

AGENDA

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408

REGULAR SESSION COMMISSION MEETING 4:30 p.m. – 3/20/2012 TWIN COUNTY AIRPORT CONFERENCE ROOM

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approve/amend agenda
5. Approve/amend minutes of 2/21/2012 Regular Session and 3/9/12 Special Session Meetings
6. Public comment – speakers will be limited to 5 minutes on agenda items only
7. Update on Explorer Solutions study, information only
8. URS Presentation (Attachment A), information only
9. Discuss/Consider authorizing URS to conduct a detailed abstract/title search for property line discrepancy, action if any
10. Discuss/Consider final approval of Twin County Airport Commission Bylaws, action if any
11. Discuss/Consider approval of the remaining lease agreement for Gene Coleman to Garry Anderson, action if any
12. Discuss/consider sale of trees cut down in landfill, action if any
13. Discuss/consider insurance on van, action if any
14. Discuss/consider suspending Personnel Policies and Procedures, action if any
15. Discuss/consider Buildings and Grounds Committee report, action if any
16. Temporary manager's report:
 1. Discuss/consider Profit & Loss for 2/2012, action if any
 2. Discuss/consider Reconciliation Summaries for 2/2012, action if any
 3. Discuss/consider Vendor Balance for 2/2012, action if any
 4. Discuss/consider Customer Balance for 2/2012, action if any
 5. Discuss/consider Check Detail and paying monthly bills for 2/2012, action if any
 6. Discuss/consider Fuel Sales Report for 2/2012, action if any
 7. Discuss/consider airport traffic for 2/2012, action if any
17. Communications/correspondence
18. Dialog between airport users and the TCAC
19. Public comment – speakers will be limited to 5 minutes
20. Future agenda items
21. Schedule next meeting
22. Adjourn

Note: Quorums may be present.

Note: Agenda items may not be considered and acted upon in the order listed.

cc: Jim Pearson Nick Lakari Menominee County Admin.
Dale Berman Jason Lauzer Marinette County Clerk
James Furlong Ted Sauve

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 Twin County Airport Manager's office (906-863-8408) at least 24 hours prior to the meeting in order to make suitable arrangements (TDD 800-649-3777).

MINUTES

**TWIN COUNTY AIRPORT COMMISSION
2801 NORTH 22ND STREET
MENOMINEE, MI 49858
906-863-8408**

Regular Session Meeting, 2/21/2012 – 4:30 p.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve
MEMBERS EXCUSED: None
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Bay Cities Radio, Eagle Herald, Menominee County News, Peshtigo Times

1. Call to order

Chair Lauzer called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call

4. Approve/amend agenda

Chair Lauzer requested removal of agenda item 12.

Motion (Furlong/Sauve) to approve the agenda as amended. Vote – unanimous. Motion carried.

5. Approve/amend minutes of 1/18/2012 Reorganizational and Regular Session Meetings

Motion (Furlong/Lakari) to approve the minutes of the 1-18-2012 reorganizational meeting. Vote – unanimous. Motion carried.

Motion (Sauve/Pearson) to approve the minutes of the 1-18-2012 regular session meeting. Vote – unanimous. Motion carried.

6. Public comment

AMT 1 Petty Officer Josh Taggart of the Coast Guard explained to the Commission that their helicopter iced up during a rescue mission and was currently being repaired in the large hangar.

7. Update on creation of a part-time airport manager's job description, information only

Commissioner Lakari reported that the Job Description Committee met for a second time and created a drafted job description. The intention of the committee is to forward the draft to the Personnel Committee for approval.

8. Update on calendar of events, information only

Chair Lauzer reported that the Executive Committee met and drafted a calendar of duties and events. Commissioner Lakari noted that the calendar is a living document, and can be modified throughout the year.

9. Discuss fuel farm loan, information only

Chair Lauzer reported that he had been contacted by Pat Kass, Finance Director for Marinette County. Mr. Kass suggested the TCAC submit a request to Marinette and Menominee counties for the money instead of taking out a loan and paying interest.

10. Discuss/consider open house for July 21, 2012, action if any

Motion (Furlong/Lakari) to hold an open house at the Twin County Airport on July 21, 2012. Vote – unanimous. Motion carried.

The Commission asked Mr. LaFleur to create a list of ideas for the open house and report at the March regular session meeting.

11. Discuss/consider special meeting to review and select candidates to be interviewed for Airport D anager’s position, action if any

Motion (Pearson/Sauve) to hold a special meeting on March 9, 2012 at 3:00 p.m. to discuss candidates and determine who will be interviewed for the Airport D anager’s position. Vote – unanimous. Motion carried.

