AGENDA

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408

REGULAR SESSION MEETING
March 18, 2014, 5:00 pm
TWIN COUNTY AIRPORT CONFERENCE ROOM

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approve/amend agenda
5. Approve/amend minutes of the February 13, 2014 Regular Session meeting
6. Public comment – speakers will be limited to 5 minutes on agenda items only
7. Discuss/Consider Mead & Hunt Proposal to finalize the User Study for the Runway Justification for a cost not to exceed $4,451.00, action if any
8. Discuss/Consider Personnel Committee Recommendation on the Maintenance Lineman Contract, action if any
9. Discuss/Consider FY13-14 Budget Amendments, action if any
10. Executive/Finance Committee report:
    A. Discuss/Consider Profit & Loss for February 2014, action if any
    B. Discuss/Consider Reconciliation Summaries for February 2014, action if any
    C. Discuss/Consider Vendor Balance for February 2014, action if any
    D. Discuss/Consider Customer Balance for February 2014, action if any
    E. Discuss/Consider Check Detail (#12940 – #12969) and in the amount of $48,482.43 for February 2014, action if any
    F. Discuss/Consider Fuel Sales Report for February 2014, action if any
    G. Discuss/Consider airport traffic for February 2014, action if any
11. Communications/correspondence
12. Dialog between Airport Manager and the TCAC
13. Dialog between airport users and the TCAC
14. Public comment – speakers will be limited to 5 minutes
15. Future agenda items
16. Schedule next meeting
17. Adjourn

Note: Quorums may be present.

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

cc:	Mary Johns	Charlie Meintz	Menominee County Admin.
	Nick Lakari	Chris Plutchak	Marinette County Clerk
	Jason Lauzer	Ted Sauve	

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 Twin County Airport Manager's office (906-863-8408) at least 24 hours prior to the meeting in order to make suitable arrangements (TDD 800-649-3777).

MINUTES

TWIN COUNTY AIRPORT COMMISSION
2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408
REGULAR SESSION MEETING
February 13, 2014, 5:00 pm

Members Present: Jason Lauzer, Mary Johns, Charlie Meintz, Nick Lakari, Chris Plutchak, Ted Sauve
Also Present: Eagle Herald, Bay Cities Radio, Peshtigo Times, Tony Krysiak, and Nancy Douglas

1. Call to order at 5:00 pm

2. Pledge of Allegiance recited.

3. Roll call taken by Chair Jason Lauzer

4. Approve/amend agenda
MOTION (Sauve/Johns) to approve the agenda as presented. Motion carried. No negative vote.

5. Approve/amend minutes of the January 21, 2014 Reorganizational meeting
MOTION (Lakari/Plutchak) to approve the minutes of the January 21, 2014 Reorganizational meeting as presented.

6. Approve/amend minutes of the January 21, 2014 Regular Session meeting
MOTION (Sauve/Lakari) to approve the January 21, 2014 Regular Session meeting minutes as presented.

7. Public comment – speakers will be limited to 5 minutes on agenda items only
None

8. Discuss/Consider 2014 Insurance Bids, action if any.
Handout from Twin City Insurance provided by Tony. This was the only formal bid received, despite three other inquires in the area. Cost is approximately $5,000 more than last year.

MOTION (Johns/Plutchak) to accept this bid with the expectation that the budget would be reviewed and budget transfers would be made by the commission as recommended by Tony. Motion carried. No negative vote.

Charlie Meintz arrived at 5:08 pm.

9. Discuss/Consider 2014 Calendar, action if any
Nick Lakari reviewed the calendar with the committee. Informational only, no action required.

10. Discuss/Consider User Study for Runway Justification, action if any
Jason provided update. Discussion only, no action required at this time.

11. Executive/Finance Committee report:
   A. Discuss/Consider Profit & Loss for January 2014, action if any
   B. Discuss/Consider Reconciliation Summaries for January 2014, action if any
   C. Discuss/Consider Vendor Balance for January 2014, action if any
   D. Discuss/Consider Customer Balance for January 2014, action if any
   E. Discuss/Consider Check Detail (#12917 – #12939) and in the amount of $41,350.69 for January 2014, action if any
   F. Discuss/Consider Fuel Sales Report for January 2014, action if any
   G. Discuss/Consider airport traffic for January 2014, action if any

MOTION (Lakari/Johns) to approve payment of checks numbered 12917 through 12939 for a total amount of $41,350.69 and to include items A through G, as presented. Motion carried. No negative vote.

12. Communications/correspondence
None.

13. Dialog between Airport Manager and the TCAC
Snow conditions are causing some overtime for Jeff.
Diesel fuel may go over a little bit.
Enstrom is doing well with remodeling; still not up to full production strength.
Tony will be at the Aeronautical conference next week in Lansing, MI.

