

MINUTES

Monday, March 20, 2023
12:00 P.M.

Manistee County Blacker Airport
Conference Room

Members Present: Michael Eagan, Chair; Elissa Laskey, Vice Chair; Jeffrey Dontz, Secretary; George Becker

Members Absent: Andrew Gentile; Karen Goodman; Cynthia Kaminski

Others Present: Barry Lind, Airport Director; Susan Zielinski, Airport Authority Treasurer (Via Zoom); Kristyn Malkowski, Airport Authority Recording Secretary;

Mr. Eagan called the meeting to order at 12:02 P.M. Roll was taken by the recording Secretary.

There was a motion by Ms. Laskey, supported by Mr. Dontz, to approve the March 20, 2023, meeting agenda.

All in Favor

Motion Carries

Public Comment:

The Chair confirmed that each member had received a copy and an opportunity to review the minutes from the regular meeting of the Airport Authority held on Monday, February 13, 2023.

There was a motion by Mr. Becker supported by Mr. Dontz to approve the Airport Authority regular meeting minutes of February 13, 2023.

All in Favor

Motion Carries

The Authority reviewed the February 2023 Accounts Payable Report.

There was a motion by Mr. Dontz supported by Ms. Laskey to approve the February 2023 Accounts Payable Report.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

The Authority reviewed the February 2023 Financial Statement, which includes a Balance Sheet and a Statement of Revenue and Expenses.

There was a motion by Ms. Laskey, supported by Mr. Dontz, to approve the February 2023 Financial Statement.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

The Orchard Beach Aviation rent information was provided, as well as fuel sales for February 2023.

Committee Assignments discussions and reports:
The Executive Committee: Did not meet.

Capital Projects Committee:
Grant 1 – 2022-04

Priority #2 – T-Hangers Paint (10 Unit) – Mr. Lind presented an updated list of the bids received (APPENDIX A).

There was a motion by Mr. Dontz and supported by Mr. Becker to accept the bid from Dennis Leeuw, in the amount of \$9,800.00.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

Grant 2 – 2022-05

Priority # 1 - Brush Hog/Mower: Mr. Lind presented an updated list of the bids received (Appendix B).

There was a motion by Mr. Dontz and supported by Ms. Laskey to accept the bid from Freeman Creek for the 15-foot, Rhino 3150, in the amount of \$30,970.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

Priority #3 - Lift – No update

Grant 3 – 2022-06

Priority #1 – Fuel Farm Update - No update

Priority #2 - Terminal Doors/Security Card Readers – Mr. Lind wanted the board aware of financial changes to the previously approved TKS bid, at the February 13, 2023, meeting. Mr. Lind provided an updated bid (Appendix C).

There was a motion by Mr. Becker and supported by Mr. Dontz to rescind the previous approval of the TKS bid in the amount of \$29,817.00, at the February 13, 2023, meeting.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

There was a motion by Mr. Dontz and supported by Mr. Becker to approve the updated TKS bid in the amount of \$32,195. The cost approved does not include the server that the Airport is liable to purchase, or monthly/annual maintenance fees.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

Budget Committee: Did not meet.

Mr. Lind presented the March 20, 2023, Airport Directors Report (APPENDIX D).

New Business:

Long Term Care Rental Fees – Cape Air is currently negotiating with Victorian Car Port, on their contract which provides transportation for crew members. The current fee structure adds 10% for rental cars and all concessions. Lind recommends changing the fee structure to create a long-term car rental fee of 2% for vehicle rentals that are 3 weeks or greater.

There was a motion by Mr. Dontz, supported by Mr. Becker, to change the fee structure to create a long-term car rental fee of 2% for vehicle rentals that are 3 weeks or greater.

A roll call vote was taken:

Yeas: 4 (Eagan; Laskey; Dontz; Becker)

Nays: 0

Absent: Gentile; Goodman; Kaminski

Motion carried.

Old Business:

Manistee Township Zoning Ordinance: According to Mr. Lind, the Manistee Township Planning Commission will begin the amendment process of their Master Plan. Mr. Lind will be attending the Manistee Township Planning Commission Meeting, which is held on April 12, 2023, at 9:00 AM at the Manistee Township Hall.

LEO Coverage: No update.

Bylaws Review – The board requested that Mr. Lind present a proposal of changes, to the April meeting.

Runway Extension Plans – The board would like to invite Prein and Newholf for discussions regarding the runway project. Ms. Malkowski and Mr. Lind will work on finding the best schedule for all.

