

# WHAT'S UP AT THE MANHATTAN REGIONAL AIRPORT

## 2019 YEAR IN REVIEW

Jan. 2020



# Airport Department 101

# Airport Department



- “Sponsor”
  - ▣ City of Manhattan
- Mission
  - ▣ Safe and Efficient Operation
- Values
  - ▣ Professionalism
  - ▣ Relationship Development
  - ▣ Regulatory Compliance
  - ▣ Standardization
  - ▣ Excellence
- Goals
  - ▣ Financial Self-Sufficiency
    - Cost recovery through rates and charges
  - ▣ Increase Load Factors
    - Strengthen regional relations
    - Improve retainage/reduce leakage
    - Increase Enplanements
  - ▣ Federal Compliance
  - ▣ Increase Aircraft Operations & Enhance Services

# Airport Classification – FAA



- MHK is a Primary Non-hub Commercial Service Airport
  - Primary airports have two things: scheduled air carrier service and at least 10,000 enplanements per year
  - Hub categories are based on your enplanements over the national amount
    - Large Hub, Medium Hub, Small Hub, Non-Hub, Non-primary Non-Hub
    - For example: DFW and ORD are Large Hubs; ICT is a Small Hub
  
- Note: we are not a “General Aviation” airport
  - GA airports are Junction City, Clay Center, Wamego

# Airport Classification – TSA

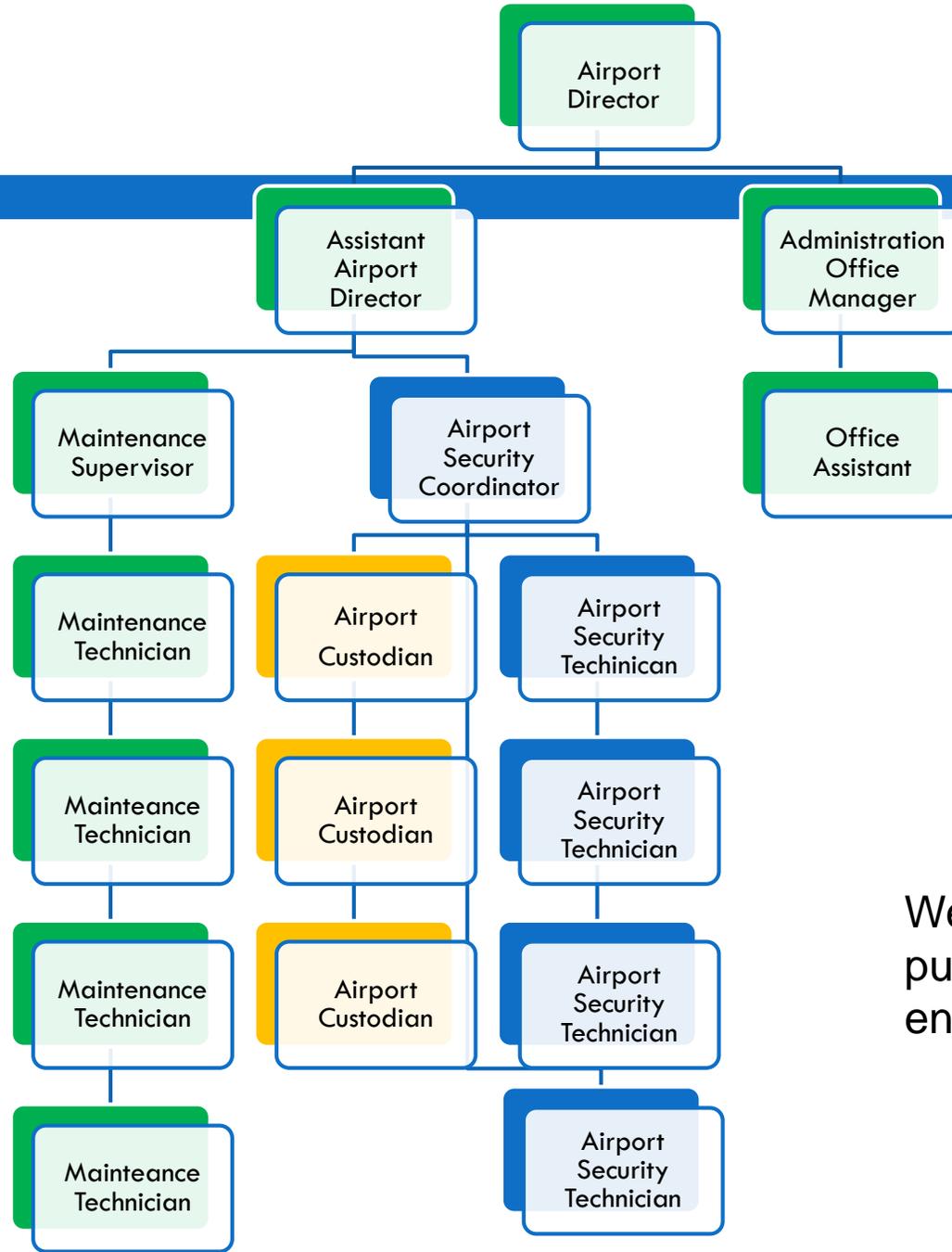
- MHK is a Category IV airport with a Complete security program
  - ▣ Categories are driven by enplanement percentages
  - ▣ Security programs are as follows: Partial, Supporting and Complete
  - ▣ It's unusual to have a Cat 4 with a Complete
  
- MHK is more similar to ICT and MCI than to FOE, SLN or GCK

# Org Chart



Airport Department  
9 FTE in 2015  
17 FTE currently

Recently created  
advancement  
opportunities for  
our employees



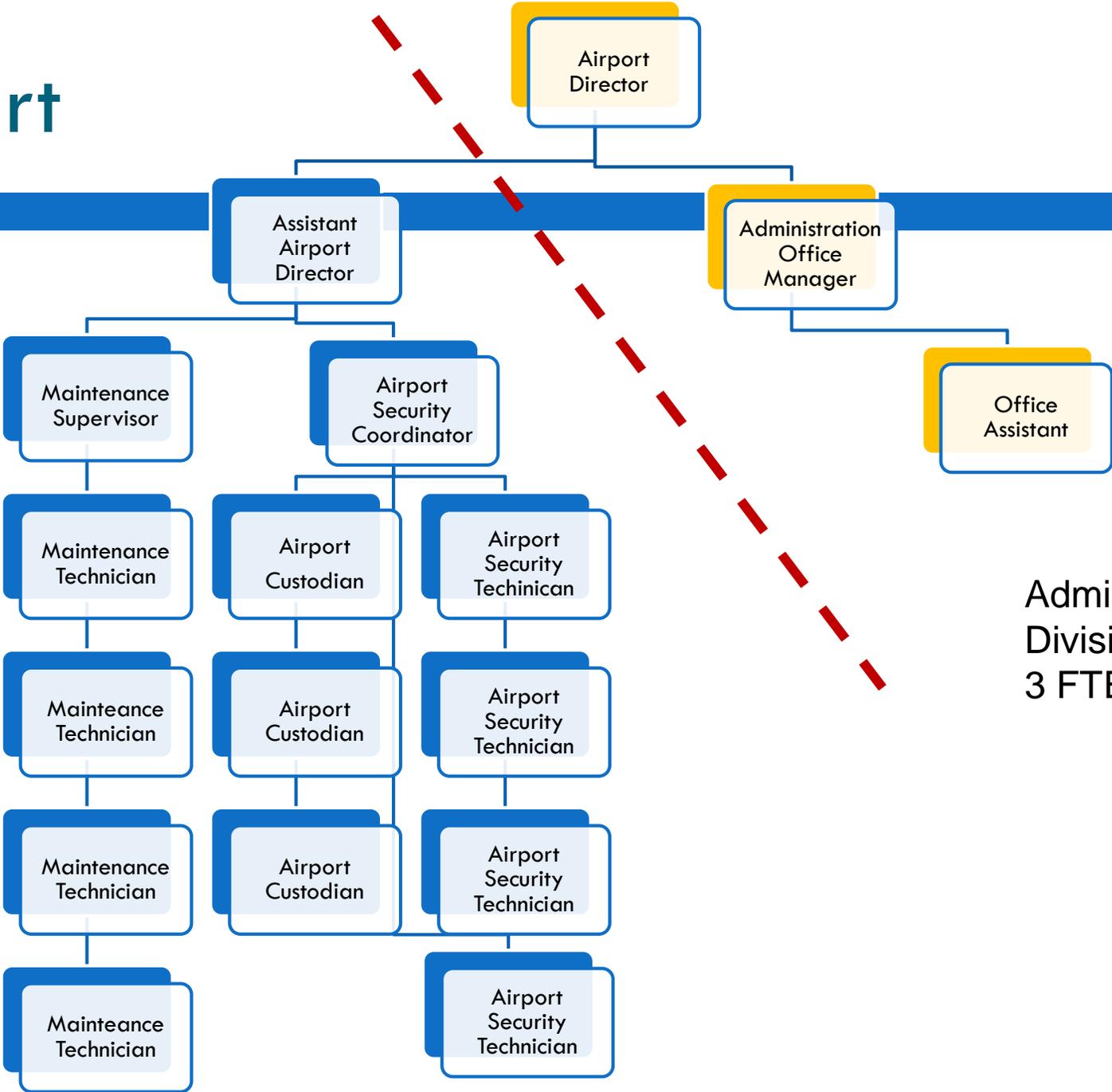
We manage over 700 acres of property, which includes farm land, hangars, facilities, terminal, tower, rental property, etc.