14. Dialog between airport users and the TCAC
None.

15. Public comment – speakers will be limited to 5 minutes
Nick Lakari provided information about the WiDOT which led to connections with the Department of Aeronautics and some potential funding sources that could be of benefit to the commission. This is a separate source of funding from the FAA.

16. Future Agenda items
User Study for Runway Justification

17. Schedule next meeting
March 18, 2014 at 5:00 pm

18. Adjourn
MOTION (Johns/Meintz) to adjourn at 5:37 pm

Respectfully Submitted:
Jennifer Seguin
Marinette County Administrative Secretary

Date approved:

Mead & Hunt, Inc.
M & H Architecture, Inc.
2605 Port Lansing Road
Lansing, Michigan 48906
517-321-8334
meadhunt.com

February 15, 2014

Mr. Jason Lauzer, Chairperson
Twin County Airport
2801 North 22nd Street
Menominee, Michigan 49858

Subject: Twin County Airport
Menominee, Michigan
Updates to the Twin County User Study Report
Phase 1

Dear Mr. Lauzer:

Mead & Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal to provide aviation planning services for the above-referenced project.

Project Understanding

Our proposal is based on our site visit as part of the consultant interview as well as conversations and emails with you related to the topic. We've reviewed the document prepared by URS to review the current status of the project. Mead & Hunt understands that the Airport wants to incur limited costs to evaluate the previous findings from the URS study. Because of this, we are proposing to develop our review in a phased approach. This scope of services provides the work effort as part of Phase I which will focus on the review of the URS report, evaluation of wind data and development of construction alternatives.

Sources of existing data that will be reviewed and used where appropriate for additional review include:

- Draft User Study Report from URS
- Summary report from Explorer Solutions
- Review of existing cost estimates provided by URS
- Existing user surveys collected by URS

Scope of Services

After receipt of authorization to proceed, Mead & Hunt shall perform the following tasks. Coordination with the Airport to review the findings of Tasks 1-3 will be planned once the analysis has been completed. If the findings warrant additional review, Mead & Hunt will develop an additional scope of services for Phase II for consideration by the Airport.

Task 1 – Cursory review existing reports

Mead & Hunt will review the existing data that has been provided by the Twin County Airport Commission (Commission). This will provide Mead & Hunt with a baseline to begin the discussion of the runway length study.

Task 2 – Conduct Wind Analysis

Mead & Hunt will order new wind data that will allow us to calculate the specific wind coverage using the FAA model. This was absent from the URS study and allowed there to be questions regarding the wind coverage for the Airport that could possibly contribute to the length discussion.

Task 3 – Review and Revise URS Cost Estimates

Mead & Hunt will review the estimates for the runway reduction created by URS. It is anticipated that Mead & Hunt will revise these estimates to more fully document the anticipated impacts. For example, it has been discussed that the present cost estimates have not fully accounted for the costs of the PAPI relocations, impacts to surrounding drainage areas and associated environmental considerations. These issues will be reviewed and documented and new cost estimates will be generated to account for these issues. Additionally, should a different runway length be determined based upon the new data collected as part of this scope of work, Mead & Hunt will develop an associated cost estimate for that runway configuration.

Not more than 5 alternatives are expected to be reviewed:

Option 1 - Rehabilitation of existing runway length and width – 5,100' x 100'
Option 2 - Rehabilitation of existing runway length with reduced width – 5,100' x 75'
Option 3 - Rehabilitation and shortening of runway length and reduced width – 3,700' x 75'

Specifics for Options 4 & 5 have yet to be determined but likely 4,000' x 75' or 4,500' x 75' based upon existing airport infrastructure that may affect the design.

Responsibilities of Twin County Airport Commission

Our Scope of Services and Compensation are based on the Commission performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Available data, drawings, and information related to the project.
- Review of draft-final reports, etc. within two (2) weeks of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- Provide contact information for significant users of the Airport for Mead & Hunt to interview.
- Electronic copies of URS study report and cost estimates

Schedule

Upon receipt of a notice to proceed, Mead & Hunt will immediately order the wind data that in necessary for the wind analysis. Within 30 days, Mead & Hunt will perform the wind analysis and develop the cost estimates for consideration by the Airport.

Compensation

The work described under the Scope of Services will be performed on a lump sum basis in accordance with the attached cost estimate which outlines the primary staff expected work on the project, their billing rates and the anticipated hours for each task. Should other staff be necessary, their rates will be provided in the individual monthly invoices. The not to exceed amount of this initial Phase of services is Four Thousand Four Hundred Fifty One and 00/100 Dollars ($4,451.00).

