

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

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Airport Committee

*Tuesday, November 19, 2019 – 4:00 PM
Menominee County Courthouse – Courtroom B
839 10th Avenue Menominee, MI 49858
(906) 863-7779*

(A Quorum of the Menominee County Board of Commissioners may be Present)

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Commissioners: Gromala, Piche, & Cech)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (October 15, 2019)
- F. Public Comment *(Statements, not debate, limited to 5 minutes on agenda items only)*
- G. Business
 - Budget Report
 - Fuel Sales Report
 - Activity Report
 - Community Hangar – Roof
 - Airport Fund Balance – Designations
 - 2020 Airport Event - Date
- H. Public Comment *(Limited to 5 Minutes)*
- I. Commissioner Comment
- J. Adjourn

Menominee Regional Airport Committee
Minutes of Meeting
October 15th, 2019

*****DRAFT*****

The Menominee Regional Airport Committee met on October 15th, 2019 at 4:00 PM at the Menominee County Courthouse, Courtroom B.

- A. **Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. **Pledge of Allegiance:** The Pledge of Allegiance was recited by all.
- C. **Roll Call:** Coms. Gromala , Cech and Piche are all present
- D. **Approval of Agenda:** Com. Cech move to approve the agenda, supported by Com. Piche ~ motion carried 3/0
- E. **Approval of Previous Minutes:** Com. Cech moved to approve the minutes from the August 20, 2019 meeting, Com. Piche seconded ~ motion carried – 3/0
- F. **Public Comment:** None
- G. **Presentations:** None
- H. **Business**

Financial

- 1) Month-End Budget Report Status – **Jason:** Looking at the Financials through Sept 30th, we're at about 80% of our revenue so far for the year. Had a Good Year! Collected 100% of our aviation fuel credit card sales. Collected 475% of our aviation gas sales. Expenses, some are over, some are under, overall it was a good budget. Com. Gromala asks if we're seeing an increase in fuel sales since the reduction in price. Jeff responds, yes, fuel sales are up due to the lower prices and the commercial operator being at the airport.
- 2) Manager's Report ~
 - a) Fuel Sales: **Jason:** Another good month! Fuel sales has been up. A lot of that can be contributed to Marinette Marine and Waupaca. Estimated revenue in July was over 21,000, 28,700 in Aug. and over 18,400 in Sept. Of the last five years, that's the best we've had in fuel sales. The 28,700 is the best we've had in three years. Some positive things.
 - b) Activity: **Jason:** I sent a letter out to remind everyone that any commercial operations on the airport are illegal unless they have a commercial operator agreement with the airport. That includes any kind of maintenance, flight instruction has to be an operating agreement. It's within our ordinance and it's a misdemeanor if violated. A penalty of up to \$500 per offence and up to 90 days in jail. So this is not something we'll take lightly. We have to protect the interest of our commercial operators out there. We are weaning these out as they arise and right now we've got it under control.

