

## MINUTES

Monday, April 17, 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; John Bay, TSA;

Mr. Eagan called the meeting to order at 12:02 P.M. The recording Secretary took roll.

**There was a motion by Mr. Dontz supported by Ms. Kaminski, to approve the April 17, 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, March 20, 2023.

**There was a motion by Mr. Dontz supported by Ms. Kaminski to approve the Airport Authority regular meeting minutes of March 20, 2023.**

**All in Favor**

**Motion Carries**

The Authority reviewed the March 2023 Accounts Payable Report (Appendix A).

**There was a motion by Mr. Gentile supported by Mr. Becker to approve the March 2023 Accounts Payable Report.**

**A roll call vote was taken:**

**Yeas: 7 (Eagan; Laskey; Dontz; Gentile; Goodman; Kaminski; Becker)**

**Nays: 0**

**Absent:**

**Motion carried.**

The Authority reviewed the March 2023 Financial Statement, which includes a Balance Sheet and a Statement of Revenue and Expenses (APPENDIX B).

**There was a motion by Ms. Goodman, supported by Mr. Gentile, to approve the March 2023 Financial Statement.**

**A roll call vote was taken:**

**Yeas: 7 (Eagan; Laskey; Dontz; Gentile; Goodman; Kaminski; Becker)**

**Nays: 0**

**Absent:**

**Motion carried.**

Committee Assignments discussions and reports:

The Executive Committee: Did not meet.

Capital Projects Committee: Did not meet. Mr. Lind updated on a few items.

Grant 2 – 2022-05

- Priority 3 – Lift is still pending.

Grant 3 – 2022-06

- Priority 1- Fuel Farm is still pending.
- Priority 3 - Carpet/Flooring has been completed.

Budget Committee: Did not meet.

Mr. Lind presented the April 17, 2023, Airport Directors Report (APPENDIX C).

New Business: No new business.

Old Business:

Manistee Township Zoning Ordinance: Mr. Lind attended the April 12, 2023, Manistee Township Planning Commission meeting. According to Mr. Lind, the Commission moved to have a special work session on April 19, 2023, to discuss the matters of the Airport.

LEO Coverage: No update.

Bylaws Review –Mr. Lind will present a Proposal of Changes, at the May meeting.

Runway Extension Plans – Waiting for Prein and Newhalf to respond on the best meeting date to discuss the runway extension project. According to Mr. Lind, the contract between Manistee County Blacker

Airport and Prein and Newhof, has now expired. This brought the beginning discussions of a Consultant Selection Process.

Commercial, Liability and Auto Insurance – Mr. Lind is waiting for discussions with Ms. Lisa Sagala, Manistee County Administrator/Controller, regarding the insurance policies for review.

There being no further business to come before the Authority, the meeting was adjourned at 1:06 P.M.

Respectfully Submitted,



Jeffrey Dontz, Airport Authority Secretary

# MANISTEE COUNTY BLACKER AIRPORT

## MARCH 2023 ACCOUNTS PAYABLE

AT&T	TELEPHONE	\$ 45.30
AUTO WARES	SUPPLIES	\$ 55.98
BLARNEY CASTLE OIL CO	FUEL	\$ 1,311.84
CONSUMERS ENERGY	FEBRUARY & PARTIAL MARCH	\$ 1,977.21
CUSTOM SHEET METAL	S/C BOILER	\$ 2,800.00
DTE ENERGY	UTILITIES- GAS	\$ 1,250.87
GABRIDGE & COMPANY, PLC	YEAR END AUDIT	\$ 6,800.00
MANISTEE TIRE SERVICE	TIRE REPAIRS	\$ 18.63
ORCHARD BEACH AVIATION	SUPPLIES/PARTS - MARCH (reimbursement of expenses)	\$ 120.38
	TOTAL	<b>\$ 14,380.21</b>
<b>ADVERTISING INVOICES</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
RIGHTSIDE DESIGN, LLC	FEBRUARY ADVERTISING	\$ 1,015.00
ORCHARD BEACH AVIATION	MARCH (reimbursement of expenses)	\$ 702.31
	TOTAL	<b>\$ 1,717.31</b>
<b>ORCHARD BEACH AVIATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
REGULAR & MAINTENANCE HOURS	Mar-23	\$ 8,369.11
PART 139 LABOR	Mar-23	\$ 15,300.00
INTERNET & TV SERVICE	Mar-23	\$ 82.85
	TOTAL	<b>\$ 23,751.96</b>
	<b>GRAND TOTAL</b>	<b>\$ 39,849.48</b>