Authorization

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt. Signatures of authorized representatives of Twin County Airport and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services. All services shall be performed in accordance with the *General Terms and Conditions for Engineering, Architectural, or Consulting Services* which is on the reverse side and which is made a part of this proposal.

We appreciate the opportunity to submit this proposal to Twin County Airport.

Respectfully submitted,

MEAD & HUNT, Inc.

Daniel J. Kehoe

Daniel J. Kehoe, PE
Project Manager

Attachment

Accepted by: TWIN COUNTY AIRPORT

By: _____
Name: _____
Title: _____
The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Approved by: MEAD & HUNT, INC.

By: Stephanie A.D. Ward
Name: Stephanie A.D. Ward
Title: Vice President

Date: 2-18-14

Attachment "A"- Anticipated Summary of Cost

CLIENT: Twin County Airport - Menominee, MI
PROJECT DESCRIPTION: Phase I - User Survey Review

DATE: 15-Feb-14
TIME:
BY: sadw
FILE:

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR PROJECT PLANNER	PROJECT ENGINEER	PLANNER III	PLANNER I	CLERICAL	CAD TECH	ENVIRONMENTAL SPECIALIST	ENGINEER III
	RATE:	$48.90	$42.84	$35.39	$22.45	$19.00	$18.63	$28.00	$41.03	$27.72
General Project Management		4					2			2
calls with SPONSOR		3			2					3
Task 1 - Review Existing Data Sources		2								
Task 2 - Conduct Wind Analysis										
Wind Rose evaluation		1			4					
Task 4 - Review and revise URS Cost Estimates		4		2						12
develop approximately 5 options										
		14	0	2	6	0	2	0	0	17
DIRECT LABOR COST:	$1,398.58	$684.60	$0.00	$70.78	$134.70	$0.00	$37.26	$0.00	$0.00	$471.24

EXPENSES			
	0	$0.00	$0.00
	0	$0.00	$0.00
AIRPLANE/HR	0	$550.00	$0.00
	0	$0.00	$0.00
	0	$0.00	$0.00
MEALS(EA/PERSON)	0	$10.00	$0.00
	0	$0.00	$0.00
WORKING DOCS/MTLS	0	$250.00	$0.00
WIND DATA	1	$135.00	$135.00
REPORTS	0	$10.00	$0.00
TOTAL EXPENSES:			$135.00

SUMMARY		DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.78	TOTAL LABOR COSTS	EXPENSES	FEE @ 0.11	SUB TOTAL	SUB-CONSULTANT	PROJECT TOTAL
Subconsultants									
NONE	$0.00	$1,398.58	$2,489.47	$3,888.05	$135.00	$427.95	$4,451.00	$0.00	$4,451.00
Total	$0.00								

EMPLOYMENT AGREEMENT

A staff Maintenance - Lineman, hereafter referred to as the Employee, and the Twin County Airport Commission, hereafter referred to as the Employer, do hereby enter into the following Employment Agreement.

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment, and to acknowledge the importance of mutual understanding and respect between the Employee and Employer.

ARTICLE ONE: Sources of Employer Authority -

(**A.)** Section Six (6) of the Twin County Airport Agreement states: The management of the airport by the Airport Commission shall include authority to control the day to day operations of said airport; to hire and fix salaries and wages of airport employees; to establish the terms and conditions of employment of airport employees; and to make expenditures for airport purposes within the budget provided by respective county boards.
(B.) The Employer adopted a set of Work Rules and Policies on July 17, 2012, and a Wage and Schedule of Benefits on December 18, 2012.
(C.) Menominee County and Marinette County have provided ancillary administrative support for all employees since 1975, including: payment of wages, access to the Michigan Employee Retirement System, (MERS) and an array of benefits that shall remain in place. All costs incurred have been borne by Employer funds through its budget process.
(D.) Employer BY-LAWS that codify responsibility to determine staffing levels, an annual review of wage levels and job descriptions, and a staff appraisal process.
(E.) Employer acknowledges public employee protections vested in State of Michigan statutes for: (1.) Procedural Due Process; (2.) Determination of Just Cause; and (3.) Wrongful Discharge.

ARTICLE TWO: Wage Schedule -

(A.) According to Employer BY-LAWS, Employees shall be appraised annually, and wages shall be reviewed annually.
(B.) A full time Maintenance - Lineman is authorized to work 40 hours per week. Recognizing previous experience and levels of competency needed to fulfill job expectations, the current full time Employee is placed at Pay Grade Nine (specific details outlined, below), plus the aforementioned Schedule of Benefits, and MERS retirement.
(C.) A part time Maintenance - Lineman is authorized to work 20 hours per week. A beginning part time Employee would be placed at Pay Grade Seven. Part time Employees are not eligible for the benefit array, and do not have access to MERS.

