

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, January 19, 2016 4:00 PM
AIRPORT CONFERENCE ROOM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
December 15, 2015
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentations
8. Business
 - a. Election of Officers
 - aa. Chairman
 - bb. Secretary
 - b. Approval of Meeting schedule
 - c. Explorer Solution Update
 - d. Financial
 - aa. Monthly Budget Review
 - bb. Capital Projects Update
 - e. Buildings and Grounds
 - aa. Baggage Room Renovation
 - bb. Waterline Replacement
 - cc. Fire Hydrant by Hangers
 - f. Airport Manager Vacancy
 - g. Business Development Engagement
 - h. Airport Manager Report
9. Correspondence
10. Public Comment (Limited to 5 Minutes)
11. Commissioner Comment
12. Adjourn

Note: Quorum of Menominee County Board of Commissioners maybe present

If you are an individual who needs a special accommodation while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).

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REGULAR AIRPORT COMMITTEE MEETING SCHEDULE, 2016

The Twin County Airport Committee will hold the Airport Committee meetings in the airport conference room at the Twin County Airport on the 3rd Tuesday of every month of 2016 at 4:00 pm.

Special meetings may be held at the discretion of the Committee. Notice of these special meetings will be announced and posted at the Twin County Airport at least 18 hours prior to the meeting.

January 19, 2016
February 16, 2016
March 15, 2016
April 19, 2016
May 17, 2016
June 21, 2016
July 19, 2016
August 16, 2016
September 20, 2016
October 18, 2016
November 10, 2016
December 20, 2016

These meetings are open to the public under Michigan's Open Meeting Act.

MENOMINEE COUNTY
Standard Budget Report
January 2016 Revenues

Account Title	This Month	Y-T-D	Budget As Of Jan-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Program Revenues					
State Grants					
STATE PAYMENT	0.00	544.53	0.00	544.53	0.00
Total State Grants	<u>0.00</u>	<u>544.53</u>	<u>0.00</u>	<u>544.53</u>	<u>0.00</u>
Charges for Services					
LANDING FEES	470.00	1,915.00	9,900.00	-7,985.00	19.34
ENGINE PRE-HEAT	0.00	20.00	0.00	20.00	0.00
CARGO HANDLING FEE	0.00	300.00	0.00	300.00	0.00
AVIATION FUEL/OIL - BUSINESS	1,404.00	13,973.35	95,000.00	-81,026.65	14.71
AVIATION FUEL - CASH	0.00	0.00	500.00	-500.00	0.00
AVIATION FUEL - CREDIT CARD	2,881.33	27,037.12	150,000.00	-122,962.88	18.02
SODA MACHINE	0.00	0.00	125.00	-125.00	0.00
Oil Sales - Credit Card	0.00	72.00	0.00	72.00	0.00
Total Charges for Services	<u>4,755.33</u>	<u>43,317.47</u>	<u>255,525.00</u>	<u>-212,207.53</u>	<u>16.95</u>
Interest and Rents					
RENT/HANGER LEASE	1,186.00	13,391.56	30,000.00	-16,608.44	44.64
Total Interest and Rents	<u>1,186.00</u>	<u>13,391.56</u>	<u>30,000.00</u>	<u>-16,608.44</u>	<u>44.64</u>
Total Program Revenues	<u>5,941.33</u>	<u>57,253.56</u>	<u>285,525.00</u>	<u>-228,271.44</u>	<u>20.05</u>
Special Items					
Other Revenue					
AFTER HOUR FEES	0.00	625.00	1,800.00	-1,175.00	34.72
TERMINAL SIGN DISPLAY	0.00	0.00	200.00	-200.00	0.00
MISCELLANEOUS REVENUE	0.00	0.00	5,628.00	-5,628.00	0.00
TRANSFERS/APPROPRIATION	0.00	33,550.00	134,200.00	-100,650.00	25.00
Total Other Revenue	<u>0.00</u>	<u>34,175.00</u>	<u>141,828.00</u>	<u>-107,653.00</u>	<u>24.10</u>
Total Special Items	<u>0.00</u>	<u>34,175.00</u>	<u>141,828.00</u>	<u>-107,653.00</u>	<u>24.10</u>
Total Revenues	<u>5,941.33</u>	<u>91,428.56</u>	<u>427,353.00</u>	<u>-335,924.44</u>	<u>21.39</u>

