



Transportation and Airport Committee Minutes

Thursday, January 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, Doug Johnson, Ken Borton

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

Approval of Minutes

Motion by Commissioner Liss to approve the minutes of Dec 9, 2010. Motion Carried.

Approval of Agenda

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

A. Transportation Manager's Report

1. Bus Finance Report

Higgins provided QuickBooks balance sheet to Committee. Motion by Commissioner Johnson to Acknowledge Report as shown, all in favor, Motion Approved.

2. New Years Eve Statistics

Higgins informed the committee that the county bus provided 219 rides on New Year's Eve this year. This year there were many large groups whom requested transport to and from different events. There were no major issues and a very safe evening.

3. New Bus Delayed Delivery Status

The new bus that was supposed to arrive in December 2010 has been delayed until February 2011 due to International Corporation moving to Texas.

4. New Buses

Higgins briefed the Committee that a Capital Grant for replacement buses has been approved and 3 new buses should arrive in September or October of 2011.

5. Audit Status

Higgins informed the Committee of the annual audit status. The Otsego County Bus annual audit is almost complete. A Draft copy should be finished soon, and will be passed on to the Board of Commissioners as soon as it is final and printed.

B. Airport Manager's Report

1. Airport Financial Report

Barresi presented his monthly financial reports to the Committee. Motion by Commissioner Borton to acknowledge the financial report. Motion Approved.

2. Ramp Rehab

Barresi outlined the airports parking ramp rehabilitation project scheduled to begin in May 2011. The project which is funded by the FAA with a 2.5% local match will remove the old crumbling aircraft parking ramp and replace it with a new stronger one. The new ramp when completed will be able to hold heavier aircraft weight limits and allow passenger aircraft to load and unload in front of the passenger terminal. The estimated cost of the project according to our URS engineers is \$725K. This amount depends greatly on the interested contractor's bids, a process that starts on 19 Jan 2011 with the MDOT/URS and interested contractors pre bid meeting to be held at the Gaylord Airport.

3. Pilot Planning Room

Barresi stated that at most General Aviation (GA) airports, pilots have a room in which to file flight plans calling Minneapolis Center, check weather, review sectional maps and conduct a variety of other pre or post flight administrative functions. Barresi added that although we have always had a room set aside for this use it has never been completed. Barresi briefed the committee that he had arranged with a local contractor to redo the room and turn it into a Pilot Planning Room in exchange for service in kind the contractor will dump snow it collects from a small parking lot and deposit it on the airports external perimeter off Dickerson Rd. The contractor will pay for all labor and materials the room will need. The airport will move a computer, printer and phone into the room when the contractor is done with construction. Estimated completion of the project is 1 Feb 2011.

4. 2011 Air Show Update

Barresi informed the committee that one of the missing elements from last year's air show events was the sale of beer and wine. Many attending the Big Band Night commented on the missed opportunity to sell spirits and many attending the event arrived with coolers full of their own. The airport will have signs this year prohibiting coolers at the evening events. The Gaylord Kiwanis Club is sponsoring the Saturday Night band event and is willing to pull a license for the sale of beer and wine for the whole air show. Experienced Kiwanis members would work the booths and the Kiwanis would acquire all liability and licensing for the operation. The Kiwanis organization would also pay for the product up front. Profit of sales after the initial investment is covered would be 50/50 with the airport for the day time portions of the air show and the Saturday night event. The airport will need to have a separate agreement with the EAA for the Friday night event. The revenue gained by the sale of this product could make the cost of putting on the show more manageable. There is nothing in County policy prohibiting the sale of alcohol. Motion by Commissioner Borton to allow the sale of beer and wine at the 2011 air show. All in favor, Motion Approved.

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

The meeting was adjourned by Commissioner Liss at 9:45 am.