



Transportation and Airport Committee Minutes

Thursday, January 10, 2013 – 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, Doug Johnson, Ken Borton

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

Approval of Minutes

Motion by Commissioner Borton to approve the minutes of December 13, 2012. Motion Carried.

Approval of Agenda

Motion by Commissioner Liss to approve the agenda. Motion Carried.

A. Transportation Manager's Report

1. Bus Finance Report/Cash Advance/Remediation plan

Higgins informed the Committee that the County Bus is requesting a Cash Advance to cover funding that was delayed by MDOT for the Bus Systems operating expenses. Higgins provided a Cash Advance request along with a Remediation Plan in Accordance with the Counties Cash Advance Policy. The advance requested is for the amount of \$45,000.00 which will be paid back within 90 days to eliminate any interest rate charges. Motion by Commissioner Borton to forward request to The Finance Committee for approval, all in favor, Motion approved. Higgins also provided a QuickBooks balance sheet showing the bus system at the present time is not in a negative cash balance. Motion by Commissioner Johnson to Acknowledge report as shown, all in favor, Motion Approved.

2. New Year's Eve Passenger Count

Higgins informed the Committee that the New Year's Eve bus service went very well again. The total passenger count for the evening was 115 passengers. A little lower than previous years in which we averaged around 150 passengers.

3. Commission on aging request

Higgins briefed the Committee that the Director of the Commission on aging, Dale Gehman, asked if it was possible for the County Bus Mechanics to do a safety inspection on OCCOA staff members that drive their personal vehicles to home visits. This request is coming from their insurance carrier. Higgins informed the Committee that the County Bus mechanics are already extremely busy and could not handle the load of performing approximately 35 safety inspections annually. The Committee agreed. Higgins stated he will inform the OCCOA to seek alternate plans to accomplish their safety inspections.

4. Copier Tax issue

Higgins informed the Committee that the copy machine being used at the County Bus is leased through Dunn's and the lease is financed through DeLage Financial. Bagley Township charges the finance company DeLage Personnel Property Tax and this Financial

company then tries to pass the tax of the equipment on to the Customer in the form of Personnel Property Tax on the Monthly lease invoices. Higgins informed the Committee that the Bus system has not paid the Personnel Property Tax as of this date and does not feel comfortable paying it since the Bus system is a Tax Free entity. John Burt requested that Theron provide the paperwork to him to see if our County Attorney could provide a letter to DeLage financial or Bagley Township.

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. All in favor, Motion Approved.

2. Airport Advisory's Planning/Feasibility Study

Barresi gave a briefing on the Advisory's efforts with Explorer Solution to date. Barresi Stated that Ratcliffe had briefed that Explorer Solutions had been working on Phase II of the project and should have a more in-depth update at our next meeting

3. Engineering Consultant Selection

Barresi stated that the Advisory Subcommittee was moving fast to complete the process of an engineering selection firm by the end of March. The committee had been provided all regulatory operating instructions governing the process and was drafting the RFQ and selected questions. This will then be forwarded to MDOT Aero for review before advertising for engineering company applicants.

4. Infrastructure Updates

Barresi briefed on the progress of the Snow Removal Equipment Building (SRE) and that MDOT Aero and URS had made a site visit to the project which has a completion date of on or before 8 Feb 2013.

5. Airport Community Events

Barresi informed the committee that the airport had hosted "Business After Hours" and the attendance was great. Barresi also provide an update on the 2013 airshow planning.

6. Zoning and Through The Fence Agreements

Barresi updated the committee that per Mr. Burt's instructions Barresi would be taking the two documents to the Airport Managers Conference to get opinions from other airport managers in the small groups discussion segment and was meeting with MDOT Aero at the conference to update our zoning instruction.

7. Emergency Services

Barresi briefed the committee that in the early hours of 1 Jan 2013 the airport was able to clear all runways and assist in the emergency air transport of two individuals to specialty hospitals before 3am. Barresi complemented the fast and dedicated work of the Gaylord Airport ARFF Team.

The next meeting date will be on Thursday, Feb 14, 2013 at 9:00 am in the airport conference room. The meeting was adjourned by Commissioner Liss at 9:57 am.