

MINUTES

Monday, June 21, 2021
12:00 P.M.

Manistee County Blacker Airport
Conference Room and via Zoom

Members Present: Gerald Haw, Chair; Barry Peterson, Vice-Chair; Philip Siuda; Jeff Dontz; Cindy Kaminski;

Members Absent: Karen Goodman; and Andrew Gentile

Others Present: Barry Lind, Airport Director; Susan Zielinski, Airport Authority Treasurer

Gerald Haw, Chair, called the meeting to order at 12:03 P.M. Roll was taken by the Secretary.

There was a motion by Mr. Dontz, supported by Mr. Siuda, to approve the meeting agenda

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Gentile, 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 17, 2021. Page one had an error and should have read that Andrew Gentile and Karen Goodman were both present for the meeting. Page three, paragraph five needs clarification on locations of the meetings. Mr. Lind and Mr. Haw met with Mr. Saylor at Mr. Saylor's Office. Mr. Lind presented information at the Manistee Township Zoning meeting, and Mr. Wilson was present at the Manistee Township Zoning Meeting.

There was a motion by Mr. Dontz, supported by Ms. Kaminski, to approve the Airport Authority regular meeting minutes of Monday, May 17, 2021, with changes made.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Gentile; Goodman)

Motion carried.

The Authority reviewed the May 2021 Accounts Payable Report (APPENDIX A).

There was a motion by Mr. Peterson, supported by Mr. Siuda, to approve the May 2021 Accounts Payable Report.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Goodman; Gentile)

Motion carried.

The Authority reviewed the May 2021 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. The audit is complete and the auditors are tentatively scheduled to come to next month's meeting for a presentation on the audit. The plan is to meet in-person as a Board next month (July), but still have Zoom available.

There was a motion by Mr. Peterson, supported by Ms. Kaminski to approve the May 2021 Financial Statement.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Gentile; Goodman)

Motion carried.

The Orchard Beach Aviation rent information was provided, as well as fuel sales for April 2021 (APPENDIX C).

The Executive Committee did not meet.

The Budget Committee did not meet. Mr. Haw will contact members to set up a meeting to start the budget process.

The Capital Projects committee was recommended to meet soon in case they had any requests that needed to be included in the budget planning. Mr. Haw will contact members to set up a meeting.

If there are any projects wanting to be completed with ARPA funding, Mr. Lind requested that a proposal be put together.

Mr. Lind reported that there were no airport incidents/accidents. General Aviation traffic is more typical of July levels. He is expecting a very busy summer. Last week the Local Revenue Sharing Board awarded a grant for the purchase of a security camera system. Mr. Lind met with Sheriff Gutowski and TSA, and they are currently working on a plan for Sheriff coverage. If there is no Sheriff coverage, there may need to be modifications to the security procedures at the airport. There has been notice of an upcoming state fuel tank inspection, but not specific date has been set yet. The fuel monitor was installed last Thursday.

The next meeting of the Manistee Township Planning Commission is on July 7, 2021 at 9:00 AM. Mr. Saylor sent a list of questions for Mr. Lind to answer. Richard Wilson is now engaged for the Township.

Mr. Lind presented a report on airfares which compares flights from Manistee, Traverse City, Grand Rapids, and Muskegon (APPENDIX D). Mr. Lind presented information on airplane passenger numbers for 2021 as well as the previous five years (APPENDIX E).

There is no update on the Airport Layout Plan. EGLE held a briefing for local units of government and the public on our "PFAS site". EGLE recently held a conference call to review phase 2 plan.

Overall Cape Air is performing well. The on-time performance is improving. May total passengers were the third best for May, comparing to 2011 and 2017 as first and second best, respectively.

The number of canceled flights in May was 2%. June is looking very good and is on-track for the second best June. Advance bookings have recovered to better than pre-pandemic levels, all months going forward are ahead of 2019 numbers. The maximum seat capacity will remain capped at 8 seats.

