

TWIN COUNTY AIRPORT COMMISSION
2801 22ND STREET
MENOMINEE, MI 49858

EXECUTIVE/FINANCE COMMITTEE MEETING
Thursday, May 14, 2015 4:00 PM
AIRPORT CONFERENCE ROOM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve/Amend Agenda
5. Approve Minutes of April 16, 2015
6. Public Comment – Limited to 5 Minutes on Agenda Items Only
7. Discuss/Consider April 2015 Financials, action if any
8. Future Agenda Items
9. Schedule Next Meeting
10. Public Comment – Limited to 5 Minutes
11. Commissioner Comments
12. Adjourn

Note: Quorums maybe present

Note: Agenda items may not be acted upon in the order listed

Cc: Ted Sauve, Don Pazynski, Charlie Meintz, Larry Schei, Joe Ciochetto, Menominee County Admin,
and Marinette County Clerk

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).

**MINUTES
EXECUTIVE/FINANCE COMMITTEE MEETING**

TWIN COUNTY AIRPORT COMMISSION

April 16, 2015 – 4:00 P.M.
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 4:07 p.m.

2. Pledge of Allegiance

Recited

3. Roll Call

Members present: Chairman Schei, Don Pazynski

Members absent and excused: Ted Sauve

4. Approve/Amend Agenda

MOTION Pazynski/Schei to approve agenda as presented.

Motion carried.

5. Approve Minutes of March 12, 2015

MOTION Pazynski/Schei to approve minutes of March 12, 2015 meeting as presented.

Motion carried.

6. Public Comment – Limited to 5 Minutes on Agenda Items Only

None

7. Discuss FY 2013/2014 Audit with Ray LaMarche, Anderson, Tackman & Company, PLC, action if any

Ray LaMarche of Anderson, Tackman & Company, PLC reviewed the 2013/2014 audit report with the Executive/Finance Committee. The audit provided a clean opinion by the auditors.

MOTION Pazynski/Schei to recommend to the full Airport Commission they approve and accept the 2013/2014 Audit report.

Motion carried.

8. Discuss/Consider March 2015 Financials, action if any

Members reviewed the March Financial Reports.

MOTION Pazynski/Schei to approve check numbers 13239 through 13258 in the amount of \$33,995.36 as presented for March 2015 and refer to full commission.

Motion Carried

9. Discuss/Consider Security Camera bids, action if any

Acting Airport Manager Jeff LeFleur checked out cameras from several sources. After further research it was determined a higher resolution would be needed to be able to read a license plate or determine who is driving a vehicle, especially at night time or in times of low visibility. In order to have adequate security coverage a total of five (5) cameras will be needed. Consideration was also given to the warranty if there were problems and if help was needed at any time. Installation will be done by airport personnel.

Proposals for Security Camera's were received from Twin City Electric, Inc. of Menominee, MI and Northern Security Systems, LLC of Little Suamico, WI. As there was a significant difference in the prices proposed, more information and clarification is needed.

MOTION Pazynski/Schei to pursue further study of details and bring information to full Airport Commission.

Motion Carried

10. Future Agenda Items

No future agenda items were identified at this time

11. Schedule Next Meeting

Next meeting will be Thursday, May 14, 2015 at 4 p.m.

12. Public Comment – Limited to 5 Minutes

None

13. Commissioner Comments

None

Executive/Finance Committee Meeting 4-16-15

14. Adjourn

MOTION Pazynski/Schei to adjourn at 4:44 p.m.

Motion carried

Respectfully submitted,

Sally R. Witak, Minutes Secretary

**Twin County Airport
Reconciliation Summary
Capital Projects Account, Period Ending 04/30/2015**

	<u>Apr 30, 15</u>
Beginning Balance	22,492.00
Cleared Balance	22,492.00
Register Balance as of 04/30/2015	22,492.00
Ending Balance	22,492.00

Twin County Airport
Reconciliation Summary
Checking Account, Period Ending 04/30/2015

	Apr 30, 15
Beginning Balance	<u>79,465.94</u>
Cleared Transactions	
Checks and Payments - 19 items	-25,815.64
Deposits and Credits - 27 items	32,645.30
Total Cleared Transactions	<u>6,829.66</u>
Cleared Balance	<u>86,295.60</u>
Uncleared Transactions	
Checks and Payments - 11 items	-36,125.36
Deposits and Credits - 1 item	113.35
Total Uncleared Transactions	<u>-36,012.01</u>
Register Balance as of 04/30/2015	<u>50,283.59</u>
Ending Balance	<u>50,283.59</u>