ARTICLE THREE: Duration -

This Agreement shall be made retroactive to January 1, 2014, at Grade Nine, Step Two, $18.20 per hour, effective through December 31, 2014.

Beginning on January 1, 2015, Grade Nine will remain in effect, and advance to Step Three, $18.91 per hour, effective through December 31, 2015.

Beginning on January 1, 2016, Grade Nine will remain in effect, and advance to Step Four, $19.61 per hour, effective through December 31, 2016.

Results of annual staff appraisals, and Employer assessment of future staff level needs and available funding to support staffing will be considered by the Employer.

_____	_____
Employee Signature	Date
_____	_____
Airport Commission Chairperson	Date

Twin County Airport
Reconciliation Summary
Capital Projects Account, Period Ending 02/28/2014

		Feb 28, 14
Beginning Balance		22,940.09
Cleared Transactions		
Deposits and Credits - 1 item	14.14	
Total Cleared Transactions		14.14
Cleared Balance		**22,954.23**
Register Balance as of 02/28/2014		22,954.23
Ending Balance		22,954.23

Twin County Airport
Reconciliation Summary
Checking Account, Period Ending 02/28/2014

		Feb 28, 14
Beginning Balance		101,890.91
Cleared Transactions		
Checks and Payments - 30 items	-39,452.93	
Deposits and Credits - 20 items	32,859.68	
Total Cleared Transactions	-6,593.25	
Cleared Balance		95,297.66
Uncleared Transactions		
Checks and Payments - 2 items	-10,160.00	
Deposits and Credits - 1 item	48.37	
Total Uncleared Transactions	-10,111.63	
Register Balance as of 02/28/2014		85,186.03
New Transactions		
Checks and Payments - 11 items	-11,836.27	
Total New Transactions	-11,836.27	
Ending Balance		73,349.76

Twin County Airport
Customer Balance Summary
As of February 28, 2014

	Feb 28, 14
Freight Runners	4,270.00
Jet Air Charter	100.00
MAXAIR	70.00
Tyco Fire Suppression	1,316.25
TOTAL	**5,756.25**

Twin County Airport
Vendor Balance Summary
As of February 28, 2014

	Feb 28, 14
Country Visions Cooperative	2,932.72
MasterCard	841.67
WI Public Svc Corp	2,874.59
TOTAL	**6,648.98**

Twin County Airport
Check Detail
February 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**12940**	**02/06/2014**	**ARAMARK**	**Checking Account**		**-218.11**
Bill	a#792050378	01/24/2014		Employee Uniforms	-54.31	54.31
				Employee Uniforms	-54.31	54.31
				Employee Uniforms	-54.31	54.31
				Employee Uniforms	-55.18	55.18
					-218.11	218.11
Bill Pmt -Check	**12941**	**02/06/2014**	**Country Visions Cooperative**	**Checking Account**		**-63.00**
Bill	I#11019	01/09/2014		Equip Maint & Repair - Other	-63.00	63.00
					-63.00	63.00
Bill Pmt -Check	**12942**	**02/06/2014**	**FABCO**	**Checking Account**		**-468.51**
Bill	i#100045	01/20/2014		Equip Maint & Repair - Other	-468.51	468.51
					-468.51	468.51
Bill Pmt -Check	**12943**	**02/06/2014**	**Graybar**	**Checking Account**		**-142.98**
Bill	I#970785588	01/23/2014		Hanger Maintenance	-142.98	142.98
					-142.98	142.98
Bill Pmt -Check	**12944**	**02/06/2014**	**Norway Springs, Inc**	**Checking Account**		**-16.44**
Bill	323054	01/29/2014		Supplies	-6.95	6.95
Bill	i#325488	02/01/2014		Supplies	-9.49	9.49
					-16.44	16.44
Bill Pmt -Check	**12945**	**02/06/2014**	**Peshtigo Times**	**Checking Account**		**-85.80**

Twin County Airport
Check Detail
February 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	A#573 1/31	01/31/2014		Advertising	-85.80	85.80
					-85.80	85.80
Bill Pmt -Check	**12946**	**02/06/2014**	**State of Michigan**	**Checking Account**		**0.00**
					0.00	0.00
Bill Pmt -Check	**12947**	**02/06/2014**	**Syn-tech Systems**	**Checking Account**		**-495.00**
Bill	i#91713	01/24/2014		Fuel Farm	-495.00	495.00
					-495.00	495.00
Bill Pmt -Check	**12948**	**02/06/2014**	**Time Warner Cable**	**Checking Account**		**-284.78**
Bill	02/02-03/01	01/24/2014		Phone/Cable/Internet	-284.78	284.78
					-284.78	284.78
Bill Pmt -Check	**12949**	**02/06/2014**	**Treasurer, Menominee County**	**Checking Account**		**-2,940.52**
Bill	01/19-02/1/14	02/06/2014		Salary/Wages	-2,940.52	2,940.52
					-2,940.52	2,940.52
Bill Pmt -Check	**12950**	**02/06/2014**	**Walter Bros, True Value**	**Checking Account**		**-75.31**

