



Transportation and Airport Committee Minutes

Thursday, Oct 13, 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, Ken Borton, Doug Johnson

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

Approval of Minutes

Motion by Commissioner Johnson to approve the minutes of Sept 8, 2011. 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 QuickBooks balance sheet. Commissioner Liss made motion to acknowledge report as shown, All in favor, Motion approved.

2. 90+Club

Higgins is looking into a program used by many Transit Agencies in the state to provide a free bus pass to patrons who are 90 and older. Higgins will work MDOT to ensure legal aspects are covered, and bring the information to the next meeting for approval.

3. MDOT ICB Request

Higgins informed the Committee that MDOT is requesting assistance from Thunderbay Transportation Authority in Alpena, and Otsego County Bus to provide transportation from a proposed Commercial Bus (Indian Trails) bus facility which will be located in Alpena and going to the Gaylord area. MDOT is looking to shut down one of the routes that originates in Bay City, and goes up U.S. 23 all the way to Mackinaw City, and this new route would replace that one. Higgins is working out the logistics with the Director of Thunderbay Transportation in Alpena to attempt to assist with this newly proposed service from Alpena to Gaylord.

B. Airport Manager's Report

1. Advisory Members Present

Barresi welcomed and acknowledged present at the committee meeting Mike Deerfield, Chairperson of the Airport Advisory and Jeff Ratcliffe Secretary of the Advisory. Barresi asked them to comment on the Advisory's recent successes with securing most of the funding for the planning and feasibility study. Deerfield and Ratcliffe briefed the committee on the long road to finally getting to this successful point in the plan. Deerfield

recommended to the Transportation Committee that the county should move forward on phase I and phase II of the planning project with Explorer Solutions the company that the Advisory Sub Committee had chosen as the most suitable to our needs. Deerfield went on to say that the Advisory still needs an additional \$38K for Phase III but this can be worked on in the 18 month run up of phase I and II. Mr Burt stated that when the full package and contracts were ready he would then bring them to the full board with the Advisory's recommendation to proceed.

2. Airport Financial Report

Barresi presented his monthly financial reports to the Committee and introduced Rachel Frisch the County Finance Director who briefed the committee on the new process for reporting the airports finance report. Frisch explained because of the lag time between the credit card machine and the AVFUEL office sending the county a reconciled report it will require any given month to report on the time period 60 days prior to accurately reflect all purchases of fuel. This would mean that in Oct we are reporting a reconciled month of August and so on. After some discussion a Motion by Commissioner Johnson to acknowledge the financial report. Motion Approved.

3. Airport Updates

- a. Barresi updated the committee on plans to hold the Friendship Shelters annual "Turkey Trot" run for charity at the airport on Thanksgiving Day.
- b. Barresi stated that the GLR identifier on the Compass Rose was repainted.
- c. He also gave an update on infrastructure and equipment which lead to Commissioner Liss asking if we had non fuel spill kits on hand for emergencies. Barresi stated that although we had fuel spill kits in all trucks we did not have any non fuel spill kits and Barresi stated he would order some.

4. Airport Hangar Rules Regulation

Barresi reviewed the updated Hangar Rules and Regulation with the committee who had several changes to the document. Mr Burt gave Barresi a written copy of needed changes and clarifications. After some discussion Barresi stated he will have the changes made before finalizing the document with the committee in November.

The next meeting date will be on Thursday, Nov 10, 2011 at 9:00 am in the airport conference room.

The meeting was adjourned by Commissioner Liss at 9:50 am.