13. Discuss/consider recommendation from the By-Laws Committee, action if any

Commissioner Pearson discussed proposed changes to the By-Laws as recommended by the By-Laws Committee.

Commissioner Sauve commended the By-Laws Committee and asked that the minutes reflect his appreciation for the committee’s outstanding work.

Motion (Pearson/Suave) to approve the recommended changes to the By-Laws and carry them forward to the next regular session meeting for final approval and adoption. Vote – unanimous. Motion carried.

14. Temporary D anager’s Report

Chair Lauzer reported that the Executive Committee reviewed the temporary manager’s reports, and it was the consensus of the committee to accept them as presented.

Motion (Berman/Lakari) to accept the temporary manager’s reports as presented. Vote – unanimous. Motion carried.

15. Communications/correspondence

Chair Lauzer reported that the following correspondence was received:

- FAA regarding removal of the trees on the approach of runway three. The trees were removed, and the FAA was notified of their removal.
- Garry Anderson notifying the TCAC that he had re-purchased hangar 31.

- Insurance company verifying that the auto insurance would cover pilots driving the courtesy vehicle as long as there was no charge to the pilots for use of the vehicle.

Commissioner Sauve reported that he gave the information regarding a display aircraft to Menominee County Administrator Brian Bousley.

16. Dialog between airport users and the TCAC

None

17. Public comment – speakers will be limited to 5 minutes

None

18. Future agenda items

Hangar 31 Lease
URS Presentation
Suspend Personnel Policies & Procedures
Adopt By-Laws
Explorer Solutions Report

13. Schedule next meeting

The next meeting is scheduled for Tuesday, March 20th at 4:30 p.m.

14. Adjourn

Motion (Pearson/Lakari) to adjourn at 5:28 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected:

MINUTES

TWIN COUNTY AIRPORT COMMISSION
2801 NORTH 22ND STREET
MENOMINEE, MI 49858
906-863-8408

Special Session Meeting, 3/9/2012 – 3:00 p.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve
MEMBERS EXCUSED: None
OTHERS PRESENT: Menominee County Administrator Brian Bousley, Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Bay Cities Radio, Eagle Herald, Peshtigo Times

1. **Call to order**

Chair Lauzer called the meeting to order at 3:00 p.m.

2. **Pledge of Allegiance**

3. **Roll call**

4. **Approve/amend agenda**

Motion (Furlong/Sauve) to approve the agenda. Vote – unanimous. Motion carried.

5. **Public comment**

None

6. **Discuss/Consider approving part-time manager job description, action if any**

The Commission reviewed the drafted job description and made an amendment (Exhibit A).

Motion (Furlong/Lakari) to approve the part-time manager job description as amended. Vote – unanimous. Motion carried.

7. **Discuss/Consider candidates to be interviewed for airport manager, action if any**

Motion (Furlong/Sauve) to interview all four of the candidates that applied with Menominee County Administrator Brian Bousley acting as moderator, using a standard set of 20 questions. Vote – unanimous. Motion carried.

8. **Discuss/Consider special meeting date(s) for airport manager interviews, action if any**

Motion (Sauve/Furlong) to hold a special meeting on Monday, March 19th at 9:00 a.m. to conduct interviews, allotting one hour per interview. Vote – unanimous. Motion carried.

9. Discuss/Consider requesting advance appropriations from Menominee and Marinette Counties for fuel farm project, action if any

County Administrator Bousley informed the Commission that Menominee County could not advance appropriations at this time.

Motion (Pearson/Furlong) to request the Marinette County Board of Supervisors approve the resolution supporting the airport's loan application to MDOT. Vote – unanimous. Motion carried.

10. Communications/correspondence

None

11. Dialog between airport users and the TCAC

None

12. Public comment – speakers will be limited to 5 minutes

Penny Mullins addressed the Commission regarding when they would make their decision to hire one of the four candidates as the new airport manager.

13. Future agenda items

Report from the Buildings and Grounds Committee

14. Schedule the next meeting

The next regular session meeting is scheduled for Tuesday, March 20th at 4:30 p.m.

