



## Transportation and Airport Committee Minutes

Thursday, Dec 13, 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 09:10 a.m.

Roll call – Present: Paul Liss, Ken Borton

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

#### **Approval of Minutes**

Motion by Commissioner Liss to amend and approve the minutes of Nov 8, 2012 with corrections to description of project in Para. B.2. 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 QuickBooks finance report to Committee. Motion by Commissioner Borton to acknowledge report as shown, all in favor, Motion Approved.

##### **2. MAP-21/Rural Task funding**

Higgins informed the Committee that annually each year Public Transits are allowed to tap into Surface Transportation Improvement Program (STIP) funding for projects, not to include normal operating funding. The Road Commission chairs the annual meeting and compiles any funding requests. Higgins did not have any projects to include in the upcoming fiscal year and coordinated this with the Otsego County Road Commission.

##### **3. Toys for Tots Support**

Higgins informed the Committee that the County Bus provided needed support for the Toys for Tots program again this year. The Bus System provided a bus and Driver to pick up toys from Wal-Mart and approximately 100 other locations in town and transported them to the Ace Hardware storage location.

##### **4. Shop with a Cop**

Higgins briefed the Committee that the County Bus will be supporting the annual Shop with a Cop program this year on Saturday, December 15. The program coordinator informed the Bus system that this year there will be approximately 100 needy children in the program that need transportation from the pavilion to Wal-Mart. The bus system will provide 3 buses to support this annual event.

## **5. States Formula Funding Change**

Higgins provided information concerning FY2014 funding issues with the state formula. There are two versions of funding being looked at by MDOT. MASSTrans version is better for the Rural Public Transit agencies and much more fair in general to the entire state Public Transits. Michigan Public Transit Association(MPTA)also has a version of proposed formula funding for operating and theirs is a better fit for larger Urban Public Transits downstate, mainly D-DOT and transit in and around the Detroit area and Grand Rapids. Higgins informed the Committee that he will forward any information on this topic to the Committee members to keep them informed of the future changes coming next year that would impact operating costs from FY2014 and beyond.

## **B. Airport Manager's Report**

### **1. Airport Financial Report**

Barresi presented his new format monthly financial reports to the Committee. Ms. Frisch highlighted areas of the report that were a large improvement from last year's sales and discussed working with AVFUEL to lessen Credit Card user fees. 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 with approval from the Advisory Committee is moving forward into Phase II with Explorer Solutions.

### **3. Airport Zoning**

Barresi briefed that the Airport Zoning Board must meet at least 1 time each year if not more and Barresi asked that the Transportation Airport Committee fulfill that function. Mr. Burt added that since zoning issues are routinely discussed at the meeting the Trans Air committee had been functioning as the Airport Zoning Board all along. Motion by Commissioner Borton to officially make the Transportation Airport Committee the Airport Zoning Board. All in favor, Motion Approved

### **4. Infrastructure Update**

Barresi gave an update on the catastrophic lightning strike that hit the airport and its repairs. The electric contractor J. Rank estimates the project will be completed within budget in the next 7 to 10 days. Barresi stated that the SRE building received an approved delay until Federal Funding caught up to work performed. Work is scheduled to start back up on the project on Dec 26<sup>th</sup>. This time will be used to allow the contractor to release his crews for holiday break and to allow for remaining item approval.

### **5. Airshow/Community Involvement**

Barresi outlined the plans for the 2013 airshow to date. He expressed how partnering with some of the local businesses may be vital to paying for the costs associated with mostly jet performance acts. Barresi stated that the 2<sup>nd</sup> annual Turkey Trot held at the airport to raise money for the homeless shelter was successful with 244 registered runners. This is up from last year's attendance by almost 100 participants. Barresi also stated that the airport entered a float in the Downtown Gaylord Santa Parade and the entry won "Most Festive"

## **6. Consultant Selection Process**

Barresi stated that the Airport Advisory was reforming the subcommittee to tackle the task of consultant selection. The Advisory had originally formed a committee to accomplish this task but wanted to wait till existing projects with our present firm were completed for the sake of continuity in the event a different company was in the end selected. Barresi stated that everyone is hoping for a rather fast paced process with a possible completion being as early as March 2013.

The next meeting date will be on Thursday, Jan 10, 2013 at 9:00 am in the airport conference room.

The meeting was adjourned by Commissioner Liss at 9:55 am.

DRAFT