Commercial, Liability and Auto Insurance – Mr. Lind sent Ms. Lisa Sagala, Manistee County Administrator/Controller, all the insurance policies for review.

There being no further business to come before the Authority, the meeting was adjourned at 1:25 P.M.

Respectfully Submitted,


Jeffrey Dontz, Airport Authority Secretary

Airport Directors Report 3/20/2023

- Airport Incidents/Accidents
 - None
- Staffing changes at Cape Air for Manistee Station
 - New Station in place – Jason Decker
- Gas Line Run to Cape Air Hangar
 - Waiting for contractor to install heater
- Winter MDOT Airport Conference this week
 - Canceled due to MSU Shootings

Manistee County Blacker Airport

	2018		2019		2020		2021		2022		2023	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	246/192	438	255/203	455	75/59	134	200/154	354	224/197	421	225/181	406
Feb	180/158	338	195/187	382	94/78	172	212/192	404	224/216	440	214/187	401
Mar	326/306	632	261/253	514	44/64	108	274/233	507	310/244	554		
Apr	220/237	457	221/240	461	1/10	11	291/325	616	278/314	592		
May	333/351	684	313/312	625	20/19	39	383/399	782	533/573	1106		
Jun	469/555	1024	361/413	774	113/166	279	593/610	1203	314/352	666		
Jul	890/891	1781	654/699	1353	305/279	584	791/735	1526	626/629	1255		
Aug	752/787	1539	694/728	1422	222/207	429	735/603	1338	805/701	1506		
Sep	383/275	658	315/201	516	180/164	344	547/505	1052	561/570	1131		
Oct	334/312	646	381/375	756	283/245	528	502/459	961	618/543	1161		
Nov	327/290	617	182/194	376	186/192	378	298/292	590	427/369	796		
Dec	314/328	642	273/250	523	187/162	349	304/297	601	265/260	525		
Total		9456		8157		3355		9934		10153		807

On-time Performance

	2018		2019		2020		2021		2022		2023	
	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	0%/9%	91%	11%/6%	83%	52%/2%	46%	4%/23%	73%	15%/9%	76%	19%/16%	75%
Feb	6%/25%	69%	25%/0%	75%	35%/2%	63%	4%/28%	68%	16%/8%	76%	23%/21%	66%
Mar	2%/20%	78%	0%/13%	87%	10%/0%	90%	10%/14%	76%	18%/7%	75%		
Apr	10%/15%	75%	0%/6%	94%	0%/0%	100%	2%/17%	81%	13%/7%	80%		
May	6%/16%	78%	0%/4%	96%	0%/2%	98%	2%/11%	87%	5%/5%	90%		
Jun	0%/13%	87%	2%/9%	89%	5%/0%	95%	7%/18%	75%	46%/6%	48%		
Jul	0%/6%	94%	1%/7%	92%	4%/1%	95%	4%/20%	76%	23%/10%	67%		
Aug	1%/6%	93%	0%/4%	96%	2%/0%	98%	11%/14%	75%	5%/13%	82%		
Sep	0%/9%	91%	2%/21%	77%	0%/0%	100%	10%/13%	77%	16%/17%	67%		
Oct	0%/7%	93%	2%/34%	64%	3%/19%	78%	13%/11%	76%	20%/18%	62%		
Nov	0%/9%	91%	3%/79%	16(78%)	7%/12%	81%	23%/10%	67%	36%/15%	49%		
Dec	0%/12%	88%	3%/97%	12(85%)	6%/21%	73%	17%/18%	65%	19%/17%	62%		

April Travel as of 3/15/2023

Best Fares

	MBL	TVC	GRR	MKG
Atlanta (ATL)	319 AA	357 DL	261 AA	377 AA
Boston (BOS)	316 AA	367 DL	263 AA	374 AA
Chicago (MDW or ORD)	122 9K	167 DL	177 DL	157 SO
Dallas (DFW)	345 AA	419 DL	295 DL	427 AA
Denver (DEN)	394 AA	242 DL	199 DL	389 UA
Houston (HOU)	385 AA	449 UA	227 DL	367 AA
Kansas City (MCI)	345 AA	370 AA	283 DL	419 AA
Las Vegas (LAS)	471 AA	469 UA	338 AA	497 AA
Los Angeles (LAX)	451 AA	469 DL	349 DL	515 UA
Minneapolis (MSP)	335 UA	327 AA	267 UA	327 UA
New York Area (NYC)	340 AA	207 DL	207 DL	335 AA
Orlando (MCO)	423 AA	454 AA	270 F9	444 AA
Philadelphia (PHL)	365 AA	397 UA	294 AA	387 AA
Phoenix (PHX)	454 AA	445 UA	354 DL	446 AA
Portland (PDX)	544 AK	469 UA	381 DL	507 UA
San Diego (SAN)	507 AA	474 DL	381 DL	476 UA
San Francisco (SFO)	492 AA	469 DL	364 DL	475 UA
Seattle (SEA)	405 UA	485 UA	381 DL	387 UA
St Louis (STL)	369 AA	369 DL	219 DL	303 SO
Washington DC Area (WA)	343 AA	212 DL	236 AA	377 UA

