

TWIN COUNTY AIRPORT COMMITTEE  
2801 22<sup>ND</sup> STREET  
MENOMINEE, MI 49858  
906-863-8408 *TYPO!*  
Tuesday, September 21, 2016 4:00 PM  
AIRPORT CONFERENCE ROOM

*To be held on  
9/20/16 @ 4:00 pm*

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes  
June 21, 2016
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentations
8. Business
  - a. Audience/Committee dialog
  - b. Airport Committee Secretary Duties
  - c. Financial
    - aa. Monthly Budget Review
  - d. Personnel Discussion
  - e. Buildings and Grounds Discussion Update
  - 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).

**Article IV**  
**Duties of Officers**

- A. Chairperson shall preside over and conduct all meetings of the Committee. The Chairperson will be responsible for the preparation of the meeting agendas with cooperation from the Menominee County Administration Office. Except for those powers and duties prescribed to the Chairperson by the County Board and the above mentioned duties, the Chairperson has no power to act on behalf of the committee unless the committee specifically grants that power.
- B. Secretary (or designee) shall attend all meetings of the Committee and shall record meeting minutes. The Secretary shall be responsible for sending all meeting minutes to the Menominee County Administration Office to be placed on file. In the absence of the Chairperson the Secretary shall assume the duties of the Chair.

**Article V**  
**Meetings**

- A. The Twin County Airport Committee is only an advisory committee and all final decisions pertaining to but limited to the operations, personnel, buildings and grounds, and policy and procedures will be determined by the Menominee County Board of Commissioners.
- B. A schedule containing the date, time and place of regular monthly meetings of the Committee shall be established at the first meeting of the year. The Twin County Airport Committee will meet once a month.
- C. Special Meetings will comply with the Michigan Open Meetings Act (MCL 15.261). Reason for a Special Meeting is to deal with important matters that may arise between regular meetings and requires actions before the next regular meeting. Special Meetings of the Committee shall be held only when two members of the Committee request a special meeting. The Special meeting will be posted at least eighteen (18) hours before the time of the meeting. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least eighteen (18) hours prior to the time of the meeting.
- D. A majority of the members of the Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise during the meeting of the committee shall be determined by the votes of the majority of the members present.
- E. Minutes will be recorded by the Secretary. The names and votes of members shall be recorded on an action which is taken by the Twin County Airport Committee if the action is on an ordinance, resolution or appointment or election of an officer. A record which is made pursuant to this section shall be available for public inspection.

