

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, February 16, 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
 - January 19, 2016
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. Cameras
 - bb. Fuel Farm
 - c. Additional Full Time Airport Lineman Position
 - 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

December 15, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 4:02 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, County Administrator Bousley was excused.

4. Approve/Amend agenda.

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

5. Approve of Previous Minutes November 12, 2015 Meeting.

Motion by Williams and seconded by Meintz to approve minutes.
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

Commissioner Schei ask if there were any questions. Commissioner Meintz commented on the fuel sales, projected sales looked favorable even during this slow time of year. Commissioner Schei did state there was an expense to fix the runway lights due to an aircraft going off the runway and damaging the light at a cost of \$436.48 to replace the light plus time and labor. Mr. LaFleur explained it must have been an aircraft that did not land squarely on the runway and took out the light and also skidded into the grass after hours. The aircraft

and pilot has not been identified. Commissioner Meintz stated it was unfortunate that some did not come forward so the airport could have recouped some of the damage costs from the individual responsible. Commissioner Schei discussed the airport audit preform by Ray LaMarche, from Anderson Tackman. The audit was for a period of 10 months, October 1, 2014 to July 31, 2015. The last two month, August 2015 and September 2015 will be included in the Menominee County audit. Copies of the audit can be reviewed in the County Administration Office. Commissioner Schei also stated the Quit Claim Deed has been sent to the title company for a title search and we are currently wait for search to be completed. Commissioner Meintz stated all financials are being completed by Menominee County and the bills for the airport are being reviewed by the County Board during County Board meetings. Commissioner Williams confirmed the budget process as the committee will recommend an airport budget and the entire county board will review and approve the financials on a monthly basis. Commissioner Meintz would like to see future budgeting for development at the airport, to promote business at the airport. Commissioner Schei report that the out of state University is working with Northern Michigan University and the respective state Departments of Education to hammer out an agreement for the flight school. Commissioner Williams added the two states can work together and are willing to work together to promote the partnership between the two colleges.

b. Buildings and Grounds

aa. Roof Terminal Building

Mr. LaFleur reported the roof repairs have been completed, all the seams have been repaired. Commissioner Schei added the work that had been done is guaranteed for five years.

bb. Runway Light Damage

Commissioner Schei stated this was discussed at length during the financial review earlier in the meeting.

cc. Waterline Replacement

Mr. LaFleur reported that the contractor will be in by the end of the month with a crew to bore the hole and repair and replace the waterline. He will keep the committee and the administrator updated.

c. Land Release

Commissioner Schei stated the land release is a one to two year process that Brian is working on with the Airport Engineering firm. Commissioner Meintz added that this project has been brought up during the commission meetings of the past but was never put into motion. The airport needs to have this completed so development can occur

at the airport but there is a lot of red tape to go through. Commissioner Schei stated the land release proposal was approved by the County Board. The county board does not want to sell any of the land but lease the land to business. But the land has to be declared excess to aviation to allow any type of business to locate at the airport. Right now only businesses associated with aeronautics can locate on airport properties.

d. Airport Manager Report-

Mr. LeFleur reported that he passed the test for "A" Certification for fuel testing. If he did not pass then the fuel farm would have been red flagged and the airport could not sell any fuel. The airport will split a half of tank of fuel with another airport about 4000 gallons. The 100 LL is not in high demand and not much is being sold. There will be a few plans coming in over the weekend that will need some fuel, Enstrom Helicopter does purchase a steady amount of Jet Fuel. MDOT Aero will reschedule their meeting with the airport and Mead & Hunt at a later date.

9. Correspondence – None

10. Public Comment (Limited to 5 Minutes)

None

11. Commissioner Comment

Commissioner Williams would like to see the leased hangers be owned by the airport.

Commissioner Meintz would like to see a different fee structure for county residents and outside county residents at the airport, much like the fee structure for the Menominee County Parks as Menominee County is the sole funding source of the airport with Marinette County pulling out.

Commissioner Schei stated the lease agreements may have to be redone once the Quit Claim Deed is signed giving sole sponsorship to the Menominee County due to the official dissolving of the Twin County Airport Commission. Commissioner Schei also stated that he was invite to tour Delta County Airport by the Delta County Chairperson. Delta County's airport is solely operated by the county with a full time airport manager, an assistant manager and several full time lineman. Commissioner Schei will visit the airport and see if there are any best practices or ideas that can be incorporated into the Menominee County Airport (which is the new proposed name).

13 Adjourn

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

MENOMINEE COUNTY
Balance Sheet

February 2016

Account Title	Balance	Account Number
Fund: TWIN COUNTY AIRPORT		
ASSETS		
Current Assets		
CASH	35,950.04	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	238,761.23	
Long-Term Assets		
PREPAID HEALTH INSURANCE	10,877.98	216-000-123.01
TOTAL Long-Term Assets	10,877.98	
TOTAL ASSETS	249,639.21	
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	57,895.35	
TOTAL Fund Equity	250,913.71	
TOTAL FUND EQUITY	250,913.71	
TOTAL LIABILITIES & FUND EQUITY	249,639.21	

