

Antrim County Transportation Committee
Meeting Minutes February 8, 2013

Present: Dawson, Bargy, Christian Marcus, Meacham.

Meeting called to order at 9:05 a.m.

Financial reports were presented including vouchers for February. Also expense and revenue reports for December were presented. Bargy asked about the insurance charges and Meacham responded they are “top loaded” meaning they are charged early on in the year. Meacham did state there was a \$4,500 credit from previous year due to lower than expected expenses in the insurance pool. Marcus stated the expense numbers are large and Meacham explained that the expenses do slow down once the school year ends in the summer. Meacham also explained how the budget is formulated 18 months before the actual year. **Motion by Dawson support by Bargy and Marcus to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Marcus is new to the committee and naturally was asking good questions. Meacham gave a “snap shot” of funding sources and capital requirements for the operation. Explaining the history, current, and possibly future situations that are coming. The relative comparison with surrounding operations show how ACT budgets and controls expenses far better. Marcus appreciated the information and liked all the documents provided.

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through December, 26 trips have been provided with revenue of \$2,415
- Bellaire Schools – School Year 2013. The report indicated the following through December:
Early Childhood Program (ECP) – 167 trips with revenue of \$4,200
Career Technical (TBA) – 142 trips with revenue of \$11,360
- Munson Health Rides:
Kalkaska Run – 26 trips with revenue of \$1,335

Meacham presented 2014 Budget. Bargy is uneasy with the expenses growing. Meacham stated he’s uneasy as well. Bargy continued by saying that being first in the budget process can create more scrutiny. Meacham agreed, but stated that ACT also “set’s the tone” and in this case, the positive is even though expenses are rising the county appropriation is the same as the past year (\$148,000). Meacham did state going forward the numbers needed will probably go up, but we have time to react in the 2015 budget year. Dawson stated the numbers look good and hopes the Finance committee will like them as well at the meeting on the 11th.

Next meeting is on March 28, 2013 at 9am.

Meeting adjourned at 9:55 am

Transportation Committee

Minutes February 8th, 2013

Karen Bargy

Gene Dawson, Chairman

Christian Marcus

Members present: C. Marcus, K. Bargy, G. Dawson

Others: J. Strehl, R. Bechtold

Meeting opened: 10:00am

***Airport Updates:** J. Strehl informed the committee on;
Fence repairs, electrical usage, AWOS repairs, Porsche club event*

DTE proposal:** J. Strehl presented a proposal from DTE energy to run natural gas to two county buildings on airport grounds. **Motion by Bargy, to recommend to fiancé that up to 4,000 dollars be expensed out of the airports contractual labor line item budget to furnish natural gas to these buildings. Support C. Marcus.

***Airport vehicle:** J. Strehl expressed the need for two vehicles at the airport; he told the committee he had an appointment with the finance committee to discuss the matter.*

***Credit Cards:** J Strehl informed the committee of a new credit card system being installed by the airports fuel distributor AvFuel, and that he is working with the county's accountant to encompass the BS&A system.*

***Financial Reports:** January's revenue & expenses report were reviewed.*

Adjourned: 11:45am

Antrim County Transportation Committee
Meeting Minutes March 28, 2013

Present: Gene Dawson, Christian Marcus, Terry Smith, David Peterson, Pete Garwood, Al Meacham.

Meeting called to order at 9:00 a.m.

Terry Smith from the County ambulance services spoke about the operation (Township Ambulance Authority – TAA). Terry explained how they are funded and all about the wonderful community service they provide. His dilemma is they need some help with fueling the four ambulances due to the present Fuel Man card system not being an option anymore. Meacham, Garwood, and Charlie Koop had discussions about this and recommended we have Terry provide Koop with the TAA’s corporate documents as well as their agreement with Allied Ambulance to make sure all the “ducks” line up. Koop will also need to review the documents that determine ACT operates the fuel system. Meaning we want to make sure the County is allowed to let the area ambulance purchase fuel at ACT. Also, Garwood would like for Meacham to check into the current insurance provider to make sure there’s no exposure there as well. **Motion by Dawson support by Marcus to have Koop work with Terry Smith and Meacham to provide the necessary legal review and check into insurance exposure and re-visit at next month’s meeting. All voting Aye. Motion carried.**

David Peterson presented document he communicated to the BOC. Peterson explained his frustrations and would like for the committee present to write a letter to the road commission requesting transparency with regards to financials. The committee agreed to have Dawson meet with Garwood to formulate a letter and re-visit at the next meeting.

