Menominee County Airport Committee
2801 22nd Street
Menominee, MI 49858 ~ 906-863-8408
Tuesday December 20, 2016 ~ 4:00PM
Airport Conference Room

AGENDA

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Approval of the Agenda
E. Approval of Previous Minutes
   10.18.2016
F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only)*
G. Presentations *(limited to twenty minutes)*
H. Business

   1. MDOT AERO/FAA - Sponsorship status update
   2. Explorer Solutions status – Nancy Douglas
   3. Hangar #4 Leasing Possibilities
   4. Private Hangar Land Lease Billing for 2016/17
   5. Vehicle Insurance
   6. Financial
      a. Month end status report
   7. Airport Manager Report
      a. Fuel report
      b. Graybar ~ Fuel Farm light fixture-status
      c. Hanger #4 roof leak status report

I. Public Comment *(Limited to 5 minutes)*
J. Commissioner Comment
K. Next meeting date
L. Adjourn

Note: Quorum of the Menominee County Board of Commissioners may be present

If you are an individual who needs special accommodations while attending a 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).

Twin County Airport Committee
Minutes of Meeting
October 18th 2016

**********DRAFT**********

The Twin County Airport Committee met on October 18, 2016 at 4:00 PM at the Twin County Airport, Conference Room.

Present at the meeting were Coms. Williams, Schei, Meintz. All here

Call Meeting to order: Chairperson Schei called the meeting to order at 4:00 PM

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken;

Agenda was approved by Com. Ray and Charlie 3/0

Previous Meeting minutes: Previous minutes from 9/20/2016 were approved motion carries. Ray/Charlie 3/0

Public Comment: Mike Meyers from Menominee Township: Why isn't there a dialog with the Airport duties on the agenda? We fallow the county board polices for the airport last month I did put it on there this month we did not put it on. It's a onetime item last month actually public comment is not debate so I can't really answer you but I did.

Presentations: None

Business:

1. **MDOT AERO/FAA: Sponsorship status update:** I've been in contact with the Prosecuting Attorney Bill Merkel and also been in contact with the FAA about AERO and the currant director about AERO. The information was sent twice to them, and they claim and said they never received the first bunch of information but the Prosecuting Attorney said he did send it. So there's been some miscommunication on whether or not they have the information they need. And also they said they need additional information and I was waiting for Bill Merkel to respond. He was going to call that person directly to talk to her. Did you hear anything from him Sherry? (No I did not) I tried to get ahold of him today but he was tied up in court in meetings. Don't really know if he got ahold of her, but he was going to talk to that director in person.to try and find out exactly what it was they think we are missing. We think we gave them everything they required. And it just seems they don't acknowledge they received everything. And seems to be a chain of command thing going on. We have to just wait and find out what they really want. Ball is in their court.

2. **Airport Security Plan: revision**: update all names and phone numbers. Need sponsorship and need to wait for the document is approved by the FAA. Keep for the next meeting.

3. **Financial Monthly Budget Review:**

a. Year End- Budget Review: Good standing, close to correct. New budget took place October 1st. (Sherry for Kim said as of October 1st we have a value of $29,168.00 in our tanks.)

4. **Buildings & Grounds Update:** The light and Furnace update. The inferred heater in the fire crash building failed, and it is 20 years old and seen its better days they suggest we put in a new one. Ekmeyer's gave a bid of $5,055.00 dollars for labor and installation. And that would replace the whole thing and the inferred tube that runs through the whole safety building. And at this time I'm just looking for direction do we. It looks like its coasting over $5,000.00. Brian had approval of the county board to deal with anything up to $5,000.00 and Sherry does not have the authority to do so. So we and get some bids we have one already and see how much it would take to replace before winter. We don't have much choice. Also the roof on the fire crash house would need to be repaired we can get through the winter. In the spring have someone get up there with a latter. Have Jim come out and take a look at it. Should have answer by the next meeting.

