

MINUTES

Monday, March 21, 2022,
12:00 P.M.

Manistee County Blacker Airport
Conference Room

Members Present: Barry Peterson, Chair; Michael Eagan, Vice-Chair; Jeffrey Dontz, Secretary;
Andrew Gentile (Left at 1:53 pm); Elissa Laskey

Members Absent: Karen Goodman; Cynthia Kaminski

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

Barry Peterson, Chair, called the meeting to order at 12:00 P.M. Roll was taken by the Secretary.

There was a motion by Mr. Peterson, supported by Mr. Eagan, to amend the March 21, 2022, agenda by adding Committee Reports & Discussion as #7.

A roll call vote was taken:

Yeas: 5 (Peterson; Eagan; Dontz; Gentile; Laskey)

Nays: 0

Absent: Kaminski; Goodman

Motion carried.

There was no 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 14, 2022.

There was a motion by Mr. Gentile, supported by Mr. Eagan, to approve the Airport Authority regular meeting minutes, of Monday, February 14, 2022.

A roll call vote was taken:

Yeas: 5 (Peterson; Eagan; Dontz; Gentile; Laskey)

Nays: 0

Absent: Kaminski; Goodman

Motion carried.

The Authority reviewed the February 2022 Accounts Payable Report (APPENDIX A).

There was a motion by Mr. Gentile, supported by Mr. Dontz, to approve the February 2022 Accounts Payable Report.

A roll call vote was taken:

Yeas: 5 (Peterson; Eagan; Dontz; Gentile; Laskey)

Nays: 0

Absent: Kaminski; Goodman

Motion carried

The Authority reviewed the February 2022 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. Eagan to approve the February 2022 Financial Statement.

A roll call vote was taken:

Yeas: 5 (Peterson; Eagan; Dontz; Gentile; Laskey)

Nays: 0

Absent: Kaminski; Goodman

Motion carried

The Orchard Beach Aviation rent information was provided, as well as fuel sales for February 2022 (APPENDIX C).

Committee Assignments discussions and reports:

Executive Committee:

The committee did not meet and no new discussions.

Budget Committee:

Committee is looking to agree on a meeting date and time. Members are working on scheduling around the first week of April. There will need to be discussions regarding the Airport Fee Schedule and the Bipartisan Infrastructure Law. Along with getting an update on grant matches from the Federal and County government.

Capital Projects Committee: Committee agreed to meet on Monday, April 4th at 12:00 pm to 1:00 pm for discussions regarding capital improvements.

Bylaws Committee: Board will have to approve committee members. Discussions need to be made regarding the State of Michigan changes to the Open Meetings Act. Current bylaws are not compatible with the changes.

Mr. Lind reports that there were no airport incidents/accidents.

Mr. Lind presented a report on fares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon. Along with information on airplane passenger numbers for 2022 as well as the previous five years (APPENDIX D). In February there were 440 passengers.

There is no update regarding the LEO coverage.

Mr. Lind would like to push back the discussions regarding the Manistee Township Zoning changes to a future meeting.

The T-Hanger Electrical Meter project is scheduled to be completed in April.

Overall Cape Air continues to struggle with performance, but there was not much change from January. The on-time performance for February was 76% with 16% cancellations and 8% delays. This is seven months in a row where they have struggled but Mr. Lind expects future improvements because of maintenance issues being resolved, warmer weather, and improvements regarding the pilot/crew shortages.

Passenger numbers continue to stay strong as February was at the pre-pandemic levels. Advance bookings look very good for spring and into summer.

Mr. Lind mentioned that TSA is consolidating under one Federal Security Director. New management is looking to standardize all technology across all airports while funding is available. The new equipment will create concerns due to lack of space within the building.

According to the Bipartisan Infrastructure Law (BIL), Mr. Lind mentioned that funds will be allocated to airports for terminal improvements. An updated Airport Capital Improvement Plan was completed by the due date to incorporate the BIL allocations. Terminal Improvement requests are due March 28, 2022. The plan is to submit a request for terminal expansions at the Manistee Blacker Airport. The Budget Committee will need to work together to strategize how the funds will be used for all the airports projects.

