



Transportation and Airport Committee Minutes

Thursday, 9 April, 2015 – 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 – Paul Liss, Ken Borton
Others present: John Burt, Theron Higgins, Matt Barresi
Excused: Doug Jonson

Approval of Minutes

Motion by Commissioner Borton to approve the minutes of 12 Mar 2015. Motion Carried.

Approval of Agenda

Motion by Commissioner Borton to approve the agenda, Motion Carried.

A. Transportation Manager's Report

1. Bus Finance Report

Higgins provided a Balance Sheet and a Profit and Loss report from Quickbooks. Some discussion began as to what types of different reports the Committee would like to see in the future. Mr. Burt mentioned a Revenue and Expense report that can be generated from BS&A County Finance software. Higgins mentioned a year to year comparison with charts/graphs from QuickBooks could be generated also. Motion by Commissioner Borton to Acknowledge reports as shown, All in Favor, Motion Approved.

2. Federal 5311 Payments

Higgins mentioned that due to a transition within the Passenger Transportation Division of MDOT and a new project manager assigned to Otsego County and 12 other Counties, the County Bus's FY2015 projected annual budget was never passed on to the correct agency for approval, therefore Otsego County Bus has not received any Federal 5311 funding formula payments yet this fiscal year. MDOT has realized this mistake and is preparing to get the payments out as soon as possible to the affected County Transits.

3. Title VI Program Updates

Higgins informed the Committee that The Federal Title VI program on file with MDOT needs to have some wording updates to meet the new federal guidelines. Higgins will forward changes to John Burt for full Board of Commissioners approval by Resolution. Commissioner Liss recommended to move program updates to full Board for approval.

4. American Disabilities Act (ADA) Complaint Policy

Higgins briefed the Committee that MDOT is requiring a new policy concerning Disability Complaints, and the process that would occur if a Complaint were received By the County Bus from a Disabled passenger. Higgins provided an MDOT approved version of the policy for the Committee to view. Higgins will forward this policy to John Burt for Full Board approval by Resolution. This new Policy will part of the Annual Application process beginning in FY2017.

5. New Bus Capital Request

Higgins informed the Committee that the County Bus has put in for 11 replacement Vehicles for FY2016. These replacements meet the eligibility requirements with MDOT. Nine Medium duty buses, and two light duty mini vans have been submitted as capital requests. The approval of the Capital Requests should be finalized with MDOT by October 2015. Otsego County Bus will know at that time how many vehicles have been approved for replacement.

B. Airport Manager's Report

1. Airport Financial Report

Barresi presented the airports monthly financial reports to the Committee. Motion by Commissioner Liss to acknowledge the financial report. All in Favor, Motion Approved.

2. Airshow

Barresi update on planning events for the 2015 instalment of the Wings Over Gaylord Airshow. Barresi stated that the show although costing more than previous years would need to grow in excitement and attractions to draw a larger crowd and to bring fateful attendees back each year. Barresi also stated that he had been going to different Rotary groups around Northern Michigan to help get the word out about the show and to foster new sponsors. Although the airshow had purchased TV, radio, print and social media advertising in past years there was still a large population in surrounding counties that did not know Gaylord had an airshow and were pleasantly excited to learn of it.

3. Infrastructure

Barresi briefed that taxiway reconstruction/replacement was on schedule following the airshow along with other agencies reconstruction of both Van Tyle and Dickerson Road. Mr. Burt briefed that the Dickerson Road project would incorporate a water retention and draining pond West of Dickerson Road.

The next meeting date will be on Thursday, 14 May 2015 at 9:00 am in the airport conference room. The meeting was adjourned by Commissioner Liss at 9:35 am.