Twin County Airport
Customer Balance Summary
As of April 30, 2015

	<u>Apr 30, 15</u>
Administrator Marinette County	10,625.00
Enstrom Helicopter Corp.	8,084.33
Freight Runners	3,496.00
Great Lakes Exploration	515.84
RS Air LLC.	100.00
TOTAL	<u><u>22,821.17</u></u>

Twin County Airport
Vendor Balance Summary
As of April 30, 2015

	<u>Apr 30, 15</u>
ARAMARK	38.38
Automotive Supply Company	18.13
Carrot-Top Industries	140.29
State of Michigan-Sales Tax	1,131.26
Treasurer, Menominee County	2,410.71
WI Public Svc Corp	1,234.62
Wiatk, Sally	415.00
TOTAL	<u><u>5,388.39</u></u>

**Twin County Airport
Check Detail
April 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13259	04/10/2015	ARAMARK	Checking Account		-73.16
Bill	#616-7108079	04/01/2015		Employee Uniforms	-37.03	37.03
Bill	#616-7113004	04/08/2015		Employee Uniforms	-36.13	36.13
					-73.16	73.16
Bill Pmt -Check	13260	04/10/2015	City of Menominee	Checking Account		-363.09
Bill	Water bills Q1	04/07/2015		Water/Waste Water	-100.75	100.75
				Water/Waste Water	-154.99	154.99
				Water/Waste Water	-105.27	105.27
				Water/Waste Water	-2.08	2.08
					-363.09	363.09
Bill Pmt -Check	13261	04/10/2015	Country Visions Cooperative	Checking Account		-328.62
Bill	#181	03/13/2015		Fuel/Oil	-28.50	28.50
Bill	#6770	03/13/2015		Fuel Purchase	-300.12	300.12
					-328.62	328.62
Bill Pmt -Check	13262	04/10/2015	Graybar	Checking Account		-6.33
Bill	#977916810	03/20/2015		Parts	-6.33	6.33
					-6.33	6.33

**Twin County Airport
Check Detail
April 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13263	04/10/2015	Long Heating & Cooling Inc.	Checking Account	-59.20	-59.20
Bill	#38693	03/31/2015		Parts	-59.20	59.20
Bill Pmt -Check	13264	04/10/2015	Norway Springs, Inc	Checking Account	-9.49	-9.49
Bill	#379189	04/01/2015		Supplies	-9.49	9.49
Bill Pmt -Check	13265	04/10/2015	State of Michigan-Sales Tax	Checking Account	-310.86	-310.86
Bill	TR-9921754 March 15	03/31/2015		Credit Card Charges	-310.86	310.86
Bill Pmt -Check	13266	04/10/2015	Time Warner Cable	Checking Account	-345.85	-345.85
Bill	a#621199203 4/2-5/1	04/10/2015		Phone/Cable/Internet	-345.85	345.85
Bill Pmt -Check	13267	04/10/2015	Treasurer, Menominee County	Checking Account	-4,479.85	-4,479.85
Bill	pp 3/1-5-3/28 pd 4/2	03/31/2015		Salary/Wages	-3,260.77	3,260.77
Bill	April Health Ins.	04/01/2015		Employee Health	-1,219.08	1,219.08
					-4,479.85	4,479.85

**Twin County Airport
Check Detail
April 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13268	04/10/2015	Walker Bros, True Value	Checking Account		-64.35
Bill	#c56991	03/10/2015		Sanitary Sup	-19.98	19.98
Bill	#c56990	03/10/2015		Parts	-3.95	3.95
Bill	A#243612	03/27/2015		Parts	-30.46	30.46
Bill	#A243793	03/30/2015		Parts	-9.96	9.96
					<u>-64.35</u>	64.35
Bill Pmt -Check	13269	04/10/2015	Waste Management of Wisconsin	Checking Account		-93.05
Bill	1491061-1856-0	04/01/2015		Sanitary Sup	-93.05	93.05
					<u>-93.05</u>	93.05
Bill Pmt -Check	13270	04/10/2015	WII Public Svc Corp	Checking Account		-1,898.30
Bill	#403823200 March	03/25/2015		Gas/Elect	-24.34	24.34
				Gas/Elect	-24.34	24.34
				Gas/Elect	-338.59	338.59
				Gas/Elect	-1,018.29	1,018.29
				Gas/Elect	-492.74	492.74
					<u>-1,898.30</u>	1,898.30
Bill Pmt -Check	13271	04/27/2015	ARAMARK	Checking Account		-74.06
Bill	#616-7117801	04/15/2015		Employee Uniforms	-37.93	37.93
Bill	#616-7123534	04/22/2015		Employee Uniforms	-36.13	36.13
					<u>-74.06</u>	74.06