5. **Explore Solutions: status update-Nancy Douglas:** Most of you know we had a company come in June of this year that has a strong interest in the Airport and working with Enstrom Helicopter. We stayed in touch with that company there an International Company with headquarters overseas and hear. We had two conference calls with them and the last was in August. They have several new huge Department of Defense contracts. So there are very interested, but there busy do what they need for their overseas location. And they are a relatively small growing company. We talked about growing a time line, but asked for two or three months to get back to us and would really put us under the year. We are working on a time line for decision making. The problem I have I don't know who they what to negotiate with and aren't ready to respond. And if they come and we are ready to talk we have to be ready to talk. And are interested in flight school and have certifications for that meeting with the University that we've been talking with. They are interested in rotary maintenance and have certifications in that. And take a look at airport management if that's something the county is interested in. (ok when you say management is that to take over a contract with the county, or taking over the county's management? Are you speaking a FBO management that will take care of fuel and provide services that will take care of everything under the sun that an airport can provide that deals with curtesy , maintenance and mechanic work. (We are not there at that level of discussion. When we were talking back in the spring you guys said your open with that. We just threw it on the table it's you guys to decide what you really want. They do it in another place. And properties we thought would be developed were turned down what is up with that? Brian and I went to the FAA even though they did not acknowledge our sponsorship; they told us that we cannot deal with all the six parcels of land as one package. Some of them are wet land actually claimed two or three are went land. So they said to Brian if we have an interested business that wants to locate on one of those parcels come back to them and they will start the process, it might take up to a year. Basically they are saying yes we this have piece of land but we are not turning them loose, unless you have someone and that would want to stand around for a year and has an credible business that wants to start a business. Then

we would have to apply for a non-aeronautical type business if it's outside the fence and that's where the parcels are. And that's coming from the director of Emvat-Aero and from the FAA in Lansing. So you asked if it could if it could be accesses to aviation and they said, they said come back with one parcel at a time with a business that wants access to aviation otherwise at that's time and they would consider it. Otherwise don't bother them. (You need to have more dialogs with them.) They also have a question on the transfer of the land title and Marinette never owned the land and it's not like they owned the land they gave permission to the twin county airport commission to have title to it. And they can't warranty the title back to us. And this is from our P.A. and the title search. Would you want to put in a good word since you have ties to Lansing? (Yes if you ask me I would do that.) The federal regional FAA in Detroit has not signed off yet, and a misunderstanding they didn't realize that Wisconsin is another state then Michigan. (Nancy will step in and find out) stay friendly and be patient and keep them interested. This might take a while to find someone. We need to get ownership that is the main focus. And that's what the county board wants us to do.

6. Airport Manager Report:

a. **Fuel report:** We are in good shape, we are selling fuel on a daily bases. And we don't have to order any because we have inventory at a lower price. In a hundred mile radius of the airport we are below Escanaba and Iron Mountain and as far as Green Bay we are within .09 cents of what they are selling it. Witch I think is really good, because we can even stick with Green Bay, I mean they sell a lot more fuel and a lot more activity. So I think we are where we should be price wise and it's good.
b. **Graybar- Fuel Farm light fixture quote:** After the last meeting I thought we could go with led lights, and doing a little homework through Gray Bar they run a program and they assess what you have and had and they give you an idea as far as what you Can replace it with an how much money, My biggest fear is was to put lights up that didn't do what we wanted them to do. (Let's make it clear separate from the runway lights from the FAA.) It is the lights over the fuel farm. The parking lot. I went through Gray Bar and they have a guy named Doug he will do a program and see if there is any money in through public service rebates. He will be here this next Wednesday. Led rents about the quarter of the electricity and that would be a savings and he will have all the numbers to steer us on the right direction. Next meeting you should have some information on that will take some time to do that before bad weather.

Correspondence: None

Public Comment: None

Commissioner Comment: (Ray) Thanks' Nancy for your report and volunteering to try to cut some of the red tape. (Nancy)- I'll do my best (Schei)- I agree, and I'm still waiting for Bill Merkel to get back to me he was tied up today in meetings and I hear anything I'll bring it up next Tuesday at the County Board meeting.

Next meeting date: Nov? Before 11/12 or none? 12/20/2016 -May be called sooner if needed.

Adjourn: Moved by Com. Supported by Com. Charlie and Ray to adjourn the meeting at 4:00 P.M. Motion approved 3/0