We have a dual role of public entity and business enterprise

# Org Chart



Operations Division  
14 FTE



Administration  
Division  
3 FTE

# Airport Administration Division



## Core Functions:

- Properties
  - ▣ Contract Administration
  - ▣ Lease Compliance
  - ▣ Lease Negotiation
- Marketing/Communications/PR
  - ▣ Media Purchasing
  - ▣ Social Media
  - ▣ Outreach
- Federal Compliance
  - ▣ Audits
  - ▣ Reports
  - ▣ Oversight
- Customer Service
- Accounting/Finance/Budget
  - ▣ Department Budget Oversight
  - ▣ Purchasing/Procurement
  - ▣ Accounts Payable
  - ▣ Accounts Receivable
  - ▣ Airport Revenue Management
  - ▣ Grant Management
  - ▣ Capital Planning
  - ▣ Funding Source Coordination

# Airport Operations Division

## Federal Compliance Functions:

- FAA Part 139
  - ▣ Airport Certification Manual
    - Wildlife Hazard Management
    - Snow and Ice Control Plan
    - Airport Marking and Sign Plan
    - Airport Emergency Plan
    - Environmental plans
    - Obstruction mitigation management
    - Self Inspection Program
    - Safety programs
    - Records Management
- TSA Part 1542
  - ▣ Airport Security Program



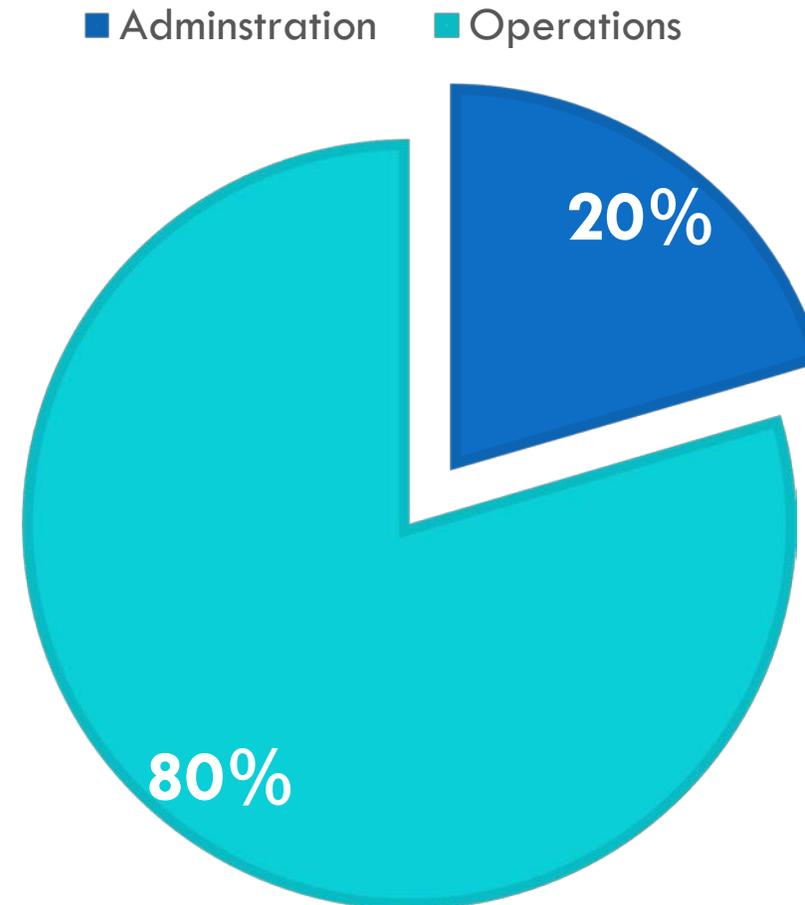
## More Core Functions:

- Maintenance
- Custodial Services
- Farm Lease Management
- Landside Operations Management
- Terminal Operations Management

# Airport Budget 2019

Total operating budget of  
**\$1,473,381**

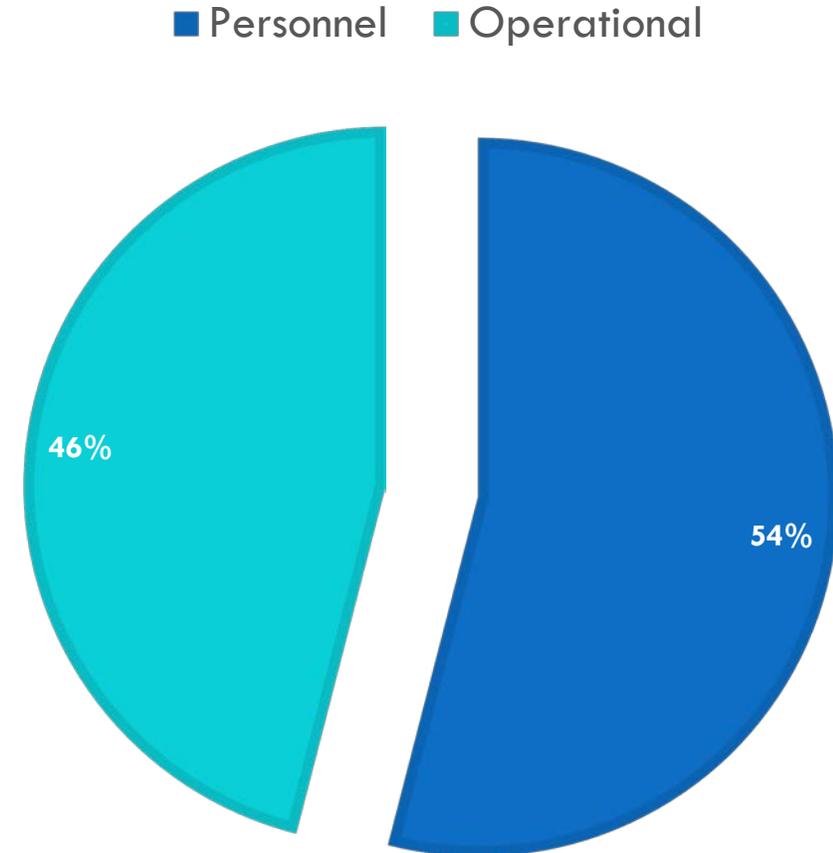
- Administration
  - \$301,045
- Operations
  - \$1,172,336



