

AIRPORT AUTHORITY AGENDA

**November 20, 2023
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. October 16, 2023, Regular Meeting
6. Treasurer's Report
 - a. October 2023 Accounts Payable
 - b. October 2023 Accounts Payable – Fund 481 (Capital Improvement fund).
 - c. October 2023 Financial Statement (Revenue & Expenses/Trial Balance Sheet)
7. Committee Reports & Discussion
 - a. Executive Committee
 - b. Capital Projects Committee
 - c. Budget Committee
8. Airport Director's Report
9. Old Business/Unfinished Business
 - a. LEO Coverage
 - b. Commercial, Liability and Auto Insurance
10. New Business
11. Comments by Authority Members
12. Adjournment

MANISTEE COUNTY BLACKER AIRPORT

October 2023 ACCOUNTS PAYABLE

ADB SAFEGATE	SUPPLIES	\$ 982.48
AT&T	TELEPHONE	\$ 46.95
AUTO WARES	SUPPLIES	\$ 529.07
BARRY LIND	OCTOBER	\$ 4,585.83
CONSUMERS ENERGY	SEPT & PART OCTOBER	\$ 2,446.78
DTE ENERGY	UTILITIES- GAS	\$ 620.20
FASTENAL COMPANY	SUPPLIES	\$ 89.64
GILL-ROYS HARDWARE	PARTS & SUPPLIES	\$ 116.94
INDUSTRIAL MARKETING	SUPPLIES	\$ 4,951.25
ORCHARD BEACH AVIATION	SUPPLIES/PARTS - OCT (reimbursement of expenses)	\$ 94.56
PREIN & NEWHOF	PFAS INVESTIGATION	\$ 24,689.46
STATE OF MICHIGAN	AIRPORT LICENSE FEE	\$ 171.92
	TOTAL	\$ 39,325.08
ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	Sept 2023	
ORCHARD BEACH AVIATION	OCT (reimbursement of expenses)	\$ 129.00
		\$ 129.00
ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
REGULAR & MAINTENANCE HOURS	Oct-23	\$ 10,545.06
PART 139 LABOR	Oct-23	\$ 16,065.00
INTERNET & TV SERVICE	Oct-23	
	TOTAL	\$ 26,610.06
GRAND TOTAL		\$ 66,064.14

MANISTEE COUNTY BLACKER AIRPORT

OCTOBER 2023 REVENUE & EXPENSES

Fund 295 - AIRPORT AUTHORITY FUND	ACTIVITY FOR OCTOBER 2023	ACTIVITY FOR OCTOBER 2022	CHANGE IN VALUE	YTD BALANCE 10/01/23 TO 10/31/23	YTD BALANCE 10/01/21 TO 09/30/22	CHANGE IN VALUE	2022/23 ORIGINAL BUDGET	% BDGT USED
DESCRIPTION	INCREASE (DECREASE)	INCREASE (DECREASE)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)			
Revenues								
OTHER FEDERAL GRANTS (CARES ACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
STATE REIMBURSEMENTS	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	100.0%
STATE REIMBURSEMENT - PFAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.0%
OFFICE RENTALS - AIRPORT	1,292.19	1,278.56	13.63	1,292.19	1,278.56	13.63	16,289.00	7.9%
LANDING FEES	639.94	262.20	377.74	639.94	262.20	377.74	2,800.00	22.9%
AES FEES - HYANNIS AIR	21,801.33	21,801.33	0.00	21,801.33	21,801.33	0.00	290,827.00	7.5%
HANGAR RENT	1,375.00	800.00	575.00	1,375.00	800.00	575.00	29,000.00	4.7%
CAR RENTAL FEES	4,901.15	0.00	4,901.15	4,901.15	0.00	4,901.15	9,000.00	54.5%
SIGN LEASE	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%
PASSENGER FACILITY CHARGES	2,675.33	0.00	2,675.33	2,675.33	0.00	2,675.33	30,000.00	8.9%
MISC. REVENUE	16.30	24.20	(7.90)	16.30	24.20	(7.90)	0.00	0.0%
FUEL SALES	3,476.09	1,957.86	1,518.23	3,476.09	1,957.86	1,518.23	20,000.00	17.4%
TRANSFER IN - GENERAL FUND	12,500.00	10,833.33	1,666.67	12,500.00	10,833.33	1,666.67	150,000.00	8.3%
	50,677.33	36,957.48	13,719.85	50,677.33	36,957.48	13,719.85	553,916.00	9.1%
Expenditures								
MISC. SUPPLIES	0.00	103.00	(103.00)	0.00	103.00	(103.00)	3,500.00	0.0%
GAS AND OIL	0.00	1,746.41	(1,746.41)	0.00	1,746.41	(1,746.41)	9,000.00	0.0%
CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.0%
CONTRACTED SERVICES - AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	0.0%
CONTRACTED SERVICES - MAINT. (ORCH)	26,833.62	23,218.08	3,615.54	26,833.62	23,218.08	3,615.54	309,225.00	8.7%
CONTRACTED SERVICES - AIRPORT	4,585.83	4,120.00	465.83	4,585.83	4,120.00	465.83	55,030.00	8.3%
ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.0%
DUES AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.0%
TELEPHONE	46.95	43.83	3.12	46.95	43.83	3.12	600.00	7.8%
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.0%
TRAINING-FIRE FIGHTER	0.00	250.00	(250.00)	0.00	250.00	(250.00)	2,000.00	0.0%
ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.0%
LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	24,000.00	0.0%
UTILITIES	983.39	2,056.54	(1,073.15)	983.39	2,056.54	(1,073.15)	36,000.00	2.7%
REPAIRS & MAINTENANCE	1,603.51	19,074.65	(17,471.14)	1,603.51	19,074.65	(17,471.14)	41,522.00	3.9%
MISC EXPENS - AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	100.0%
MISC. EXPENSE - PFC	0.00	161.70	(161.70)	0.00	161.70	(161.70)	0.00	0.0%
MISC EXP - PFAS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	100.0%
MISC EXPENSE - MCGUINEAS DRAIN	0.00	0.00	0.00	0.00	0.00	0.00	4,139.00	0.0%
TRANSFER OUT - AIRPORT CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.0%
	34,053.30	50,774.21	(16,720.91)	34,053.30	50,774.21	(16,720.91)	553,916.00	
TOTAL REVENUES	50,677.33	36,957.48	13,719.85	50,677.33	36,957.48	13,719.85	553,916.00	9.1%
TOTAL EXPENDITURES	34,053.30	50,774.21	(16,720.91)	34,053.30	50,774.21	(16,720.91)	553,916.00	6.1%
NET OF REVENUES & EXPENDITURES	16,624.03	(13,816.73)	30,440.76	16,624.03	(13,816.73)	30,440.76	0.00	

