

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, December 15, 2015 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
November 12, 2015
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentations
8. Business
 - a. Financial
 - aa. Monthly Budget Review
 - b. Buildings and Grounds
 - aa. Roof Terminal Building
 - bb. Runway Light Damage
 - cc. Waterline Replacement
 - c. Land Release Proposal
 - d. 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).

MINUTES
AIRPORT COMMITTEE

November 12, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 4:03 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** Assistant Airport Manager LaFleur and County Administrator Bousley

4. Approve/Amend agenda.

Motion by Meintz and seconded by Williams to approve the agenda.
Motioned passed to amend agenda.

5. Approve of Previous Minutes October 20, 2015 Meeting.

Motion by Meintz and seconded by Williams to table the October 20, 2015 minutes, as the recorder malfunctioned during the meeting.
Motion carried.

6. Public Comment – Limited to 5 Minutes on Agenda items Only

None

7. Presentations

None

8. Business

a. Financial

aa. Monthly Budget Review

Administrator Bousley went through the October budget review noting the revenue to date was at 10.65% (\$45,516.56) and the expenditures to date was at 1.79% (\$7,659.32). The current fund balance of the Airport Fund has a starting balance of \$207,154.74. The unaudited difference between revenue and expenditures for the month of October is a positive \$37,857.24.

b. Buildings and Grounds

aa. Roof Terminal Building

Administrator Bousley explained the insurance adjuster sent a structural engineer to examine the terminal roof and came to the opinion that the roof was not damaged by the hail storm the county endured in late summer. Thus the insurance company will not be covering any damages to the roof.

Commissioner Meintz feels the insurance adjuster is incorrect due to numerous houses had to have roofs and siding replaced as a result of the hail storm.

Commissioners Williams and Schei agree with Commissioner Meintz's statements. Administrator Bousley stated the roof is in need of emergency repair and has ask Manager LaFleur and Jim Mekash (County Buildings and Grounds Assistant Superintendent) to solicit quotes to repair the roof. Once quotes are received, the quotes will go directly to the county board for a decision under emergency.

Motion was made by Commissioner Williams and seconded by Commissioner Meintz to support the plan to solicit quotes and forwards the quotes to the county board for approval. Motion was approved unanimously.

bb. Mead and Hunt Proposal for Land Release

Administrator Bousley went over the proposal from Mead and Hunt. The proposal would allow land to be developed for use that does not involve aviation. Currently all land within the boundaries of the airport can only be utilized for aeronautic use. Once the release is approved the land can be developed by non-aeronautic business. Commissioner Meintz stated to promote business at the airport the proposal is necessary. The county has to spend money to make and be proactive and business ready. Commissioner Schei felt the development and the leasing, not selling, of the land would create much need revenue for the airport to aid in the airport being self-sufficient or at least lessen the county's annual operating cost. Commissioner Williams shared his approval with both commissioner's comments.

Motion was made by Commissioner Williams and seconded by Commissioner Meintz to support the land release proposal and forwards the quotes to the county board for approval. Motion was approved unanimously.

cc. Grass Landing Strip

Administrator Bousley stated he had discussions with a local flying club regarding the proposed establishment of a grass landing strip. The landing strip would have to be added the airport layout plan and would have to be reviewed and approved by MDOT Aeronautics. Commissioner Williams would like to see what the proposed cost would be for the construction of the grass strip. Once the grass landing strip was approved it would be the responsibility of the

airport to maintain. Commissioner Schei stated safety first but may be willing to support to promote the area. Commissioner Meintz would like to promote the airport and the flying club to get more young people involved. All the commissioners felt three areas need to be taken into consideration prior to the consideration of the establishment of a grass landing strip: 1) Safety, 2) maintenance and 3) liability. The commissioners agreed to consult with Mead and Hunt to recommend and identify proposed places which could accommodate a grass landing strip.

c. Flying Club

Administrator Bousley stated he has been in discussions with a local flying club that would like to promote the club and offer flying lessons to potential members. Mr. Powell of the flying club stated interest from young people primarily classmates of his son (who is currently taking flying lessons) who are interested in becoming flying club members and taking lessons. Administrator Bousley state the flying club would have to follow the Twin County Airport Minimum Standards and had discussions of the standards with Mr. Powell. Mr. Powell has complete understanding of the standards and is willing to work with the county to promote the airport and flying to the interested young people.

d. Airport Manager Report-

Assistant Airport Manager LeFleur reported on the fuel sales have been steady with the 100 octane and the tank is currently at 2800 gallons and once it reaches 1500 gallons he would will be purchasing anther tank load. The Jet fuel is moving some as well with the biggest customer being Enstrom Helicopters. Historically this time of year is slow for fuel sales. The grader and snow equipment has been prepped and is ready to go for the winter. A new battery was purchased for the de-icing machine. The waterline project is to be completed within the month.