## MANISTEE COUNTY BLACKER AIRPORT

### MARCH 2023 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2022/23	
	FEBRUARY	MARCH	10/01/22 TO 03/31/2023	ORIGINAL	% BDGT
	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BUDGET	USED
<b>Fund 295 - AIRPORT AUTHORITY FUND</b>					
<b>Revenues</b>					
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	59.78	32.06	181.41	0.00	0.0%
RENT & ROYALTIES	1,278.56	1,346.71	7,255.02	16,100.00	45.1%
LANDING FEES GENERAL AVIATION	52.24	0.00	417.92	2,200.00	19.0%
RENT AND LANDING FEES	22,507.12	21,290.92	129,448.39	275,000.00	47.1%
HANGAR RENT	3,050.00	2,325.00	14,275.00	25,000.00	57.1%
CAR RENTAL FEES	0.00	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	1,305.43	1,757.40	7,127.78	30,000.00	23.8%
MISC. REVENUE	7.30	6.70	295,051.20	300,000.00	0.0%
FUEL SALES	719.59	836.91	5,634.33	22,000.00	25.6%
TRANSFER IN - GENERAL FUND	10,833.33	10,833.33	64,999.98	130,000.00	50.0%
	<b>39,813.35</b>	<b>38,429.03</b>	<b>526,528.45</b>	<b>855,800.00</b>	<b>61.5%</b>
<b>Expenditures</b>					
MISC. SUPPLIES	1,827.24	0.00	1,930.24	3,000.00	64.3%
GAS AND OIL	1,647.81	135.44	6,015.92	9,000.00	66.8%
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.	22,795.77	27,128.42	141,601.16	294,500.00	48.1%
CONTRACTED SERVICES - MANAGEMENT	4,120.00	5,357.50	25,957.50	52,410.00	49.5%
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	88.70	0.00	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	3,033.85	791.81	8,158.86	25,000.00	32.6%
LIABILITY INSURANCE	9,135.00	(125.00)	21,414.86	22,000.00	97.3%
UTILITIES	8,448.62	2,753.81	19,581.31	29,000.00	67.5%
REPAIRS & MAINTENANCE	7,495.06	2,660.39	35,518.45	40,000.00	88.8%
MISC EXPENS - AIRPORT	0.00	0.00	161.70	0.00	100.0%
MISC. EXPENSE - PFC	183.45	0.00	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%
	<b>58,775.50</b>	<b>38,702.37</b>	<b>560,226.96</b>	<b>855,800.00</b>	<b>65.5%</b>
TOTAL REVENUES	<b>39,813.35</b>	<b>38,429.03</b>	<b>526,528.45</b>	<b>855,800.00</b>	<b>61.5%</b>
TOTAL EXPENDITURES	<b>58,775.50</b>	<b>38,702.37</b>	<b>560,226.96</b>	<b>855,800.00</b>	<b>65.5%</b>
NET OF REVENUES & EXPENDITURES	<b>(18,962.15)</b>	<b>(273.34)</b>	<b>(33,698.51)</b>	<b>0.00</b>	

# MANISTEE COUNTY BLACKER AIRPORT

## TRIAL BALANCE AS OF MARCH 2023

DESCRIPTION	END BALANCE 03/31/2023 NORMAL (ABNORMAL)
<b><u>Assets</u></b>	
CASH	(80,014.22)
LIQUID ASSETS - PFC ACCOUNT	126,655.28
	46,641.06
<b><u>Liabilities</u></b>	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00
<b><u>Fund Equity</u></b>	
FUND BALANCE	75,914.63
TOTAL FUND EQUITY	75,914.63
<b><u>Revenues</u></b>	
STATE REIMBURSEMENTS	0.00
INTEREST EARNED	181.41
OFFICE RENT	7,255.02
LANDING FEES GENERAL AVIATION	417.92
RENT AND LANDING FEES	129,448.39
HANGAR RENT	14,275.00
CAR RENTAL FEES	2,137.42
PASSENGER FACILITY CHARGES	7,127.78
MISC. REVENUE	295,051.20
FUEL SALES	5,634.33
TRANSFER IN - GENERAL FUND	64,999.98
	526,528.45
<b><u>Expenditures</u></b>	
MISC. SUPPLIES	1,930.24
GAS AND OIL	6,015.92
CONTRACTED SERVICES	243.40
CONTRACTED SERVICES - MAINT.	141,601.16
CONTRACTED SERVICES - AIRPORT	25,957.50
DUES AND FEES	100.00
TELEPHONE	220.72
ADVERTISING	8,158.86
LIABILITY INSURANCE	21,414.86
UTILITIES	19,581.31
REPAIRS & MAINTENANCE	35,518.45
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
	560,226.96

# Airport Directors Report 4/17/2023

- Airport Incidents/Accidents
  - None
- Gas Line Run to Cape Air Hangar
  - No Change - Waiting for contractor to install heater

Manistee County Blacker Airport

	Explained/Deplanned																	
	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	NCS	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		341/333	674	
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	CA	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			1481	

