

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, March 15, 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
February 16, 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. Quit Claim Deed/Capital Outlay Plan
 - c. Airport Name Change
 - 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).

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Tuesday, February 16, 2016 4:00 PM
AIRPORT CONFERENCE ROOM

Minutes

1. Call to Order

Chairman Schei called the meeting to order at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Commissioners Schei, Meintz and Williams were present. Others present were County Administrator Bousley and Airport Manager LaFleur.

4. Approval of Agenda

Commissioner Williams made a motion to approve the agenda, Commissioner Meintz seconded motion passed.

5. Approval of Previous Minutes

December 15, 2015

January 19, 2016

Commissioner Meintz made a motion to approve the minutes of December 15 and January 19, Commissioner Williams seconded, motion passed.

6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)

None

7. Presentations

None

8. Business

a. Financial

aa. Monthly Budget Review

Administrator Bousley went through the monthly financial report stating revenues were currently at 35.53 percent versus expenditures at 19.99 percent. These amounts are through the end of January and at the end of the first quarter plus a month we should be at roughly 33 percent. So revenue at this point is higher while expenditures are lower. One change will occur within the insurance for the airport, the auto insurance will be switched from the current vender to MMRMA which is the county's vender for liability insurance as the current auto policy is up for renewal. As the other insurances come due some will be switched to the county's carrier.

b. Buildings and Grounds

aa. Cameras

Commissioner Schei state he wanted to revisit the camera and security plan at the airport to monitor traffic, visitors and general safety of airport. Commissioner Schei would like Administrator Bousley and Manager LaFleur to explore options and return with a plan and cost breakdown for a camera system, exploring a few different options. The camera options will be brought back to the committee at a later date for review. Commissioner Schei would also like to see an option whereas the camera video at the airport can be sent directly to the courthouse or control room at the jail for monitoring.

Commissioner Williams commented that many camera systems are now wireless and only need a power source and thus could be placed virtually anywhere.

Commissioner Meintz asked about the cost compared to the resolution of the camera, concerned about an inflated price of a camera system just to add higher resolution but felt it was necessary to have an expanded camera system to ensure safety.

bb. Fuel Farm

Commissioner Schei asked Administrator Bousley to provide an update on the fuel farm.

Administrator Bousley explained the fuel tanks are tested every Tuesday and Friday unless the weather is not cooperating. Administrator Bousley and Manger LaFleur test the tanks and sign off on the test on the fuel testing log. Gary Shultz, the part time Lineman would be the alternate signature if Administrator Bousley could not be at the airport during the Tuesday or Friday test date. It was also stated that locks have been installed on the sump pipes as well to safeguard and potential tampering with the fuel tanks.

Commissioner Schei stated that have the two signatures provides duel integrity on the testing of the fuel.

c. Additional Full Time Airport Lineman Position

Commissioner Schei asked Commissioner Williams, who resides on the county Personnel Committee, to report on the possibility of an additional Lineman position. Commissioner Williams stated the Personnel Committee heard the concerns from Administrator Bousley regarding the importance of hiring an additional full time lineman. Commissioner Williams went on to say if Jeff (Manger LaFleur) ever where to become injured or need a vacation the airport would be hard pressed to fill the vacancy, by having another full time Lineman who was trained would be the best option.

Administrator Bousley added that the Personnel Committee moved the hiring of the additional full time Lineman to the Finance Committee for further review. The Finance Committee will evaluate the Airport Budget and make a recommendation to the full County Board.

Commissioner Meintz agrees the hiring of an additional full time Lineman is a better route than hiring a part time manager. Also prepare a succession plan once Jeff intends to retire.

Commissioner Williams added that the need is great for an additional Lineman and not a manager at the present time as Jeff (LaFleur) and Brian (Bousley) are handling the administrative duties with the help of Sherry (DuPont) in the County Administrative Office.

Administrator Bousley stated he will take the Airport Manager's test with the state and Jeff will remain as the Assistant Manager/Lineman.

d. Airport Manager Report

Manager LaFleur reported that over the past weekend with the Navy in town for the launch he was about to sell 1,165 gallons of fuel to them. Commissioner Schei shared about the visit at Delta County Airport. Commissioner Schei and Brian (Bousley) met with the Airport Manager and discussed lease agreements, fuel and fuel sales, general operations of the airport and development at the airport.