15. Adjourn

Motion (Furlong/Pearson) to adjourn at 3:50 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected:

**Menominee County, Michigan
Position Description**

Exhibit A

Title: Airport Manager
Department: Twin County Airport Commission
Reports to: Airport Commission Chairperson
Date Adopted: 03/9/2012

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 MDOT Aeronautics Administrative Code R 259.312
- Develop and implement administrative, environmental, maintenance and safety programs as directed by the Commission.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, prepare routine correspondence and advise news media of pending board meetings.
- Seek to obtain State and Federal Grants for Airport Development Projects. Each application to be approved by the Airport Commission.
- 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 Commissioners apprised of matters dealing directly with the problem(s).
- Assist with resolving problems by determining, establishing and implementing policies, procedures and programs as directed by the Commission.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other information required by the Commission. Retain records for a period of three years, or such period required by the Commission.
- 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 Commission on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Commission.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, plans, coordinates and assigns the work of airport personnel; monitors and evaluates performance and work outputs to maintain efficiency and quality of work.
- Supervises, directs and operates equipment necessary in the building and grounds maintenance of the airport; inspects runways, taxiways, ramps and roads and assesses operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keeps 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.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of 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. In compliance 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.

Airport Manager Signature

TCAC Chairperson Signature

Date

Date

Twin County Airport (MNM)

URS Update

Agenda

March 20, 2012 Commission Meeting

4:30PM

- Plow
 - Airport has received and utilized new plow
 - Paperwork closeout procedures required
 - Approval of payment (draft attached)
 - Attachment 5 signature (draft attached)

- Fuel Farm
 - Sparling has identified a start on the project as early as May
 - URS will work with Jeff to obtain certain detailed information requested by Sparling

- Exhibit A
 - Document is under final review by MDOT Aero
 - Property line discrepancy issue
 - Current title information indicates that XXX has occupied airport property
 - Survey work by landowner indicates property as his
 - Currently noted, Exhibit A approvable
 - Land ownership must be addressed/resolved to complete land releases
 - Suggest authorizing URS to conduct detailed abstract/title search to determine historical property ownership.
 - If airport land information is incorrect, title documentation will suffice.
 - If airport land information is correct, Airport will be required to issue a land release and current landowner will be required to compensate airport for property or vacate it

- Tree Clearing
 - Initial clearing by airport has allowed airport's approaches to remain unaffected
 - Additional tree clearing required to maintain clear approaches and compliance with grant assurances
 - Contract to be submitted for review (MDOT Aero will want plow project at a minimum to close)

→ ALP

- Has been drafted to current standards
 - Draft document will be provided for review
- Cannot be finalized without User Survey
 - Required by State to determine “fundable” length of runway (strongest argument)
 - Determined by critical aircraft – 500 operations utilizing 6000’
 - Jeff provided list of large aircraft using airport
 - Shows roughly 150 operations
 - Need additional data from Flight Aware to capture most traffic
 - Will need to contact pilots/companies of large aircraft to ascertain anticipated future use. (Stock form attached.)
 - URS needs to understand its level of effort to research pilots/companies vis-à-vis what relationships the airport already has.
 - Historically a task completed by MDOT Aero, recently determined to be a consultant task. Draft contract language has been in at State since December.
- Backup argument , the cost to move infrastructure and ILS is cost prohibitive
- URS is interested in Airport’s economic development efforts and status
 - Land releases not possible until ALP & Exhibit A are complete

9:48 AM
03/12/12

Twin County Airport
Reconciliation Summary
Checking Account, Period Ending 02/29/2012

	<u>Feb 29, 12</u>
Beginning Balance	35,020.18
Cleared Transactions	
Checks and Payments - 21 items	-32,655.96
Deposits and Credits - 13 items	10,548.54
Total Cleared Transactions	<u>-22,107.42</u>
Cleared Balance	<u>12,912.76</u>
Uncleared Transactions	
Checks and Payments - 7 items	-2,033.15
Total Uncleared Transactions	<u>-2,033.15</u>
Register Balance as of 02/29/2012	<u>10,879.61</u>
New Transactions	
Checks and Payments - 3 items	-3,378.14
Total New Transactions	<u>-3,378.14</u>
Ending Balance	<u>7,501.47</u>

9:30 AM
03/12/12

Twin County Airport
Reconciliation Summary
Fuel Sales Bank Account, Period Ending 02/29/2012

	<u>Feb 29, 12</u>
Beginning Balance	23,718.48
Cleared Transactions	
Checks and Payments - 2 items	-52.78
Deposits and Credits - 21 items	9,669.08
Total Cleared Transactions	<u>9,616.30</u>
Cleared Balance	<u>33,334.78</u>
Register Balance as of 02/29/2012	33,334.78
Ending Balance	33,334.78

9:04 AM

03/12/12

Twin County Airport
Reconciliation Summary
Capital Projects Account, Period Ending 02/29/2012

