



## Transportation and Airport Committee Minutes

Thursday, February 14, 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 09:01 a.m.

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

Others present: John Burt, Theron Higgins, Matt Barresi

#### Approval of Minutes

Motion by Commissioner Borton to approve the minutes of January 10, 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 to the Committee. Motion by Commissioner Liss to Acknowledge report as shown. All in Favor, Motion Approved.

##### 2. FY 2014 MDOT Budget Resolution

Higgins presented the Committee with the annual "Resolution of Intent" budget projection Showing the total eligible expenses to operate for Fiscal year 2014 at \$1,740,000.00. Motion by Commissioner Borton to forward "Resolution of Intent" to the Full Board of Commissioners for approval. All in Favor, Motion approved.

##### 3. Bus 24 Hit and Run

Higgins briefed the Committee that on 5 February 2013 at 0650 hours, bus 24 was hit by a Pickup truck with a plow attached. The driver took off and fled the scene. The Gaylord City police were called and filed a report. The damage to the bus is approximately \$9,000.00. Totten's body shop will repair the damage once the parts come in and it is covered by our MMRMA insurance. The driver of the pickup truck was not located at this time.

##### 4. Cash Advance Payment

Higgins informed the Committee that the Cash Advance request was approved by the Finance Committee for a total of \$45,000.00 to be paid in full in 3 months without any interest accruals. Higgins stated that the first payment was made on January 28<sup>th</sup> 2013, and the last two payments will be made on February 28<sup>th</sup>, and March 28<sup>th</sup> to complete the payback to the County.

#### B. Airport Manager's Report

##### 1. Airport Financial Report

Barresi presented his monthly financial reports to the committee. He also presented the

Finance Year in review which shows a noticeable increase in fuel sales and hangar rents in 2012. Barresi also presented the aircraft arrival statistics for 2012 and although the number had increased from the last two years Barresi added that it does not reflect aircraft arriving after hours. Commissioner Liss directed that the airport use the security camera system to review after hours footage of aircraft arrivals so those numbers can be counted. Motion by Commissioner Borton to acknowledge the financial report. All in favor, Motion Approved.

## **2. Engineering Consultant Selection**

Barresi briefed that as of 4:30pm yesterday the 13<sup>th</sup> of Feb 2013 the County had received four RFQ applications for consultant consideration. The Consultant Subcommittee will meet on 22 Feb 2013 to start RFQ review of engineering packages. The committee had some discussion regarding the Advisory's timeline and projects to be completed over the next five years.

## **3. Infrastructure Updates**

Barresi briefed on the progress of the Snow Removal Equipment Building (SRE) and that MDOT Aero, URS and Johnson Diversified are looking for completion of the project by 15 March 2013. Barresi highlighted the benefits to the airport of having the facility in the years to come and the ability to use the soon vacant heated county hangar for winter overnight aircraft parking revenue.

## **4. 2012 Year in Review**

Barresi presented the Airport Advisory's 2012 Year in review which highlighted Advisory projects and airport accomplishments throughout the year. The report is built around seven categories identified by the Airport Advisory as essential to airport enhancement.

The next meeting date will be on Thursday, Mar 14, 2013 at 9:00 am in the airport conference room. The meeting was adjourned by Commissioner Liss at 9:59 am.