# Airport Budget 2019

Total operating budget of  
**\$1,473,381**

- Personnel
  - \$791,780
- Non-personnel
  - \$681,601



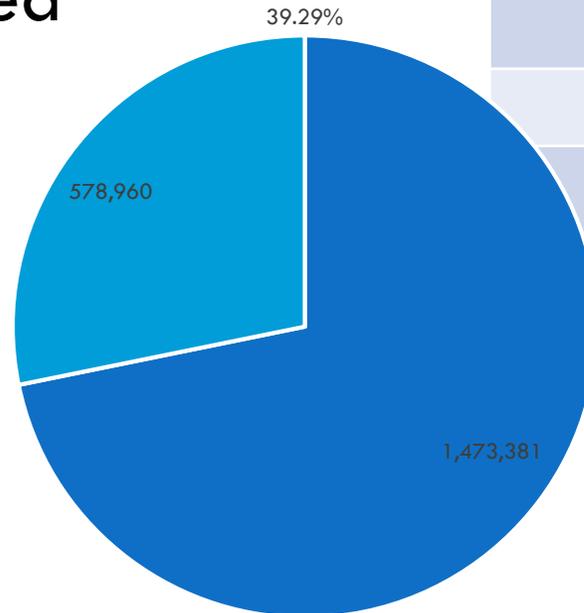
# Federal Compliance

- It's hard to isolate and quantify how much time is spent towards federal compliance

<b>EXPENDITURES</b>			
Administration	301,045	20%	% of Total Budget
Operations	1,172,336	80%	% of Total Budget
<b>Total - Airport</b>	<b>1,473,381</b>		
Federal Compliance Percentage of Total	159,500	11%	Excluding Personnel
Federal Compliance Percentage of OPS	159,500	14%	
Federal Compliance Percentage of Total	394,284	27%	Including Security Personnel
Federal Compliance Percentage of OPS	394,284	34%	
Federal Compliance Percentage of Total	526,727	36%	Includes Security Personnel and half of Maintenance
Federal Compliance Percentage of OPS	526,727	45%	
Federal Compliance Percentage of Total	686,538	47%	Includes Security Personnel, half of Maintenance, 90% of Asst, & 50% of director and office manager

# Self-Sufficiency

- PFC and FBO revenue goes directly to Bond and Interest Fund
- Similarly, once parking revenue is created it will be collected into Bond and Interest



<b>REVENUES</b>		
	TOTAL REVENUES	<b>578,960</b>
	PASSENGER FACILITY CHARGES	<b>268,000</b>
	FBO OFFICE RENT	<b>61,773</b>
	REVENUES - Including PFC's & FBO Office Rent	<b>908,733</b>
	<b>Total Expenses</b>	<b>1,473,381</b>
	<b>Total Revenues (excluding PFC's &amp; FBO)</b>	<b>578,960</b>
		<b>39.29%</b>

# Load Factors/Enplanements



## MHK Monthly Report November 2019

- Marketing line item:
  - \$55,000
  - 3.73% of total budget
- Note: Airport does not have dedicated marketing staff
  - Nor do we have property management staff

	2018 Enplanements	2018 Seats Available	2018 Load Factor	2019 Enplanements	2019 Seats Available	2019 Load Factor	Enplanements % Inc/Dec	Load Factor % Inc/D
Jan	5,123	7,205	71%	5,013	7,255	69%	-2%	-2%
Feb	4,690	6,198	76%	4,995	6,879	73%	6%	-3%
Mar	5,632	7,294	77%	6,168	8,317	74%	10%	-3%
Apr	5,492	7,815	70%	6,372	9,343	68%	16%	-2%
May	6,782	8,448	80%	7,033	9,249	76%	4%	-4%
Jun	6,055	7,530	80%	6,887	9,299	74%	14%	-6%
Jul	6,488	9,236	70%	6,487	9,546	68%	0%	-2%
Aug	5,796	8,633	67%	6,506	9,614	68%	12%	1%
Sept	5,389	7,577	71%	6,199	9,054	68%	15%	-4%
Oct	6,092	8,001	76%	7,444	9,696	77%	22%	1%
Nov	6,498	8,474	77%					
Dec	6,668	9,088	73%					
YTD thru Oct	57,539	77,937	74%	63,104	88,252	72%	10%	-2%

# CIP Budgeting



## ACIP (FAA Process)

- ACIP Data Sheets
  - ▣ Due each year
  - ▣ 5-year planning
  - ▣ Long-range planning

## City CIP

- Inventory
- Replacement Policies
- Coordination with funding

# Budget Drivers

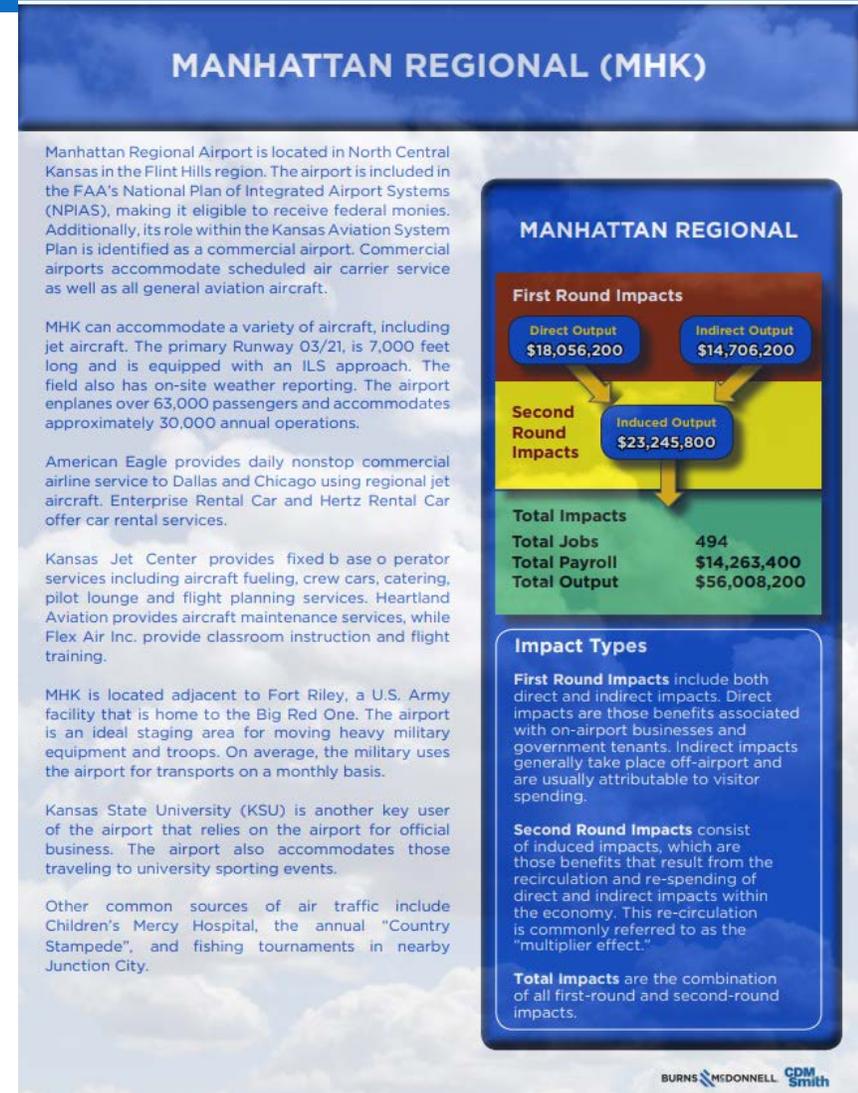
- ❑ No Baseline Year
- ❑ Staff Changes
- ❑ New Buildings
- ❑ Flight Schedule Changes
- ❑ Security Impacts
- ❑ Snow and Ice
- ❑ New Regulations



# Economic Impacts of MHK



- Total Economic Impact
  - ▣ \$56M
- Total Jobs
  - ▣ 494
- Numbers based on 2015 data
- Report Published 2016
- Enplanements at MHK has risen steadily since so impact are likely much larger