Mr. Lind mentioned that on March 9, 2022, SkyWest gave notice to pulling out of 29 Essential Air Service (EAS) Markets, along with Boutique which will be pulling out their contracts to rebid. On March 10, 2022, the US Department of Transportation (DOT) released Request for Proposals (RFP) for new EAS Selections at these locations. As for Manistee, DOT will be excepting proposals from air carriers for a new contract term beginning October 1, 2022. The current contract is two years beginning October 1, 2020, through September 30, 2022, with Cape Air.

Mr. Lind presented an update on the Airport ALP Update (2020) Project. Prein & Newhof is having issues with staffing leading them to fall behind. Mr. Lind said they are 95% completed and hopes to finish soon.

Mr. Lind met with EGLE to discuss the results of Phase 2 for the PFAS Testing (2020) Project. They determined more work done needs to be done. Although the grant closeout was due this March, he received an extension to complete additional EGLE requested work. Grant will be extended to July 31st, 2022.

There is no update on round 2 for the recovery grant. As for round 3, the state can not issue the grant until the next fiscal year, Mr. Lind mentioned they are looking at sometime in January 2023.

Mr. Lind presented concerns regarding the airports fee schedule. The last time the fee schedule was updated, was two years ago and there are concerns with increases in supplies. Mr. Lind asked for the Budget Committee to consider said changes in hopes to update the Fee Schedule during their April meeting.

Due to Mowry Rental ending its Car rental services, Mr. Lind is working with Victorian Carport and anticipates beginning its services on May 1st, 2022. The "Rental Car Concessionaire Agreement" is pending but Mr. Lind is requesting the Boards approval to authorize the agreement and to move forward.

There was a motion by Ms. Laskey, supported by Mr. Eagan, to approve Mr. Lind to sign the Rental Car Concessionaire Agreement and move forward with the Rental Car Concessionaire Agreement.

All in favor.

Motion carried.

There being no further business to come before the Authority, the meeting was adjourned at 2:02 P.M.

Respectfully Submitted,



Jeffrey Dontz, Airport Authority Secretary

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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
	TOTAL	\$ 16,727.86
ADVERTISING INVOICES	DESCRIPTION	AMOUNT
RIGHTSIDE DESIGN, LLC	JANUARY (reimbursement of expenses)	\$ 750.00
ORCHARD BEACH AVIATION	FEBRUARY (reimbursement of expenses)	\$ 472.85
		\$ 1,222.85
ORCHARD BEACH AVIATION	DESCRIPTION	AMOUNT
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
	TOTAL	\$ 22,733.34
	GRAND TOTAL	\$ 40,684.05

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
Fund 295 - AIRPORT AUTHORITY FUND					
Revenues					
STATE REIMBURSEMENTS	2,702.86	0.00	2,702.86	22,000.00	12.3%
STATE REIMBURSEMENTS - PFAS	0.00	0.00		0.00	0.0%
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%
	<u>40,284.13</u>	<u>36,885.26</u>	<u>186,717.92</u>	<u>515,679.00</u>	<u>36.2%</u>
Expenditures					
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%
	<u>58,914.89</u>	<u>112,835.31</u>	<u>289,488.57</u>	<u>515,679.00</u>	<u>56.1%</u>
TOTAL REVENUES	<u>40,284.13</u>	<u>36,885.26</u>	<u>186,717.92</u>	<u>515,679.00</u>	<u>36.2%</u>
TOTAL EXPENDITURES	<u>58,914.89</u>	<u>112,835.31</u>	<u>289,488.57</u>	<u>515,679.00</u>	<u>56.1%</u>
NET OF REVENUES & EXPENDITURES	<u>(18,630.76)</u>	<u>(75,950.05)</u>	<u>(102,770.65)</u>	<u>0.00</u>	