Other Business

- 1) **Pavement Repairs:** **Jason:** I believe Hoffman has finished with the two repairs out there. We had the one (sinkhole) by the hangars and the one in the parking lot. Both of those projects came in under \$5,000. We received a Quote from Biehl for the paving of the two sinkholes, \$4,800. This expend over that account right off the bat this year.
- 2) **Lightning Strikes:** **Jason:** We've had a lot of repairs due to lightning strikes. We've had the bulbs, globes, wiring and transformers replaced. We filed an incident report with the insurance company but we have a \$1,000 deductible. Now that all the work is done, we may be able to make a claim. **Jeff:** In the future, the incandescent bulbs will be going to LED lighting. That was just approved by the FAA. The technician from the FAA replaced the Precision approach lighting for Aircraft (PAPPYS) (thank goodness they pay for that) they had over \$20,000 in repairs to get the lights back up and running.
- 3) **Train and Car Show Fee:** **Jason:** Usually we charge \$300 to the train club for having their event at the airport. We realized that they did not submit liability insurance in the past few years for the event. They thought it was covered by the airport, but it's not. It's considered "Special event insurance". So I required them to have that for this year to be sure they're covered, and it's our policy. They paid about \$280 for the insurance. They're asking that we waive the \$300 fee to cover the cost of insurance for this year. **Gromala:** I see no problem with waiving the fee. It brings people out there, more activity, more involvement. **Piche:** I move we go with \$225 for the fee for this year seconded by Com. Cech. 3/0 **Jason:** I'll bill them \$225 for this year.
- 4) **2020 Airport Events:** **Jason:** We need to discuss the events for 2020. We have a couple of issues that we didn't have in the past. The hangar is no longer available for the train show. Possibility of combining the two events (Train show and Skydiving) into one for this coming year. Benefits would include having one larger event with more attractions than two smaller events – easier administratively as well with getting approvals and having employees working. One issue for the train show is that the hangar isn't available anymore with M&M Aviation LLC now renting that space. **Cech:** How many participants do you think we had for each of the two events this year? **Jason:** Well. We had over 30 jumpers for the skydiving event and approximately 2,500 people for the train show. I see the benefits of combining the two events into one. **Cech:** I think it seems possible to combine the two events into one. **Mark:** The problem is that the hangar, what space is available is needed by the jumpers. We could combine the two events, but need to do it earlier – August 16. The train show won't be able to use the hangar though. **Cech:** That won't create any issues then? **Mark:** No. **Cech:** How about you Jay? **Jay:** The problem is that they are sanctioned through the State railroad club and the date in September is what they were given so their event doesn't interfere with others. The date in August may create issues with Waterfront. **Gromala:** I think we should do what we can to combine the events. It makes sense to try and have one larger event than to try to do two smaller events. **Mark:** August 16 is the latest the jumpers can do it. They start losing their employees back to school towards the end of August. **Jason:** It will help offset some incidental costs by having the events combined. We also make some money back for our costs when we have some of these aeronautical events that require them to buy fuel at the airport. Mark is really taking this event by the reigns and planning similar to what they did when he was in Escanaba. **Gromala:** We could always check with the car show if they'd be willing to change their location to the airport. **Jay:** They have been working on trying to get Dream Flights to come to their event next year. **Gromala:** Well. What we need to start doing is start planning this all now so we are ready to go next year. If we talk to some of these other groups they may be willing to be part of the event at the airport.
- 5) **Airport Layout Plan (ALP):** Update was given that Mead & Hunt was planning on presenting the ALP to the County Board in late October or early November. However, had not heard anything more from them since the ALP Advisory Committee Meeting.
- 6) **Airport Logging –** Jason and Jeff met with the forester at the airport to begin planning on cutting the trees on airport property. The earliest a project is likely to happen is next winter – trees need to be cut

during the winter. The plan is to clear cut the property so trees are not an issue for MDOT – Aero for many years to come. Have been in contact with the State regarding the wetlands and it shouldn't be an issue getting permission to cut in the wetlands.