Administrator Bousley added he visited the Delta County Airport with Mr. Ed Powell Jr. earlier the same day and watched the procedures Delta County performs regarding fuel and fuel testing policies and procedures. Copies of the lease agreements utilized by Delta County were also obtained as well as the policies regarding the leases. Brian (Bousley) added that development is key at the airport, Delta County had established a tax free area for development. Menominee County needs to concentrate on development at the airport as Menominee does not have commercial carrier.

9. Correspondence

None

10. Public Comment (Limited to 5 Minutes)

Mr. Ed Powell Sr. stated outside funding options should be explored to fund the security camera project through FAA, Homeland Security or other projects at the airport instead of the county putting out additional funds.

11. Commissioner Comment

Commissioner Meintz address the cameras around the Marinette Area, the cameras came from a different funding source which came with certain stipulations, but did agree alternate Commissioner Williams agreed with the seeking of alternative funding for projects. Commissioner Schei stated Brian (Bousley) is constantly seeking grants for funding opportunities in all departments of the county. Commissioner Schei also added the city will be pursuing the fire hydrant installation on the south end of the hangers on the airport property.

12. Adjourn

Motion made by Commissioner Meintz seconded by Commissioner Williams.

MENOMINEE COUNTY
Balance Sheet

March 2016

Account Title	Balance	Account Number
Fund: TWIN COUNTY AIRPORT		
ASSETS		
Current Assets		
CASH	179,805.07	216-000-001.00
CASH - AIRPORT	0.00	216-000-001.01
ACCOUNTS RECEIVABLE	0.00	216-000-040.00
FUEL INVENTORY	25,907.70	216-000-101.00
TOTAL Current Assets	205,712.77	
Long-Term Assets		
PREPAID HEALTH INSURANCE	14,941.63	216-000-123.01
PREPAID LIABILITY INSURANCE	0.00	216-000-123.02
TOTAL Long-Term Assets	14,941.63	
TOTAL ASSETS	220,654.40	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	216-000-200.00
ACCRUED WAGES PAYABLE	0.00	216-000-257.00
TOTAL Current Liabilities	0.00	
TOTAL LIABILITIES	0.00	
FUND EQUITY		
Fund Equity		
FUND BALANCE	159,470.53	216-000-390.00
CHANGE IN FUND EQUITY	61,183.87	
TOTAL Fund Equity	220,654.40	
TOTAL FUND EQUITY	220,654.40	
TOTAL LIABILITIES & FUND EQUITY	220,654.40	

MENOMINEE COUNTY
Standard Budget Report
March 2016 Revenues

Account Title	This Month	Y-T-D	Budget As Of Mar-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	60.00	2,590.00	9,900.00	-7,310.00	26.16
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
AIRPORT DE-ICING	0.00	1,230.00	0.00	1,230.00	0.00
AVIATION FUEL/OIL - BUSINESS	0.00	31,452.25	95,000.00	-63,547.75	33.11
AVIATION FUEL - CASH	0.00	0.00	500.00	-500.00	0.00
AVIATION FUEL - CREDIT CARD	3,609.46	40,752.04	150,000.00	-109,247.96	27.17
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>3,669.46</u>	<u>76,416.29</u>	<u>255,525.00</u>	<u>-179,108.71</u>	<u>29.91</u>
Interest and Rents					
RENT/HANGER LEASE	302.40	17,490.12	30,000.00	-12,509.88	58.30
Total Interest and Rents	<u>302.40</u>	<u>17,490.12</u>	<u>30,000.00</u>	<u>-12,509.88</u>	<u>58.30</u>
Total Program Revenues	<u>3,971.86</u>	<u>94,450.94</u>	<u>285,525.00</u>	<u>-191,074.06</u>	<u>33.08</u>
Special Items					
Other Revenue					
AFTER HOUR FEES	125.00	1,250.00	1,800.00	-550.00	69.44
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>125.00</u>	<u>68,350.00</u>	<u>141,828.00</u>	<u>-73,478.00</u>	<u>48.19</u>
Total Special Items	<u>125.00</u>	<u>68,350.00</u>	<u>141,828.00</u>	<u>-73,478.00</u>	<u>48.19</u>
Total Revenues	<u>4,096.86</u>	<u>162,800.94</u>	<u>427,353.00</u>	<u>-264,552.06</u>	<u>38.10</u>

