TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, April 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
   March 15, 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. Land Release
      bb. Airport Sponsor Legal Authority letter
      cc. Camera
      dd. Resurfacing Study
      ee. Airport Layout Plan
   c. Airport Accident Response Plan, Emergency Plan and Security Plan
   d. Airport Name Change
   e. Lineman Position
   f. 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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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 Schei made a motion to approve the agenda, Commissioner Meintz seconded motion passed.

5. **Approval of Previous Minutes**
   February 16, 2016
   Commissioner Williams made a motion to approve the minutes of February 16, Commissioner Meintz 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 updated the committee on the revenue and expenditures of the airport budget explaining we are six months into the budget and expenditures should around 50%. The current revenue is at 38.10% and current expenses are at 23.78% with a current fund balance of $220,654.40 of which is dependent on the current cash flow. The initial fund balance was $159,470.53. Administrator Bousley also informed the committee that certain insurance policies will be incorporated within the renewal plan for the entire county, but the airport liability plan will have to remain to be purchased separately.

   b. Buildings and Grounds
   aa. Quit Claim Deed/Capital Outlay Plan

Administrator Bousley informed the committee that the deed was drawn up by Prosecuting Attorney Merkel has been signed by both county officials and has been recorded in the Register of Deeds Office. The deed has been sent to both MDOT Aero and Mead and Hunt. MDOT Aero will reschedule a meeting to discuss the Capital Outlay Plan once all the paperwork regarding the transition of sponsorship is completed. Additional paperwork is being prepared to satisfy FAA of transfer of sole ownership to Menominee County. Commissioner Meintz would like to see the lease agreements brought up for discussion at a later date once the final approval is granted by FAA. Commissioner Schei stated looking at other airport lease agreements should be looked at and explored.

c. Airport Name Change

Commissioner Schei expressed the desire to change the name of the Twin County Airport and wanted to solicit potential and possibly names for the airport from the public. If the public wishes to submit names for the airport they should submit names to the county administrator's office. Commissioner Schei went on to explain with the sole ownership of Menominee County a new name should be considered to promote the airport, one suggestion was Menominee Area Regional Airport. Commissioner Williams stated a new name would help start a new at the airport and provide a fresh outlook of the airport to the public. Commissioner Meintz asked about Menominee County Airport and it was suggested by members of the public that leaving the county off the name may be better to promote the region. Lineman, Gary Schultz, suggested to make sure any proposed name is not a duplication of another airport's name.

d. Airport Manager Report

Manager LaFleur stated with the weather permitting he has been repairing the divots from plowing over the winter. The plow at time would nick the tear up a portion of the grass along the pavement and the sod and grass needs to be corrected. The value on the water suppression system in the hanger will be changed in the upcoming weeks. Commissioner Meintz asked about the status of the pavement if there was any crumbling areas. Manager LaFleur stated there are no crumbling pavements spots but there are areas which need crack filling. Commissioner Meintz also asked about any development updates. Administrator Bousley stated a phone conference Christian Perrault regarding the college and an interested rotary wing maintenance company that is exploring an operation at the airport. Administrator Bousley also went on to explain the land release project that is being handled by Mead and Hunt which the county board approved several months prior. The certain land on the airport that is not currently being utilized can be declared excess to aviation and then developed. The land once declared excess to aviation could be developed by a multitude of business operation, currently the land can only be used to support aviation operations. Commissioner Schei would like to market the land for development once the land is declared excess to aviation to entice and encourage development. Commissioner William agreed the county needs to promote growth and entice business to locate at the airport not only to provide additional revenue but stimulate the job market for the entire area.

9. Correspondence

None

10. Public Comment (Limited to 5 Minutes)

Jerry Piche, Nadeau Township, expressed his view on the name change for the airport. Jerry felt the name Menominee should not be in the new name as we have to take the high road and rebuild any damaged relationships with area partners on both sides of river as we need to promote the entire area as a one valuable region.

11. Commissioner Comment

Commissioner Williams agreed with the promotion of the region in regards to the new airport name as the entire area is codependent upon each other.

Commissioner Schei stated the naming of the airport to promote the region is good point. We need to look to the future to promote not only our airport but our region for positive development in all business aspects.

12. Adjourn

Motion made by Commissioner Meintz seconded by Commissioner Williams at 4:32 PM

MENOMINEE COUNTY

Balance Sheet

April 2016

Account Title	Balance	Account Number
Fund: TWIN COUNTY AIRPORT		
ASSETS		
Current Assets		
CASH	150,186.80	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	**176,094.50**	
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	**191,036.13**	
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	31,565.60	
TOTAL Fund Equity	**191,036.13**	
TOTAL FUND EQUITY	**191,036.13**	
TOTAL LIABILITIES & FUND EQUITY	**191,036.13**	