**Twin County Airport
Check Detail
April 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13272	04/27/2015	Automotive Supply Company	Checking Account		-62.32
Bill	#80358141	04/13/2015		Parts	-13.99	13.99
Bill	#80358924	04/23/2015		Parts	-43.80	43.80
Bill	#80358923	04/23/2015		Parts	-4.53	4.53
					<u>-62.32</u>	62.32
Bill Pmt -Check	13273	04/27/2015	Cellcom	Checking Account		-54.30
Bill	#304076	04/05/2015		Phone/Cable/Internet	-54.30	54.30
					<u>-54.30</u>	54.30
Bill Pmt -Check	13274	04/27/2015	EPIC Aviation	Checking Account		-28,817.01
Bill	#6709347	04/17/2015		Fuel Purchase	-28,817.01	28,817.01
					<u>-28,817.01</u>	28,817.01
Bill Pmt -Check	13275	04/27/2015	MasterCard	Checking Account		-311.14
Bill	#9000 April 12 2015	04/12/2015		Mastercard	-311.14	311.14
					<u>-311.14</u>	311.14
Bill Pmt -Check	13276	04/27/2015	Michigan DOT	Checking Account		-2,650.00
Bill	#AA 376374	04/03/2015		Crack Repair	-2,650.00	2,650.00
					<u>-2,650.00</u>	2,650.00

**Twin County Airport
Check Detail
April 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13277	04/27/2015	Miller's Office Supply	Checking Account	-49.99	-49.99
Bill	#108783-001	04/13/2015		Supplies	-49.99	49.99
Bill Pmt -Check	13278	04/27/2015	Riesterer & Schnell	Checking Account	-283.16	-283.16
Bill	#796531	04/06/2015		Parts	-221.57	221.57
Bill	#802088	04/16/2015		Parts	-61.59	61.59
					-283.16	283.16
Bill Pmt -Check	13279	04/27/2015	Scholtz, Gary	Checking Account	-17.94	-17.94
Bill	#016375	04/04/2015		Repairs	-17.94	17.94
					-17.94	17.94
Bill Pmt -Check	13280	04/27/2015	Treasurer, Menominee County	Checking Account	-3,774.51	-3,774.51
Bill	pp 3/29-4/11 pd 4/17	04/14/2015		Salary/Wages	-2,176.03	2,176.03
Bill	May Health Ins	04/27/2015		Employee Health	-1,598.48	1,598.48
					-3,774.51	3,774.51
Bill Pmt -Check	13281	04/27/2015	Walker Bros, True Value	Checking Account	-30.93	-30.93
Bill	T#A243998	04/02/2015		Tools	-26.99	26.99
Bill	#A245373	04/23/2015		Parts	-3.94	3.94
					-30.93	30.93
GRAND TOTAL:					44,157.51	

**Twin County Airport
 Fuel Sales Report
 April 2015**

	Apr 15	Oct '14 - Apr 15
Ordinary Income/Expense		
Income		
Fuel Sales	7,624.09	47,395.92
Business Charge Accounts	14,749.81	62,131.20
Credit Card Charges		
Total Fuel Sales	22,373.90	109,527.12
Total Income	22,373.90	109,527.12
Cost of Goods Sold		
Aviation Fuel Purchases		
Fuel Purchase	28,817.01	68,064.69
Total Aviation Fuel Purchases	28,817.01	68,064.69
Total COGS	28,817.01	68,064.69
Gross Profit	-6,443.11	41,462.43
Net Ordinary Income	-6,443.11	41,462.43
Net Income	-6,443.11	41,462.43