MENOMINEE COUNTY
Standard Budget Report
March 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Mar-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
SALARIES	0.00	21,013.00	40,789.00	19,776.00	51.52
SALARIES - TEMPORARY	0.00	0.00	38,480.00	38,480.00	0.00
OVERTIME	0.00	1,240.00	4,000.00	2,760.00	31.00
LONGEVITY	0.00	1,000.00	1,000.00	0.00	100.00
HOSPITAL INSURANCE	0.00	8,073.28	12,656.00	4,582.72	63.79
LIFE INSURANCE	0.00	13.98	30.00	16.02	46.60
FICA-OASDI	0.00	1,397.13	4,781.00	3,383.87	29.22
FICA-MEDI	0.00	326.76	1,118.00	791.24	29.23
WORKMENS COMPENSATION	0.00	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	19.90	600.00	580.10	3.32
MISCELLANEOUS PURCHASES	0.00	20.00	200.00	180.00	10.00
GAS, OIL ETC	150.48	725.32	3,500.00	2,774.68	20.72
AVIATION FUEL PURCHASES	0.00	26,550.67	170,500.00	143,949.33	15.57
CREDIT CARD PROCESSING FEES	167.32	1,605.46	0.00	-1,605.46	0.00
EQUIPMENT FUEL PURCHASE	0.00	1,077.00	1,000.00	-77.00	107.70
UNIFORMS	26.81	537.34	2,000.00	1,462.66	26.87
OTHER OPERATING - JANITORIAL	29.38	810.21	1,000.00	189.79	81.02
OTHER OPERATING - GENERAL	84.00	537.06	2,500.00	1,962.94	21.48
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	100.10	694.71	10,000.00	9,305.29	6.95
AUDIT SERVICES	0.00	4,580.00	3,600.00	-980.00	127.22
LIABILITY INSURANCE	0.00	-4,488.62	27,000.00	31,488.62	-16.62
TELEPHONE/INTERNET	339.98	1,965.11	4,300.00	2,334.89	45.70
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	1,732.48	2,086.96	10,000.00	7,913.04	20.87
WATER	0.00	135.94	300.00	164.06	45.31
SEWER	0.00	154.83	500.00	345.17	30.97
ELECTRIC	1,787.06	4,379.99	7,000.00	2,620.01	62.57
AIRPORT SALES TAX	0.00	3,109.63	0.00	-3,109.63	0.00
CAPITAL OUTLAY	0.00	16,372.00	50,000.00	33,628.00	32.74
EQUIPMENT MAINTENANCE/PARTS	0.00	776.57	5,500.00	4,723.43	14.12
					8.73

MENOMINEE COUNTY

Standard Budget Report

March 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Mar-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
AIRFIELD MAINTENANCE/REPAIRS	0.00	436.48	5,000.00	4,563.52	38.09
BUILDING MAINTENANCE/REPAIRS	0.00	952.37	2,500.00	1,547.63	0.00
NEW/REPLACEMENT EQUIPMENT	0.00	0.00	3,000.00	3,000.00	23.78
Total AIRPORT EXPENDITURE	<u>4,417.61</u>	<u>101,617.07</u>	<u>427,354.00</u>	<u>325,736.93</u>	
Total Public Works	<u>4,417.61</u>	<u>101,617.07</u>	<u>427,354.00</u>	<u>325,736.93</u>	<u>23.78</u>
Total Expenditures	<u>4,417.61</u>	<u>101,617.07</u>	<u>427,354.00</u>	<u>325,736.93</u>	<u>23.78</u>
CHANGE IN FUND EQUITY	-320.75	61,183.87	-1.00	61,184.87	-6,118,387.00

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amount

Year To Print: 2016

Month To Print: March

Fund Code Range: 216 TWIN COUNTY AIRPORT to 216 TWIN COUNTY AIRPORT