I. Public Comment: None

J. Commissioner Comment: Com Cech – commented on the 2018/2019 budget.

K. Next Meeting: November 19, 2019 @ 4:00PM – if needed.

L. Adjourn: A motion to adjourn the meeting at 5:05 PM was made by Com. Piche, seconded by Com. Cech. Motion carried 3/0.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)		AVAILABLE BALANCE		% BDT USED	
		ORIGINAL BUDGET	AMENDED BUDGET				NORM (ABNORM)	NORM (ABNORM)		
Fund 216 - MENOMINEE REGIONAL AIRPORT										
Revenues										
Dept 000										
216-000-633.00	LANDING FEES	8,000.00	8,000.00	700.00	700.00	7,300.00	8.75			
216-000-633.01	RAMP/PARKING FEES	100.00	100.00	0.00	0.00	100.00	0.00			
216-000-634.00	ENGINE PRE-HEAT	50.00	50.00	0.00	0.00	50.00	0.00			
216-000-634.01	CARGO HANDLING FEE	250.00	250.00	0.00	0.00	250.00	0.00			
216-000-634.02	AIRPORT DE-ICING	250.00	250.00	0.00	0.00	250.00	0.00			
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	50,000.00	50,000.00	5,558.76	5,558.76	44,441.24	11.12			
216-000-642.01	AVIATION FUEL - CASH	250.00	250.00	0.00	0.00	250.00	0.00			
216-000-642.02	AVIATION FUEL - CREDIT CARD	100,000.00	100,000.00	7,190.85	7,190.85	92,809.15	7.19			
216-000-642.03	SODA MACHINE	100.00	100.00	0.00	0.00	100.00	0.00			
216-000-642.04	Oil Sales - Credit Card	100.00	100.00	0.00	0.00	100.00	0.00			
216-000-670.00	RENT/HANGER LEASE	37,000.00	37,000.00	4,618.80	4,618.80	32,381.20	12.48			
216-000-670.01	RAMP/ TIE DOWN FEE	100.00	100.00	0.00	0.00	100.00	0.00			
216-000-672.00	AFTER HOUR FEES	2,000.00	2,000.00	125.00	125.00	1,875.00	6.25			
216-000-672.01	TERMINAL SIGN DISPLAY	500.00	500.00	0.00	0.00	500.00	0.00			
216-000-676.00	MISCELLANEOUS REVENUE	0.00	0.00	225.00	225.00	(225.00)	100.00			
216-000-699.00	TRANSFERS/APPROPRIATION	119,342.00	119,342.00	42,335.50	42,335.50	77,006.50	35.47			
216-000-699.01	COUNTY OPERATING TRANSFER	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00			
Total Dept 000		368,042.00	368,042.00	60,753.91	60,753.91	307,288.09	16.51			
TOTAL REVENUES										
368,042.00		368,042.00	368,042.00	60,753.91	60,753.91	307,288.09	16.51			
Expenditures										
Dept 585										
216-585-704.00	SALARIES	92,013.00	92,013.00	2,689.29	2,689.29	89,323.71	2.92			
216-585-706.00	OVERTIME	4,000.00	4,000.00	100.00	100.00	3,900.00	2.50			
216-585-707.00	LONGEVITY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00			
216-585-712.00	HOSPITAL INSURANCE	36,250.00	36,250.00	2,944.28	2,944.28	33,305.72	8.12			
216-585-713.00	LIFE INSURANCE	60.00	60.00	4.72	4.72	55.28	7.87			
216-585-715.00	FICA-MEDI	5,218.00	5,218.00	153.34	153.34	5,064.66	2.94			
216-585-716.00	1,220.00	1,220.00	35.86	35.86	1,184.14	2.94				
216-585-718.00	WORKMENS COMPENSATION	4,985.00	4,985.00	0.00	0.00	4,985.00	0.00			
216-585-718.01	RETIREMENT	3,264.00	3,264.00	0.00	0.00	3,264.00	0.00			
216-585-727.00	MEMS UNFUNDDED LIABILITY	12,708.00	12,708.00	496.00	496.00	12,212.00	3.90			
216-585-728.00	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00			
216-585-729.00	OFFICE EQUIPMENT	250.00	250.00	0.00	0.00	250.00	0.00			
216-585-729.01	POSTAGE	250.00	250.00	15.65	15.65	234.35	6.26			
216-585-743.00	MISCELLANEOUS PURCHASES	50.00	50.00	0.00	0.00	50.00	0.00			
216-585-743.01	AVIATION FUEL PURCHASES	85,000.00	85,000.00	0.00	0.00	85,000.00	0.00			
216-585-744.00	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	453.76	453.76	2,546.24	15.13			
216-585-744.01	EQUIPMENT FUEL PURCHASE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00			
216-585-745.00	UNIFORMS	800.00	800.00	0.00	0.00	800.00	0.00			
216-585-755.01	OTHER OPERATING - JANITORIAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00			
216-585-755.02	OTHER OPERATING - GENERAL	1,500.00	1,500.00	113.00	113.00	1,387.00	7.53			
216-585-755.03	LICENSES/PERMITS	500.00	500.00	50.00	50.00	450.00	10.00			
216-585-801.00	PROFESSIONAL/CONTRACTUAL SERVICES	1,500.00	1,500.00	23.89	23.89	1,476.11	1.59			
216-585-831.00	LIABILITY INSURANCE	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00			
216-585-850.00	TELEPHONE/INTERNET	4,600.00	4,600.00	383.61	383.61	4,216.39	8.34			
216-585-860.00	TRAVEL/CONFERENCES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00			
216-585-901.00	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00			
216-585-920.00	NATURAL GAS/HEATING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00			
216-585-920.01	WATER	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00			
216-585-920.03	ELECTRIC	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00			