The lack of rental cars is impacting service. Some general aviation flights are going to Traverse City instead of Manistee due to lack of rental cars. Mr. Siuda spoke with Rob at Manistee Ford, and he may be interested in a rental car program. Mr. Lind will follow-up with him.

The bi-monthly marketing meetings continue with Cape-Air. Cape Air's new Midwest Region Marketing Representative has started and plans to visit Manistee in mid-July. Monthly Facebook contests are ongoing. Out-of-state markets are now being targeted for some digital ads for the first time. Plans are beginning for promoting 60 years of air service.

Mr. Haw did speak with Mr. Saylor regarding the previously discussed pictures that were taken on the property. Discussion will take place at the July meeting and Mr. Saylor's opinion will be reviewed at that time. Mr. Dontz will run this by Ms. Sagala to see if this can go to closed session.

The Local Revenue Sharing Board recently awarded Manistee County Blacker Airport \$11,775 to purchase a video surveillance system at the airport. Mr. Lind reviewed and compared quotes. He had one quote from EPS, totalling \$10,250.00, with a monthly fee of \$105. The second quote was from TKS in the amount of \$13,083.00, with a monthly fee of \$10 as well as a monthly charge of \$50. The extra \$50 is for a Quality Service Program, and he recommends adding this for the first 6-12 months while working out any issues, there would then be no further expenses except \$10 a month. Mr. Lind recommended the quote from TKS.

There was a motion by Mr. Siuda, supported by Mr. Peterson, to recommend the purchase of the video surveillance system from TKS in the amount of \$13,080, with a \$10 a month service fee, and a \$50 a month Quality Service Program charge to be added for the first 6-12 months.

A roll call vote was taken:

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

Nays: 0

Absent: 2 (Gentile, Goodman)

Motion carried.

There being no further business to come before the Authority, the meeting was adjourned at 1:24 P.M.

Respectfully Submitted,



Jeff Dontz, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

MAY 2021 REVENUE & EXPENSES

DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	20/2001	% BDGT USED
	APRIL 2021 INCREASE (DECREASE)	MAY 2021 INCREASE (DECREASE)	10/01/20 TO 05/31/2021 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 295 - AIRPORT AUTHORITY FUND					
Revenues					
STATE REIMBURSEMENTS	0.00	0.00	0.00	20,000.00	0.0%
INTEREST EARNED	0.69	0.92	9.32	0.00	0.0%
OFFICE RENT	1,264.38	1,264.38	9,644.73	15,200.00	63.5%
LANDING FEES GENERAL AVIATION	64.11	0.00	267.12	2,000.00	13.4%
RENT AND LANDING FEES	21,267.18	21,670.76	170,588.50	259,479.00	65.7%
HANGAR RENT	1,325.00	1,825.00	15,774.92	19,000.00	83.0%
CAR RENTAL FEES	0.00	0.00	1,317.34	4,750.00	27.7%
SIGN LEASE	0.00	2,700.00	2,700.00	4,000.00	67.5%
PASSENGER FACILITY CHARGES	1,416.98	2,237.03	7,938.42	20,000.00	39.7%
MISC. REVENUE	2.20	4.50	26.70	0.00	0.0%
FUEL SALES	1,194.37	1,450.94	8,124.88	13,500.00	60.2%
TRANSFER IN - GENERAL FUND	10,000.00	10,000.00	80,000.00	120,000.00	66.7%
	<u>36,534.91</u>	<u>41,153.53</u>	<u>296,391.93</u>	<u>477,929.00</u>	<u>62.0%</u>
Expenditures					
MISC. SUPPLIES	1,239.04	15.89	3,588.17	2,500.00	143.5%
EQUIPMENT	0.00	0.00	0.00	12,149.00	0.0%
GAS AND OIL	0.00	0.00	2,799.06	6,000.00	46.7%
CONTRACTED SERVICES	0.00	0.00	724.80	1,200.00	60.4%
CONTRACTED SERVICES - AUDIT	0.00	0.00	0.00	6,500.00	0.0%
CONTRACTED SERVICES - MANAGEMENT	4,000.00	4,000.00	32,000.00	48,000.00	66.7%
CONTRACTED SERVICES - MAINT.	22,319.58	22,319.58	177,457.54	269,900.00	65.7%
ATTORNEY FEES	0.00	0.00	50.00	2,500.00	2.0%
DUES AND FEES	0.00	0.00	0.00	1,000.00	0.0%
TELEPHONE	0.00	0.00	775.41	540.00	143.6%
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	579.07	1,517.87	8,190.93	25,000.00	32.8%
LIABILITY INSURANCE	0.00	0.00	20,091.01	19,000.00	105.7%
UTILITIES	2,296.99	2,340.22	23,690.16	26,000.00	91.1%
REPAIRS & MAINTENANCE	247.58	1,110.21	15,607.93	30,000.00	52.0%
MISC. EXPENSE	0.00	0.00	1,795.71	1,000.00	179.6%
MISC EXPENSES - STATE REIMBURSEMENT	0.00	461.00	50,175.75	0.00	0.0%
MISC. EXPENSE - PFC	0.00	0.00	1,400.00	20,000.00	7.0%
MISC EXPENSE - MCGUINEAS DRAIN	0.00	0.00	4,139.39	4,140.00	100.0%
	<u>30,682.26</u>	<u>31,764.77</u>	<u>342,485.86</u>	<u>477,929.00</u>	<u>71.7%</u>
TOTAL REVENUES	<u>36,534.91</u>	<u>41,153.53</u>	<u>296,391.93</u>	<u>477,929.00</u>	<u>62.0%</u>
TOTAL EXPENDITURES	<u>30,682.26</u>	<u>31,764.77</u>	<u>342,485.86</u>	<u>477,929.00</u>	<u>71.7%</u>
NET OF REVENUES & EXPENDITURES	<u>5,852.65</u>	<u>9,388.76</u>	<u>(46,093.93)</u>	<u>0.00</u>	