Average Fare	\$386.25	\$380.85	\$284.30	\$399.30
Change from one month	-\$59.95	-\$86.25	###	-\$70.70
Change from two months	\$65.25	\$16.90	\$13.35	-\$12.45

Fares Pulled 3/15/2023 for travel 4/19/2023 - 4/26/2023

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	319 AA	427 DL	366 AA	447 AA
Boston (BOS)	316 AA	437 DL	368 AA	444 AA
Chicago (MDW or ORD)	122 9K	237 DL	282 DL	227 SO
Dallas (DFW)	345 AA	489 DL	400 DL	497 AA
Denver (DEN)	394 AA	312 DL	304 DL	459 UA
Houston (HOU)	385 AA	519 UA	332 DL	437 AA
Kansas City (MCI)	345 AA	440 AA	368 DL	489 AA
Las Vegas (LAS)	471 AA	539 UA	443 AA	567 AA
Los Angeles (LAX)	451 AA	539 DL	454 DL	585 UA
Minneapolis (MSP)	335 UA	397 AA	372 UA	397 UA
New York Area (NYC)	340 AA	277 DL	312 DL	405 AA
Orlando (MCO)	423 AA	524 AA	373 F9	514 AA
Philadelphia (PHL)	365 AA	467 UA	389 AA	457 AA
Phoenix (PHX)	454 AA	515 UA	459 DL	516 AA
Portland (PDX)	544 AK	539 UA	488 DL	577 UA
San Diego (SAN)	507 AA	544 DL	486 DL	546 UA
San Francisco (SFO)	492 AA	539 DL	469 DL	545 UA
Seattle (SEA)	405 UA	555 UA	486 DL	457 UA
St Louis (STL)	369 AA	439 DL	324 DL	373 SO
Washington DC Area (WA)	343 AA	282 DL	341 AA	447 UA

Average Fare	\$386.25	\$450.85	\$389.30	\$469.30
Change from one month	-\$59.95	-\$86.25	###	-\$70.70
Change from two months	\$65.25	\$16.90	\$13.35	-\$12.45

Parking Fees for one week are \$0 at Manistee, \$70 at Traverse City, \$105 at Grand Rapids, \$70 at Muskegon

Hanger Paint

Shinsky \$6,500.00

Power wash

1 coat primer

2 coats paint

Estimated start date- May

• Dennis Leeuw \$9,800.00

Prepare

Oil primer

Bonding primer

Paint

Estimated start date- May

SCP \$12,750.00

1 coat primer

2 coats paint

Estimated start date - Summer 3 or 4 projects ahead of us

Brush Hog

1. Freeman Creek

Rhino #2510 no longer available

* Rhino 3150 15 ft \$30,970

Rhino 6200 20ft \$41,490

2. West Coast Farm Supply Re-bid

Rhino 3150 15ft \$35,000 (\$39,000)

Rhino 6200 20ft \$ 46,000 (\$49,000)

3. Gillison's

Woods 15ft \$ 21,500

Security: door code/ key card

Allen Supply

Original installation company
 11 doors power supply labor to install
 No cable pulled \$39,449.50

EPS

13 doors includes running cable and reuses existing hardware
 Monthly fee \$195
 \$24,000

TKS

Current security camera company
 13 doors converted includes all equipment and running cable
 To avoid monthly fee we need to provide a server
 - \$32,195

Previous bid monthly fee \$241
 \$29,817

Capital Project Updates 3/20/2023

- Airport ALP Update (2020 Project)
 - Waiting on State review

Cape Air Service Update 3/20/2023

- Cape Air Performance is improving
 - Noticeable improvement since late February
 - March has had weather cancellations only
- March numbers are strong, on track to best March ever (no asterisk)
- Advanced bookings for April and May are soft
- Advanced bookings for June and July are strong