MANISTEE COUNTY BLACKER AIRPORT

TRIAL BALANCE AS OF FEBRUARY 2022

DESCRIPTION	END BALANCE 02/28/2022 NORMAL (ABNORMAL)
Assets	
CASH	(105,334.34)
LIQUID ASSETS - PFC ACCOUNT	99,244.19
ACCOUNTS RECEIVABLE	0.00
PREPAID EXPENSES	0.00
	(6,090.15)
Liabilities	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00
Fund Equity	
FUND BALANCE	69,544.58
TOTAL FUND EQUITY	69,544.58
Revenues	
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
Expenditures	
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
Total - All Funds:	(39,316.22)

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

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	
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
						130,664.57	50,175.75

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

80,488.82

Airport Directors Report 3/21/2022

- Airport Incidents/Accidents
 - None
- State Airport Conference – Wed/Thu (2-16 - 2-17)
- Car Rental Update

Manistee County Blacker Airport

Enplaned/Deplaned

	2017		2018		2019		2020		2021		2022	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	228/211	439	246/192	438	255/203	455 NCS	75/59	134	200/154	354	224/197	421
Feb	243/231	474	180/158	338	195/187	382	94/78	172	212/192	404	224/216	440
Mar	289/268	557	326/306	632	261/253	514	44/64	108	274/233	507		
Apr	259/286	545	220/237	457	221/240	461	1/10	11	291/325	616		
May	411/430	841	333/351	684	313/312	625	20/19	39	383/399	782		
Jun	445/567	1013	469/555	1024	361/413	774	113/166	279	593/610	1203		
Jul	849/793	1642	890/891	1781	654/699	1353	305/279	584	791/735	1526		
Aug	778/742	1520	752/787	1539	694/728	1422	222/207	429	735/603	1338		
Sep	488/463	951	383/275	658	315/201	516	180/164	344	547/505	1052		
Oct	392/365	757	334/312	646	381/375	756 CA	283/245	528	502/459	961		
Nov	328/341	669	327/290	617	182/194	376	186/192	378	298/292	590		
Dec	330/361	691	314/328	642	273/250	523	187/162	349	304/297	601		
Total		10099		9456		8157		3355		9934		861

On-time Performance

	2017		2018		2019		2020		2021		2022	
	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%/24%	76%	0%/9%	91%	11%/6%	83%	52%/2%	46%	4%/23%	73%	15%/9%	76%
Feb	0%/8%	92%	6%/25%	69%	25%/0%	75%	35%/2%	63%	4%/28%	68%	16%/8%	76%
Mar	0%/7%	93%	2%/20%	78%	0%/13%	87%	10%/0%	90%	10%/14%	76%		
Apr	0%/6%	94%	10%/15%	75%	0%/6%	94%	0%/0%	100%	2%/17%	81%		
May	0%/11%	89%	6%/16%	78%	0%/4%	96%	0%/2%	98%	2%/11%	87%		
Jun	5%/17%	78%	0%/13%	87%	2%/9%	89%	5%/0%	95%	7%/18%	75%		
Jul	3%/44%	53%	0%/6%	94%	1%/7%	92%	4%/1%	95%	4%/20%	76%		
Aug	3%/17%	80%	1%/6%	93%	0%/4%	96%	2%/0%	98%	11%/14%	75%		
Sep	1%/21%	78%	0%/9%	91%	2%/21%	77%	0%/0%	100%	10%/13%	77%		
Oct	0%/11%	89%	0%/7%	93%	2%/34%	64%	3%/19%	78%	13%/11%	76%		
Nov	0%/13%	87%	0%/9%	91%	3%/79%(19%)	36%(78%)	7%/12%	81%	23%/10%	67%		
Dec	7%/49%	44%	0%/12%	88%	3%/97%(12%)	36%(85%)	6%/21%	73%	17%/18%	65%		