	<u>Feb 29, 12</u>
Beginning Balance	17,578.40
Cleared Transactions	
Deposits and Credits - 1 item	<u>19.15</u>
Total Cleared Transactions	<u>19.15</u>
Cleared Balance	<u><u>17,597.55</u></u>
Register Balance as of 02/29/2012	17,597.55
Ending Balance	17,597.55

1:08 PM
03/12/12

Twin County Airport
Check Detail
February 2012

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		2/21/2012			Checking Account		-46.94
					Processing Fee	-46.94	46.94
TOTAL						-46.94	46.94
Bill Pmt -Check	12437	2/5/2012	All Seasons Equip...		Checking Account		-28.49
Bill	Inv #6...	1/20/2012			Repairs	-28.49	28.49
TOTAL						-28.49	28.49
Bill Pmt -Check	12438	2/5/2012	ARAMARK		Checking Account		-213.24
Bill	01/20...	1/27/2012			Employee Uniforms	-213.24	213.24
TOTAL						-213.24	213.24
Bill Pmt -Check	12439	2/5/2012	Automotive Suppl...		Checking Account		-866.14
Bill	01/20...	1/31/2012			Reimbursement -Su...	-782.29	791.32
					Repairs	-83.85	84.82
TOTAL						-866.14	876.14
Bill Pmt -Check	12440	2/5/2012	Graybar		Checking Account		-121.69
Bill	Inv #9...	1/17/2012			Bulbs/signs	-121.69	121.69
TOTAL						-121.69	121.69
Bill Pmt -Check	12441	2/5/2012	Miller's Office Sup...		Checking Account		-68.97
Bill	Inv #0...	1/23/2012			Supplies	-39.99	39.99
Bill	Inv #0...	1/24/2012			Supplies	-28.98	28.98
TOTAL						-68.97	68.97
Bill Pmt -Check	12442	2/5/2012	Norway Springs, Inc		Checking Account		-22.82
Bill		1/27/2012			Supplies	-9.49	9.49
					Supplies	-13.33	13.33
TOTAL						-22.82	22.82
Bill Pmt -Check	12443	2/5/2012	State of Michigan...		Checking Account		-260.00
Bill	Inv #7...	2/1/2012			Storm Water Permit	-260.00	260.00
TOTAL						-260.00	260.00
Bill Pmt -Check	12444	2/5/2012	State of Michigan ...		Checking Account		-700.00
Bill	Inv #3...	1/17/2012			Constructin in Progr...	-700.00	700.00
TOTAL						-700.00	700.00
Bill Pmt -Check	12445	2/5/2012	Treasurer, Menom...		Checking Account		-6,843.58
Bill	1/13/...	1/12/2012			Salary/Wages	-3,679.55	3,679.55
Bill	1/27/...	1/27/2012			Salary/Wages	-3,164.03	3,164.03
TOTAL						-6,843.58	6,843.58
Bill Pmt -Check	12446	2/5/2012	Twin City Service ...		Checking Account		-19,444.89

1:08 PM
03/12/12

Twin County Airport Check Detail February 2012

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill		2/4/2012			Property	-6,721.00	6,721.00
					General Liability	-8,193.00	8,193.00
					Wkrs Comp	-3,236.00	3,236.00
					Coml Vehicle	-1,294.89	1,294.89
TOTAL						-19,444.89	19,444.89
Bill Pmt -Check	12447	2/5/2012	Walter Bros, True ...		Checking Account		-121.94
Bill		1/31/2012			Tools	-39.96	39.96
					Repairs	-5.03	5.03
					Repairs	-3.98	3.98
					Repairs	-24.24	24.24
					Repairs	-25.75	25.75
					Repairs	-22.98	22.98
TOTAL						-121.94	121.94
Bill Pmt -Check	12448	2/5/2012	Waste Manageme...		Checking Account		-71.72
Bill	1334...	2/1/2012			Sanitary Sup	-71.72	71.72
TOTAL						-71.72	71.72
Bill Pmt -Check	12449	2/5/2012	WI Public Svc Corp		Checking Account		-2,276.34
Bill	01/20...	1/26/2012			Gas/Elect	-26.07	26.07
					Gas/Elect	-28.24	28.24
					Gas/Elect	-430.76	430.76
					Gas/Elect	-1,385.68	1,385.68
					Gas/Elect	-405.59	405.59
TOTAL						-2,276.34	2,276.34
Bill Pmt -Check	12451	2/14/2012	Eagle Hearld Publi...		Checking Account		-381.14
Bill	01/20...	1/31/2012			Advertising	-381.14	381.14
TOTAL						-381.14	381.14
Bill Pmt -Check	12452	2/14/2012	Graybar		Checking Account		-74.34
Bill	Inv #9...	1/27/2012			Bulbs/signs	-74.34	74.34
TOTAL						-74.34	74.34
Bill Pmt -Check	12453	2/14/2012	Long Heating & C...		Checking Account		-5.30
Bill	l#344...	1/31/2012			Repairs	-5.30	5.30
TOTAL						-5.30	5.30
Bill Pmt -Check	12454	2/14/2012	Bay Area Medical ...		Checking Account		-156.20
Bill		1/31/2012			Bay Area Medical C...	-156.20	156.20
TOTAL						-156.20	156.20
Bill Pmt -Check	12455	2/14/2012	State of Michigan-...		Checking Account		-128.39
Bill	01/20...	2/7/2012			Credit Card Charges	-128.39	128.39
TOTAL						-128.39	128.39
Bill Pmt -Check	12456	2/27/2012	Air Cooled Engines		Checking Account		-28.39
Bill	l#213...	2/16/2012			Repairs	-20.89	20.89