Financial reports were presented including vouchers for April. Also expense and revenue reports for February were presented. Marcus appreciated the format of how the numbers are presented. Meacham stated the numbers are looking fine so far. **Motion by Marcus support by Dawson to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through February, 54 trips have been provided with revenue of \$4,897.50
- Bellaire & Alba Schools – School Year 2013. The report indicated the following through February:
Early Childhood Program (ECP - Bellaire) – 195 trips with revenue of \$4,900
Early Childhood Program (ECP – Alba) – 159 trips with revenue of \$3,975
Career Technical (TBA) – 196 trips with revenue of \$15,680
- Munson Health Rides:
Kalkaska Run – 24 trips with revenue of \$1,357.50

Next meeting is on May 2, 2013 at 9am.

Meeting adjourned at 10:20 am

Antrim County Transportation Committee
Meeting Minutes May 2, 2013

Present: Dawson, Christian Marcus, Karen Bargy, Terry Smith, Charlie Koop, Pete Garwood, Meacham.

Meeting called to order at 9:00 a.m.

Financial reports were presented including vouchers for May. Also expense and revenue reports for March were presented. Dawson stated the numbers are looking fine so far (only 5% over on expenses with half the fiscal year completed). **Motion by Bargy support by Dawson to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through March, 61 trips have been provided with revenue of \$5,512.50
- Bellaire & Alba Schools – School Year 2013. The report indicated the following through March:
Early Childhood Program (ECP - Bellaire) – 225 trips with revenue of \$5,650
Early Childhood Program (ECP – Alba) – 187 trips with revenue of \$4,675
Career Technical (TBA) – 226 trips with revenue of \$18,080
- Munson Health Rides:
Kalkaska Run – 26 trips with revenue of \$1,237.50
Biederman Run – 3 trips with revenue of \$240

Charlie Koop presented agreement for the Township Ambulance Authority to be able to fuel the area ambulances at ACT. Discussion between Terry Smith and Meacham on cards needed (4), contact people between both operations for billing (Wendy Dawson TAA & Tammy Niepoth ACT), operation of pumps (work with Tom Sandeen ACT). The next step is for the BOC to approve or not on May 9th. **Motion by Bargy support by Marcus to recommend the BOC to approve or disapprove this prospective agreement on May 9th.**

Next meeting is on June 7, 2013 at 9am.

Meeting adjourned at 9:35 am

Transportation Committee

Minutes May 2, 2013

Karen Bargy

Gene Dawson, Chairman

Christian Marcus

Members present: C. Marcus, G. Dawson, K. Bargy

Others: J. Strehl, R. Bechtold, R. Carlson, P. Garwood, C. Koop

Meeting opened: 10:00am

Airport Updates: J. Strehl informed the committee on;
Fence repairs, deer & bird issues, parking lot project

MIAASC (Michigan Advanced Aerial System Consortium) Rick Carlson from MDOT gave a presentation on UA's (unmanned aircraft) he outlined the application process the state of Michigan is going thru to become a test site. Antrim County Airport has been identified as part of this project.

Porsche Club: Mr. Strehl reported that Porsche representatives were on the field April 29 to hold a dry run in preparation for their event to be held this coming June 26&27. A test track was laid out on the runway and laps were run. It was determined that the porous friction surface on the runway would not support the event. Mr. Strehl is working with the Porsche club to change the track location to the ramp area.

MOU: Mr. Koop reviewed with the committee a MOA he had prepared for the airport concerning the EM & sheriff buildings on airport grounds. In addition the committee asked for an audit of the gas royalties from airport wells for the year 2012 & 2013 be furnished to the finance committee by the county's accountant.

Financial Reports: April's revenue & expenses report were reviewed.

Adjourned: 11:45am

Antrim County Transportation Committee
Meeting Minutes June 7, 2013

Present: Dawson, Karen Bargy, Mike Crawford, Meacham.

Meeting called to order at 9:04 a.m.

Meacham showed Dawson & Crawford the new awd van. Bargy saw the van last week as well.

Financial reports were presented including vouchers for June. Also expense and revenue reports for April were presented. Bargy questioned Office supplies was a little high. Meacham stated there was re-supplying which should even out as the months proceed. **Motion by Dawson support by Bargy to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through April, 72 trips have been provided with revenue of \$6,585
- Bellaire & Alba Schools – School Year 2013. The report indicated the following through April:
Early Childhood Program (ECP - Bellaire) – 263 trips with revenue of \$6,600
Early Childhood Program (ECP – Alba) – 224 trips with revenue of \$5,600
Career Technical (TBA) – 264 trips with revenue of \$21,120
- Munson Health Rides:
Kalkaska Run – 26 trips with revenue of \$1,155
Biederman Run – 6 trips with revenue of \$495

Meacham presented Annual Report he's anticipating using at the BOC meeting on the 13th of June. Meacham wants to present the "meat" of the operation and briefly talk about transition of fleet to smaller vehicles. Basically try to keep it short to help move the meeting along. Crawford stated the agenda is full.