On-time Performance

	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%		10%/11%	79%	
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%				



May Travel as of 4/13/2023

Best Fares

City	MBL	TVC	GRR	MKG
Atlanta (ATL)	278 AA	357 DL	291 AA	425 AA
Boston (BOS)	373 AA	357 DL	293 DL	378 AA
Chicago (MDW or ORD)	212 9K	148 AA	188 AA	157 SO
Dallas (DFW)	325 AA	419 DL	325 DL	445 AA
Denver (DEN)	448 AA	297 AA	199 DL	413 UA
Houston (HOU)	433 AA	429 DL	207 DL	445 AA
Kansas City (MCI)	419 AA	409 AA	288 DL	393 AA
Las Vegas (LAS)	404 AA	469 AA	275 F9	519 AA
Los Angeles (LAX)	532 AA	469 AA	348 DL	551 UA
Minneapolis (MSP)	265 AA	327 DL	278 DL	357 AA
New York Area (NYC)	335 AA	262 AA	188 AA	365 UA
Orlando (MCO)	373 AA	348 DL	199 AA	445 AA
Philadelphia (PHL)	343 AA	399 UA	291 AA	443 AA
Phoenix (PHX)	486 AA	469 UA	275 F9	508 UA
Portland (PDX)	639 AA	483 UA	294 F9	505 AA
San Diego (SAN)	486 AA	469 AA	275 F9	551 UA
San Francisco (SFO)	597 AA	484 AA	294 F9	516 AA
Seattle (SEA)	645 AA	499 AA	487 AK	498 AA
St Louis (STL)	470 AA	369 AA	218 DL	324 UA
Washington DC Area (WA)	307 AA	243 DL	231 DL	407 AA

Average Fare \$418.25  
 Change from one month \$32.00  
 Change from two months -\$27.95  
 Fares Pulled 4/13/2023 for travel 5/13/2023 - 5/20/2023  
 ##  
 \$385.35 \$4.50 -\$81.75  
 \$272.55 -\$11.75  
 \$432.25 \$32.95  
 -\$37.75

Best Fares + 7 days parking

City	MBL	TVC	GRR	MKG
Atlanta (ATL)	273 AA	427 DL	396 AA	495 AA
Boston (BOS)	373 AA	427 DL	398 DL	448 AA
Chicago (MDW or ORD)	212 9K	218 AA	293 AA	227 SO
Dallas (DFW)	325 AA	489 DL	430 DL	515 AA
Denver (DEN)	448 AA	367 AA	304 DL	483 UA
Houston (HOU)	433 AA	499 DL	312 DL	515 AA
Kansas City (MCI)	419 AA	479 AA	388 DL	463 AA
Las Vegas (LAS)	404 AA	539 AA	380 F9	589 AA
Los Angeles (LAX)	532 AA	539 AA	454 DL	621 UA
Minneapolis (MSP)	265 AA	397 DL	383 DL	427 AA
New York Area (NYC)	335 AA	332 AA	283 AA	435 UA
Orlando (MCO)	373 AA	419 DL	304 AA	515 AA
Philadelphia (PHL)	343 AA	469 UA	396 AA	513 AA
Phoenix (PHX)	486 AA	539 UA	380 F9	578 UA
Portland (PDX)	639 AA	553 UA	399 F9	575 AA
San Diego (SAN)	486 AA	539 AA	380 F9	621 UA
San Francisco (SFO)	597 AA	554 AA	388 F9	586 AA
Seattle (SEA)	645 AA	569 AA	592 AK	588 AA
St Louis (STL)	470 AA	439 AA	324 DL	394 UA
Washington DC Area (WA)	307 AA	313 DL	336 DL	477 AA

Average Fare \$418.25  
 Change from one month \$32.00  
 Change from two months -\$27.95  
 Fares Pulled 4/13/2023 for travel 5/13/2023 - 5/20/2023  
 ##  
 \$455.35 \$4.50 -\$81.75  
 \$377.55 -\$11.75  
 \$502.25 \$32.95  
 -\$37.75

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

# Capital Project Updates 4/17/2023

- Airport ALP Update (2020 Project)
  - No Change - Waiting on State review
- Consultant Selection

# Cape Air Service Update 4/17/2023

- Cape Air Performance is improving
  - Noticeable improvement since late February
- March was best March ever (+7% vs 2018, +21% 2017, +22% 2022, +22% 1969 )
- April numbers are trending about +10% vs pre Year
- Advanced bookings May are soft (pricing?)
- Advanced bookings for June and July are strong

# Marketing Update 4/17/2023

- Completed Spring promo Ticket Giveaway
  - Airport promoting through email / Facebook
  - Cape Air promoting on local radio
  - Good overall response