MENOMINEE COUNTY
Standard Budget Report
January 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Jan-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
SALARIES	0.00	12,481.00	40,789.00	28,308.00	30.60
SALARIES - TEMPORARY	0.00	0.00	38,480.00	38,480.00	0.00
OVERTIME	0.00	855.00	4,000.00	3,145.00	21.38
LONGEVITY	0.00	1,000.00	1,000.00	0.00	100.00
HOSPITAL INSURANCE	0.00	5,635.12	12,656.00	7,020.88	44.53
LIFE INSURANCE	2.36	9.26	30.00	20.74	30.87
FICA-OASDI	0.00	881.27	4,781.00	3,899.73	18.43
FICA-MEDI	0.00	206.11	1,118.00	911.89	18.44
WORKMENS COMPENSATION	0.00	0.00	4,200.00	4,200.00	0.00
RETIREMENT	0.00	0.00	4,000.00	4,000.00	0.00
OFFICE SUPPLIES	0.00	194.27	300.00	105.73	64.76
OFFICE EQUIPMENT	0.00	236.97	400.00	163.03	59.24
POSTAGE	0.00	16.98	600.00	583.02	2.83
MISCELLANEOUS PURCHASES	0.00	0.00	200.00	200.00	0.00
GAS, OIL ETC	51.87	450.81	3,500.00	3,049.19	12.88
AVIATION FUEL PURCHASES	26,545.57	26,545.57	170,500.00	143,954.43	15.57
CREDIT CARD PROCESSING FEES	111.55	968.99	0.00	-968.99	0.00
EQUIPMENT FUEL PURCHASE	1,077.00	1,077.00	1,000.00	-77.00	107.70
UNIFORMS	82.04	357.56	2,000.00	1,642.44	17.88
OTHER OPERATING - JANITORIAL	84.04	524.84	1,000.00	475.16	52.48
OTHER OPERATING - GENERAL	345.03	433.30	2,500.00	2,066.70	17.33
LICENSES/PERMITS	300.00	600.00	700.00	100.00	85.71
CONSTRUCTION SUPPLIES	0.00	0.00	2,000.00	2,000.00	0.00
PROFESSIONAL/CONTRACTURAL SERVICES	101.93	408.03	10,000.00	9,591.97	4.08
AUDIT SERVICES	3,600.00	3,600.00	3,600.00	0.00	100.00
LIABILITY INSURANCE	0.00	0.00	27,000.00	27,000.00	0.00
TELEPHONE/INTERNET	391.88	1,230.59	4,300.00	3,069.41	28.62
TRAVEL/CONFERENCES	143.75	293.75	1,500.00	1,206.25	19.58
ADVERTISING	0.00	0.00	1,400.00	1,400.00	0.00
NATURAL GAS/HEATING	174.17	354.48	10,000.00	9,645.52	3.54
WATER	135.94	135.94	300.00	164.06	45.31
SEWER	154.83	154.83	500.00	345.17	30.97
ELECTRIC	1,156.63	2,539.93	7,000.00	4,460.07	36.28
CAPITAL OUTLAY	10,300.00	10,300.00	50,000.00	39,700.00	20.60
EQUIPMENT MAINTENANCE/PARTS	4.67	259.45	5,000.00	5,240.55	4.72
AIRFIELD MAINTENANCE/REPAIRS	0.00	436.48	5,000.00	4,563.52	8.73
					24.81

MENOMINEE COUNTY
Standard Budget Report
 January 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Jan-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
BUILDING MAINTENANCE/REPAIRS	445.35	620.20	2,500.00	1,879.80	
NEW/REPLACEMENT EQUIPMENT	0.00	0.00	3,000.00	3,000.00	0.00
Total AIRPORT EXPENDITURE	<u>45,208.61</u>	<u>72,807.73</u>	<u>427,354.00</u>	<u>354,546.27</u>	<u>17.04</u>
Total Public Works	<u>45,208.61</u>	<u>72,807.73</u>	<u>427,354.00</u>	<u>354,546.27</u>	<u>17.04</u>
Total Expenditures	<u>45,208.61</u>	<u>72,807.73</u>	<u>427,354.00</u>	<u>354,546.27</u>	<u>17.04</u>
CHANGE IN FUND EQUITY	-39,267.28	18,620.83	-1.00	18,621.83	-1,862,083.00

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amount
 Year To Print: 2016
 Month To Print: January
 Fund Code Range: 216 TWIN COUNTY AIRPORT to 216 TWIN COUNTY AIRPORT

MENOMINEE COUNTY
Balance Sheet
January 2016

Account Title	Balance	Account Number
Fund: TWIN COUNTY AIRPORT		
ASSETS		
Current Assets		
CASH	-3,324.48	216-000-001.00
CASH - AIRPORT	145,055.13	216-000-001.01
ACCOUNTS RECEIVABLE	3,805.56	216-000-040.00
FUEL INVENTORY	53,950.50	216-000-101.00
TOTAL Current Assets	199,486.71	
Long-Term Assets		
PREPAID HEALTH INSURANCE	10,877.98	216-000-123.01
TOTAL Long-Term Assets	10,877.98	
TOTAL ASSETS	210,364.69	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	216-000-200.00
ACCRUED WAGES PAYABLE	0.00	216-000-257.00
SALES, USE AND WITHHOLDING TAXES	-1,274.50	216-585-228.00
TOTAL Current Liabilities	-1,274.50	
TOTAL LIABILITIES	-1,274.50	
FUND EQUITY		
Fund Equity		
FUND BALANCE	193,018.36	216-000-390.00
CHANGE IN FUND EQUITY	18,620.83	
TOTAL Fund Equity	211,639.19	
TOTAL FUND EQUITY	211,639.19	
TOTAL LIABILITIES & FUND EQUITY	210,364.69	

Menominee County, Michigan
Position Description

Title: Airport Manager
Department: Twin County Airport
Reports to: County Administrator
Date Adopted: 10/27/2015

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Adhere to responsibilities described in the MOOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the County Administrator and County Board.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, and prepare routine correspondence and an advice new media of pending committee meetings.
- Seek to obtain Local, State and Federal Grants for Airport Development Projects and each application to be approved by the County Board.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the County Administrator and Committee Members apprised of matters dealing directly with the problem(s).
- Maintain FAA Standards for a general aviation airport
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Committee and County Board.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Committee and County Board. Retain records for a period of three years, or such period required by the Menominee County.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Committee on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to County Administrator, Airport Committee and County Board.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, directs and when necessary, operate equipment for the Buildings and Grounds, maintenance of the airport; inspect runways, taxiways, ramps and roads and assess operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keep accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; aviation and management experience preferred.

ABLE TO TEST AND PASS THE CLASS A UNDERGROUND STORAGE TANK CERTIFICATION EXAM.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of computer data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. Incompliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date