1:08 PM
03/12/12

Twin County Airport Check Detail February 2012

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	I #21...	2/21/2012		Repairs		-7.50	7.50
TOTAL						-28.39	28.39
Bill Pmt -Check	12457	2/27/2012	Carrot-Top Industr...		Checking Account		-145.71
Bill	Inv #...	2/1/2012		Building Maintenan...		-145.71	145.71
TOTAL						-145.71	145.71
Bill Pmt -Check	12458	2/27/2012	Cellcom		Checking Account		-53.98
Bill	Inv #5...	2/5/2012		Phone/Cable/Internet		-53.98	53.98
TOTAL						-53.98	53.98
Bill Pmt -Check	12459	2/27/2012	Francour Oil Co		Checking Account		-1,526.48
Bill	Inv #1...	2/14/2012		Fuel/Oil		-1,526.48	1,526.48
TOTAL						-1,526.48	1,526.48
Bill Pmt -Check	12460	2/27/2012	MasterCard		Checking Account		-182.60
Bill	01/20...	2/10/2012		Postage		-17.60	17.60
				Fuel/Oil		-98.90	98.90
				Postage		-18.00	18.00
				Fuel/Oil		-48.10	48.10
TOTAL						-182.60	182.60
Bill Pmt -Check	12461	2/27/2012	Miller's Office Sup...		Checking Account		-70.99
Bill	Inv #0...	2/7/2012		Supplies		-70.99	70.99
TOTAL						-70.99	70.99
Bill Pmt -Check	12462	2/27/2012	Swenson Enterpri...		Checking Account		-25.00
Bill	I #33...	2/10/2012		Repairs		-25.00	25.00
TOTAL						-25.00	25.00

1:08 PM
03/12/12

Twin County Airport
Vendor Balance Summary
As of February 29, 2012

	<u>Feb 29, 12</u>
ARAMARK	155.32
Luft's Advertiser	45.00
Peshigo Times	67.50
Treasurer, Menominee County	6,336.82
URS Corporation	3,200.00
Walter Bros, True Value	130.73
WI Public Svc Corp	1,679.86
TOTAL	<u>11,615.23</u>