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MANISTEE COUNTY BLACKER AIRPORT

TRIAL BALANCE AS OF MAY 31, 2021

DESCRIPTION	END BALANCE 05/31/2021 NORMAL (ABNORMAL)
Assets	
CASH	(56,051.03)
LIQUID ASSETS - PFC ACCOUNT	84,150.50
TOTAL ASSETS	28,099.47
Liabilities	
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00
Fund Equity	
FUND BALANCE	69,544.58
TOTAL FUND EQUITY	69,544.58
Revenues	
FEDERAL GRANT - AEAS	0.00
OTHER FEDERAL GRANTS (CARES ACT)	0.00
STATE REIMBURSEMENTS	0.00
INTEREST EARNED	9.32
OFFICE RENT	9,644.73
LANDING FEES GENERAL AVIATION	267.12
RENT AND LANDING FEES-CONTRACT	170,588.50
HANGAR RENT	15,774.92
CAR RENTAL FEES	1,317.34
SIGN LEASE	2,700.00
PASSENGER FACILITY CHARGES	7,938.42
MISC. REVENUE	26.70
FUEL SALES	8,124.88
TRANSFER IN - GENERAL FUND	80,000.00
	296,391.93
Expenditures	
MISC. SUPPLIES	3,588.17
EQUIPMENT	0.00
GAS AND OIL	2,799.06
CONTRACTED SERVICES	724.80
CONTRACTED SERVICES - AUDIT	0.00
CONTRACTED SERVICES - MANAGEMENT	32,000.00
CONTRACTED SERVICES - MAINT.	177,457.54
ATTORNEY FEES	50.00
DUES AND FEES	0.00
TELEPHONE	775.41
TRAVEL	0.00
TRAINING-FIRE FIGHTER	0.00
ADVERTISING	8,190.93
LIABILITY INSURANCE	20,091.01
UTILITIES	23,690.16
REPAIRS & MAINTENANCE	15,607.93
MISC. EXPENSE	1,795.71
MISC EXPENSES - STATE REIMBURSEMENT	50,175.75
MISC. EXPENSE - PFC	1,400.00
MISC EXPENSE - MCGUINEAS DRAIN	4,139.39
	342,485.86
Total - All Funds:	51,550.12