April Travel as of 3/17/2022**Best Fares**

	MBL	TVC	GRR	MKG
Atlanta (ATL)	278 AA	406 DL	237 AA	400 UA
Boston (BOS)	300 AA	166 DL	236 DL	400 UA
Chicago (MDW or ORD)	138 9K	222 DL	136 DL	189 UA
Dallas (DFW)	304 UA	382 DL	241 DL	325 UA
Denver (DEN)	299 UA	246 DL	276 DL	275 UA
Houston (HOU)	334 UA	417 AA	262 DL	325 UA
Kansas City (MCI)	264 AA	316 DL	297 DL	339 UA
Las Vegas (LAS)	445 AA	466 AS	190 G4	489 UA
Los Angeles (LAX)	403 UA	488 DL	386 DL	439 UA
Minneapolis (MSP)	319 UA	347 DL	298 DL	371 UA
New York Area (NYC)	284 UA	226 DL	236 AA	295 UA
Orlando (MCO)	398 UA	648 UA	387 AA	379 UA
Philadelphia (PHL)	324 UA	246 DL	236 DL	335 UA
Phoenix (PHX)	499 AA	665 DL	461 DL	538 UA
Portland (PDX)	439 UA	548 DL	455 UA	460 UA
San Diego (SAN)	549 UA	751 DL	560 UA	577 UA
San Francisco (SFO)	444 UA	538 AA	361 UA	435 UA
Seattle (SEA)	392 AS	416 AS	360 UA	379 UA
St Louis (STL)	225 AA	357 DL	166 DL	313 UA
Washington DC Area (WA)	264 AA	226 DL	216 DL	295 UA

Average Fare	\$345.10	\$403.85	\$299.85	\$377.90
Change from one month	\$79.05	\$76.40	\$56.70	\$34.10
Change from two months	\$78.60	\$151.00	\$67.00	\$85.20

Fares Pulled 3/17/2022 for travel 4/20/2022 - 4/27/2022

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	278 AA	469 DL	307 AA	470 UA
Boston (BOS)	300 AA	229 DL	306 DL	470 UA
Chicago (MDW or ORD)	138 9K	285 DL	206 DL	259 UA
Dallas (DFW)	304 UA	445 DL	311 DL	395 UA
Denver (DEN)	299 UA	309 DL	346 DL	345 UA
Houston (HOU)	334 UA	480 AA	332 DL	395 UA
Kansas City (MCI)	264 AA	379 DL	367 DL	409 UA
Las Vegas (LAS)	445 AA	529 AS	260 G4	559 UA
Los Angeles (LAX)	403 UA	551 DL	456 DL	509 UA
Minneapolis (MSP)	319 UA	410 DL	368 DL	441 UA
New York Area (NYC)	284 UA	289 DL	306 AA	365 UA
Orlando (MCO)	398 UA	711 UA	457 AA	449 UA
Philadelphia (PHL)	324 UA	309 DL	306 DL	405 UA
Phoenix (PHX)	499 AA	728 DL	531 DL	608 UA
Portland (PDX)	439 UA	611 DL	525 UA	530 UA
San Diego (SAN)	549 UA	814 DL	630 UA	647 UA
San Francisco (SFO)	444 UA	601 AA	431 UA	505 UA
Seattle (SEA)	392 AS	479 AS	430 UA	449 UA
St Louis (STL)	225 AA	420 DL	236 DL	383 UA
Washington DC Area (WA)	264 AA	289 DL	286 DL	365 UA

Average Fare	\$345.10	\$466.85	\$369.85	\$447.90
Change from one month	\$79.05	\$76.40	\$56.70	\$34.10
Change from two months	\$78.60	\$151.00	\$67.00	\$85.20

Parking Fees for one week are \$0 at Manistee, \$63 at Traverse City, \$70 at Grand Rapids, \$70 at Muskegon

Airport Directors Report 3/21/2022

- LEO coverage
 - No update
- Manistee Township Zoning Updates
 - Need to think about next steps at a future meeting
- T-Hangar Electrical Meter Changes
 - Project completion is scheduled for April

Cape Air Service Update 3/21/2022

- Cape Air continues to struggle with performance
 - On-time performance for February was 76% with 16% canceled, about the same as January
 - This is seven months in a row where they have struggled
 - But I expect things to improve as the maintenance issues are resolved from my perspective. And pilot shortage issues should be improved as of now

