



## Transportation and Airport Committee Minutes

Thursday, 13 March, 2014 – 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 09:05 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 13 Feb 2014. Motion Carried.

#### Approval of Agenda

Motion by Commissioner Liss to approve the agenda with the addition of (Item D. MSP Tires) to the Bus report and (Item D. Advisory Candidate) to the Airport report, Motion Carried.

#### A. Transportation Manager's Report

##### 1. Bus Finance Report

Higgins provided QuickBooks balance report. Motion by Commissioner Liss to acknowledge report as shown, all in favor, Motion Approved.

##### 2. FY 2015 Budget Recommendation

Higgins Provided a budget breakdown by line item for The County Bus FY2015 Projected budget, with a total operational budget amount of \$1,740,000.00. Higgins mentioned that the state formula used for monthly payments to fund public transits that have a county population of under 100,000 people is 36.26% of the operational budget, and the Federal percentage used for Quarterly payments to fund public transits is budgeted at 16%. The state and federal funding is 52.26% of the systems operational expenses. All other funding must be generated by the County Bus which includes Millage, Farebox, Contracts etc. Higgins recommended a motion to approve budget and move to Full Board of Commissioners meeting for final approval in a Resolution Format. Motion by Commissioner Johnson to Approve Projected budget for FY2015, and move to Full Board of Commissioners for final approval. All in Favor, Motion Approved.

##### 3. Saturday Bus Services Change Proposal

Higgins proposed a change in how the County Bus reserves rides for passengers on Saturdays. Due to State and Federal changes to transit drivers and freight haulers who use cell phones, the County bus must ensure the safety of the Bus Driver, passengers and other drivers on the road. In an attempt to move towards not using cell phones by Bus Drivers to set up rides on Saturdays, Higgins will notify and advertise to Saturday passengers that beginning on April 5th 2014 all passengers must reserve their ride for Saturday on Friday, the day before from 6:00am until 6:00pm, first come first serve. We currently have been reserving rides on Friday for Saturday rides for 3 years now, and most passengers already set them up on Fridays and the runs sheets are basically full by close

of business on Fridays anyways. The reason for the change is that the Bus drivers must focus on driving and not taking calls and trying to write down the runs while they are on the road transporting passengers. The Bus drivers will carry a cell phone that will only be used for passengers to call and leave a voicemail if they are cancelling their rides. The drivers will check the voicemails when they are stopped at a pickup or drop off location, and make the cancellation changes as necessary. If the County Bus is closed on a Friday for bad weather or a Holiday, a dispatcher will be on duty answering phones from 6:00am until 2:00pm to make Saturday Bus reservations only. Higgins will advertise these changes with flyers/handouts to Saturday passengers, via dispatch notifications when passengers call on Fridays to set up their Saturday rides, and in the Gaylord Herald times.

#### **4. MSP Tires**

Higgins informed the Committee that all old spare summer tires that were being stored at the Bus Garage have been removed by the Local Gaylord MSP Post, and the Petoskey MSP post.

### **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. All in Favor, Motion Approved.

#### **2. Equipment, Infrastructure and Property**

Barresi updated the committee on the status of the County's SMI Snow blower and the availability of a duplicate piece of equipment at the Road Commission which they were willing to sell to us for \$10,000.00. We could still have our SMI fixed at a later date and thus have 2 pieces of this type of equipment for use or sell at a later date. Replacement cost of equipment like this starts at \$300,000.00. The airports Jet A truck became out of service due to missing teeth in the "Ring Gear". Within 5 days our maintenance contractor went out of their way to send two mechanics from Pellston to Gaylord where they worked all day to repair the Jet Truck. They were successful and we received no charge for the work. The airports "Exhibit A" is up for renewal to redefine the airports boundary. Some of this work is not covered by the FAA/MDOT block grant funding and \$2,000.00 of it may need to be paid locally. This project will also legally turn the Ballparks next to the airport over to the County's Parks and Recreation Department. Commissioner Borton stated that we should look into language or restrictions that would allow for the airports continued growth on this property if such a time ever materialized that it was needed.

#### **3. Airport Advisory Candidate**

Barresi informed the committee that the Advisory chose Mr. Donald Matz to be recommended to the Transportation Airport Committee for their approval and recommendation to the Full Board to be appointed to the Airport Advisory Committee. Motion by Commissioner Liss to recommend appointment to full board. All in Favor, Motion Approved.

The next meeting date will be on Thursday, 10 April 2014 at 9:00 am in the airport conference room. The meeting was adjourned by Commissioner Liss at 10:10 am.