



## Transportation and Airport Committee Minutes

Thursday, March 11, 2010 – 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 09:01 a.m.

Roll call – Present: Robert Harkness, Paul Liss, Mike Hyde

Others present: John Burt, Matt Barresi, Theron Higgins, Erma Backenstose,  
Randy Stults, Mike Deerfield

#### Approval of Minutes

Motion by Commissioner Hyde to approve the minutes of Feb 11, 2010. Motion Carried.

#### Director's Report

##### A. Transportations Managers Report

###### 1. Bus Financial Report

Higgins provided a QuickBooks balance report from 1 Oct 09 through 8 March 2010. Motion by Commissioner Liss to acknowledge report as shown, Motion Approved.

###### 2. Bus purchase with FY08 5309 funding

Higgins informed the committee that 1ea bus was purchased for \$111,145.00 using a 5309 federal grant from FY08. Bus is projected to be delivered July/August 2010 timeframe. It is an International 25ft medium duty bus with wheelchair lift.

###### 3. Work Camp Van transfer status

Higgins provided information to the committee concerning the transfer of two old County Bus vans that have been transferred to the sheriff's dept work camp crew. The Old work camp van went to A&L iron and salvaged, as it was beyond repair. The Check from A&L iron went to Rachel Frisch, Finance director to be deposited into the appropriate account as Revenue.

##### B. Joint AAC and Trans/Air Meeting

###### 1. Focus & Direction for the AAC

Deerfield asked the Trans/Air Committee for direction as to what the Trans/Air Committee felt the AAC's job was. Commissioner Liss referenced the New 26 Jan 2010 Advisory By-Laws which outlines the purpose of the Advisory. Deerfield requested clarification specifically regarding planning for future development and the desire to work toward a business plan. The Trans/Air Committee as a whole felt that business planning was included and should remain a focus of the Advisory.

## **2. Business Plan**

Deerfield explained that what the advisory was seeking was the development of a Business Plan not a Master Plan. Barresi added that most airport planning is accomplished with the Capital Improvement Plan (CIP) and the Airport Layout Plan (ALP) but the airport did not have a business plan as described by Deerfield. Deerfield discussed how the business plan would determine which direction the airport should go as far as attracting customers. For example: should it be seeking industry or recreational flyers? Commissioner Harkness added that he liked the idea of a business plan and its development. Mr Burt added that he was instructing Barresi to work with the AAC to find ways of funding the business plan. Motion by Commissioner Harkness to ask the AAC to move forward on developing a feasibility study leading to alternative funding sources for the completion of a business plan. Motion Approved

## **C. Airport Manager's Report**

### **1. Airport Financial Report**

Barresi presented his monthly financial reports to the Committee. Motion by Commissioner Hyde to acknowledge the financial report. Motion Approved. Commissioner Backenstose requested that starting in April the report also include dispersal budget report year to date.

### **2. Atlas Oil Company**

Barresi briefed that he and Mr. Burt had meet with Tom Simmons of Atlas Oil who was requesting an easement for access to wells on the airport that Atlas currently has been accessing with no difficulty. The re-write of the agreement would have excluded much of the language that protects the airports plans for future development. It was the consensus of Barresi and Mr. Burt that this currently was not a contract that needed change under the current circumstances.

### **3. Engineering Consultants Review**

Barresi briefed the committee that he had asked the Advisory their opinion on if Gaylord should consider an engineering selection process review. The Advisory felt it could use the various backgrounds of Deerfield, Ratcliffe, Stubenvoll and Mertz to form this review. The Trans/Air committee supported the Advisory's efforts and will wait to see what criteria they produce for the selection process.

### **4. Air Crew Car**

Barresi discussed the importance of having a Crew Car for visiting pilots to use in order to draw fly-in customers on day to day bases. Only by having a way to town does money get spent in the community and at the same time make Gaylord Airport the flyers destination over other airports without available transportation. Motion by Commissioner Harkness to approve the airport supplying a Crew Car to visiting pilots if sufficient umbrella insurance is procured or it is determined exists in the county's current liability insurance plans. Motion Approved

### **5. Air Show**

Barresi updated the committee on efforts being undertaken as a result of the last Wings over Gaylord Air Show (WOGAS) Committee meeting and provided each member of the committee that did not have one a copy of the air show sponsor package. Barresi added that each member of the WOGAS committee is pursuing funding sources in the business area they work in. Janice Lucier, Branch Manager of Independent Bank is approaching banks in the community, Eileen Tussey, General Manager of the Hampton Inn is approaching Hotels, Vic Biley Owner of Vienna Auto is approaching his business counterparts and so on.

The next meeting date will be on Thursday, April 8, 2010 at 9:00 am in the airport conference room.

The meeting was adjourned by Commissioner Liss at 10:47 am.