9. Correspondence – Email from North Shetter regarding a “Friends Group” from the Ephraim-Gibraltar Airport. The email outlined the different events hosted by the friends group, projects funded and volunteer maintenance provided by the friends. Commissioner Williams stated a similar group is involved at the marina and works very well. Commissioner Meintz feels this would be a great addition to the airport to pull in the community and generate more involvement at the airport. Commissioner Schei a friends group would enhance the airport, draw in the community and would like to discuss the formation of a “Friends Group” with Mr. Shetter. The Friends of the Library do a tremendous job at the county library.

10. Public Comment (Limited to 5 Minutes)

Ed Powell – asked when the airport manager position will be filled as it is time to move on and hire someone.

Ed Powell Sr. – grass strip is a must for the airport for students learning to fly need a grass landing strip to become proficient pilots. Grass landing strips are located at other surrounding airports.

11. Commissioner Comment

Commissioner Williams stated Mr. LeFleur had given him a tour of the airport it was nice to see the hard work and pride he (Mr. LeFleur) takes at the airport.

Commissioner Meintz had no comments.

Commissioner Schei thanked everyone for the public comment and attending the airport committee meeting.

13 Adjourn

Motion made by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 4:54pm.

MENOMINEE COUNTY Standard Budget Report

December 2015 Revenues

| Account Title | This Month | Y-T-D | Budget As Of Dec-2015 | Difference | Percent |
|-----------------------------------|------------------|------------------|--------------------------|--------------------|--------------|
| Fund: TWIN COUNTY AIRPORT | | | | | |
| Program Revenues | | | | | |
| Charges for Services | | | | | |
| LANDING FEES | 500.00 | 1,295.00 | 9,900.00 | -8,605.00 | 13.08 |
| 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 | 8,219.35 | 8,219.35 | 95,000.00 | -86,780.65 | 8.65 |
| AVIATION FUEL - CASH | 0.00 | 0.00 | 500.00 | -500.00 | 0.00 |
| AVIATION FUEL - CREDIT CARD | -2,800.07* | 10,328.92 | 150,000.00 | -139,671.08 | 6.89 |
| 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 | 5,919.28 | 20,235.27 | 255,525.00 | -235,289.73 | 7.92 |
| Interest and Rents | | | | | |
| RENT/HANGER LEASE | 6,015.48 | 6,289.48 | 30,000.00 | -23,710.52 | 20.96 |
| Total Interest and Rents | 6,015.48 | 6,289.48 | 30,000.00 | -23,710.52 | 20.96 |
| Total Program Revenues | | | | | |
| | 11,934.76 | 26,524.75 | 285,525.00 | -259,000.25 | 9.29 |
| Special Items | | | | | |
| Other Revenue | | | | | |
| AFTER HOUR FEES | 0.30 | 500.00 | 1,800.00 | -1,300.00 | 27.78 |
| 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 | 0.00 | 34,050.00 | 141,828.00 | -107,778.00 | 24.01 |
| Total Special Items | | | | | |
| | 0.00 | 34,050.00 | 141,828.00 | -107,778.00 | 24.01 |
| Total Revenues | 11,934.76 | 60,574.75 | 427,353.00 | -366,778.25 | 14.17 |