2019 Year in Review, by the numbers...

# Enplanements

MANHATTAN REGIONAL AIRPORT

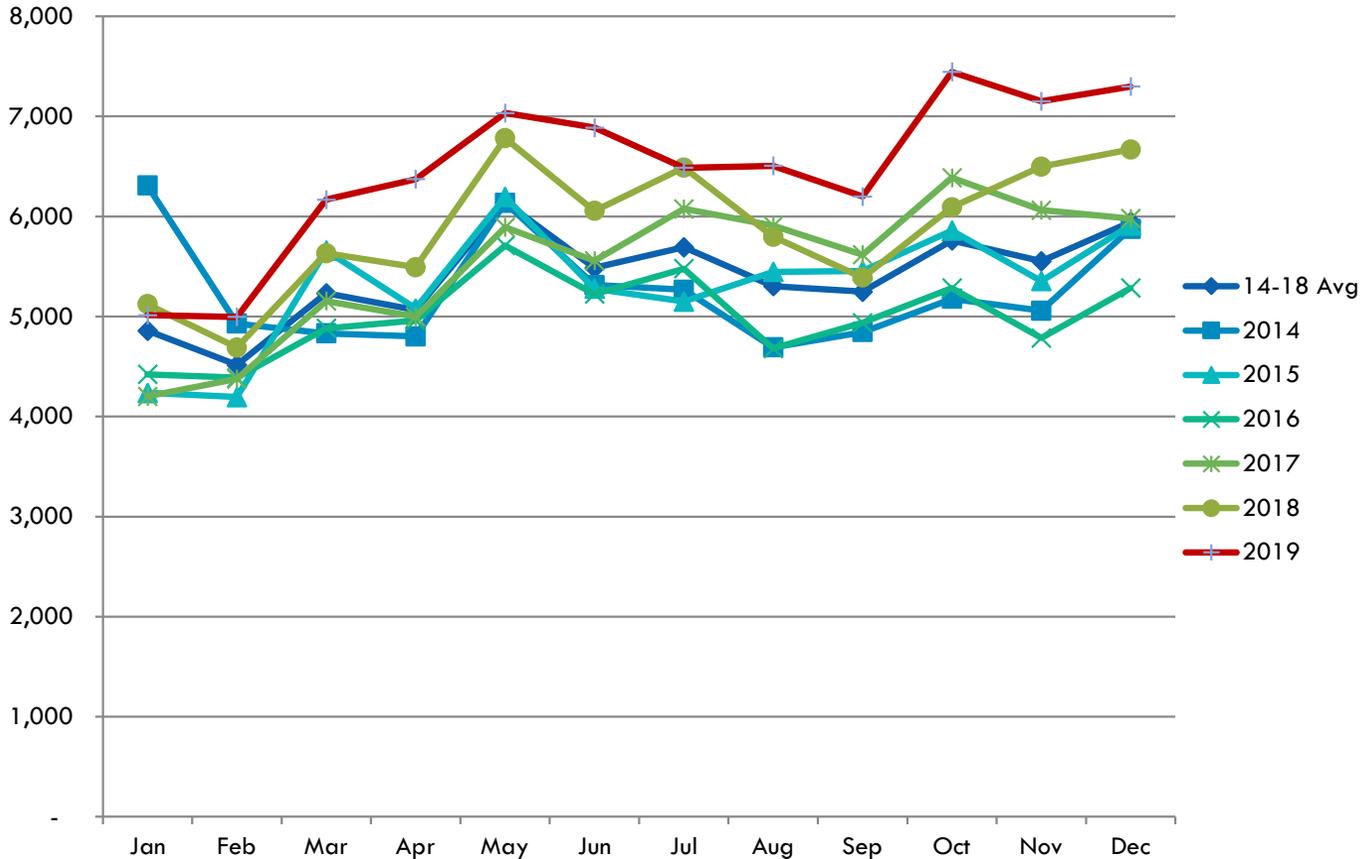
# MHK

— sets new record —  
again

*fly* **MHK**  
Manhattan Regional Airport

**OVER 77,000**  
enplanements in 2019

# Enplanements



**2014**      **2015**      **2016**

65,243      63,814      60,035

**2017**      **2018**      **2019**

66,206      70,705      77,553

*Another record year!*

# Enplanements

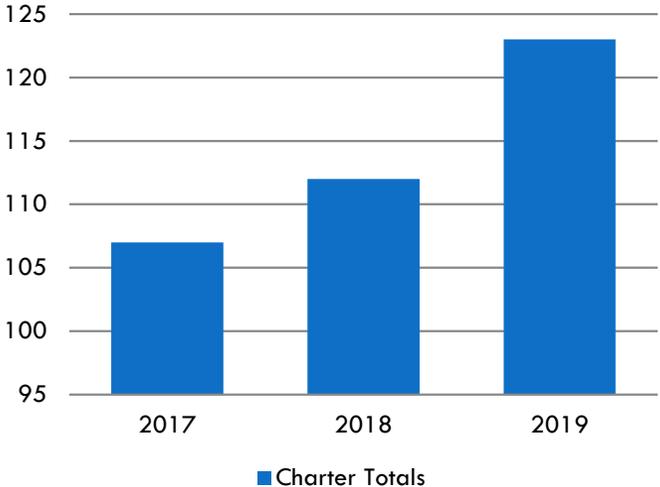


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Dec	6,668	9,088	73%	7,298	8,796	83%	9%	-3%	10%
YTD thru Dec	70,705	95,499	74%	77,553	106,381	73%	10%	11%	-1%