**Twin County Airport
Profit & Loss Budget Performance
April 2015**

	Apr 15	Budget	Oct '14 - Apr 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Commission	12.33	41.67	166.93	291.65	500.00
Interest Income	0.00	10.42	116.00	72.94	125.00
Soda Machine	0.00	16.66	150.00	116.62	200.00
Terminal Sign Display					
Total Commission	12.33	68.75	432.93	481.21	825.00
Fees					
After Hours	125.00	150.00	1,375.00	1,050.00	1,800.00
Landing Fees	673.00	823.00	4,875.00	5,775.00	9,900.00
Misc Chgs	0.00	166.67	70.00	1,166.65	2,000.00
Rent/Lease/Hanger	3,028.08	2,500.00	27,105.48	17,500.00	30,000.00
Fees - Other	150.00		2,310.00		
Total Fees	3,978.08	3,641.67	35,735.48	25,491.65	43,700.00
Fuel Sales					
Business Charge Accounts	7,624.09	7,458.33	47,395.92	52,208.31	89,500.00
Cash	0.00	0.00	0.00	0.00	0.00
Credit Card Charges	14,749.81	11,666.67	62,131.20	81,666.69	140,000.00
Fuel Sales - Other	0.00	0.00	0.00	0.00	0.00
Total Fuel Sales	22,373.90	19,125.00	109,527.12	133,875.00	229,500.00
Grant Revenue					
Crack/Repair/Seal	0.00	0.00	0.00	0.00	28,500.00
Fuel Farm	0.00		0.00	48,212.00	48,212.00
Total Grant Revenue	0.00	0.00	0.00	48,212.00	76,712.00
Reimbursement -Supplies					
Total Income	26,364.31	22,843.75	145,695.53	208,118.17	350,837.00
Cost of Goods Sold					
Aviation Fuel Purchases	0.00	83.33	0.00	583.31	1,000.00
Equipment Fuel Purchase	28,817.01	9,912.67	68,064.69	69,386.69	170,396.96
Fuel Purchase	0.00	0.00	0.00	0.00	0.00
Aviation Fuel Purchases - Other					
Total Aviation Fuel Purchases	28,817.01	9,996.00	68,064.69	69,972.00	171,396.96
Total COGS	28,817.01	9,996.00	68,064.69	69,972.00	171,396.96
Gross Profit	-2,452.70	12,847.75	77,630.94	138,146.17	179,440.04
Expense					
Aviation Oil Purchase		0.00			200.00
Buildings & Grounds					
Airfield Maintenance & Repair		16.67		116.65	
Bulbs/signs/flags	140.29	33.33	140.29	233.31	400.00
Clearing	0.00	25.00	0.00	175.00	300.00
Crack Repair	2,650.00	0.00	2,650.00	0.00	30,000.00
Culvert Repair	0.00	250.00	0.00	1,750.00	3,000.00
Fence/Gate	0.00	100.00	0.00	700.00	1,200.00
Fuel Farm	0.00		620.00		
Airfield Maintenance & Repair - Other			394.58		
Total Airfield Maintenance & Repair	2,790.29	408.33	3,804.87	2,856.31	34,900.00

**Twin County Airport
Profit & Loss Budget Performance
April 2015**

	Apr 15	Budget	Oct '14 - Apr 15	YTD Budget	Annual Budget
Building Maintenance & Repair					
Fire Suppression	0.00	41.67	0.00	291.66	500.00
Parts	0.00	100.00	382.40	700.00	1,200.00
Repairs	17.94	66.67	56.16	466.65	800.00
Sanitary Sup	93.05		827.74		
Total Building Maintenance & Repair	110.99	208.34	1,266.30	1,458.30	2,500.00
Equipment Maintenance & Repair					
Equip Maint & Repair - Other	0.00	83.33	740.64	583.31	1,000.00
Fuel/Oil	0.00	291.67	2,207.08	2,041.69	3,500.00
Parts	367.55	83.33	1,084.11	583.31	1,000.00
Repairs	0.00	104.17	8.41	729.19	1,250.00
Tires/Tubes	0.00	66.67	630.22	466.69	800.00
Tools	52.22	58.33	366.79	408.31	700.00
Total Equipment Maintenance & Repair	419.77	687.50	5,037.25	4,812.50	8,250.00
Forklift	0.00	16.67	0.00	116.65	200.00
Soda Machine	0.00	8.33	26.75	58.31	100.00
Total Soda Machine	0.00	8.33	26.75	58.31	100.00
Terminal Building Maintenance	0.00	0.00	2,401.41	58.31	100.00
Total Buildings & Grounds	3,321.05	1,329.17	12,336.58	9,304.07	45,950.00
Capital Outlay Expense	0.00	0.00	0.00	0.00	0.00
JETA Cabinet Rehab					
Total Capital Outlay Expense	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	16,350.60	0.00	115,578.86	0.00	4,000.00
Equipment Purchase					
Insurance	0.00	1,783.00	1,778.81	1,783.00	1,783.00
Com Vehicle	5,228.27	1,250.00	13,078.45	8,750.00	15,000.00
Employee Health	-63.72	0.00	8,386.28	8,500.00	8,500.00
General Liability	0.00	0.00	11,447.00	13,000.00	13,000.00
Property	0.00	0.00	0.00	0.00	1,600.00
Tank Pollution Liability	0.00	0.00	4,195.00	4,300.00	4,300.00
Wkrs Comp	0.00	0.00			
Total Insurance	5,164.55	3,033.00	38,885.54	36,333.00	44,183.00
Lic/Permits	0.00	8.33	50.00	58.31	100.00
Airport License	0.00	21.67	260.00	151.65	260.00
Storm Water Permit	0.00	25.00	300.00	175.00	300.00
Undrgrd Tnk Permit	0.00				
Total Lic/Permits	0.00	55.00	610.00	384.96	660.00
Loan Expense	0.00	0.00	0.00	0.00	1,424.91
Interest Expense					
Principle Expense					
Total Loan Expense	0.00	0.00	0.00	0.00	37,262.13
Marketing	0.00	41.67	0.00	291.65	500.00
Ad for Bids	0.00	50.00	1,902.06	350.00	600.00
Advertising	185.60	166.67	2,459.03	1,166.65	2,000.00
Employee Uniforms	0.00	22.08	0.00	154.56	265.00
Meteorlogix WX					
Total Marketing	185.60	41.67	2,459.03	1,545.65	2,665.00