MANISTEE COUNTY BLACKER AIRPORT

TRIAL BALANCE AS OF OCTOBER 2023

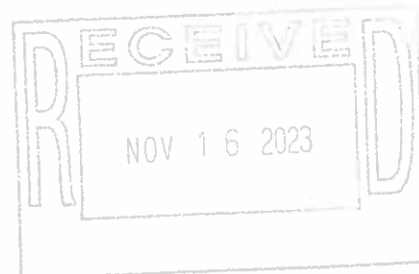
DESCRIPTION	END BALANCE
	10/31/2023
	NORMAL (ABNORMAL)
Assets	
CASH	(104,310.53)
LIQUID ASSETS - PFC ACCOUNT	143,790.99
	<u>39,480.46</u>
Liabilities	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	<u>0.00</u>
Fund Equity	
FUND BALANCE	75,914.63
TOTAL FUND EQUITY	<u>75,914.63</u>
Revenues	
STATE REIMBURSEMENTS	2,000.00
INTEREST EARNED	0.00
OFFICE RENTALS - AIRPORT	1,292.19
RENT - LANDING FEES	639.94
AES FEES - HYANNIS AIR	21,801.33
HANGAR RENT	1,375.00
CAR RENTAL FEES	4,901.15
SIGN LEASE	0.00
PASSENGER FACILITY CHARGES	2,675.33
MISC. REVENUE	16.30
FUEL SALES	3,476.09
TRANSFER IN - GENERAL FUND	12,500.00
	<u>50,677.33</u>
Expenditures	
MISC. SUPPLIES	0.00
GAS AND OIL	0.00
CONTRACTED SERVICES	0.00
CONTRACTED SERVICES - AUDIT	0.00
CONTRACTED SERVICES - MAINT.	26,833.62
CONTRACTED SERVICES - AIRPORT	4,585.83
ATTORNEY FEES	0.00
DUES AND FEES	0.00
TELEPHONE	46.95
TRAINING-FIRE FIGHTER	0.00
ADVERTISING	0.00
LIABILITY INSURANCE	0.00
UTILITIES	983.39
REPAIRS & MAINTENANCE	1,603.51
MISC. EXPENSE - AIRPORT	0.00
MISC. EXPENSE - PFC (AIRPORT)	0.00
MISC EXP - PFAS EXPENDITURES	0.00
MISC EXPENSE - MCGUINEAS DRAIN	0.00
TRANSFER OUT- AIRPORT CAPITAL FUND	0.00
	<u>34,053.30</u>

ORCHARD BEACH AVIATION

October 2023

RENT

OFFICE	\$527.89	
FUEL	\$2629.76	
LANDING FEES		
TWIN	\$0.00	(0 @ \$13.06)
JET	\$182.84	(7 @ \$26.12)
DAILY HANGERS	\$0.00	(0 @ \$24.75)
VENDING	\$13.20	(10% of \$132.00)
TOTAL	\$3353.69	



FUEL SALES OCTOBER 2023

100LL 11589.6 Gal

JET 3879.6 Gal

TOTAL 15469.2 Gal

 General 4203.1 Gal @ .17 = \$714.53

 Cape Air 10818.3 Gal @ .17 = \$1839.11

 Orchard Beach 447.8 Gal @ .17 = \$76.13

DIESEL FUEL 0.0 Gal @ \$4.50 = \$0.00