



Transportation and Airport Committee Minutes

Thursday, Nov 8, 2012 – 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 09:01 a.m.

Roll call – Present: Paul Liss, Ken Borton, Doug Johnson

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

Approval of Minutes

Motion by Commissioner Borton to approve the minutes of Oct 11, 2012. Motion Carried.

Approval of Agenda

Motion by Commissioner Liss to approve the agenda with the addition of Item g. **Consultant Selection Process** to the Airport managers report, Motion Carried.

A. Transportation Manager's Report

1. Bus Finance Report

Higgins provided up to date QuickBooks Balance sheet. Motion by Commissioner Liss to acknowledge report as shown, all in favor, Motion approved.

2. Veterans Thanksgiving meal request from Elks Lodge

Mr. Dallas from the Elks Lodge requested transportation for veterans living at the Patriot Place housing complex on 20 November, for a free Thanksgiving meal at the Elks Lodge from 11:30 am until 1:00 pm. The County bus will provide the ride for free.

3. Safety Committee Security Recommendations

Higgins informed the Committee that a recommendation from the Safety Committee to install security camera's, duress alarms, and cypher locks at the bus garage was discussed. Higgins will work with MMRMA to see if there are any small RAP grants are available with a Match.

4. Annual Audit Start date

Higgins let the Committee know that the County Bus annual audit will begin on 19 November 2012. It normally takes approximately 3 to 4 days to complete.

5. Hiring Replacement driver for retiree

The County Bus will be hiring a replacement driver for a driver who is retiring in late January 2013.

B. Airport Manager's Report

1. Airport Financial Report

Barresi presented his monthly financial reports to the Committee. Commissioner Borton made motion to acknowledge report as shown, All in favor, Motion approved.

2. Planning/Feasibility Study

Barresi briefed that the Advisory sub-committee after much discussion regarding several proposed project ideas to include costs associated with each unanimously selected a project to move forward into Phase II with Explorer Solutions. Selection was based on what had the most potential to capture an emerging un-serviced market in the United States and If brought to fruition in Gaylord it has the potential of creating jobs as a demonstration, development and training site for the project components

3. Lightning Strike

Barresi gave an update on the catastrophic lightning strike that hit the airport and its repairs. The strike damaged both Runway and Taxiway lights, informational signs and gates. It also damaged one large circuit board in the electricity vault. The County's insurance policy is paying for the lion's share of the repairs and the County is paying the deductible and the items not covered in the policy. Barresi has asked and received a quote from the electric contractor J. Rank for additional lightning protection that could be installed at a later date since prevention upgrades are not covered by insurance.

4. SRE Building

Barresi briefed that the construction of the Snow Removal Equipment building was a little behind schedule due to weather but the contractor still plans on completing the building by the first week in December.

5. Turkey Trot / Air Show 2013

Barresi announced that the airport will host the 2nd Annual Turkey Trot with the Friendship Housing Center to raise money for the centers homeless. It will be on Thanksgiving Day, Registration at 8am with the run/walk starting at 9am. Barresi briefed on plans to date on the 2013 airshow which includes several Jet performance acts. He added that he had asked members of the advisory to possibly head up parts of the event to make the ever increasing endeavor more manageable. Barresi added that Advisory member Wagar offered to manage the airshows pilot car needs and will be the airshows Go-to-Guy for coordinating with other car dealerships for vehicles and issues with tracking them.

6. Consultant Selection Process

Barresi stated that he received an e-mail from MDOT-Aero's Kelly Crannell requesting information on Gaylord's last engineering consultant selection. In attempting to locate the requested documentation, Barresi could not find anything readily available. Barresi stated that since his arrival, four years ago, that we have not performed a consultant selection. It is currently believed that selection has not taken place for over 10 years, so accessing this information may not be possible. In the mean time Barresi stated in order to maintain our compliance we will start the task of Consultant Selection.

The next meeting date will be on Thursday, Dec 13, 2012 at 9:00 am in the airport conference room.

The meeting was adjourned by Commissioner Liss at 9:35 am.