Twin County Airport
Customer Balance Detail
As of February 29, 2012

Type	Date	Num	Account	Amount	Balance
Coldwell Banker					
Invoice	6/30/2010	1363	Accounts Receivable	50.00	50.00
Invoice	6/7/2011	1500	Accounts Receivable	50.00	100.00
Total Coldwell Banker				100.00	100.00
Cramer, Ken					
Invoice	2/29/2012	1587	Accounts Receivable	150.00	150.00
Total Cramer, Ken				150.00	150.00
Enstrom Helicopter Corp.					
Invoice	2/29/2012	1586	Accounts Receivable	3,992.50	3,992.50
Total Enstrom Helicopter Corp.				3,992.50	3,992.50
Freight Runners					
Invoice	1/31/2012	1584	Accounts Receivable	3,671.42	3,671.42
Invoice	2/29/2012	1588	Accounts Receivable	777.00	4,448.42
Total Freight Runners				4,448.42	4,448.42
Hendrick, James					
Invoice	11/18/2011	1561	Accounts Receivable	405.00	405.00
Total Hendrick, James				405.00	405.00
Marinette County Treasurer					
Invoice	11/1/2011	1539	Accounts Receivable	2,000.00	2,000.00
Total Marinette County Treasurer				2,000.00	2,000.00
Martin, Dennis					
Invoice	6/30/2010	1366	Accounts Receivable	176.72	176.72
Total Martin, Dennis				176.72	176.72
MAXAIR					
Invoice	2/29/2012	1589	Accounts Receivable	200.00	200.00
Total MAXAIR				200.00	200.00
Townsend, Dave					
Invoice	4/30/2011	1481	Accounts Receivable	150.00	150.00
Invoice	5/31/2011	1493	Accounts Receivable	150.00	300.00
Invoice	6/30/2011	1508	Accounts Receivable	150.00	450.00
Invoice	7/31/2011	1514	Accounts Receivable	150.00	600.00
Invoice	8/31/2011	1521	Accounts Receivable	150.00	750.00
Invoice	9/30/2011	1528	Accounts Receivable	150.00	900.00
Invoice	10/31/2011	1537	Accounts Receivable	150.00	1,050.00
Invoice	11/30/2011	1566	Accounts Receivable	150.00	1,200.00
Total Townsend, Dave				1,200.00	1,200.00
TOTAL				12,672.64	12,672.64

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Twin County Airport
Customer Balance Summary
As of February 29, 2012

	<u>Feb 29, 12</u>
Coldwell Banker	100.00
Cramer, Ken	150.00
Enstrom Helicopter Corp.	3,992.50
Freight Runners	4,448.42
Hendrick, James	405.00
Marinette County Treasurer	2,000.00
Martin, Dennis	176.72
MAXAIR	200.00
Townsend, Dave	1,200.00
Tyco Fire Suppression	-80.00
TOTAL	<u>12,592.64</u>

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Accrual Basis

Twin County Airport Fuel Sales Report February 2012

	<u>Feb 12</u>	<u>Oct '11 - Feb 12</u>
Ordinary Income/Expense		
Income		
Fuel Sales		
Business Charge Accounts	4,706.00	17,861.60
Credit Card Charges	8,418.83	44,146.98
Total Fuel Sales	<u>13,124.83</u>	<u>62,008.58</u>
Total Income	13,124.83	62,008.58
Cost of Goods Sold		
Aviation Fuel Purchases		
Equipment Fuel Purchase	0.00	5,645.68
Fuel Purchase	0.00	46,419.47
Total Aviation Fuel Purchases	<u>0.00</u>	<u>52,065.15</u>
Total COGS	<u>0.00</u>	<u>52,065.15</u>
Gross Profit	<u>13,124.83</u>	<u>9,943.43</u>
Net Ordinary Income	<u>13,124.83</u>	<u>9,943.43</u>
Net Income	<u><u>13,124.83</u></u>	<u><u>9,943.43</u></u>

Twin County Airport
Transaction Detail By Account
 February 2012

Date	Num	Adj	Name	Memo	Cir	Split	Debit	Credit	Balance
2/6/2012	1546		Cash Sales	Aeroshell 15...		Checking Acc...		6.50	6.50
2/7/2012	1585		Tyco Fire Suppressi...	Jet A Fuel		Accounts Rec...		1,010.00	1,016.50
2/29/2012	1586		Enstrom Helicopter ...	-MULTIPLE-		Accounts Rec...		3,402.50	4,419.00
2/29/2012	1586		Enstrom Helicopter ...	Fuel Discoun...		Accounts Rec...	40.00		4,379.00
2/29/2012	1588		Freight Runners	-MULTIPLE-		Accounts Rec...	40.00	327.00	4,706.00
								4,746.00	4,706.00
							40.00	4,746.00	4,706.00
							40.00	4,746.00	4,706.00