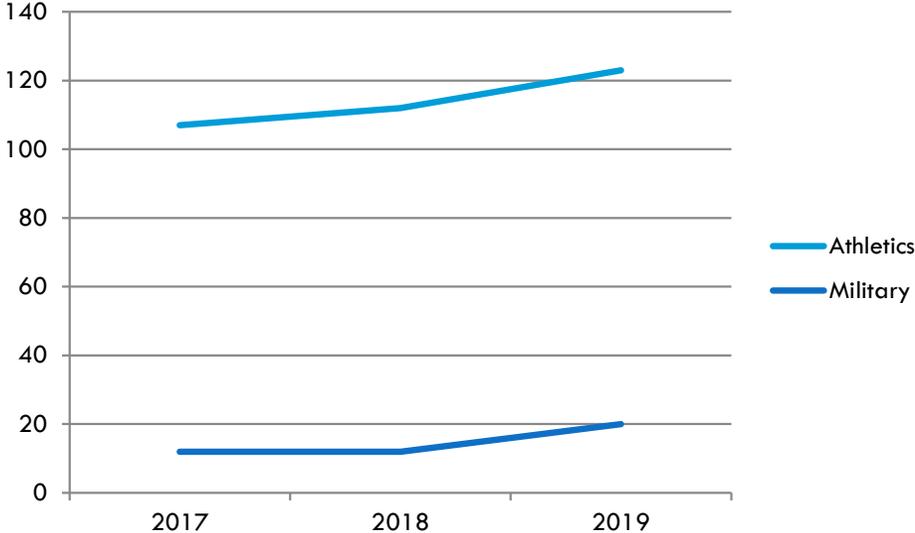
# Charters are up



**Charter Operations at  
Manhattan Regional  
Airport**



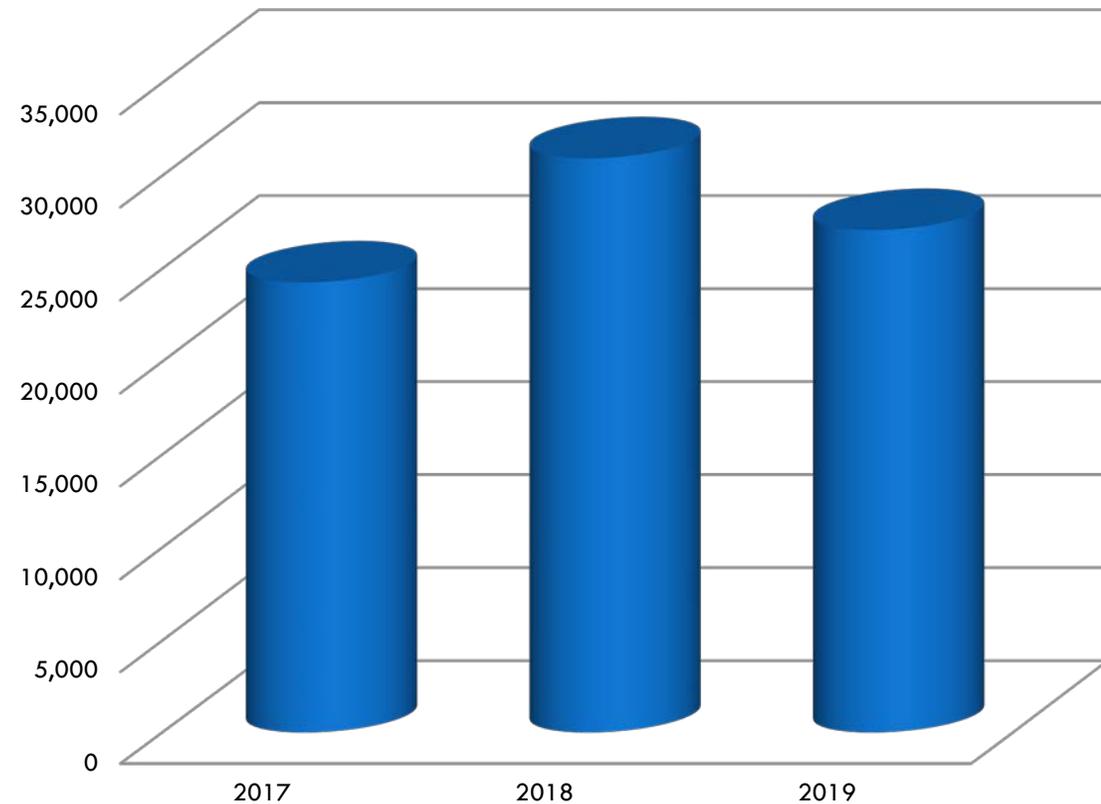
	2016	2017	2018	2019
<b>Charter Totals</b>	94	107	112	123



	2016	2017	2018	2019
<b>Military</b>	10	12	12	20
<b>Athletics</b>	84	95	100	103

# Aircraft Operations

- 2019 - 27,078
- 2018 - 30,933
- 2017 - 24,260
- 2016 - 22,349
- 2015 - 25,119
- 2014 - 23,675
- 2013 - 23,783



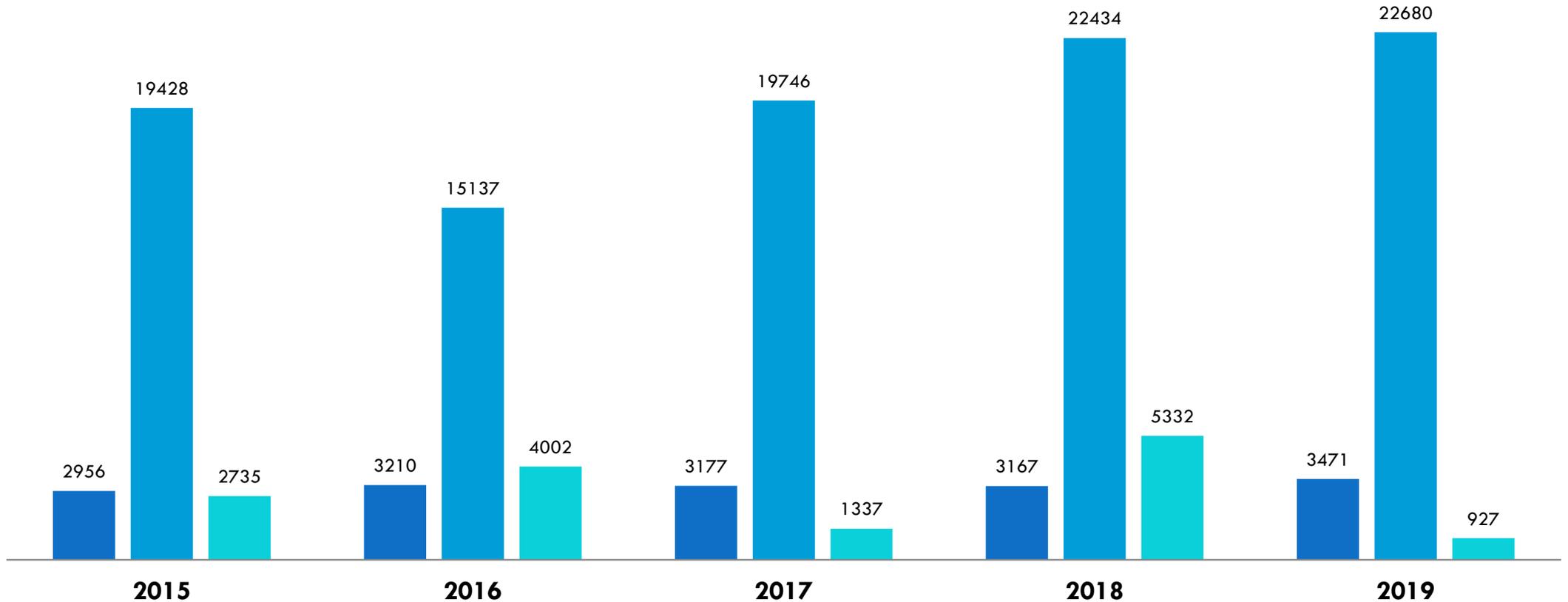
# Total Air Traffic



	2014	2015	2016	2017	2018	2019
AC	3309	2956	3210	3177	3167	3471
GA	18429	19428	15137	19746	22434	22680
MIL	1937	2735	4002	1337	5332	927

