



## Transportation and Airport Committee Minutes

Thursday, August 13, 2009 – 09:00 a.m.  
Gaylord Regional Airport 1100 Aero Drive  
P.O. Box 1396 Gaylord, MI 49734

### MINUTES

Chairman Liss called the meeting to order at 09:00 a.m.

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

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

#### Approval of Minutes

Motion by Commissioner Glasser to “approve the minutes of July 9, 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 Glasser to accept the financial report. Motion Carried.

###### 2. Airport Updates

Barresi briefed the committee on developments at the airport over the last month. Traverse Lake Aviation has had an increase of seven student pilots over last year. Island Airways has flown 321 passengers out of Gaylord bringing the community to the airport and increasing our reportable numbers for funding to MDOT. Two additional hangars are being rented and a new car rental company (Reliant Rental Car) has partnered with us and has agreed to pay the airport 10% of each car rental the airport generates. Additionally Reliant purchased advertisement space on the airport Kiosk and agrees to provide cars with 100% fuel. Barresi informed the committee that Brewbakers of Onaway donated all the new furniture to the Pilot Bunk Room. Barresi stated that transfer of the DNR Hangar to the airport has been a long process but should be resolved soon.

###### 3. Runway Project Update

Barresi briefed the committee that the runway project will be complete by Monday or Tuesday next week. This project adds an additional 900 feet to the South end of runway 18/36 making the runway 4201 feet long. Atlas Gas rerouted their pipeline away from the parking ramp and from under North Country’s Hangar resolving a long standing safety issue. Commissioner Liss asked if the old lines were capped. Barresi went back to Atlas and talked with Tom Simmons Staff Landman for Atlas who stated that the “old lines were capped” and all EPA standards were adhered to. Commissioner Liss also recommended that the airport retrieve a gas line map from Atlas showing both abandoned and active lines. Barresi asked Atlas for this map and Atlas agreed to send it to us. Additionally the taxiway between the ARFF hangar and Civil Air Patrol went from 25 feet to 50 feet wide allowing for larger planes to pass. The ASOS movement was delayed due to owner agency (FAA) wishing to assess the need and review of the proposed relocation site of the unit. Barresi has stayed in close contact with the FAA who wishes to have the ASOS relocation resolved by November.

#### **4. SRE Building**

Barresi informed the committee that our engineering firm URS has been working with him and the Airport Advisory on the new SRE building. The building will be bid in multiple parts and potentially multiple phases to achieve a workable building within available budget. Every item associated with the building will be listed with cost associated and in this way we can better track the essential items we need for function and practicality without an enormous price. Barresi will report back to the committee as the process moves forward.

### **B. Bus Manager's Report**

#### **1. Finance report**

Higgins provided a comparison spreadsheet showing budget projection for FY09 comparing actual expense/revenues up to third quarter of FY09. Motion by commissioner Harkness to acknowledge report as submitted. All in favor, Motion Approved.

#### **2. Approval of "Transportation of passengers with special medical needs" policy**

Higgins briefed the committee that John Burt did a lot of coordination with our insurance carrier's attorney's and our retained attorney's to come up with a basic policy for these types of situations. Theron recommended approval of policy and forward of policy to full BOC for final approval. Motion by Paul Liss to approve the policy and forward to full Board of Commissioners, all in favor, Motion Approved.

#### **3. Communities for a Lifetime Transportation Issue**

Higgins provided the committee with information concerning the assist with coordinating with Chippewa Cab to provide the commission on aging & Otsego Memorial Hospital (OMH) with a proposal for Chippewa Cab to provide evening transportation for those elderly passengers who get stranded at the hospital after they have been transported to OMH via ambulance and are released to go home in the evening.

#### **4. LEPC and the County Bus's role in mass evacuations**

Higgins informed the committee that the County bus responded and assisted in the evacuation of 52 individuals from the fire scene at the Alpen Haus fire. The coordination from Mike Thompson was excellent and rapid. Kudos to all those involved for a great job. Theron informed the board that the LEPC monthly meetings and exercises were invaluable to ensuring everyone involved was on the same page and made the entire operation very smooth, considering the circumstances and what could have happened.

#### **5. Contract Increases**

Higgins recommended an annual cost for transportation increase of 2.5% for the COPESD special needs transportation, The Head Start program, and the Wolverine School contract. Bob Harkness made the motion to approve the increases, all in favor, Motion Approved.

The next meeting date will be on Thursday, Sept 10, 2009 at 9:00 am in the airport conference room .

The meeting was adjourned by Commissioner Liss at 10:41a.m.