Cape Air Service Update 3/21/2022

- But, Passenger numbers continue strong
 - February at pre-pandemic levels
- Advanced bookings look very good for spring and into summer

Airport Directors Report 2/14/2022

- State Airport Winter Conference News
 - Recovery Grant round 2 (\$13,000)
 - No update
 - Recovery Grant round 3 (\$32,000)
 - State to issue grants in Jan 2023
 - Multiple Sessions on Electric/Autonomous Aircraft
 - Unleaded Avgas
 - Bipartisan Infrastructure Law Airport Funding
 - TSA Changes

Capital Project Updates 3/21/2022

- Airport ALP Update (2020 Project)
 - Met with P&N to discuss draft
- PFAS Testing (2020 Project)
 - EGLE upon review of Phase 2 work wants more work done
 - Grant closeout was due March, received grant extension until 7/31 to complete additional EGLE requested work

TSA Update 3/21/2022

- TSA Consolidation
 - As of Jan 1, all TSA in Michigan is under one Federal Security Director (FSD)
 - New TSA management is looking to standardize all technology across all airports in Michigan while funding is available
 - New X-Ray Machine
 - Baggage Scanner
 - Full Body Scanner
 - Issue is lack of space for new equipment

Bipartisan Infrastructure Law 3/21/2022

- BIL Allocates \$5 Billion to airports for each of the next 5 years
- MBL will receive about \$159,000 per year additional funding as a result
- \$1 Billion per year is for Airport Terminal Improvements

Bipartisan Infrastructure Law 3/21/2022

- Updated Airport Capital Improvement Plan (ACIP) was due 3/11 to incorporate BIL allocation
- MBL Plan Additions
 - FY22-23 – Terminal Study & ½ T-Hangar Doors
 - FY23-24 – ½ T-Hangar Doors & Airport Beacon
 - FY24-27 – Snow Plow
- Terminal Improvement Requests due 3/28
 - Plan to submit a request for ~ \$2million Terminal Expansion

EAS Status 3/21/2022

- On 3/9 SkyWest Gave Notice to pull out of 29 EAS Markets
- Boutique has also given notice for pull outs (rebids)
- Pilot Shortage is a driving factor in both
- On 3/10 DOT released RFP for new EAS selection at those 29 airports
- Manistee is still waiting on its RFP
- Where will air carriers/aircraft/pilots come from to fill 25% of US lower 48 EAS service?

RENTAL CAR CONCESSIONAIRE AGREEMENT

This Agreement is entered into by and between the **Manistee Blacker Airport Authority** ("Authority"), a municipal corporation of 2323 Airport Road, Manistee, MI 49660, and _____ ("Concessionaire") of _____.

WHEREAS, the Authority owns and operates the Manistee Blacker Airport ("Airport") at which Concessionaire desires to offer motor vehicles for lease;

WHEREAS, the parties wish to enter into an agreement, which identifies their compensation, rights, and responsibilities relative to Concessionaire's offering motor vehicles for lease at the Airport and grants to Concessionaire the non-exclusive right to operate a car lease concession at the Airport;

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. **TERM:** The term of this Agreement shall be from _____ through _____. Either party shall have the right, upon 60-days written notice to the other party, to terminate this Agreement.

2. **COMMISSION:** This Agreement authorizes Concessionaire to offer a quality motor vehicle concession at the Airport and in return Concessionaire agrees to pay to Authority ten percent (10%) of gross revenue for the lease of said motor vehicles. Gross revenue shall be defined as revenues from Time and Mileage charged to the customer.

3. **PAYMENT:** Concessionaire shall make payment to Authority pursuant to this Agreement by the fifteenth (15th) day of each month for revenue generated for the lease of motor vehicles during the month immediately prior. Concessionaire shall provide detailed information at the time of payment as to the vehicles leased and revenue generated. Should payments not be received by Authority timely, a service charge of one percent (1%) per month shall be added to the amount owing.

4. **AUDIT:** That Authority shall have the right to examine the books and records of Concessionaire and receive additional information requested for the purpose of verifying the lease income of Concessionaire at Airport.

