



## Transportation and Airport Committee Minutes

Thursday, Sept 19, 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 09:05 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 Aug 8, 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**

Finance Report—Higgins provided a QuickBooks balance sheet to the Committee showing fund balance. Motion by Commissioner Liss to Acknowledge report as shown, all in favor, Motion Approved.

##### **2. FTA Triennial Review**

Higgins provided information concerning the results of the FTA Triennial Review which was performed by MDOT in August of 2013. The inspection went very well with no issues or write-ups found during the day long inspection. This inspection is required every 3 years for all Transit agencies who receive Federal Funding.

##### **3. HeadStart Program**

Higgins informed the Committee that the HeadStart program has begun with 75 Students being transported to 4 different classes Monday Through Thursday. All OCBS Employees are back to work for the School year.

#### **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. FedEx Contract**

Barresi updated the Committee that FedEx was being represented by a consulting firm which handles their renewable contracts. The firm asked for Otsego County to pay their commissioning fee and asked for the Gaylord Regional Airport to make lighting upgrades to the building rented by FedEx at the airport. Barresi had received a quote for the work requested which would cost about \$10K. After much discussion the committee agreed to offer FedEx not to raise rent over the course of the agreement and leave it as is with no upgrades or make the upgrades to the building but increase the rent over the life of this renewal to reimburse the county. The county would not pay FedEx consulting firms fee.

## **3. Fuel Discounts**

Barresi briefed the committee that the airport could secure large volume resident fuel purchases and prevent those residents from buying cheaper fuel before returning to home base at Gaylord. Barresi suggested that residents buying fuel in excess of 3,000 gallons a year would receive a discount. If the resident did not meet the required 3,000 gal amount there would be an end of year penalty for the reimbursement of the identified savings. All were in agreement and Barresi will start the offer immediately.

## **4. Airport Manager Conference**

Barresi briefed the Committee on numerous subjects discussed at the Fall Airport Managers Conference in Acme Michigan. Discussion included National fuel sales statistics, fuel taxes potential increase, Next generation infrastructure, The future of Flight Schools, Flight line Accident Statistics, FAA Airport Inspections, Changing the way airports work, Hangar usage, pilot statistics and House Bills pending. There was much discussion centered on several of the subject areas.

## **5. MAAE (Michigan Association of Airport Executives) Board Appointment**

Barresi informed the Advisory that the MAAE Vetting Committee had placed him before the 189 member association and voted Barresi on to their 5 member Board of Directors. Barresi will be required to attend meetings in Lansing and if needed testify before Michigan lawmakers on aviation issues that affect our airports.

## **6. Turkey Trot**

Barresi informed the committee that the Wings Over Gaylord Airshow and the local Toys for Tots were partnering for the 2013 Thanksgiving Day Race. Costs for putting on the event and proceeds would be split between the two groups.

The next meeting date will be on Thursday, Oct 10, 2013 at 9:00 am in the airport conference room. The meeting was adjourned by Commissioner Liss at 9:47 am.