



Transportation and Airport Committee Minutes

Thursday, 10 October 2013 – 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

Others present: John Burt, Theron Higgins, Matt Barresi

Approval of Minutes

Motion by Commissioner Borton to approve the minutes of Sept 19, 2013. 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 a QuickBooks balance sheet showing OCBS fund balance. Motion by Commissioner Liss to acknowledge report as shown. All in Favor, Motion Approved.

2. End of Year Reconciliation

Higgins informed the Committee that the County Bus is in the process of merging all 4 quarters of Fiscal Year 2013 into one separate report to load into MDOT website for closeout of the Fiscal year.

3. Annual Audit Preparation

Higgins briefed the Committee about the upcoming Annual Audit which will be performed by Andersen, Tackman LLC. The Audit will most likely occur at the End of November once our End of Year Reconciliation with the State/MDOT is complete.

4. MSP Tires

Higgins informed the Committee that The MSP will be swapping out all their tires for a new Brand of Tire that is supposed to last all year instead of swapping out winter and summer tires each spring and fall. The Fleet Manager for MSP verbally told our mechanics to dispose of the winter and summer tires as we see fit. Higgins called the Fleet Manager and mentioned that we would need a letter of release to dispose of the tires, not just a verbal authorization. After much discussion, the MSP has decided to dispose of their tires as they see fit. The Petoskey MSP post has already come and got their winter and summer tires, and the Gaylord Post will be next once they find a location to store them, since many of the tire sets are in excellent condition.

B. Airport Manager's Report

1. Airport Financial Report

Barresi presented his monthly financial reports to the committee along with fuel sales graphs. Motion by Commissioner Liss to acknowledge the financial report. All in favor, Motion Approved.

2. Infrastructure Update

Barresi updated the Committee that FedEx was interested in possibly renting the entire building of which they currently only occupy part. Barresi stated that if this progresses and they do rent the building the remaining space would be charged based on the current space being rented now.

3. MDOT Aero Inspection

Barresi briefed the Committee that MDOT Aero had just completed a bi-annual inspection of the Gaylord Regional Airport. Although Barresi is waiting on the written report the inspector stated the airport was in great shape and everything looked very good. Barresi commended the fantastic airport maintenance team for making it happen.

4. Turkey Trot

Barresi updated the committee on the partnership between Wings Over Gaylord Airshow and the local Toys for Tots 2013 Thanksgiving Day Race. Costs for putting on the event and proceeds are to be split between the two groups. Planning for the 3rd annual run was ongoing and being well advertised. Currently the committee is working to sell advertising on the t-shirts to help fund the event.

The next meeting date will be on Thursday, Nov 14, 2013 at 9:00 am in the airport conference room. The meeting was adjourned by Commissioner Liss at 9:27 am.