MENOMINEE COUNTY
Standard Budget Report
February 2016 Revenues

Account Title	This Month	Y-T-D	Budget As Of Feb-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	100.00	2,130.00	9,900.00	-7,770.00	21.52
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	9,597.50	23,038.94	95,000.00	-71,961.06	24.25
AVIATION FUEL - CASH	0.00	0.00	500.00	-500.00	0.00
AVIATION FUEL - CREDIT CARD	6,090.97	34,034.61	150,000.00	-115,965.39	22.69
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>15,788.47</u>	<u>59,595.55</u>	<u>255,525.00</u>	<u>-195,929.45</u>	<u>23.32</u>
Interest and Rents					
RENT/HANGER LEASE	1,578.08	15,069.64	30,000.00	-14,930.36	50.23
Total Interest and Rents	<u>1,578.08</u>	<u>15,069.64</u>	<u>30,000.00</u>	<u>-14,930.36</u>	<u>50.23</u>
Total Program Revenues	<u>17,366.55</u>	<u>75,209.72</u>	<u>285,525.00</u>	<u>-210,315.28</u>	<u>26.34</u>
Special Items					
Other Revenue					
AFTER HOUR FEES	250.00	1,000.00	1,800.00	-800.00	55.56
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	67,100.00	134,200.00	-67,100.00	50.00
Total Other Revenue	<u>250.00</u>	<u>68,100.00</u>	<u>141,828.00</u>	<u>-73,728.00</u>	<u>48.02</u>
Total Special Items	<u>250.00</u>	<u>68,100.00</u>	<u>141,828.00</u>	<u>-73,728.00</u>	<u>48.02</u>
Total Revenues	<u>17,616.55</u>	<u>143,309.72</u>	<u>427,353.00</u>	<u>-284,043.28</u>	<u>33.53</u>

MENOMINEE COUNTY
Standard Budget Report
February 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Feb-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
SALARIES	0.00	16,353.00	40,789.00	24,436.00	40.09
SALARIES - TEMPORARY	0.00	0.00	38,480.00	38,480.00	0.00
OVERTIME	0.00	985.00	4,000.00	3,015.00	24.63
LONGEVITY	0.00	1,000.00	1,000.00	0.00	100.00
HOSPITAL INSURANCE	0.00	6,854.20	12,656.00	5,801.80	54.16
LIFE INSURANCE	0.00	11.62	30.00	18.38	38.73
FICA-OASDI	0.00	1,110.90	4,781.00	3,670.10	23.24
FICA-MEDI	0.00	259.82	1,118.00	858.18	23.24
WORKMENS COMPENSATION	4,189.00	4,189.00	4,200.00	11.00	99.74
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	18.44	600.00	581.56	3.07
MISCELLANEOUS PURCHASES	0.00	0.00	200.00	200.00	0.00
GAS, OIL ETC	25.98	525.54	3,500.00	2,974.46	15.02
AVIATION FUEL PURCHASES	0.00	26,550.67	170,500.00	143,949.33	15.57
CREDIT CARD PROCESSING FEES	282.03	1,299.91	0.00	-1,299.91	0.00
EQUIPMENT FUEL PURCHASE	0.00	1,077.00	1,000.00	-77.00	107.70
UNIFORMS	85.34	462.91	2,000.00	1,537.09	23.15
OTHER OPERATING - JANITORIAL	88.50	634.85	1,000.00	365.15	63.48
OTHER OPERATING - GENERAL	0.00	453.06	2,500.00	2,046.94	18.12
LICENSES/PERMITS	0.00	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	100.65	594.61	10,000.00	9,405.39	5.95
AUDIT SERVICES	0.00	4,580.00	3,600.00	-980.00	127.22
LIABILITY INSURANCE	0.00	0.00	27,000.00	27,000.00	0.00
TELEPHONE/INTERNET	339.98	1,570.57	4,300.00	2,729.43	36.52
TRAVEL/CONFERENCES	0.00	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	0.00	354.48	10,000.00	9,645.52	3.54
WATER	0.00	135.94	300.00	164.06	45.31
SEWER	0.00	154.83	500.00	345.17	30.97
ELECTRIC	53.00	2,592.93	7,000.00	4,407.07	37.04
CAPITAL OUTLAY	0.00	10,300.00	50,000.00	39,700.00	20.60
EQUIPMENT MAINTENANCE/PARTS	498.59	758.04	5,500.00	4,741.96	13.78
AIRFIELD MAINTENANCE/REPAIRS	0.00	436.48	5,000.00	4,563.52	8.73
				33.02	33.02

MENOMINEE COUNTY
Standard Budget Report
February 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Feb-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE	119.53	825.58	2,500.00	1,674.42	0.00
BUILDING MAINTENANCE/REPAIRS	0.00	0.00	3,000.00	3,000.00	
NEW/REPLACEMENT EQUIPMENT	5,782.60	85,414.37	427,354.00	341,939.63	19.99
Total AIRPORT EXPENDITURE	<u>5,782.60</u>	<u>85,414.37</u>	<u>427,354.00</u>	<u>341,939.63</u>	<u>19.99</u>
Total Public Works	<u>5,782.60</u>	<u>85,414.37</u>	<u>427,354.00</u>	<u>341,939.63</u>	<u>19.99</u>
Total Expenditures	<u>5,782.60</u>	<u>85,414.37</u>	<u>427,354.00</u>	<u>341,939.63</u>	<u>19.99</u>
CHANGE IN FUND EQUITY	11,833.95	57,895.35	-1.00	57,896.35	-5,789,535.00

Report Filter Criteria

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