Twin County Airport
Check Detail
February 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	A#20106	02/06/2014		Equip Maint & Repair - Other	-7.49	7.49
				Equip Maint & Repair - Other	-6.99	6.99
				Building Maintenance & Repair	-12.98	12.98
				Building Maintenance & Repair	-40.56	40.56
				Building Maintenance & Repair	-7.29	7.29
					-75.31	75.31
Bill Pmt -Check	**12951**	**02/06/2014**	**Waste Management of Wisconsin**	**Checking Account**		**-91.53**
Bill	1450610-1856-3	02/06/2014		Sanitary Sup	-91.53	91.53
					-91.53	91.53
Bill Pmt -Check	**12952**	**02/06/2014**	**WI Public Svc Corp**	**Checking Account**		**-2,599.27**
Bill	a#403823200 1/24	01/24/2014		Gas/Elect	-24.57	24.57
				Gas/Elect	-26.26	26.26
				Gas/Elect	-509.81	509.81
				Gas/Elect	-1,336.85	1,336.85
				Gas/Elect	-701.78	701.78
					-2,599.27	2,599.27
Bill Pmt -Check	**12953**	**02/06/2014**	**State of Michigan**	**Checking Account**		**-7.30**
Bill	TR9921754 Jan	02/06/2014		Sales Tax	-7.30	7.30
					-7.30	7.30
Bill Pmt -Check	**12954**	**02/06/2014**	**State of Michigan**	**Checking Account**		**-35.57**
Bill	TR9921754 2013	02/06/2014		Sales Tax	-35.57	35.57
					-35.57	35.57

Twin County Airport
Check Detail
February 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**12955**	**02/19/2014**	**Twin City Service Agency**	**Checking Account**		**-12,507.30**
Bill	I#121442	02/14/2014		Property	-12,507.30	12,507.30
					-12,507.30	12,507.30
Bill Pmt -Check	**12956**	**02/19/2014**	**Treasurer, Menominee County**	**Checking Account**		**-2,580.56**
Bill	PP 2/2-2/15	02/19/2014		Salary/Wages	-2,580.56	2,580.56
					-2,580.56	2,580.56
Bill Pmt -Check	**12957**	**02/19/2014**	**Treasurer, Marinette County**	**Checking Account**		**-713.00**
Bill	Computer purchase	02/19/2014		Supplies	-713.00	713.00
					-713.00	713.00
Bill Pmt -Check	**12958**	**02/19/2014**	**Signarama Menominee**	**Checking Account**		**-4.80**
Bill	i#2903	02/06/2014		Airfield Maintenance & Repair	-4.80	4.80
					-4.80	4.80
Bill Pmt -Check	**12959**	**02/19/2014**	**Office Planning Group**	**Checking Account**		**-72.00**
Bill	ICNIN306691	02/06/2014		Equip	-72.00	72.00
					-72.00	72.00
Bill Pmt -Check	**12960**	**02/19/2014**	**Miller's Office Supply**	**Checking Account**		**-46.99**
Bill	i#99644-001	02/14/2014		Supplies	-46.99	46.99
					-46.99	46.99

Twin County Airport
Check Detail
February 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**12961**	**02/19/2014**	**MI DEPT OF ENVIRONMENTAL QU**	**Checking Account**		**-260.00**
Bill	I#859155	02/19/2014		Storm Water Permit	-260.00	260.00
					-260.00	260.00
Bill Pmt -Check	**12962**	**02/19/2014**	**EXPLORER SOLUTIONS**	**Checking Account**		**0.00**
					0.00	0.00
Bill Pmt -Check	**12963**	**02/19/2014**	**Eagle Hearld Publishing**	**Checking Account**		**-73.26**
Bill	a#2228	01/31/2014		Advertising	-73.26	73.26
					-73.26	73.26
Bill Pmt -Check	**12964**	**02/19/2014**	**Deluxe Business Checks**	**Checking Account**		**-52.82**
Bill	I#2030107953	02/13/2014		Supplies	-52.82	52.82
					-52.82	52.82
Bill Pmt -Check	**12965**	**02/19/2014**	**Cellcom**	**Checking Account**		**-54.57**
Bill	I#585760	02/05/2014		Phone/Cable/Internet	-54.57	54.57
					-54.57	54.57
Bill Pmt -Check	**12966**	**02/19/2014**	**Auto-Owners Insurance**	**Checking Account**		**-1,956.01**
Bill	A#12039678	01/27/2014		Coml Vehicle	-1,956.01	1,956.01
					-1,956.01	1,956.01
Bill Pmt -Check	**12967**	**02/19/2014**	**Accident Fund Co**	**Checking Account**		**-4,287.00**
Bill	WCV01655342703	01/21/2014		Wkrs Comp	-4,287.00	4,287.00
					-4,287.00	4,287.00