Marketing Update 3/20/2023

- Working together on a late winter/early spring promo
 - Ticket Giveaway
 - Airport promoting through email / Facebook
 - Cape Air promoting on local radio
 - Contests ongoing, ending this week

MANISTEE COUNTY BLACKER AIRPORT

february 2023 ACCOUNTS PAYABLE

AES & SERVICE INC	S/C INTERIOR DOOR	
AT&T	TELEPHONE	\$ 44.31
BARRY LIND	FEBRUARY	\$ 5,357.50
BLARNEY CASTLE OIL CO	FUEL	\$ 135.44
CONSUMERS ENERGY	JANUARY & PARTIAL FEBRUARY	\$ 2,679.53
CUSTOM SHEET METAL	S/C PRESSURE RELEASE VALUE	\$ 1,279.12
DTE ENERGY	UTILITIES- GAS	\$ 3,517.80
GILL-ROYS HARDWARE	SUPPLIES	\$ 73.05
INDUSTRIAL MARKETING & CONSULTING	REPAIR PARTS	\$ 450.05
JUS-GREEN	YEARLY BUGSHEILD PROGRAM	\$ 435.00
ORCHARD BEACH AVIATION	SUPPLIES/PARTS - FEBRUARY (reimbursement of expenses)	\$ 220.34
PRIMARY AIRPORT SERVICES	PFC PROGRAM	\$ 183.45
TKS SECURITY	REMOTE VIDEO SERVICES	\$ 360.00
WEST COAST FARM SERVICE	REPAIRS ON TRUCK / AIRFILTERS	\$ 3,867.50
	TOTAL	\$ 18,603.09
ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	JANUARY ADVERTISING	\$ 750.00
ORCHARD BEACH AVIATION	FEBRUARY (reimbursement of expenses)	\$ 791.81
		\$ 1,541.81
ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
REGULAR & MAINTENANCE HOURS	Feb-23	\$ 8,348.42
PART 139 LABOR	Feb-23	\$ 18,780.00
INTERNET & TV SERVICE	Feb-23	\$ 81.79
	TOTAL	\$ 27,210.21
	GRAND TOTAL	\$ 47,355.11

MANISTEE COUNTY BLACKER AIRPORT

FEBRUARY 2023 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR JANUARY INCREASE (DECREASE)	ACTIVITY FOR FEBRUARY INCREASE (DECREASE)	YTD BALANCE 10/01/22 TO 02/28/2023 NORMAL (ABNORMAL)	2022/23 ORIGINAL BUDGET	% BDGT USED
Fund 295 - AIRPORT AUTHORITY FUND					
Revenues					
OTHER FEDERAL GRANTS (CARES ACT)	0.00	0.00	0.00	32,000.00	0.0%
STATE REIMBURSEMENTS	0.00	0.00	0.00	12,000.00	0.0%
INTEREST EARNED	30.62	59.78	149.35	0.00	0.0%
RENT & ROYALTIES	1,278.56	1,278.56	5,908.31	16,100.00	36.7%
LANDING FEES GENERAL AVIATION	0.00	52.24	417.92	2,200.00	19.0%
RENT AND LANDING FEES	21,290.92	22,507.12	108,157.47	275,000.00	39.3%
HANGAR RENT	2,575.00	3,050.00	11,950.00	25,000.00	47.8%
CAR RENTAL FEES	493.36	0.00	2,137.42	7,500.00	28.5%
SIGN LEASE	0.00	0.00	0.00	4,000.00	0.0%
PASSENGER FACILITY CHARGES	1,351.97	1,305.43	5,370.38	30,000.00	17.9%
MISC. REVENUE	2.20	7.30	295,044.50	300,000.00	0.0%
FUEL SALES	930.70	719.59	4,797.42	22,000.00	21.8%
TRANSFER IN - GENERAL FUND	10,833.33	10,833.33	54,166.65	130,000.00	41.7%
	38,786.66	39,813.35	488,099.42	855,800.00	57.0%
Expenditures					
MISC. SUPPLIES	0.00	1,827.24	1,930.24	3,000.00	64.3%
GAS AND OIL	0.00	1,647.81	5,880.48	9,000.00	65.3%
CONTRACTED SERVICES	0.00	0.00	243.40	1,400.00	17.4%
CONTRACTED SERVICES - AUDIT	0.00	0.00	0.00	7,500.00	0.0%
CONTRACTED SERVICES - MAINT.	23,037.09	22,795.77	114,472.74	294,500.00	38.9%
CONTRACTED SERVICES - MANAGEMENT	4,120.00	4,120.00	20,600.00	52,410.00	39.3%
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	88.70	220.72	600.00	36.8%
TRAVEL	0.00	0.00	0.00	500.00	0.0%
TRAINING-FIRE FIGHTER	0.00	0.00	0.00	7,000.00	0.0%
ADVERTISING	772.85	3,033.85	7,367.05	25,000.00	29.5%
LIABILITY INSURANCE	11,361.86	9,135.00	21,539.86	22,000.00	97.9%
UTILITIES	509.05	8,448.62	16,827.50	29,000.00	58.0%
REPAIRS & MAINTENANCE	343.56	7,495.06	32,858.06	40,000.00	82.1%
MISC EXPENS - AIRPORT	0.00	0.00	161.70	0.00	100.0%
MISC. EXPENSE - PFC	0.00	183.45	183.45	1,000.00	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	295,000.00	355,250.00	83.0%
	40,144.41	58,775.50	521,524.59	855,800.00	60.9%
TOTAL REVENUES	38,786.66	39,813.35	488,099.42	855,800.00	57.0%
TOTAL EXPENDITURES	40,144.41	58,775.50	521,524.59	855,800.00	60.9%
NET OF REVENUES & EXPENDITURES	(1,357.75)	(18,962.15)	(33,425.17)	0.00	