Bargy stated she would like for Meacham and herself to talk to the Elk Rapids paper about letting public know about an experiment of stationing an ACT small bus or van at the park and ride to see if there's more of a need for transportation in that area of the county. Crawford stated that this could blossom in the future with connections to BATA busses as well. Bargy wants to see how the meeting with the Veterans Affairs goes between Meacham & Dispatcher Debbie Lull on the 11th of June. Bargy will probably set-up a sit down with the paper for her, Meacham, and Lull to write up what's available in the Elk Rapids area with regards to transit.

Dawson stated he would like to have the Ambulance fueling agreement to be talked about again at the BOC on the 13th of June. Bargy stated she thinks this is fine to have ambulances fueled at ACT, but wants the "fuel card" option to be ventured as well. Meacham asked who's administering the "fuel card" deal and Bargy stated that's being handled by Deb Haydell & the Administration/Planning office. **Motion by Dawson support by Bargy to have BOC talk about having the TAA (Township Ambulance Authority) fuel at ACT. All voting aye. Motion Carried.**

Next meeting is on July 2, 2013 at 9am.

Meeting adjourned at 9:50 am

Transportation Committee

Minutes June 7, 2013

Karen Bargy

Gene Dawson, Chairman

Christian Marcus

Members present: G. Dawson, K. Bargy

Others: J. Strehl, M. Crawford, D. Reck, T. Ramsey

Meeting opened: 10:00am

Airport Updates: J. Strehl informed the committee on;
Field inspection, Crack sealing, Contract fueling, parking lot project, capital improvement plan.

Shanty Creek: Tracey Ramsey Director of group sales gave an overview of Shanty Creeks marketing program.

Part time Help: J. Strehl informed the board of his need for budgeted part time summer help.
Motion by K. Bargy Requesting a waiver of posting for seasonal part time position and allow for a special committee to expedite the hiring process. Support G. Dawson.

MOU: J. Strehl distributed two MOU (see attachments) prepared by C. Koop also an E mail from MDOT property Specialist, Chip Kraus. It was the consensus of the committee to allow Mr. Koop time to make adjustments to the MOU and be prepared to take action during the July BOC meeting.

Financial Reports: May's revenue & expenses report were reviewed.

Adjourned: 11:09am

Antrim County Transportation Committee
Meeting Minutes July 2, 2013

Present: Dawson, Bargy, Crawford, Marcus, Meacham.

Meeting called to order at 9:00 a.m.

Financial reports were presented including vouchers for July. Also expense and revenue reports for May were presented. **Motion by Dawson support by Bargy to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through May, 83 trips have been provided with revenue of \$7,687
- Bellaire & Alba Schools – School Year 2013. The report indicated the following through May:
Early Childhood Program (ECP - Bellaire) – 307 trips with revenue of \$7,700
Early Childhood Program (ECP – Alba) – 263 trips with revenue of \$6,575
Career Technical (TBA) – 308 trips with revenue of \$24,640
- Munson Health Rides:
Kalkaska Run – 29 trips with revenue of \$1,545
Biederman Run – 16 trips with revenue of \$1,777.50

Meacham and Bargy talked about doing an article with the Elk Rapids News to get out the services available to that area in the county. Meacham told Bargy he will get Debbie Lull (Dispatcher) and Babe Toteff (Elk Rapids News) together to draft an article to put in the paper. This should help in getting the word out on how to utilize ACT.

Next meeting is on August 2, 2013 at 9am.

Meeting adjourned at 9:30 am

Transportation Committee

Minutes July 2nd, 2013

Karen Bargy

Gene Dawson, Chairman

Christian Marcus

Members present: G. Dawson, K. Bargy, C. Marcus
Others: J. Strehl, M. Crawford, A. Cook, R. Bechtold

Meeting opened: 10:00am

Airport Updates: J. Strehl informed the committee on;
Contract fueling, MOU, energy savings fund

Aaron Cook, Director of Aviation for Northwestern Michigan College gave a presentation on unmanned flight, followed by a brief demonstration.

J. Strehl presented DTE Energy's application for installation of gas line service for the SRE building & the FBO building. He was asked to share this material with the administration office.