MENOMINEE COUNTY

Standard Budget Report

April 2016 Revenues

Account Title	This Month	Y-T-D	Budget As Of Apr-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	0.00	544.53	0.00	544.53	0.00
Charges for Services					
LANDING FEES	100.00	3,015.00	9,900.00	-6,885.00	30.45
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	4,497.00	40,091.65	95,000.00	-54,908.35	42.20
AVIATION FUEL - CASH	0.00	0.00	500.00	-500.00	0.00
AVIATION FUEL - CREDIT CARD	659.42	44,913.63	150,000.00	-105,086.37	29.94
SODA MACHINE	0.00	0.00	125.00	-125.00	0.00
Oil Sales - Credit Card	0.00	144.00	0.00	144.00	0.00
Total Charges for Services	5,256.42	89,714.28	255,525.00	-165,810.72	35.11
Interest and Rents					
RENT/HANGER LEASE	1,578.08	20,088.20	30,000.00	-9,911.80	66.96
Total Interest and Rents	1,578.08	20,088.20	30,000.00	-9,911.80	66.96
Total Program Revenues	6,834.50	110,347.01	285,525.00	-175,177.99	38.65
Special Items					
Other Revenue					
AFTER HOUR FEES	0.00	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	60.00	5,628.00	-5,568.00	1.07
TRANSFERS/APPROPRIATION	0.00	67,100.00	134,200.00	-67,100.00	50.00
Total Other Revenue	0.00	68,410.00	141,828.00	-73,418.00	48.23
Total Special Items	0.00	68,410.00	141,828.00	-73,418.00	48.23
Total Revenues	6,834.50	178,757.01	427,353.00	-248,595.99	41.83

MENOMINEE COUNTY

Standard Budget Report

April 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Apr-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
SALARIES	2,062.00	27,072.00	40,789.00	13,717.00	66.37
SALARIES - TEMPORARY	0.00	0.00	38,480.00	38,480.00	0.00
OVERTIME	195.00	1,660.00	4,000.00	2,340.00	41.50
LONGEVITY	0.00	1,000.00	1,000.00	0.00	100.00
HOSPITAL INSURANCE	0.00	9,697.94	12,656.00	2,958.06	76.63
LIFE INSURANCE	2.36	16.34	30.00	13.66	54.47
FICA-OASDI	130.51	1,770.56	4,781.00	3,010.44	37.03
FICA-MEDI	30.52	414.09	1,118.00	703.91	37.04
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	24.22	600.00	575.78	4.04
MISCELLANEOUS PURCHASES	0.00	76.00	200.00	124.00	38.00
GAS, OIL ETC	0.00	769.82	3,500.00	2,730.18	21.99
AVIATION FUEL PURCHASES	12,731.06	39,281.73	170,500.00	131,218.27	23.04
CREDIT CARD PROCESSING FEES	40.92	1,733.03	0.00	-1,733.03	0.00
EQUIPMENT FUEL PURCHASE	0.00	1,077.00	1,000.00	-77.00	107.70
UNIFORMS	53.62	644.58	2,000.00	1,355.42	32.23
OTHER OPERATING - JANITORIAL	58.76	927.73	1,000.00	72.27	92.77
OTHER OPERATING - GENERAL	0.00	537.06	2,500.00	1,962.94	21.48
LICENSES/PERMITS	260.00	860.00	700.00	-160.00	122.86
CONSTRUCTION SUPPLIES	0.00	0.00	2,000.00	2,000.00	0.00
PROFESSIONAL/CONTRACTURAL SERVICES	129.41	824.12	10,000.00	9,175.88	8.24
AUDIT SERVICES	0.00	4,580.00	4,580.00	0.00	100.00
LIABILITY INSURANCE	0.00	15,408.38	27,000.00	11,591.62	57.07
TELEPHONE/INTERNET	339.98	2,359.65	4,300.00	1,940.35	54.88
TRAVEL/CONFERENCES	0.00	293.75	520.00	226.25	56.49
ADVERTISING	0.00	0.00	1,400.00	1,400.00	0.00
NATURAL GAS/HEATING	477.39	2,564.35	10,000.00	7,435.65	25.64
WATER	125.29	261.23	300.00	38.77	87.08
SEWER	142.88	297.71	500.00	202.29	59.54
ELECTRIC	822.29	5,202.28	7,000.00	1,797.72	74.32
AIRPORT SALES TAX	0.00	4,589.59	0.00	-4,589.59	0.00
CAPITAL OUTLAY	0.00	16,372.00	50,000.00	33,628.00	32.74
EQUIPMENT MAINTENANCE/PARTS	0.00	784.21	5,500.00	4,715.79	14.26
					8.73

MENOMINEE COUNTY

Standard Budget Report

April 2016 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Apr-2016	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
AIRFIELD MAINTENANCE/REPAIRS	0.00	436.48	5,000.00	4,563.52	
BUILDING MAINTENANCE/REPAIRS	55.74	1,035.32	2,500.00	1,464.68	41.41
NEW/REPLACEMENT EQUIPMENT	0.00	0.00	3,000.00	3,000.00	0.00
Total AIRPORT EXPENDITURE	17,657.73	147,191.41	427,354.00	280,162.59	34.44
Total Public Works	17,657.73	147,191.41	427,354.00	280,162.59	34.44
Total Expenditures	17,657.73	147,191.41	427,354.00	280,162.59	34.44
CHANGE IN FUND EQUITY	**-10,823.23**	**31,565.60**	**-1.00**	**31,566.60**	**-3,156,560.00**

Report Filter Criteria

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