ORCHARD BEACH AVIATION

May 2021

RENT

OFFICE \$470.31

FUEL \$1840.98

LANDING FEES

TWIN

\$0.00

(0 @ \$10.68)

JET

\$64.11

(3 @ \$21.37)

DAILY HANGERS

\$0.00

(0 @ \$22.50)

VENDING

\$5.00

(10% of \$50.00)

TOTAL \$2380.40

FUEL SALES MAY 2021

100LL	8460.0 Gal
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JET	3046.1 Gal
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TOTAL	11506.1 Gal
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General	3987.9 Gal @ .16 = \$638.06
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Cape Air	7419.9 Gal @ .16 = \$1187.18
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Orchard Beach	98.3 Gal @ .16 = \$15.73
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DIESEL FUEL	0.0 Gal @ \$2.30 = \$0.00
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July Travel as of 6/19/2021**Best Fares**

	MBL	TVC	GRR	MKG
Atlanta (ATL)	344 UA	255 AA	270 DL	274 UA
Boston (BOS)	477 UA	305 AA	297 AA	304 UA
Chicago (MDW or ORD)	129 9K	149 UA	207 AA	179 UA
Dallas (DFW)	373 UA	297 AA	327 AA	304 UA
Denver (DEN)	322 AA	259 AA	335 UA	304 UA
Houston (HOU)	364 UA	367 AA	381 UA	304 UA
Kansas City (MCI)	334 AA	237 DL	235 AA	272 UA
Las Vegas (LAS)	363 UA	277 AA	218 UA	282 UA
Los Angeles (LAX)	439 AA	399 UA	315 AA	372 UA
Minneapolis (MSP)	343 AA	219 DL	259 DL	254 UA
New York Area (NYC)	416 AA	219 DL	253 UA	274 UA
Orlando (MCO)	374 UA	257 AA	212 UA	250 UA
Philadelphia (PHL)	408 AA	185 DL	283 AA	289 UA
Phoenix (PHX)	462 AA	359 UA	285 AA	334 UA
Portland (PDX)	565 UA	530 UA	449 UA	427 UA
San Diego (SAN)	511 AA	466 UA	392 UA	412 UA
San Francisco (SFO)	639 AA	494 UA	460 UA	465 UA
Seattle (SEA)	448 AA	444 UA	386 UA	373 UA
St Louis (STL)	334 AA	279 DL	223 AA	254 UA
Washington DC Area (WA)	377 AA	187 UA	271 AA	299 UA

Average Fare	\$401.10	\$309.20	\$302.90	\$311.30
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Change from one month	\$72.55	\$18.80	-\$7.95	-\$12.35
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Change from two months	\$123.75	\$71.85	\$84.85	-\$0.65
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Fares Pulled 6/19/2021 for travel 7/13/2021 - 7/20/2021

Best Fares +7 days parking

	MBL	TVC	GRR	MKG
Atlanta (ATL)	344 UA	311 AA	340 DL	344 UA
Boston (BOS)	477 UA	361 AA	367 AA	374 UA
Chicago (MDW or ORD)	129 9K	205 UA	277 AA	249 UA
Dallas (DFW)	373 UA	353 AA	397 AA	374 UA
Denver (DEN)	322 AA	315 AA	405 UA	374 UA
Houston (HOU)	364 UA	423 AA	451 UA	374 UA
Kansas City (MCI)	334 AA	293 DL	305 AA	342 UA
Las Vegas (LAS)	363 UA	333 AA	288 UA	352 UA
Los Angeles (LAX)	439 AA	455 UA	385 AA	442 UA
Minneapolis (MSP)	343 AA	275 DL	329 DL	324 UA
New York Area (NYC)	416 AA	275 DL	323 UA	344 UA
Orlando (MCO)	374 UA	313 AA	282 UA	320 UA
Philadelphia (PHL)	408 AA	241 DL	353 AA	359 UA
Phoenix (PHX)	462 AA	415 UA	355 AA	404 UA
Portland (PDX)	565 UA	586 UA	519 UA	497 UA
San Diego (SAN)	511 AA	522 UA	462 UA	482 UA
San Francisco (SFO)	639 AA	550 UA	530 UA	535 UA
Seattle (SEA)	448 AA	500 UA	456 UA	443 UA
St Louis (STL)	334 AA	335 DL	293 AA	324 UA
Washington DC Area (WA)	377 AA	243 UA	341 AA	369 UA