* Doc Adjusting Sale Tax

MENOMINEE COUNTY

Standard Budget Report

December 2015 Expenditures

| Account Title | This Month | Y-T-D | Budget As Of Dec-2015 | Difference | Percent |
|------------------------------------|------------|----------|--------------------------|------------|---------|
| Fund: TWIN COUNTY AIRPORT | | | | | |
| Public Works | | | | | |
| AIRPORT EXPENDITURE | | | | | |
| SALARIES | 0.00 | 8,196.00 | 40,789.00 | 32,593.00 | 20.09 |
| SALARIES - TEMPORARY | 0.00 | 0.00 | 38,480.00 | 38,480.00 | 0.00 |
| OVERTIME | 0.00 | 405.00 | 4,000.00 | 3,595.00 | 10.13 |
| LONGEVITY | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| HOSPITAL INSURANCE | 0.00 | 4,036.64 | 12,666.00 | 8,619.36 | 31.90 |
| LIFE INSURANCE | 0.00 | 6.90 | 30.00 | 23.10 | 23.00 |
| FICA-OASDI | 0.00 | 544.20 | 4,781.00 | 4,236.80 | 11.38 |
| FICA-MEDI | 0.00 | 127.28 | 1,118.00 | 990.72 | 11.38 |
| 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 | 158.29 | 300.00 | 141.71 | 52.76 |
| OFFICE EQUIPMENT | 0.00 | 0.00 | 400.00 | 400.00 | 0.00 |
| POSTAGE | 0.00 | 15.52 | 600.00 | 584.48 | 2.59 |
| MISCELLANEOUS PURCHASES | 0.00 | 0.00 | 200.00 | 200.00 | 0.00 |
| GAS, OIL ETC | 0.00 | 398.94 | 3,500.00 | 3,101.06 | 11.40 |
| AVIATION FUEL PURCHASES | 0.00 | 0.00 | 170,500.00 | 170,500.00 | 0.00 |
| CREDIT CARD PROCESSING FEES | 0.00 | 405.35 | 0.00 | -405.35 | 0.00 |
| EQUIPMENT FUEL PURCHASE | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| UNIFORMS | 20.51 | 234.50 | 2,000.00 | 1,765.50 | 11.72 |
| OTHER OPERATING - JANITORIAL | 21.01 | 319.58 | 1,000.00 | 680.42 | 31.96 |
| OTHER OPERATING - GENERAL | 0.00 | 88.27 | 2,500.00 | 2,411.73 | 3.53 |
| LICENSES/PERMITS | 0.00 | 300.00 | 700.00 | 400.00 | 42.86 |
| CONSTRUCTION SUPPLIES | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0.00 |
| PROFESSIONAL/CONTRACTURAL SERVICES | 101.03 | 306.10 | 10,000.00 | 9,693.90 | 3.06 |
| AUDIT SERVICES | 0.00 | 0.00 | 3,600.00 | 3,600.00 | 0.00 |
| LIABILITY INSURANCE | 0.00 | 0.00 | 27,000.00 | 27,000.00 | 0.00 |
| TELEPHONE/INTERNET | 0.00 | 446.70 | 4,300.00 | 3,853.30 | 10.39 |
| TRAVEL/CONFERENCES | 0.00 | 150.00 | 1,500.00 | 1,350.00 | 10.00 |
| ADVERTISING | 0.00 | 0.00 | 1,400.00 | 1,400.00 | 0.00 |
| NATURAL GAS/HEATING | 138.55 | 180.31 | 10,000.00 | 9,819.69 | 1.80 |
| WATER | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| SEWER | 0.00 | 0.00 | 500.00 | 500.00 | 0.00 |
| ELECTRIC | 758.52 | 1,383.30 | 7,000.00 | 5,616.70 | 19.76 |
| CAPITAL OUTLAY | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00 |
| EQUIPMENT MAINTENANCE/PARTS | 0.00 | 254.78 | 5,500.00 | 5,245.22 | 4.63 |
| AIRFIELD MAINTENANCE/REPAIRS | 436.48 | 436.48 | 5,000.00 | 4,563.52 | 8.73 |
| | 436.48 | 436.48 | 5,000.00 | 4,563.52 | 6.99 |

MENOMINEE COUNTY Standard Budget Report

December 2015 Expenditures

| Account Title | This Month | Y-T-D | Budget As Of Dec-2015 | Difference | Percent |
|----------------------------------|------------------|------------------|--------------------------|-------------------|----------------------|
| Fund: TWIN COUNTY AIRPORT | | | | | |
| Public Works | | | | | |
| AIRPORT EXPENDITURE | 40.86 | 174.85 | 2,500.00 | 2,325.15 | 0.00 |
| BUILDING MAINTENANCE/REPAIRS | 0.00 | 0.00 | 3,000.00 | 3,000.00 | |
| NEW/REPLACEMENT EQUIPMENT | 1,516.96 | 18,568.99 | 427,354.00 | 408,785.01 | 4.35 |
| Total AIRPORT EXPENDITURE | 1,516.96 | 18,568.99 | 427,354.00 | 408,785.01 | 4.35 |
| Total Public Works | 1,516.96 | 18,568.99 | 427,354.00 | 408,785.01 | 4.35 |
| Total Expenditures | 1,516.96 | 18,568.99 | 427,354.00 | 408,785.01 | 4.35 |
| CHANGE IN FUND EQUITY | 10,417.80 | 42,005.76 | -1.00 | 42,006.76 | -4,200,576.00 |

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amount
 Year To Print: 2015
 Month To Print: December
 Fund Code Range: 216 TWIN COUNTY AIRPORT to 216 TWIN COUNTY AIRPORT

MENOMINEE COUNTY
Balance Sheet

December 2015

| Account Title | Balance | Account Number |
|--|-------------------|----------------|
| Fund: TWIN COUNTY AIRPORT | | |
| ASSETS | | |
| Current Assets | | |
| CASH | 35,008.83 | 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 | 237,820.02 | |
| Long-Term Assets | | |
| PREPAID HEALTH INSURANCE | 10,877.98 | 216-000-123.01 |
| TOTAL Long-Term Assets | 10,877.98 | |
| TOTAL ASSETS | 248,698.00 | |
| 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 | 207,966.74 | 216-000-390.00 |
| CHANGE IN FUND EQUITY | 42,005.76 | |
| TOTAL Fund Equity | 249,972.50 | |
| TOTAL FUND EQUITY | 249,972.50 | |
| TOTAL LIABILITIES & FUND EQUITY | 248,698.00 | |