GL NUMBER	DESCRIPTION	BALANCE		2015-16 AMENDED BUDGET	END BALANCE		% BDGT USED
		09/30/2015 NORMAL (ABNORMAL)			09/30/2016 NORMAL (ABNORMAL)		
Fund 216 - TWIN COUNTY AIRPORT							
Assets							
Dept 000							
216-000-001.00	CASH	(22,011.67)			214,657.86		
216-000-001.01	CASH - AIRPORT	145,055.13			0.00		
216-000-040.00	ACCOUNTS RECEIVABLE	18,926.87			0.00		
216-000-101.00	FUEL INVENTORY	25,907.70			25,907.70		
216-000-123.01	PREPAID HEALTH INSURANCE	16,540.11			14,941.63		
216-000-123.02	PREPAID LIABILITY INSURANCE	(4,488.62)			0.00		
Total Dept 000		179,929.52			255,507.19		
TOTAL Assets							
		179,929.52			255,507.19		
Liabilities							
Dept 000							
216-000-200.00	ACCOUNTS PAYABLE	17,408.13			0.00		
216-000-257.00	ACCRUED WAGES PAYABLE	3,050.86			0.00		
Total Dept 000		20,458.99			0.00		
Dept 585							
216-585-228.00	SALES, USE AND WITHHOLDING TAXES	0.00			0.00		
Total Dept 585		0.00			0.00		
TOTAL Liabilities							
		20,458.99			0.00		
Fund Equity							
Dept 000							
216-000-390.00	FUND BALANCE	0.00			159,470.53		
Total Dept 000		0.00			159,470.53		
TOTAL Fund Equity							
		0.00			159,470.53		
Revenues							
Dept 000							
216-000-541.00	STATE PAYMENT	0.00	0.00		544.53	100.00	
216-000-633.00	LANDING FEES	3,130.00	9,900.00		6,680.00	67.47	
216-000-634.00	ENGINE PRE-HEAT	0.00	0.00		20.00	100.00	
216-000-634.01	CARGO HANDLING FEE	0.00	0.00		450.00	100.00	
216-000-634.02	AIRPORT DE-ICING	0.00	0.00		1,230.00	100.00	
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	19,284.17	95,000.00		63,200.53	66.53	
216-000-642.01	AVIATION FUEL - CASH	0.00	500.00		0.00	0.00	
216-000-642.02	AVIATION FUEL - CREDIT CARD	36,347.59	150,000.00		86,221.19	57.48	
216-000-642.03	SODA MACHINE	0.00	125.00		71.00	56.80	
216-000-642.04	Oil Sales - Credit Card	0.00	0.00		208.00	100.00	
216-000-665.00	INTEREST EARNED	19.90	0.00		0.00	0.00	
216-000-670.00	RENT/HANGER LEASE	4,784.24	30,000.00		30,923.60	103.08	
216-000-672.00	AFTER HOUR FEES	1,000.00	1,800.00		1,500.00	83.33	
216-000-672.01	TERMINAL SIGN DISPLAY	0.00	200.00		0.00	0.00	
216-000-676.00	MISCELLANEOUS REVENUE	196.22	5,628.00		4,554.83	80.93	
216-000-677.00	SALARY REIMBURSEMENT	0.00	0.00		0.00	0.00	
216-000-699.00	TRANSFERS/APPROPRIATION	0.00	134,200.00		134,200.00	100.00	
216-000-699.01	COUNTY APPROPRIATION - CAPITAL IMPROVEM	21,250.00	0.00		0.00	0.00	
216-000-699.02	EQUITY TRANSFER FROM AIRPORT	125,291.04	0.00		0.00	0.00	
Total Dept 000		211,303.16	427,353.00		329,803.68	77.17	
TOTAL Revenues							
		211,303.16	427,353.00		329,803.68	77.17	
Expenditures							
Dept 585							
216-585-704.00	SALARIES	12,974.00	40,789.00		40,146.00	98.42	
216-585-705.00	SALARIES - PART TIME	0.00	38,480.00		11,790.00	30.64	
216-585-706.00	OVERTIME	150.00	4,000.00		1,875.00	46.88	