Average Fare	\$401.10	\$365.20	\$372.90	\$381.30
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Change from one month	\$72.55	\$18.80	-\$7.95	-\$12.35
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Change from two months	\$123.75	\$71.85	\$84.85	-\$0.65
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Parking Fees for one week are \$0 at Manistee, \$56 at Traverse City, \$70 at Grand Rapids, \$70 at Muskegon

APPENDIX E

Manistee County Blacker Airport

Enplaned/Deplaned

	2016		2017		2018		2019		2020		2021	
	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total	Out/In	Total
Jan	218/185	403	228/211	439	246/192	438	255/203	455 NCS	75/59	134	200/154	354
Feb	226/219	445	243/231	474	180/158	338	195/187	382	94/78	172	212/192	404
Mar	247/240	487	289/268	557	326/306	632	261/253	514	44/64	108	274/233	507
Apr	258/254	512	259/286	545	220/237	457	221/240	461	1/10	11	291/325	616
May	327/331	658	411/430	841	333/351	684	313/312	625	20/19	39	383/399	782
Jun	427/496	923	445/567	1013	469/555	1024	361/413	774	113/166	279		
Jul	787/762	1549	849/793	1642	890/891	1781	654/699	1353	305/279	584		
Aug	740/668	1408	778/742	1520	752/787	1539	694/728	1422	222/207	429		
Sep	458/445	903	488/463	951	383/275	658	315/201	516	180/164	344		
Oct	378/353	731	392/365	757	334/312	646	381/375	756 CA	283/245	528		
Nov	314/322	636	328/341	669	327/290	617	182/194	376	186/192	378		
Dec	349/358	707	330/361	691	314/328	642	273/250	523	187/162	349		
Total		9362		10099		9456		8157		3355		2663

Ontime Performance

	2016		2017		2018		2019		2020		2021	
	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime	Cancel/Delay	Ontime
Jan	4%/13%	83%	0%/24%	76%	0%/9%	91%	11%/6%	83%	52%/2%	46%	4%/23%	73%
Feb	2%/22%	76%	0%/8%	92%	6%/25%	69%	25%/0%	75%	35%/2%	63%	4%/28%	68%
Mar	0%/13%	87%	0%/7%	93%	2%/20%	78%	0%/13%	87%	10%/0%	90%	10%/14%	76%
Apr	0%/13%	87%	0%/6%	94%	10%/15%	75%	0%/6%	94%	0%/0%	100%	2%/17%	81%
May	9%/20%	71%	0%/11%	89%	6%/16%	78%	0%/4%	96%	0%/2%	98%	2%/11%	87%
Jun	3%/17%	80%	5%/17%	78%	0%/13%	87%	2%/9%	89%	5%/0%	95%		
Jul	3%/21%	76%	3%/44%	53%	0%/6%	94%	1%/7%	92%	4%/1%	95%		
Aug	2%/24%	74%	3%/17%	80%	1%/6%	93%	0%/4%	96%	2%/0%	98%		
Sep	8%/15%	77%	1%/21%	78%	0%/9%	91%	2%/21%	77%	0%/0%	100%		
Oct	0%/8%	92%	0%/11%	89%	0%/7%	93%	2%/34%	64%	3%/19%	78%		
Nov	0%/25%	75%	0%/13%	87%	0%/9%	91%	3%/79%	(19%) % (78%)	7%/12%	81%		
Dec	3%/23%	74%	7%/49%	44%	0%/12%	88%	3%/97%	(12%) % (85%)	6%/21%	73%		