## Air Traffic

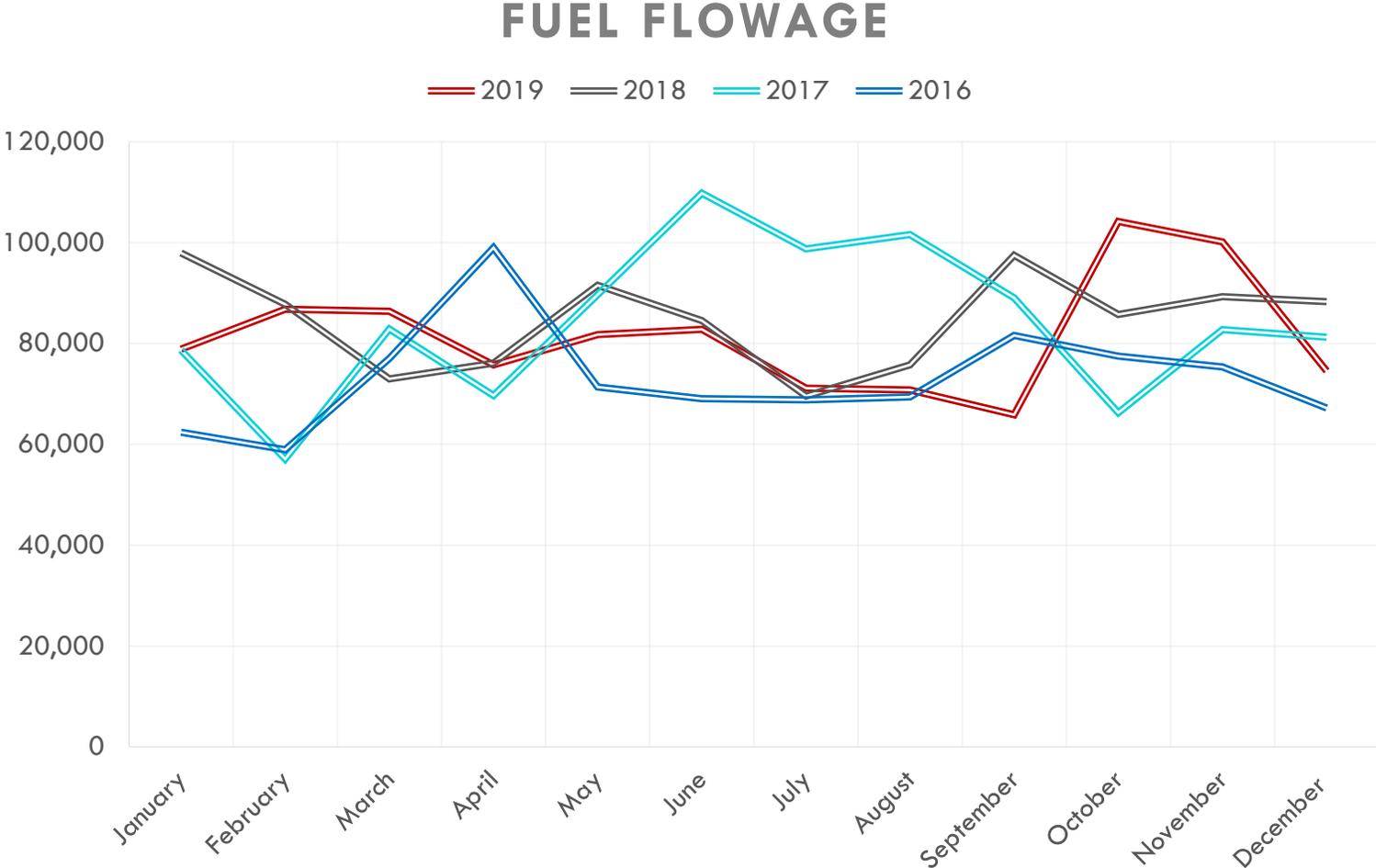
■ AC ■ GA ■ Mil



# Fuel Flowage

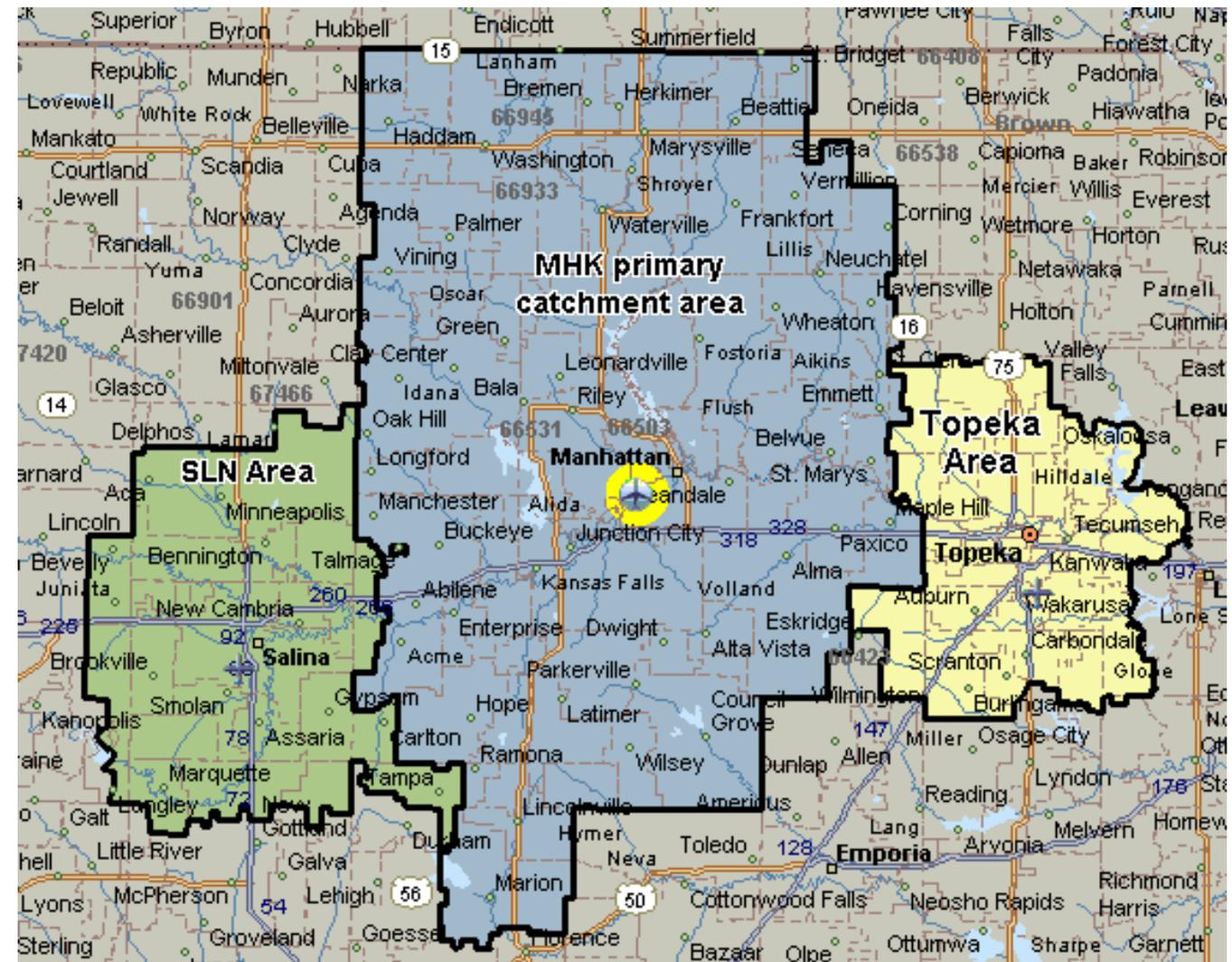


- 2016: 877,463
- 2017: 1,007,412
- 2018: 1,016,937
- 2019: 978,913



# Air Service: Catchment Area

- 2017 MHK primary catchment area population 200,427
- Catchment area airport use:
  - ▣ MHK 25%
  - ▣ MCI 67%
  - ▣ ICT 8%