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 12/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 216 - TWIN COUNTY AIRPORT						
Expenditures						
Dept 585						
216-585-704.00	SALARIES	84,926.00	8,024.40	1,783.20	76,901.60	9.45
216-585-705.00	SALARIES - PART TIME	0.00	2,040.00	456.00	(2,040.00)	100.00
216-585-706.00	OVERTIME	3,000.00	0.00	0.00	3,000.00	0.00
216-585-707.00	LONGEVITY	1,000.00	1,000.00	1,000.00	0.00	100.00
216-585-712.00	HOSPITAL INSURANCE	32,216.00	4,510.38	0.00	27,705.62	14.00
216-585-713.00	LIFE INSURANCE	60.00	7.08	2.36	52.92	11.80
216-585-715.00	FICA-OASDI	4,828.00	643.60	191.41	4,184.40	13.33
216-585-715.01	FICA-MEDI	1,129.00	150.52	44.76	978.48	13.33
216-585-716.00	WORKMENS COMPENSATION	1,486.00	0.00	0.00	1,486.00	0.00
216-585-718.00	RETIREMENT	3,085.00	0.00	0.00	3,085.00	0.00
216-585-727.00	OFFICE SUPPLIES	300.00	0.00	0.00	300.00	0.00
216-585-728.00	OFFICE EQUIPMENT	400.00	66.99	0.00	333.01	16.75
216-585-729.00	POSTAGE	150.00	7.30	0.00	142.70	4.87
216-585-729.01	MISCELLANEOUS PURCHASES	200.00	0.00	0.00	200.00	0.00
216-585-742.00	GAS, OIL ETC	1,000.00	102.80	34.69	897.20	10.28
216-585-743.00	AVIATION FUEL PURCHASES	100,000.00	0.00	0.00	100,000.00	0.00
216-585-743.01	CREDIT CARD PROCESSING FEES	3,000.00	449.16	39.06	2,550.84	14.97
216-585-744.00	EQUIPMENT FUEL PURCHASE	1,500.00	0.00	0.00	1,500.00	0.00
216-585-745.00	UNIFORMS	1,500.00	360.92	166.11	1,139.08	24.06
216-585-755.01	OTHER OPERATING - JANITORIAL	2,000.00	509.30	165.86	1,490.70	25.47
216-585-755.02	OTHER OPERATING - GENERAL	2,500.00	15.34	0.00	2,484.66	0.61
216-585-755.03	LICENSES/PERMITS	1,000.00	0.00	0.00	1,000.00	0.00
216-585-756.01	CONSTRUCTION SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	5,000.00	429.91	124.51	4,570.09	8.60
216-585-801.01	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00
216-585-831.00	LIABILITY INSURANCE	20,000.00	0.00	0.00	20,000.00	0.00
216-585-850.00	TELEPHONE/INTERNET	4,300.00	1,723.25	451.44	2,576.75	40.08
216-585-860.00	TRAVEL/CONFERENCES	520.00	0.00	0.00	520.00	0.00
216-585-901.00	ADVERTISING	500.00	0.00	0.00	500.00	0.00
216-585-920.00	NATURAL GAS/HEATING	5,000.00	209.60	167.63	4,790.40	4.19
216-585-920.01	WATER	500.00	0.00	0.00	500.00	0.00
216-585-920.02	SEWER	500.00	0.00	0.00	500.00	0.00
216-585-920.03	ELECTRIC	10,000.00	1,290.74	723.74	8,709.26	12.91
216-585-930.03	DO NOT USE	0.00	0.00	0.00	0.00	0.00
216-585-955.00	AIRPORT SALES TAX	6,500.00	1,346.23	319.63	5,153.77	20.71
216-585-970.00	CAPITAL OUTLAY	50,000.00	9,930.00	4,950.00	40,070.00	19.86
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	2,500.00	604.53	14.97	1,895.47	24.18
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	2,500.00	475.24	291.02	2,024.76	19.01
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	3,000.00	196.29	121.29	2,803.71	6.54
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 585		358,600.00	34,093.58	11,047.68	324,506.42	9.51
TOTAL EXPENDITURES		358,600.00	34,093.58	11,047.68	324,506.42	9.51
Fund 216 - TWIN COUNTY AIRPORT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		358,600.00	34,093.58	11,047.68	324,506.42	9.51
NET OF REVENUES & EXPENDITURES		(358,600.00)	(34,093.58)	(11,047.68)	(324,506.42)	9.51

BALANCE SHEET FOR MENOMINEE COUNTY
Period Ending 12/31/2016

Fund 216 TWIN COUNTY AIRPORT

GL Number	Description	Balance
*** Assets ***		
216-000-001.00	CASH	208,981.35
216-000-001.01	CASH - AIRPORT	0.00
216-000-040.00	ACCOUNTS RECEIVABLE	0.00
216-000-101.00	FUEL INVENTORY	29,168.16
216-000-123.01	PREPAID INSURANCE	13,309.07
216-000-123.02	PREPAID LIABILITY INSURANCE	0.00
	Total Assets	**251,458.58**
*** Liabilities ***		
216-000-200.00	ACCOUNTS PAYABLE	0.00
216-000-257.00	ACCRUED WAGES PAYABLE	0.00
216-585-228.00	SALES, USE AND WITHHOLDING TAXES	0.00
	Total Liabilities	**0.00**
*** Fund Balance ***		
216-000-390.00	FUND BALANCE	159,470.53
	Total Fund Balance	**159,470.53**
	Beginning Fund Balance - 15-16	**159,470.53**
	Net of Revenues VS Expenditures - 15-16	**89,630.39**
	***15-16 End FB/16-17 Beg FB**	**249,100.92**
	Net of Revenues VS Expenditures - Current Year	**2,357.66**
	Ending Fund Balance	**251,458.58**
	Total Liabilities And Fund Balance	**251,458.58**

* Year Not Closed