is Charge Accounts

Twin County Airport
Transaction Detail By Account
 February 2012

Date	Num	Adj	Name	Memo	Cir	Split	Debit	Credit	Balance
Charges									
2/1/2012	1541		EPIC Card Services...	CompassPO...		Fuel Sales Ba...		1,515.01	1,515.01
2/2/2012	1542		EPIC Card Services...	CompassPO...		Fuel Sales Ba...		1,010.00	2,525.01
2/4/2012	1543		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		265.53	2,790.54
2/5/2012	1550		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		361.99	3,152.53
2/6/2012	1551		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		129.32	3,281.85
01/20...			State of Michigan-S...	January, 201...		Accounts Pay...	128.39		3,153.46
2/7/2012	1552		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		119.25	3,272.71
2/9/2012	1553		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		637.06	3,909.77
2/12/2012	1554		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		159.00	4,068.77
2/13/2012	1555		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		369.94	4,438.71
2/16/2012	1563		EPIC Card Services...	CompassPO...		Fuel Sales Ba...		676.70	5,115.41
2/19/2012	1566		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		229.49	5,344.90
2/20/2012	1557		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		223.13	5,568.03
2/21/2012	1561		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		76.85	5,644.88
2/22/2012	1562		EPIC Card Services...	CompassPO...		Fuel Sales Ba...		676.71	6,321.59
2/23/2012	1564		EPIC Card Services...	-MULTIPLE-		Fuel Sales Ba...		1,441.56	7,763.15
2/24/2012	1568		EPIC Card Services...	Fuel Master ...		Fuel Sales Ba...		157.94	7,921.09
2/27/2012	1559		EPIC Card Services...	-MULTIPLE-		Fuel Sales Ba...		497.74	8,418.83
Card Charges							128.39	8,547.22	8,418.83
							128.39	8,547.22	8,418.83
							128.39	8,547.22	8,418.83

**Twin County Airport
Profit & Loss Budget Performance
February 2012**

	Feb 12	Budget	\$ Over Budget	Oct '11 - Feb 12	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Commission							
Avis	582.55			2,160.89			
Interest Income	25.74			195.04			
Soda Machine	92.65			92.65			
Commission - Other	0.00	416.67	-416.67	0.00	2,083.31	-2,083.31	5,000.00
Total Commission	700.94	416.67	284.27	2,448.58	2,083.31	365.27	5,000.00
Fees							
After Hours	150.00			1,350.00			
Landing Fees	835.00			4,940.00			
Parking Fees	0.00			150.00			
Rent/Lease/Hanger	1,730.00			17,487.80			
Fees - Other	30.00	3,333.33	-3,303.33	670.29	16,666.69	-15,996.40	40,000.00
Total Fees	2,745.00	3,333.33	-588.33	24,598.09	16,666.69	7,931.40	40,000.00
Fuel Sales							
Business Charge Accounts	4,706.00			17,861.60			
Credit Card Charges	8,418.83	13,166.67	-13,166.67	44,146.98	65,833.31	-65,833.31	158,000.00
Fuel Sales - Other	0.00			0.00			
Total Fuel Sales	13,124.83	13,166.67	-41.84	62,008.58	65,833.31	-3,824.73	158,000.00
Miscellaneous							
Miscellaneous	52.78			52.78			
Reimbursement - Supplies	10.00			77.98			
Total Income	16,633.55	16,916.67	-283.12	89,186.01	84,563.31	4,602.70	203,000.00
Cost of Goods Sold							
Aviation Fuel Purchases	0.00						
Equipment Fuel Purchase	0.00			5,645.68			
Fuel Purchase	0.00			46,419.47			
Aviation Fuel Purchases - Other	0.00	8,750.00	-8,750.00	0.00	43,750.00	-43,750.00	105,000.00
Total Aviation Fuel Purchases	0.00	8,750.00	-8,750.00	52,065.15	43,750.00	8,315.15	105,000.00
Total COGS	0.00	8,750.00	-8,750.00	52,065.15	43,750.00	8,315.15	105,000.00
Gross Profit	16,633.55	8,166.67	8,466.88	37,120.86	40,813.31	-3,712.45	98,000.00
Expense							
Aviation Oil Purchase	0.00			196.02	300.00	-103.98	300.00
Bay Area Medical Center	0.00			204.20			
Buildings & Grounds							
Airfield Maintenance & Repair							
Subsigns	0.00			522.37			
Clearing	20.96			20.96			
Total Airfield Maintenance & Repair	20.96			543.33			
Building Maintenance & Repair							
Fire Suppression	0.00			475.00			
Repairs	98.83			467.45			
Sanitary Sup	105.69			414.72			
Building Maintenance & Repair - Other	145.71			145.71			
Total Building Maintenance & Repair	350.23			1,502.88			
Equipment Maintenance & Repair							