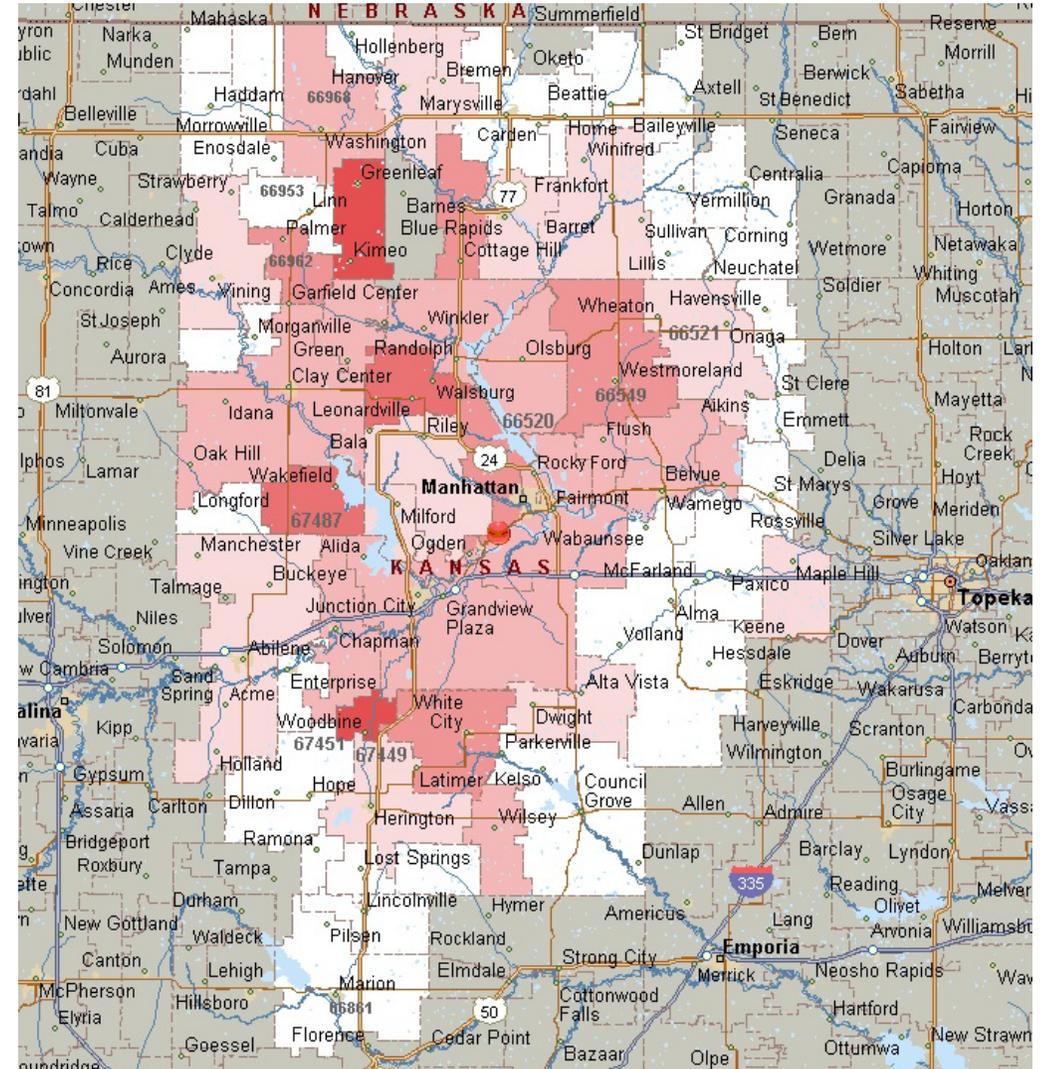


# Air Service: Catchment Area



50% of catchment area PAX are from Manhattan

Community	% Airport Use			True Market Passengers
	MCI	MHK	ICT	
Manhattan	65	30	5	249,959
Junction City	67	29	4	71,643
Abilene	64	10	26	22,949
Wamego	76	21	4	22,002
Fort Riley	68	25	7	19,285
Marion	44	0	56	10,630
Clay Center	70	22	8	7,796
Saint Marys	92	6	2	7,509
Saint George	69	29	2	6,692
Council Grove	65	5	29	5,670
Marysville	95	3	2	5,637
Milford	72	19	8	5,489
Westmoreland	64	34	2	3,980
Riley	75	14	11	3,541
<b>Other</b>	<b>73</b>	<b>17</b>	<b>11</b>	<b>53,179</b>
<b>TOTAL</b>	<b>67</b>	<b>25</b>	<b>8</b>	<b>495,964</b>



Marketing, Engagement, Training, etc.

# Community Engagement



Girls on the Run Spring 5K and MHK Fly-In, May 4, 2019

# Engagement & Appreciation

## Manhattan Chamber's Business Showcase, August 2019



## 15 Years of Service: MHK Maintenance Supervisor, Charlie Weeks



# Pet Away Stress: T. Russell Reitz Animal Shelter



May 2019



PET AWAY STRESS WITH DOGS READY FOR ADOPTION FROM THE T. RUSSELL REITZ ANIMAL SHELTER



**Manhattan Regional Airport**  
and  
**T. Russell Reitz Animal Shelter**  
Join together to bring you  
"Pet Away Stress"  
Inside Manhattan Regional Airport Terminal  
**Tuesday, May 21, 2019**  
**2:00 PM—3:30 PM**  
De-stress by loving on our animals while you wait to travel or return home from a long trip.  
All animals are currently up for adoption.



# Customer Experience Enhancement

- Bandit Coffee & Café launched September 2019



# Giving Cakes and Thanks!

You're invited to  
Manhattan Regional Airport's  
**CAKE CUTTING CEREMONY**  
August 23, 2019  
10:00 am  
Inside the terminal

fly MHK 10th ANNIVERSARY American Airlines @ MHK Visit Manhattan Regional



10 YEARS.  
10 CHANCES TO WIN.  
Enter to win a monthly prize package  
every time you fly MHK!  
August 23, 2019 - June 30, 2020

10th ANNIVERSARY  
American Airlines @ MHK

THANK YOU FOR FLYING LOCAL.

fly MHK Visit Manhattan Regional

10 YEARS  
10 CHANCES TO WIN

Enter to win a monthly  
prize package  
every time you fly MHK!  
August 23, 2019 - June 30, 2020

fly MHK Visit Manhattan Regional



# Spreading Holiday Cheer



## Customer Appreciation Day

**December 12, 2019**

Holiday cheer will be available all day!

Start your day with Coffee with the Airport Director from 8 to 9:30 AM, as presented by Bandit Coffee and Cafe

The 4 Gems will be singing holiday songs for outbound flights starting at 10 AM

Pet away holiday stress with animals provided by the T. Russell Reitz Animal Shelter from 10 AM to 5 PM

And a special appearance from Santa Claus! He'll be passing out candy canes from 10 AM to 6 PM



# Training



- Federal regulations require several training events be held throughout the year on things such as
  - ▣ Airport Emergency Planning (pictured left)
  - ▣ Wildlife Management
  - ▣ Snow and Ice Removal



# Weather: snow and ice events

- Airport staff placed “on call”  
22 times from 1/1 to 4/1/19
  - ▣ 280.25 Hours of OT
- Issued 470 field condition NOTAMs
  - ▣ Only 101 issued in 2018
- Airport staff placed “on call”  
14 times from 10/1 to 12/31/19
  - ▣ 92.5 Hours of OT

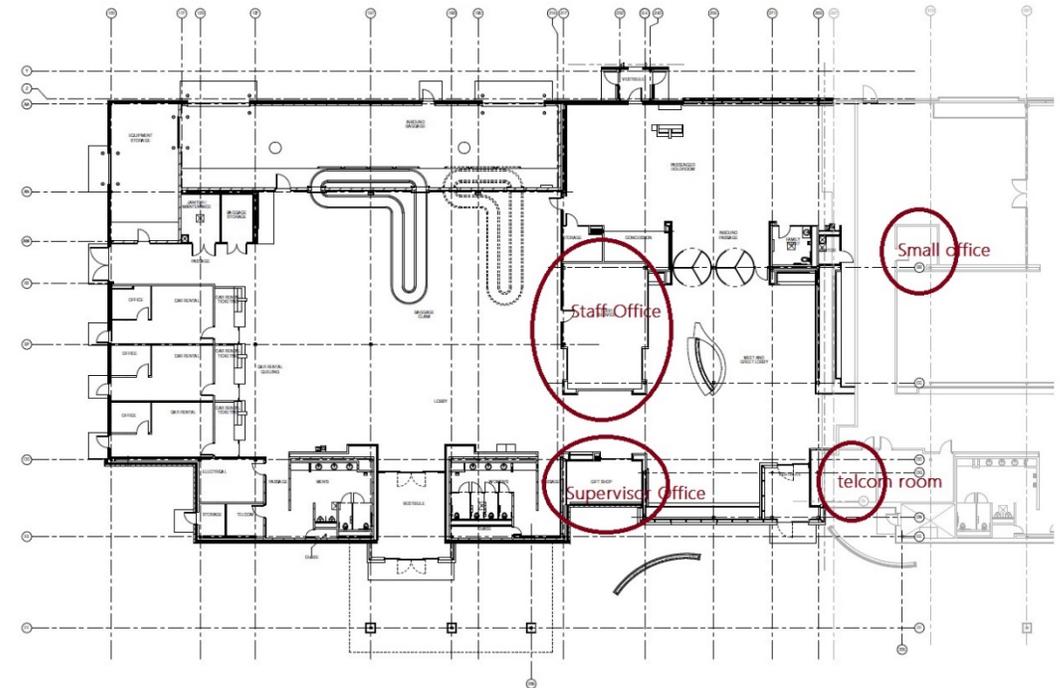




# Projects

# Projects: terminal office

- White box space originally dedicated for food service
- Converted to terminal office space and leased to TSA
- Project complete, TSA moved in