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)		AVAILABLE BALANCE NORM (ABNORM)	% BDT USED	
		ORIGINAL BUDGET	AMENDED BUDGET						
Fund 216 - MEMONINEE REGIONAL AIRPORT									
Expenditures									
216-585-955.00	AIRPORT SALES TAX	6,500.00	6,500.00	1,763.46	1,763.46	4,736.54	27.13		
216-585-970.00	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00		
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00		
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00		
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00		
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00		
216-585-990.00	AIRPORT LOAN - PRINCIPAL	5,493.00	5,493.00	0.00	0.00	5,493.00	0.00		
216-585-990.01	AIRPORT LOAN - INTEREST	580.00	580.00	0.00	0.00	580.00	0.00		
Total Dept 585 - AIRPORT EXPENDITURE		368,041.00	368,041.00	9,226.86	9,226.86	358,814.14	2.51		
TOTAL EXPENDITURES		368,041.00	368,041.00	9,226.86	9,226.86	358,814.14	2.51		
Fund 216 - MEMONINEE REGIONAL AIRPORT:									
TOTAL REVENUES		368,042.00	368,042.00	60,753.91	60,753.91	307,288.09	16.51		
TOTAL EXPENDITURES		368,041.00	368,041.00	9,226.86	9,226.86	358,814.14	2.51		
NET OF REVENUES & EXPENDITURES		1.00	1.00	51,527.05	51,527.05	(51,526.05)	5,152.70		

Fund 216 MENOMINEE REGIONAL AIRPORT

GL Number	Description	Balance
*** Assets ***		
216-000-001.00	CASH	338,235.20
216-000-001.01	CASH - AIRPORT	0.00
216-000-040.00	ACCOUNTS RECEIVABLE	5,841.21
216-000-101.00	FUEL INVENTORY	44,188.07
216-000-123.00	PREPAID EXPENSE	(479.02)
216-000-123.01	PREPAID INSURANCE	1,275.80
216-000-123.02	PREPAID LIABILITY INSURANCE	4,238.28
Total Assets		393,299.54
*** Liabilities ***		
216-000-200.00	ACCOUNTS PAYABLE	4,627.67
216-000-257.00	ACCRUED WAGES PAYABLE	5,984.71
216-585-228.00	SALES, USE AND WITHHOLDING TAXES	0.00
Total Liabilities		10,612.38
*** Fund Balance ***		
216-000-390.00	FUND BALANCE	176,316.31
216-000-393.01	DESIGNATED - COURTESY VAN	15,000.00
216-000-393.02	DESIGNATED - FIRE CRASH BLDG	100,000.00
216-000-393.03	DESIGNATED FUND BALANCE	46,268.04
Total Fund Balance		337,584.35
Beginning Fund Balance		337,584.35
Net of Revenues VS Expenditures		45,102.81
Ending Fund Balance		382,687.16
Total Liabilities And Fund Balance		393,299.54