Twin County Airport
Check Detail
February 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**12968**	**02/19/2014**	**Twin City Service Agency**	**Checking Account**		**-8,450.00**
Bill	I#121442.1	02/14/2014		General Liability	-8,450.00	8,450.00
					-8,450.00	8,450.00
Bill Pmt -Check	**12969**	**02/19/2014**	**EXPLORER SOLUTIONS**	**Checking Account**		**-9,900.00**
Bill	I#US131204	01/27/2014		Study Fees	-9,900.00	9,900.00
					-9,900.00	9,900.00
					GRAND TOT	**48,482.43**

9:05 AM

03/05/14

Accrual Basis

Twin County Airport
Fuel Sales Report
February 2014

	Feb 14	Oct '13 - Feb 14
Ordinary Income/Expense		
Income		
Fuel Sales		
Business Charge Accounts	6,600.53	27,639.43
Credit Card Charges	5,386.40	55,368.42
Total Fuel Sales	11,986.93	83,007.85
Total Income	11,986.93	83,007.85
Cost of Goods Sold		
Aviation Fuel Purchases		
Fuel Purchase	0.00	95,219.00
Total Aviation Fuel Purchases	0.00	95,219.00
Total COGS	0.00	95,219.00
Gross Profit	11,986.93	-12,211.15
Net Ordinary Income	11,986.93	-12,211.15
Net Income	**11,986.93**	**-12,211.15**

9:08 AM

03/05/14

Accrual Basis

Twin County Airport
Profit & Loss Budget Performance
February 2014

	Feb 14	Budget	Oct '13 - Feb 14	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Commission					
Avis	195.46	327.25	1,032.02	1,636.25	3,927.00
Ground School	0.00		300.00		
Interest Income	38.49	25.00	165.51	125.00	300.00
Soda Machine	0.00		82.00	62.50	125.00
Terminal Sign Display	0.00		0.00		850.00
Commission - Other	0.00		40.00		
Total Commission	233.95	352.25	1,619.53	1,823.75	5,202.00
Fees					
After Hours	375.00	166.67	625.00	833.31	2,000.00
Landing Fees	1,045.00	625.00	4,030.00	3,125.00	7,500.00
Parking Fees	0.00	12.50	0.00	62.50	150.00
Rent/Lease/Hanger	2,522.42	2,845.83	23,281.66	14,229.19	34,150.00
Fees - Other	0.00	83.33	120.00	416.69	1,000.00
Total Fees	3,942.42	3,733.33	28,056.66	18,666.69	44,800.00
Fuel Sales					
Business Charge Accounts	6,600.53	4,316.00	27,639.43	21,580.00	51,792.00
Credit Card Charges	5,386.40	14,650.75	55,368.42	73,253.75	175,809.00
Total Fuel Sales	11,986.93	18,966.75	83,007.85	94,833.75	227,601.00
Reimbursement -Supplies	0.00	10.00	30.00	50.00	120.00
Total Income	16,163.30	23,062.33	112,714.04	115,374.19	277,723.00
Cost of Goods Sold					
Aviation Fuel Purchases					
Equipment Fuel Purchase	0.00	54.17	0.00	270.81	650.00
Fuel Purchase	0.00	14,166.67	95,219.00	70,833.31	170,000.00
Total Aviation Fuel Purchases	0.00	14,220.84	95,219.00	71,104.12	170,650.00
Total COGS	0.00	14,220.84	95,219.00	71,104.12	170,650.00
Gross Profit	16,163.30	8,841.49	17,495.04	44,270.07	107,073.00
Expense					
Aviation Oil Purchase	0.00	25.00	0.00	125.00	300.00
Buildings & Grounds					
Airfield Maintenance & Repair					
Bulbs/signs/flags	0.00	41.67	32.40	208.31	500.00
Clearing	0.00		0.00	200.00	200.00
Fuel Farm	47.44		831.16		
Airfield Maintenance & Repair - Other	4.80		6,158.87		
Total Airfield Maintenance & Repair	52.24	41.67	7,022.43	408.31	700.00
Building Maintenance & Repair					
Fire Suppression	0.00		0.00	500.00	500.00
Repairs	0.00	191.67	110.00	958.31	2,300.00
Sanitary Sup	91.53	66.67	448.64	333.31	800.00
Building Maintenance & Repair - Other	60.83		158.41		
Total Building Maintenance & Repair	152.36	258.34	717.05	1,791.62	3,600.00
Equipment Maintenance & Repair					

