.000	OFFICE SUPPLIES	2,013.88	237.53	9.99	14.95	0.00	0.00	0.00
295-000-727.002	MISC. SUPPLIES	0.00	134.79	2,001.94	2,547.01	2,000.00	2,000.00	2,614.73
295-000-730.000	EQUIPMENT	127.05	0.00	12,413.98	8,249.57	8,073.00	6,600.00	4,741.78
295-000-743.000	GAS AND OIL	4,379.17	5,279.46	7,090.51	7,039.37	6,000.00	6,500.00	3,631.34
295-000-800.000	CONTRACTED SERVICES	607.20	404.25	0.00	1,330.60	1,000.00	1,200.00	545.55
295-000-800.002	CONTRACTED SERVICES - AUDIT	3,250.00	3,350.00	3,950.00	5,875.00	3,750.00	7,800.00	5,875.00
295-000-800.003	CONTRACTUAL - ACCOUNTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
295-000-800.004	CONTRACTUAL - PUBLIC CHARTERS	2,416,150.00	2,416,953.00	2,273,965.00	2,914,444.50	2,990,575.00	2,990,575.00	861,999.50
295-000-801.000	CONTRACTED SERVICES - MANAGEMENT	42,000.00	42,000.00	42,000.00	45,000.00	45,000.00	45,000.00	26,250.00
295-000-801.001	CONTRACTED SERVICES - MAINT.	232,857.76	235,392.75	235,714.50	261,023.85	258,500.00	258,500.00	146,484.59
295-000-806.000	ATTORNEY FEES	16,588.15	2,331.20	3,909.95	5,250.25	2,500.00	2,500.00	1,600.00
295-000-812.000	DUES AND FEES	1,000.00	1,075.00	1,655.00	550.00	1,000.00	1,000.00	1,000.00
295-000-850.000	TELEPHONE	393.82	612.20	434.03	502.77	450.00	540.00	305.45
295-000-860.000	TRAVEL	241.38	597.30	360.49	171.51	500.00	500.00	0.00
295-000-862.002	TRAINING-FIRE FIGHTER	0.00	6,513.92	1,661.87	1,500.00	6,500.00	6,500.00	0.00
295-000-901.000	ADVERTISING	35,924.04	35,011.92	39,599.30	40,926.85	40,000.00	30,000.00	9,215.50
295-000-911.000	LIABILITY INSURANCE	19,919.22	16,496.94	16,227.41	17,737.60	17,000.00	17,800.00	18,560.65
295-000-920.000	UTILITIES	26,121.95	24,904.53	26,338.71	24,547.74	26,000.00	26,000.00	17,092.76
295-000-930.000	LAND ACQUISITION	0.00	0.00	0.00	263,792.94	0.00	0.00	0.00
295-000-931.000	REPAIRS & MAINTENANCE	34,102.37	24,735.35	26,538.30	40,369.11	22,000.00	25,000.00	25,235.73
295-000-995.000	MISC. EXPENSE	401.00	5,729.15	1,797.17	422.16	1,000.00	1,000.00	0.00
295-000-995.002	MISC. EXPENSE - PFC	25,241.05	33,722.21	58,076.98	29,515.06	25,000.00	33,971.00	25,808.50
295-000-995.003	MISC EXPENSE - MCGUIREAS DRAIN	0.00	0.00	4,139.39	4,139.39	4,200.00	4,139.00	4,139.39
295-000-999.000	TRANSFER OUT - GENERAL FUND	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00
295-000-999.016	TRANSFER OUT- PUBLIC IMP. FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Appropriations:	2,861,318.04	2,855,481.50	2,757,884.52	3,674,950.23	3,466,048.00	3,467,125.00	1,154,342.77
	Net of Revenues & Approprial Net of Revenues & Appropriations Fund 295:	13,393.39	(24,799.12)	(29,690.74)	36,521.08	0.00	0.00	44,289.10

2020-21 REQUESTED RECOMMENDED 2020-21

Notes

0.00	0.00
0.00	0.00
20,000.00	0.00
0.00	0.00
15,200.00	0.00
2,000.00	0.00
259,479.00	0.00
19,000.00	0.00
4,750.00	0.00
4,000.00	0.00
20,000.00	0.00
0.00	0.00
10,000.00	0.00
126,000.00	0.00
0.00	0.00
480,429.00	0.00

Under Standard EAS DOT payments directly to airline

10,000 Marketing, 8,000 equipment, 2,000 fire

6% increase for OBA – to match airline increase

Roughly 6% increase in airline fees (\$16,920 monthly fire, \$3634.98 monthly rent, \$1068.30 monthly landing fees)

Anticipating airline passenger declines

Anticipating lower fuel sales

No airline contribution

0.00	0.00
3,000.00	0.00
14,149.00	0.00
6,000.00	0.00
1,200.00	0.00
6,500.00	0.00
0.00	0.00
0.00	0.00
48,000.00	0.00
269,900.00	0.00
2,500.00	0.00
1,000.00	0.00
540.00	0.00
500.00	0.00
2,000.00	0.00
25,000.00	0.00
19,000.00	0.00
26,000.00	0.00
0.00	0.00
30,000.00	0.00
1,000.00	0.00
20,000.00	0.00
4,140.00	0.00
0.00	0.00
0.00	0.00
480,429.00	0.00
0.00	0.00

\$8000 equipment purchased with state grant dollars, \$6149 other equipment

Lower fuel prices

6.6% increase

4.4% COLA increase

No on-site training in 2021

Airline marketing planned to be separate but coordinated with local funding (10,000 state grant, 15,000 airport contribution)

Spending more as equipment ages

Planned to match incoming PFC – no big Federal matching anticipated