



Transportation and Airport Committee Minutes

Thursday, February 10, 2011 – 09:00 a.m.
Gaylord Regional Airport 1100 Aero Drive
P.O. Box 1396, Gaylord, MI 49734

MINUTES

Commissioner Liss called the meeting to order at 09:00 a.m.

Roll call – Present: Paul Liss, Doug Johnson, Ken Borton

Others present: John Burt, Theron Higgins, Erma Backenstose, Matt Barresi

Approval of Minutes

Motion by Commissioner Borton to approve the minutes of Jan. 13, 2011. Motion Carried.

Approval of Agenda

Motion by Commissioner Liss to approve the agenda, with the addition of Community Service Theft. Item added to the Transportation Director's briefing, marked as item 4. Motion Carried.

A. Transportation Manager's Report

1. Bus Finance Report

Higgins provided a QuickBooks Balance sheet from October 2010 thru February 7, 2011. Motion by Commissioner Liss to accept report as shown, All in favor, Motion Approved.

2. 2012 Budget Approval

The OCBS annual projected budget for fiscal year 2012 was submitted by Higgins for recommendation to the full Board of Commissioners. Motion by Commissioner Johnson to recommend budget goes to the Full Board of Commissioners on 22 February 2011 for approval. All in favor, Motion approved.

3. Audit Status

Higgins informed the committee that the annual audit is officially finished. The OCBS had two minor findings to correct. The official Hard copy of the audit will be finalized, printed and placed in the Commissioners boxes as soon as it is received.

4. Community Service Theft

Higgins informed the Committee that two individuals who were performing community service hours through the court system were caught by the OCBS maintenance technician stealing a 5 gallon bucket of scrap metal. The City Police were called and the two individuals were apprehended. One of them is now being lodged in the County Jail awaiting trial, and the accomplice is not in jail at this time.

B. Airport Manager's Report

1. Airport Financial Report

Barresi presented his monthly financial reports to the Committee. Motion by Commissioner Johnson to acknowledge the financial report. Motion Approved. Commissioner Backenstose asked about a line item that Barresi had to research with the Finance Office. Ms Frisch later explained to Barresi that the item was an auditor adjustment that she will enter into BS&A.

2. Ramp Rehab

Barresi updated progress on the airport's parking ramp rehabilitation project scheduled to begin in May 2011. The project will remove the old crumbling aircraft parking ramp and replace it with a new stronger one. The new ramp when completed will be able to hold heavier aircraft weight limits and allow passenger aircraft to load and unload in front of the passenger terminal. This will also allow for new paving around the FedEx building and fuel pumps. Barresi has coordinated FedEx operations not being impeded during the project. Commissioner Johnson inquired as to placement of fuel holding tanks at the airport. Barresi stated that all aircraft fuel holding tanks are below ground and Maintenance vehicle running fuel is stored in tanks above ground. None of which should be affected by the ramp project.

3. 2011 Air Show Update

Barresi listed the acts that were tentatively attending the air show and that he would most likely need to have county signed contracts completed in March. Barresi added that he has been working with our engineers at URS to see that the 2011 Ramp Rehab project is completed and will not conflict with the air show.

The next meeting date will be on Thursday, Mar. 8, 2011 at 9:00 am in the airport conference room.

The meeting was adjourned by Commissioner Liss at 9:37 am.