Twin County Airport
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Equip Maint & Repair - Other	14.48	83.33	675.18	416.69	1,000.00
Fuel/Oil	2,988.37	291.67	6,609.58	1,458.31	3,500.00
Parts	0.00	41.67	152.77	208.31	500.00
Repairs	0.00	208.33	0.00	1,041.69	2,500.00
Tools	0.00		7.49	100.00	100.00
Equipment Maintenance & Repair - Other	0.00		1,340.62		
Total Equipment Maintenance & Repair	3,002.85	625.00	8,785.64	3,225.00	7,600.00
Forklift	0.00	29.17	0.00	145.81	350.00
Soda Machine					
Soda	0.00		0.00	100.00	100.00
Total Soda Machine	0.00		0.00	100.00	100.00
Svc Vehicle	0.00		15.00		
Total Buildings & Grounds	3,207.45	954.18	16,540.12	5,670.74	12,350.00
Capital Outlay Expense					
Fence Phase III & Taxi Rehab	0.00		0.00	23,250.00	23,250.00
Fuel Farm	0.00		309.00		
Total Capital Outlay Expense	0.00		309.00	23,250.00	23,250.00
Depreciation Expense	15,936.82		88,367.93		
Hanger Maintenance	0.00		366.93		
Insurance					
Coml Vehicle	0.00		1,956.01	1,700.00	1,700.00
Employee Health	0.00		6,674.32	13,404.00	13,404.00
General Liability	8,450.00		8,450.00	10,700.00	10,700.00
Property	12,333.87		12,333.87	6,500.00	6,500.00
Tank Polution Liability	0.00		0.00	1,500.00	1,500.00
Wkrs Comp	0.00		4,287.00	3,700.00	3,700.00
Total Insurance	20,783.87		33,701.20	37,504.00	37,504.00
Lic/Permits					
Storm Water Permit	260.00	260.00	290.00	260.00	260.00
Undrgnd Tnk Permit	0.00		300.00	300.00	300.00
Total Lic/Permits	260.00	260.00	590.00	560.00	560.00
Loan Expense					
Interest Expense	0.00		4.17	1,710.00	1,710.00
Principle Expense	0.00		0.00	4,870.00	4,870.00
Total Loan Expense	0.00		4.17	6,580.00	6,580.00
Marketing					
Ad for Bids	0.00	66.67	485.10	333.31	800.00
Advertising	0.00	50.00	159.06	250.00	600.00
Employee Uniforms	0.00	166.67	1,130.54	833.31	2,000.00
MAAE Membership	0.00		70.00		
Meteorlogix WX	0.00		0.00	265.00	265.00
Total Marketing	0.00	283.34	1,844.70	1,681.62	3,665.00
Meetings/Conferences					
Lodging	0.00		71.67	500.00	500.00
Meals	0.00		0.00	200.00	200.00
Registration	0.00		150.00		
Travel	0.00		138.43	800.00	800.00

Twin County Airport
Profit & Loss Budget Performance
February 2014

	Feb 14	Budget	Oct '13 - Feb 14	YTD Budget	Annual Budget
Total Meetings/Conferences	0.00		360.10	1,500.00	1,500.00
Office Expense					
Equip	72.00		72.00	100.00	100.00
Postage	7.70	41.67	247.35	208.31	500.00
Supplies	829.99	50.00	1,278.67	250.00	600.00
Total Office Expense	909.69	91.67	1,598.02	558.31	1,200.00
Processing Fee	281.99		1,638.52		
Prof Svc					
Annual Audit	0.00		0.00		3,500.00
Study Fees	0.00		9,900.00	49,500.00	49,500.00
Svc Chg	0.00		20.00		
Total Prof Svc	0.00		9,920.00	49,500.00	53,000.00
Reconciliation Discrepancies	0.00		0.00		
Salary/Wages	5,521.08	6,086.25	26,863.25	30,431.25	73,035.00
SRE Building Maintenance	0.00		90.53		
Terminal Building Maintenance	0.00		129.98		
Utilities					
Gas/Elect	2,874.59	1,440.25	9,578.12	7,201.25	17,283.00
Phone/Cable/Internet	54.57	358.00	1,662.93	1,790.00	4,296.00
Water/Waste Water	0.00	66.67	392.88	333.31	800.00
Total Utilities	2,929.16	1,864.92	11,633.93	9,324.56	22,379.00
Total Expense	49,830.06	9,565.36	193,958.38	166,685.48	235,323.00
Net Ordinary Income	-33,666.76	-723.87	-176,463.34	-122,415.41	-128,250.00
Other Income/Expense					
Other Income					
Applied from Fund Balance	0.00	1,937.50	0.00	9,687.50	23,250.00
Appropriation					
Annual	13,125.00		39,375.00	39,375.00	105,000.00
Total Appropriation	13,125.00		39,375.00	39,375.00	105,000.00
Total Other Income	13,125.00	1,937.50	39,375.00	49,062.50	128,250.00
Net Other Income	13,125.00	1,937.50	39,375.00	49,062.50	128,250.00
Net Income	**-20,541.76**	**1,213.63**	**-137,088.34**	**-73,352.91**	**0.00**