Twin County Airport
Profit & Loss Budget Performance
February 2012

	Feb 12	Budget	\$ Over Budget	Oct '11 - Feb 12	YTD Budget	\$ Over Budget	Annual Budget
Fuel/Oil	1,673.48			3,020.27			
Parts	0.00			61.27			
Repairs	30.36			3,162.57			
Tools	0.00			39.96			
Equipment Maintenance & Repair - Other	0.00			-567.40			
Total Equipment Maintenance & Repair	1,703.84			5,716.67			
Forklift	0.00			331.38			
Soda Machine	0.00			67.86			
Buildings & Grounds - Other	0.00	3,916.67	-3,916.67	65.00	19,583.31	-19,518.31	47,000.00
Total Buildings & Grounds	2,075.03	3,916.67	-1,841.64	8,227.12	19,583.31	-11,356.19	47,000.00
Capital Outlay Expense	0.00			0.00	5,000.00	-5,000.00	5,000.00
Depreciation Expense	19,250.89			96,234.43			
Insurance							
Com'l Vehicle	1,294.89			1,415.45			
Employee Health	0.00			8,787.59			
General Liability	8,193.00			10,693.00			
Property	6,721.00			-95.00			
Wkrs Comp	752.00			3,898.00			
Insurance - Other	0.00			0.00			
Total Insurance	16,960.89			24,789.04	46,000.00	-46,000.00	46,000.00
Lic/Permits					46,000.00	-21,210.96	46,000.00
Storm Water Permit	260.00			260.00			
Undrgrnd Tnk Permit	0.00			300.00			
Lic/Permits - Other	0.00			0.00	700.00	-700.00	700.00
Total Lic/Permits	260.00			560.00	700.00	-140.00	700.00
Marketing							
Ad for Bids	0.00			354.50			
Advertising	112.50			962.76			
Employee Uniforms	155.32			887.64			
Meteorlogix WX	0.00			261.60			
Marketing - Other	0.00			0.00	3,000.00	-3,000.00	3,000.00
Total Marketing	267.82			2,446.50	3,000.00	-553.50	3,000.00
Meetings/Conferences							
Lodging	0.00			-117.00			
Meals	0.00			268.89			
Meetings/Conferences - Other	0.00			0.00	3,500.00	-3,500.00	3,500.00
Total Meetings/Conferences	0.00			151.89	3,500.00	-3,348.11	3,500.00
Office Expense							
Postage	35.60			202.03			
Supplies	70.99			586.08			
Office Expense - Other	0.00			0.00	1,000.00	-1,000.00	1,000.00
Total Office Expense	106.59			788.11	1,000.00	-211.89	1,000.00
Processing Fee	251.09			1,357.06	2,500.00	-1,142.94	2,500.00
Prof Svc	0.00			0.00	5,000.00	-5,000.00	5,000.00
Annual Audit	0.00			922.50			
Legal Fees	0.00			0.00	45,000.00	-45,000.00	45,000.00
Study Fees	0.00			1.59			
Svc Cfg	0.00						

**Twin County Airport
Profit & Loss Budget Performance
February 2012**

	Feb 12	Budget	\$ Over Budget	Oct '11 - Feb 12	YTD Budget	\$ Over Budget	Annual Budget
Total Prof Svc	0.00			924.09	50,000.00	-49,075.91	50,000.00
Salary/Wages	6,336.82	7,500.00	-1,163.18	33,923.83	37,500.00	-3,576.17	90,000.00
Utilities							
Gas/Elect	1,673.86			7,336.09			
Phone/Cable/Internet	53.98			1,294.72			
Water/Waste Water	0.00			185.59			
Utilities - Other	0.00	1,583.33	-1,583.33	0.00	7,916.69	-7,916.69	19,000.00
Total Utilities	1,733.84	1,583.33	150.51	8,816.40	7,916.69	899.71	19,000.00
Total Expense	47,282.97	13,000.00	34,282.97	178,638.69	177,000.00	1,638.69	288,000.00
Net Ordinary Income	-30,649.42	-4,833.33	-25,816.09	-141,517.83	-136,166.69	-5,351.14	-170,000.00
Other Income/Expense							
Applied from Fund Balance	0.00			0.00	1,000.00	-1,000.00	1,000.00
Appropriation							
Annual	0.00			45,000.00	60,000.00	-15,000.00	120,000.00
Capital Outlay Subsidy	0.00			4,000.00	4,000.00	0.00	4,000.00
Total Appropriation	0.00			49,000.00	64,000.00	-15,000.00	124,000.00
Fed/State Contributed Capital	0.00			341,222.07	45,000.00	-45,000.00	45,000.00
Other Reimbursement	0.00			0.00	110,000.00	-110,000.00	170,000.00
Total Other Income	0.00			390,222.07	110,000.00	280,222.07	170,000.00
Net Other Income	0.00			390,222.07	110,000.00	280,222.07	170,000.00
Net Income	-30,649.42	-4,833.33	-25,816.09	248,704.24	-26,166.69	274,870.93	0.00