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	BALANCE		END BALANCE		% BDGT USED
		09/30/2015 NORMAL (ABNORMAL)	2015-16 AMENDED BUDGET	09/30/2016 NORMAL (ABNORMAL)		
<b>Fund 216 - TWIN COUNTY AIRPORT</b>						
<b>Expenditures</b>						
216-585-707.00	LONGEVITY	0.00	1,000.00	1,000.00		100.00
216-585-712.00	HOSPITAL INSURANCE	2,817.56	12,656.00	18,802.06		148.56
216-585-713.00	LIFE INSURANCE	4.60	30.00	28.14		93.80
216-585-715.00	FICA-OASDI	738.00	4,781.00	3,221.79		67.39
216-585-715.01	FICA-MEDI	172.63	1,118.00	753.50		67.40
216-585-716.00	WORKMENS COMPENSATION	0.00	4,200.00	4,189.00		99.74
216-585-718.00	RETIREMENT	0.00	4,000.00	0.00		0.00
216-585-727.00	OFFICE SUPPLIES	0.00	300.00	194.27		64.76
216-585-728.00	OFFICE EQUIPMENT	0.00	400.00	252.95		63.24
216-585-729.00	POSTAGE	3.89	600.00	35.67		5.95
216-585-729.01	MISCELLANEOUS PURCHASES	18.34	200.00	99.04		49.52
216-585-742.00	GAS, OIL ETC	179.88	3,500.00	1,093.76		31.25
216-585-743.00	AVIATION FUEL PURCHASES	21,958.42	170,500.00	53,898.74		31.61
216-585-743.01	CREDIT CARD PROCESSING FEES	1,149.87	0.00	2,933.90		100.00
216-585-744.00	EQUIPMENT FUEL PURCHASE	0.00	1,000.00	2,484.38		248.44
216-585-745.00	UNIFORMS	36.18	2,000.00	1,207.58		60.38
216-585-755.01	OTHER OPERATING - JANITORIAL	537.95	1,000.00	2,075.51		207.55
216-585-755.02	OTHER OPERATING - GENERAL	187.57	2,500.00	600.53		24.02
216-585-755.03	LICENSES/PERMITS	50.00	700.00	860.00		122.86
216-585-756.01	CONSTRUCTION SUPPLIES	0.00	2,000.00	0.00		0.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	229.86	10,000.00	1,567.28		15.67
216-585-801.01	AUDIT SERVICES	760.00	4,580.00	4,580.00		100.00
216-585-831.00	LIABILITY INSURANCE	4,488.62	27,000.00	16,428.03		60.84
216-585-850.00	TELEPHONE/INTERNET	1,117.25	4,300.00	4,345.56		101.06
216-585-860.00	TRAVEL/CONFERENCES	0.00	520.00	293.75		56.49
216-585-901.00	ADVERTISING	0.00	1,400.00	268.25		19.16
216-585-920.00	NATURAL GAS/HEATING	94.32	10,000.00	3,117.03		31.17
216-585-920.01	WATER	129.58	300.00	395.47		131.82
216-585-920.02	SEWER	151.91	500.00	450.78		90.16
216-585-920.03	ELECTRIC	1,770.80	7,000.00	7,798.92		111.41
216-585-930.03	DO NOT USE	0.00	0.00	0.00		0.00
216-585-955.00	AIRPORT SALES TAX	0.00	0.00	8,324.79		100.00
216-585-970.00	CAPITAL OUTLAY	0.00	50,000.00	28,150.29		56.30
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	611.79	5,500.00	6,764.49		122.99
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	590.61	5,000.00	436.48		8.73
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	909.00	2,500.00	2,479.16		99.17
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	0.00	3,000.00	824.92		27.50
<b>Total Dept 585</b>		<b>51,832.63</b>	<b>427,354.00</b>	<b>233,767.02</b>		<b>54.70</b>
<b>Dept 656-COMPUTER SCIENCE</b>						
216-656-860.00	TRAVEL/EDUCATION	0.00	0.00	0.00		0.00
216-656-970.00	CAPITAL OUTLAY	0.00	0.00	0.00		0.00
<b>Total Dept 656-COMPUTER SCIENCE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>TOTAL Expenditures</b>		<b>51,832.63</b>	<b>427,354.00</b>	<b>233,767.02</b>		<b>54.70</b>
<b>Total Fund 216 - TWIN COUNTY AIRPORT</b>						
<b>TOTAL ASSETS</b>		<b>179,929.52</b>		<b>255,507.19</b>		
<b>BEG. FUND BALANCE</b>		<b>(16,482.23)</b>		<b>159,470.53</b>		
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>159,470.53</b>	<b>(1.00)</b>	<b>96,036.66</b>		<b>9,603.66</b>
<b>+ FUND BALANCE ADJUSTMENTS</b>		<b>16,482.23</b>		<b>0.00</b>		
<b>= ENDING FUND BALANCE</b>		<b>159,470.53</b>		<b>255,507.19</b>		
<b>+ LIABILITIES</b>		<b>20,458.99</b>		<b>0.00</b>		
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>179,929.52</b>		<b>255,507.19</b>		