**Twin County Airport
Profit & Loss Budget Performance
April 2015**

	Apr 15	Budget	Oct '14 - Apr 15	YTD Budget	Annual Budget
WAMA Membership	0.00		75.00		
Total Marketing	185.60	280.42	4,436.09	1,962.86	3,365.00
Meetings/Conferences	0.00	54.17	0.00	379.15	650.00
Lodging	0.00	16.67	0.00	116.69	200.00
Meals	0.00	75.00	132.25	525.00	900.00
Travel					
Total Meetings/Conferences	0.00	145.84	132.25	1,020.84	1,750.00
Office Expense					
Equip	0.00	33.33	96.00	233.31	400.00
Postage	0.00	50.00	155.40	350.00	600.00
Supplies	39.51	23.00	731.57	175.00	300.00
Total Office Expense	39.51	106.33	982.97	758.31	1,300.00
Processing Fee	408.36		1,683.62		
Prof Svc					
Annual Audit	0.00	3,600.00	3,600.00	3,600.00	3,600.00
Study Fees	0.00	0.00	89.02	0.00	9,900.00
Svc Chg	0.00		3.39		
Prof Svc - Other	415.00		1,185.00		
Total Prof Svc	415.00	3,600.00	4,877.41	3,600.00	13,500.00
Reconciliation Discrepancies	0.00		0.00		
Salary/Vfleges	2,178.03	6,562.08	39,509.09	45,934.56	78,745.00
Utilities					
Gas/Elect	1,234.62	1,416.67	13,531.30	9,916.69	17,000.00
Phone/Cable/Internet	400.15	358.33	2,737.60	2,508.31	4,300.00
Water/Waste Water	363.09	66.67	649.34	466.65	800.00
Total Utilities	1,997.86	1,841.67	16,918.24	12,891.65	22,100.00
Total Expense	30,058.56	16,972.18	239,800.65	112,306.90	254,440.04
Net Ordinary Income	-32,511.26	-4,124.43	-162,169.81	-25,839.27	-75,000.00
Other Income/Expense					
Other Income					
Applied from Fund Balance	0.00	0.00	0.00	0.00	-10,000.00
Annual Appropriation	21,250.00	21,250.00	53,125.00	63,750.00	85,000.00
Appropriation - Other	0.00	0.00	0.00	0.00	0.00
Total Appropriation	21,250.00	21,250.00	53,125.00	63,750.00	85,000.00
Total Other Income	21,250.00	21,250.00	53,125.00	63,750.00	75,000.00
Net Other Income	21,250.00	21,250.00	53,125.00	63,750.00	75,000.00
Net Income	-11,261.26	17,125.57	-109,044.81	89,839.27	0.00

3:14 PM
09/06/15
Accrual Basis

Twin County Airport
Mastercard
April 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Amount
Mastercard								
Credit Card Charge	03/17/2015	#150727133	Holiday Stations/Store				51.77	51.77
Credit Card Charge	03/18/2015	#87RFV	Pareto Logic	Gas for yellow truck	Fuel/Oil		19.97	19.97
Credit Card Charge	03/26/2015	#7725	Menards	Privacy Control Software- ...	Supplies		214.17	214.17
Credit Card Charge	04/10/2015	#446130871	Menards	16 Pc Drill Adapt Set 18 ...	Tools		25.23	25.23
				3/4"x11-14"x6" Black	Tools			
Total Mastercard						0.00	311.14	311.14
TOTAL						0.00	311.14	311.14