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03/05/14

Accrual Basis

Twin County Airport
Mastercard
February 2014

Type	Date	Num	Name	Memo	Split	Debit	Credit	Amount
Mastercard								
Credit Card Cha...	01/31/2014	S#1510	Daily Press	S#1510	Ad for Bids		485.10	485.10
Credit Card Cha...	01/28/2014	I#092223024	Holiday Stationstore	Vehicle fuel - Yellow Truck	Fuel/Oil		46.63	46.63
Credit Card Cha...	01/14/2014	I#100030324	Menominee MPO	Postage	Postage		2.07	2.07
Credit Card Cha...	01/23/2014	i#100030325	Menominee MPO	Postage	Postage		6.77	6.77
Credit Card Cha...	02/04/2014	I#100010109	Menominee MPO	Postage	Postage		3.50	3.50
Credit Card Cha...	02/06/2014	I#100010109	Menominee MPO	Postage	Postage		1.19	1.19
Credit Card Cha...	01/21/2014	66438	Twin County Airport	Fuel Farm Maint	-SPLIT-		288.72	288.72
Credit Card Cha...	02/04/2014		Walgreens	H/E BLACK GALLERY FRAME 5X7	Supplies		7.69	7.69
Total Mastercard						0.00	841.67	841.67
TOTAL						**0.00**	**841.67**	**841.67**

SUMMARY OF MAAE CONFERENCE
FEBRUARY 19 – 20, 2014

LEGISLATIVE ACTION

The MAAE has successfully lobbied for and received renewal of the Michigan House and Senate bills that will direct the proceeds from the 3% aviation fuel tax into the Michigan Aeronautics fund. Previously, the 3% tax on aviation fuels was deposited into the General Fund and was used for purposes other than aviation projects. This will insure that proceeds from this tax are generated by aviation interests and used for aviation projects. I will also insure that Michigan Aeronautics will continue to receive funds to cover the Michigan share of local projects at Michigan airports beyond 2015

DISCUSSIONS WITH MEAD & HUNT

I was able to discuss possible options for increasing our storage needs in the event an operator commits to establishing the rotor wing/fixed wing flight school at Twin County Airport. I have received inquiries regarding the cost of leasing our large hangar to an operator that may commit to this and require space in our hangar. It appears that whoever commits to establishing the school will require space in which to operate.

At present, we store much of our equipment, seasonally, in the large hangar. While we all welcome the arrival of a flight school at the airport, it will create a need for additional storage space for the equipment.

The easiest and most economic method to gain that space is by enlarging our existing maintenance building. The addition of two eighteen foot bays would give us the space needed to store our equipment and provide the whole hangar for use by the flight school.

We have discussed the following options for that expansion:

1. **Take out a loan for the cost, much like we have done with the 100LL fuel cabinet rehab. Include the project on our Five-Year Plan and get reimbursed in three to five years.**
2. **Secure a grant from several possible sources. Hopefully, Michigan and Wisconsin could be sources of grants. Both states would have a match (possibly 50/50) that would decrease the amount we would need to borrow/secure for the project.**
3. **Apply for a USDA loan/grant. I have been advised that a grant from the USDA would probably not be for total cost of the project and would likely involve a match as well.**

FAA DISCUSSIONS

Briefings by the FAA representatives were positive regarding the total AIP funding for this fiscal year. Essentially, it has remained the same as the previous fiscal year, that being 3.4

billion dollars. So, there is as much money available, on a national basis, as there was in the previous year. There was concern that the second phase of sequestration would expose the AIP to cuts that it had not been exposed to previously. With this reauthorization that will not be the case. That is good news.