MANISTEE COUNTY BLACKER AIRPORT

TRIAL BALANCE AS OF FEBRUARY 2023

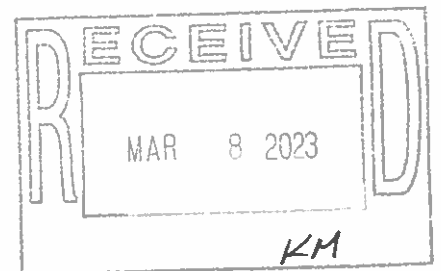
DESCRIPTION	END BALANCE
	02/28/2023
	NORMAL (ABNORMAL)
Assets	
CASH	(55,660.50)
LIQUID ASSETS - PFC ACCOUNT	124,865.82
	<hr/> 69,205.32
Liabilities	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	<hr/> 0.00
Fund Equity	
FUND BALANCE	68,712.10
TOTAL FUND EQUITY	<hr/> 68,712.10
Revenues	
STATE REIMBURSEMENTS	0.00
INTEREST EARNED	149.35
OFFICE RENT	5,908.31
LANDING FEES GENERAL AVIATION	417.92
RENT AND LANDING FEES	108,157.47
HANGAR RENT	11,950.00
CAR RENTAL FEES	2,137.42
PASSENGER FACILITY CHARGES	5,370.38
MISC. REVENUE	295,044.50
FUEL SALES	4,797.42
TRANSFER IN - GENERAL FUND	54,166.65
	<hr/> 488,099.42
Expenditures	
MISC. SUPPLIES	1,930.24
GAS AND OIL	5,880.48
CONTRACTED SERVICES	243.40
CONTRACTED SERVICES - MAINT.	114,472.74
CONTRACTED SERVICES - AIRPORT	20,600.00
DUES AND FEES	100.00
TELEPHONE	220.72
ADVERTISING	7,367.05
LIABILITY INSURANCE	21,539.86
UTILITIES	16,827.50
REPAIRS & MAINTENANCE	32,858.06
MISC. EXPENSE - AIRPORT	161.70
MISC. EXPENSE - PFC (AIRPORT)	183.45
MISC EXPENSE - MCGUINEAS DRAIN	4,139.39
TRANSFER OUT- AIRPORT CAPITAL FUND	295,000.00
	<hr/> 521,524.59

ORCHARD BEACH AVIATION

February 2023

RENT

OFFICE	\$498.12	
OFFICE retro	\$54.52	(Oct-Jan @ \$13.63)
FUEL	\$836.91	
LANDING FEES		
TWIN	\$0.00	(0 @ \$13.06)
JET	\$0.00	(0 @ \$26.12)
DAILY HANGERS	\$0.00	(0 @ \$24.75)
VENDING	\$6.70	(10% of \$67.00)
TOTAL	\$1396.25	



FUEL SALES FEBRUARY 2023

100LL 3872.9 Gal

JET 1050.1 Gal

TOTAL 4923.0 Gal

 General 1152.7 Gal @ .17 = \$195.96

 Cape Air 3720.5 Gal @ .17 = \$632.49

 Orchard Beach 49.8 Gal @ .17 = \$8.47

DIESEL FUEL 0.0 Gal @ \$5.00 = \$0.00