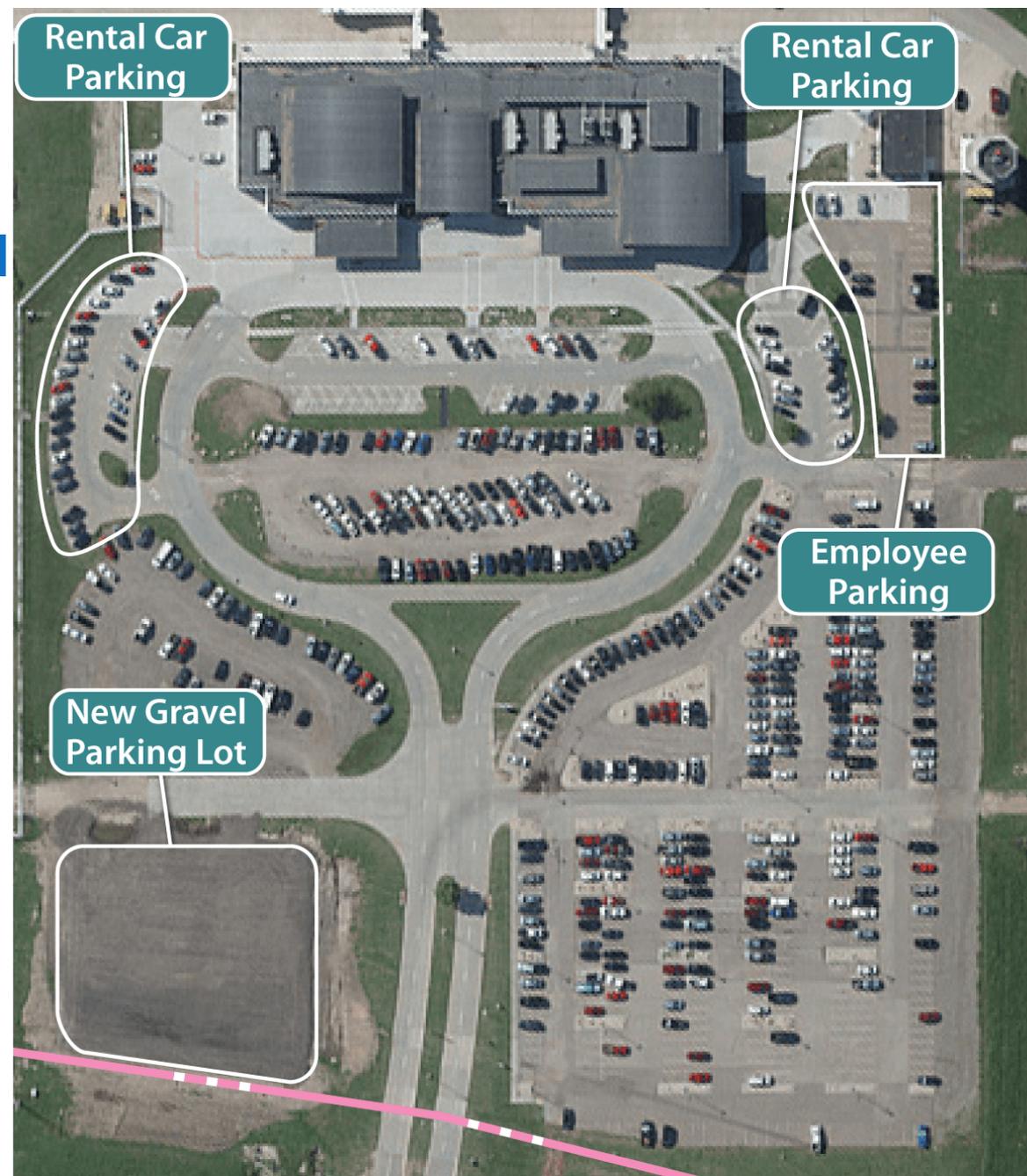
# Projects: Runway

- 1979 was the last major pavement project on the runway
- Schedule:
  - FFY 2018: Planning Study
    - Study evaluated phasing options
    - Study to wrap up first quarter of 2020
  - FFY 2021: Design
  - FFY 2022: Construction, Phase I
  - FFY 2023: Construction, Phase II



# Parking

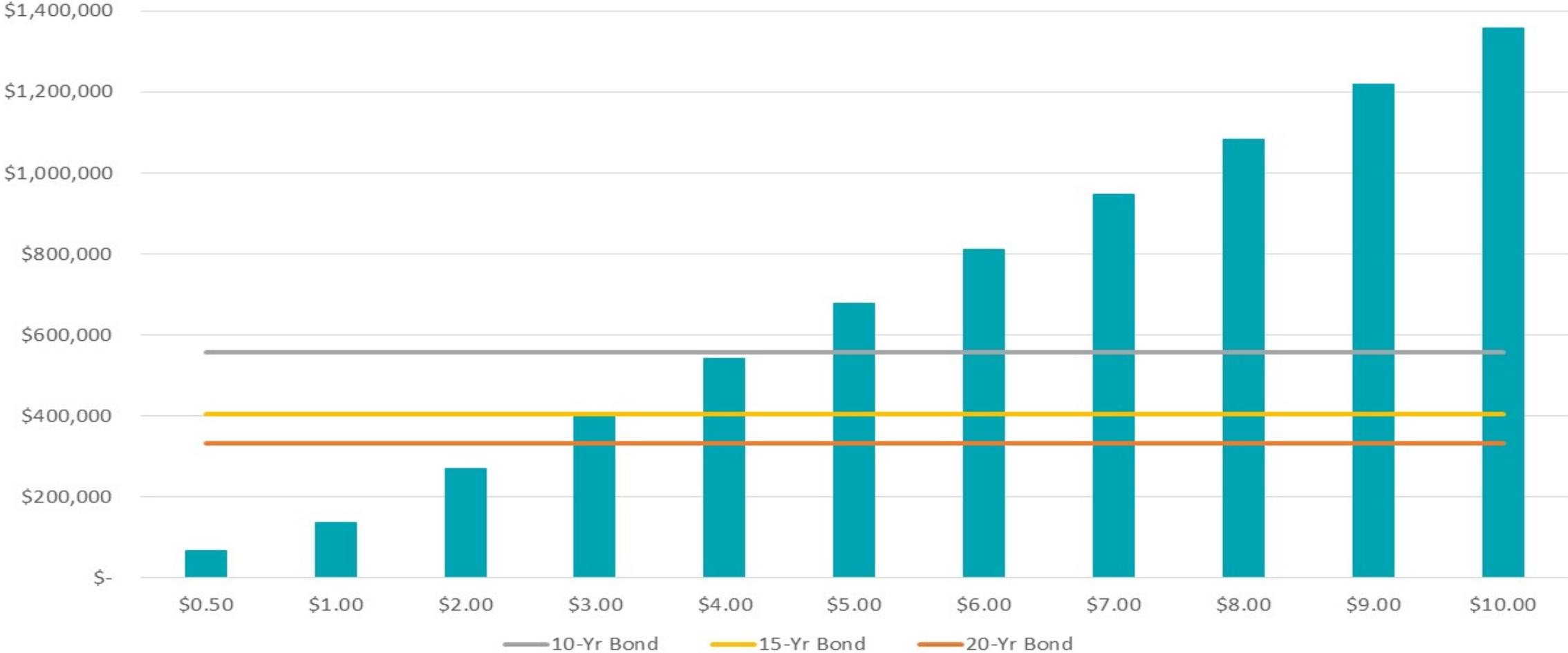
- Current configuration



MHK PASSENGER TERMINAL PARKING



# ANNUAL PARKING REVENUE POTENTIAL – FLAT RATE



Model assumed to account for 2% enplanement loss from SLN service and no growth of enplanement

# Goals and future planning



# Airport Goals

- Increase load factors
  - ▣ How many seats are occupied per flight
- Financial Self-Sufficiency
  - ▣ Cost recovery through rates and charges
- Comply with federal requirements
  - ▣ FAA Part 139 Airport Certification and Inspection
  - ▣ TSA security compliance and inspection
- Increase aircraft operations & enhance services
  - ▣ Commercial & Charter enplanements

# Airport Department Goals



- Continue marketing efforts
- Parking improvements
- Continue to engage community & region
- Identify revenue generating opportunities
- Identify ways to improve customer experience
- Complete planning for runway reconstruct
  - Start Design
- Evaluate alternatives for general aviation development
- Maintain federal compliance

# Airport Department Needs



- CIP: equipment and vehicles
  - ▣ CIP has been adversely impacted by City budget constraints
  - ▣ Employees need the right tools to sustain high levels of excellence
- Staffing: as regulatory responsibilities grow so does the work burden on current staffing; as airline schedule changes so do staff hours
  - ▣ Wish list: add staffing for security
- Organizational Excellence Initiative (OEI)
  - ▣ Building a team environment
  - ▣ Focused on retaining talent
  - ▣ Created promotional opportunities

Thank you!

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