



Transportation and Airport Committee Minutes

Thursday, October 14, 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: Paul Liss, Mike Hyde, Robert Harkness

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

Approval of Minutes

Motion by Commissioner Hyde to approve the minutes of Aug 12, 2010. Motion Carried.

Approval of Agenda

Motion by Commissioner Liss to approve the agenda with addition of Explorer Solutions briefing

A. Transportation Manager's Report

1. Bus Finance Report

Higgins provided Quickbooks balance sheet report to the committee. Motion by Commissioner Hyde to acknowledge report as shown. All in favor, Motion Approved.

2. MDOT Passenger Transportation Division (PTD) budget approved

Higgins informed the Committee that MDOT actually has an approved Public Transit budget for FY2011. This is the first time in many years that MDOT had an approved budget before the fiscal year starts.

3. Wolverine Schools Transportation Agreement

Higgins briefed the Committee that the Wolverine Schools cancelled their Transportation Agreement with the Otsego County Bus System. We were Transporting two Special Needs Children at a cost of \$27,000 a year. They are looking at their budgets closely and felt that they could provide the transportation at a cheaper rate for the two children. Higgins informed the committee that the county bus could absorb the loss, and will look to renegotiate and revisit the Transportation Agreement with Wolverine Schools at a later date if requested by Wolverine Schools, as they mentioned the possibility for this option.

4. New Bus delivery date adjusted/confirmed

Higgins provided information concerning the delivery date of one new bus, which has been pushed back until the end of December 2010.

5. FY2010 End of year reporting to MDOT

Higgins mentioned to the committee that the County Bus is in the process of closing out the books for fiscal year 2010 with MDOT by reconciling all four quarters and submitting a reconciled end of year Operating Assistance Report(OAR). It must be complete and submitted before November 7, 2010.

B. Airport Manager's Report

1. Airport Financial Report

Barresi presented his monthly financial reports to the Committee. Motion by Commissioner Harkness to acknowledge the financial report. Motion Approved.

2. August Aircraft Crash

Barresi outlined the events that transpired leading up to and following the non fatal crash of a Gaylord based Cessna owned and operated by Traverse Lake Aviation. Barresi added that the FAA inspectors were very pleased with the parts of the investigation that the airport assisted with.

3. AVFUEL Yearly Inspection

Representatives from AVFUEL conducted the annual inspection of our fuel trucks and in ground fuel tanks and pumps. They also examined our fuel testing and record keeping. In all areas Gaylord Regional Airport meets or exceeded requirements.

4. MAP/CIP/MDOT Meeting

On 13 Oct 2010 Barresi and Mr. Burt met with MDOT Aviation in Lansing to see what discretionary funding MDOT would be willing to provide for GLR projects. In addition to our entitlement money an additional \$60,000 to \$80,000 in discretionary money is needed to complete the ramp rehab and to keep the SRE building on schedule. Mr. Burt had been in communication with MDOT prior to this trip to Lansing and at the completion of the meeting MDOT's (Betsy Steudle and Kelly Crannell) agreed to allocate Otsego County's, Gaylord Airport \$225,000 in discretionary money.

5. Hangar Painting/Rehab

Barresi informed the committee that the DNR Hagar has been painted and Emergency Management is now a new tenant occupying it. Barresi added that all required paperwork with MDOT clearing the hangar for non Aviation use was approved.

6. 2011 Air Show

The second planning meeting is scheduled for 18 Oct 2010. All is progressing well and many 2010 sponsors are pledging support in 2011. Kevin Stubenvoll has volunteered countless hours to assisting with fundraising and air show planning ideas.

7. Advisory Sub-Committee

Barresi briefed on the 8 Oct 2010 sub-committee meeting which hosted Mr. Christian Perreault of Explorer Solutions. Deerfield explained that Explorer Solutions provides a comprehensive knowledgeable team, built around Airport Services and offer an Airport Strategic Positioning Initiative. Explorer Solutions is a small but hardworking group with offices in Atlanta (GA) and in the Greater Montreal Area (Canada). They are comprised of former senior executives with major aerospace manufacturers and senior executive in economic development. They offer a 3 phased program that reviews your airport, community, and surrounding communities to create niche markets to develop growth at the client airport. A great deal of discussion and questions were exchanged on this company and what the potential may be in creating new markets for Gaylord Regional. The unanimous consensus of the sub-committee was that this is an opportunity we should further explore. Ratcliffe added that there are several potential funding sources for this project and he would be looking into them. Barresi stated that Explorer Solutions requested the county sign a non discloser agreement and the recommendation was made by Ratcliffe with all present in-favor of doing so. The Trans/Air Committee concurred with the Advisory in looking further into using Explorer Solutions at some point and had no objections to signing the non discloser agreement

The next meeting date will be on Thursday, November 11, 2010 at 9:00 am in the airport conference room.

The meeting was adjourned by Commissioner Liss at 10:15 am.