5. **PARKING SPACES:** That Concessionaire shall have _____ reserved parking spots for leased vehicles in the East parking lot of Airport and _____ additional parking spots for leased vehicles at a location to be determined by the Airport Director.

6. **SIGNAGE:** That Concessionaire shall also have the right to the following additional signage:

a. One (1) signs of not greater than Six (6) square feet within the Airport Terminal at location approved by the Airport Director; and

b. The _____ parking spots in the East parking lot shall be adjacent to the Airport fence and the Concessionaire shall have the right to display One (1) small sign identifying Concessionaire's company adjacent to each parking spot. One (1) additional sign may be placed in the area of the parking spots identifying the Concessionaire's company and of a size not more than twenty (20) square feet and in a location approved by the Airport Director.

7. ADDITIONAL LEASE SPACE: Should Concessionaire utilize the services of Orchard Beach Aviation, Inc., a Michigan corporation, while Orchard Beach Aviation, Inc. leases space in the Airport terminal, as its facilitator for the leasing of motor vehicles, it will incur no additional charge for the rental of space within the Airport terminal. However, if Concessionaire desires to locate employees or contractors within the Airport Terminal to provide to customers services relating to the lease of motor vehicles, such arrangements shall require the leasing of space in the Airport Terminal, which is subject to further negotiation and agreement between the parties.

8. MAINTENANCE OF VEHICLES: Neither motor vehicle cleaning nor maintenance shall take place on Airport property.

9. PERSONAL PROPERTY TAX: Concessionaire shall pay all personal and property taxes levied against the personal property owned by Concessionaire and located on the Airport property.

10. INSURANCE: Concessionaire agrees to provide insurance for its operations on the Airport property in a minimum Commercial General Liability amount of One Million Dollars (\$1,000,000.00)/Two Million Dollars (\$2,000,000.00), Business Automobile Liability Insurance in a minimum amount of One Million Dollars (\$1,000,000.00) per occurrence for owned, non-owned and hired automobiles. Authority shall be included as an additional insured on said policies. Concessionaire shall provide a copy of said policies to Airport Director.

11. HOLD HARMLESS: Concessionaire agrees to indemnify and hold harmless Authority from any and all claims made against it as a result of the activities of Concessionaire and the leasing of motor vehicles by Concessionaire at Airport.

12. RULES AND REGULATIONS: Authority has adopted and will adopt in the future Rules and Regulations governing Airport operations. Concessionaire agrees to insure that it and its contractors and employees comply fully with the Rules and Regulations of the Airport and any other applicable local, state and federal law.

13. DISPUTE: Any dispute or litigation regarding this Agreement or the rights or responsibilities of the parties to this Agreement shall be resolved in the courts of Manistee County, Michigan.

14. MODIFICATION OF AGREEMENT: This document constitutes the entire agreement between the parties hereto and may be modified by mutual agreement of both parties by written agreement only executed in the manner this document is executed.

Dated: _____.

Manistee Blacker Airport Authority

By _____

Its _____

Dated: _____.

By _____

Its _____

Prepared by:
GOCKERMAN, WILSON, SAYLOR &
HESSLIN, P.C.

By: George V. Saylor, III (P37146)

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Manistee, MI 49660

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Manistee County Blacker Airport Fee Schedule

T-Hangars

- Old T-Hangars - \$150/month
- New T-Hangars - \$175/month + utilities
- Daily Rental - \$22.50/day

Large Hangar

- Cape Air currently rents at \$1000/month

On Airport Business

- Car Rentals, Concessions – 10% gross receipts fee

Landing Fees

- Twin-Engine Piston - \$11.87
- Jet/Turboprop - \$23.74

Fuel Flow Fee

- JetA - \$0.16/gal
- Avgas - \$0.16/gal

Terminal Space Lease

- Office Space - \$27.21/sqft
- Other Space - \$23.18/sqft
- Electrical/Utility Reimbursement - \$1.75/sqft

Air Carrier Part 139 Services Handling Fee

- \$564/day