



Transportation and Airport Committee Minutes

Friday, February 13, 2009 – 9:00 a.m.
Gaylord Regional Airport 1100 Aero Drive
Gaylord, MI 49735

MINUTES

Chairman Liss called the meeting to order at 9:00 a.m.

Roll call – Present: Ken Glasser, Robert Harkness, Paul Liss,

Excused:

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

Approval of Minutes

Motion by Commissioner Glasser to “approve the minutes of January 15, 2009.” Motion Carried.

Director’s Report

A. Airport Manager’s Report

1. Airport Financial Report

Barresi presented his monthly financial reports to the Committee. Motion by commissioner Harkness to accept the financial report. Motion carried.

2. Hangar Standards

Barresi informed the Committee that the Airport Advisory Committee recommended adoption of the Airport Hangar Standards Policy, pending the addition of language for renumbering the hangars. Glasser asked that Barresi thank the Airport Advisory for their hard work and effort. Motion by Commissioner Glasser to “recommend to the full Board of Commissioners to adopt the Airport Hangar Standards Policy”. Motion carried. Barresi will provide the final version of the policy to Mr. Burt for action by the Board of Commissioners.

3. Mission Statement

Barresi presented the committee with the Airport Mission Statement Draft that was requested at the January meeting. Glasser recommended that the statement refer to where the airport plans to go in the future and to have the Airport Advisory Committee make suggestions at their next meeting. Burt recommended to reference business development. Barresi will incorporate both ideas into the Mission Statement and present it to the Airport Advisory Committee. He will then incorporate their comments and present it back to the Transportation/Airport Committee.

4. Gas Line

Barresi informed the committee that he had been in contact with the Atlas Oil Company who agreed that the surveyor they hired missed the underground line. Atlas further agreed that this was not the County’s fault and restitution for the cost of moving the line would be between Atlas and the surveyors.

5. The Muzyl Hanger

Barresi reported to the committee that an electrical engineer was coming out to assess if the hangar could receive power with the use of a junction box until a new power line can be run under ground. Barresi will get back with the committee with the result.

B. Bus Manager's Report

1. Bus Financial Report

Higgins presented the committee with an up-to-date QuickBooks Profit & Loss report from 1 Oct 08 through 12 Feb 09. Glasser would like a quarterly trial balance report/comparison to budget submitted. Motion by Commissioner Harkness to accept the financial report. Motion carried.

2. FY2010 Projected Budget

Higgins presented the FY2010 projected MDOT budget to committee. Motion by Commissioner Harkness to accept the projected FY2010 budget. Motion carried. Higgins briefed the committee that the projected budget will go in front of the full board as a resolution of intent for approval at the next commissioners full board meeting on 24 Feb 09.

3. Federal Stimulus package

Higgins informed the committee that the Federal Stimulus package will contain funding for replacement buses and facility projects throughout the state. OCBS has submitted paperwork to replace 6 buses if possible through this process.

4. Journal Entry fix for QuickBooks

Higgins briefed the committee on a Journal entry correction from Dec 05 that was a credit for healthcare re-imburement loaded incorrectly into QuickBooks and was showing a negative \$122,000.00. Our auditors assisted in researching and will provide a journal entry fix in our official audit report due back early in March 09.

5. Annual Audit Status

Higgins informed the committee that the audit was almost complete. The last remaining issue was revamping and updating the capital assets listing, and a memorandum concerning the journal entry, and our draft copy of the audit would be provided to us by Anderson/Tackman.

New Business

A. Airport Managers Conference

Barresi talked about the Airport Managers Conference he attended and that the focus for airports in 2009 was to bring the public back to aviation and that the Airport Advisory was helping with plans to make that happen in Gaylord.

Committee Member Remarks

A. Commissioner Glasser

Requested we do a resolution in honor of Doug Hancock who passed away in January. He conducted more Young Eagle Flights than anyone else and was a long time member and active participant in the EAA and the Gaylord Airport. He will be sorely missed by the Gaylord Airport Family.

The next meeting date will be on Thursday, March 12, 2009 at 9:00 am in Airport Conference Room.

The meeting was adjourned by Chairman Liss at 10:00 a.m.