Parking lot project: J. Strehl outlined the time table for the project. Pre bid 6/24, MDOT bid letting 7/12, Grant transfer 7/24, start date 9/9

Hangar Lease, Strehl informed that Mr. Joe Gross has purchased an existing hangar on the field and a new lease has been prepared. *Motion by Bargy to approve the lease pending legal review support Marcus.*

Financial Reports: June's revenue & expenses report were reviewed.

Adjourned: 12:09pm

Antrim County Transportation Committee
Meeting Minutes August 2, 2013

Present: Dawson, Bargy, Crawford, Meacham.

Meeting called to order at 9:00 am

Meacham briefed the commissioners present about the water leak that occurred since the last meeting. Dave Howelman did a fantastic job in getting situation handled. Long story short the situation was taken care of and it looked to be done cost effectively.

Financial reports were presented including vouchers for August. Also expense and revenue reports for June were presented. Bargy asked about A-1 services which unfortunately is an expense that resulted from the leak in the water system. The bays in the garage filled up with water and that's how the leak was discovered after they were emptied. Meacham stated the tire expense included all departments which makes the number look blown out. Meacham stated he would work on separating out going forward probably the start of the 2014 year which starts in September. **Motion by Dawson support by Bargy to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through June, 96 trips have been provided with revenue of \$9,292.50
- Bellaire Schools – School Year 12-13. The report indicated the following through June:
Early Childhood Program (ECP) – 325 trips with revenue of \$8,150
Career Technical (TBA) – 312 trips with revenue of \$24,960
- Alba Schools – School Year 12-13. The report indicated the following through June:
Early Childhood Program (ECP) – 281 trips with revenue of \$7,025
- Munson Health Rides:
Kalkaska Run – 12 trips with revenue of \$1,372.50
Biederman – 5 trips with revenue of \$390

Next Meeting September 6, 2013 @ 9:00 am

Meeting adjourned at 9:25 am

Transportation Committee

Minutes August 2nd, 2013

Karen Bargy

Gene Dawson, Chairman

Christian Marcus

Members present: G. Dawson, K. Bargy, C. Marcus

Others present: J. Strehl

Meeting opened: 9:30am

Airport Updates: J. Strehl informed the Committee on:

- * Contract fueling
- * Grant closure
- * Garage drains
- * MOU
- * MIAASC press conference

Capital Improvement Plan: J. Strehl reviewed the CIP for FY-2014 to 2019 (Attachment) The 2014 improvement emphasis is on rehabbing ramp lighting to LED fixtures & pavement marking:

Mead & Hunt administration Amendment #1 & MDOT Grant: Strehl presented a contract amendment for the administration of the upcoming parking lot project from Mead & Hunt. He informed the committee Mr. Koop had reviewed the amendment.

Strehl also shared an Email from the State indicating that the sponsor contract for the parking lot is in process (attachment) ***Motion by Bargy, The BOC approves Mead & Hunts amendment #1 and that the BOC accept Grant #2612 in the amount of \$175,000 upon legal review. Support Marcus.***

Additional Funds recommendation to Finance Committee: ***Motion by Bargy, the additional \$1,394 dollars for the local share for grant #2612 to be taken out of the county's grant match fund. Support Marcus.***

Financial Reports: Income& expense statements for July were reviewed

Meeting adjourned 10:30 am

**MICHIGAN STATE BLOCK GRANT PROGRAM
FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2014* to FY-2019**

*ACIP includes current development year (2014 already programmed - minor changes acceptable)

Development Year	Project Description	Shown on ALP** (Yes or No)	ACIP Code**	NPIAS Priority Rating**	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2014	Airfield Pavement Marking	Yes	RE RW IM	68	\$23,650	\$0	\$0	\$1,325	\$1,325	\$28,500	Pavement remaining needs to be completed to maintain safety.
2014	Apron Lighting	No	ST AP LI	39	\$21,600	\$0	\$0	\$1,200	\$1,200	\$24,000	This project replaces all existing 400W apron light fixtures with energy efficient LED light fixtures. The existing light poles, electrical cables and light pole bases are to be salvaged. There are 7 light poles with 2 light fixtures per pole.
2014	Carryover \$104,550										Carryover \$104,550
2015	Carryover \$150,000										Carryover \$150,000, Cumulative \$254,550
2016	Runway 0220 Apply PFC Repair	Yes	SP RW FR	82	\$404,550	\$234,450	\$0	\$35,500	\$35,500	\$710,000	Runway 0220 PFC is deteriorating and creating FOD on the runway. The 2012 PCI is 72. An overlay was placed on the runway surface in 1984 and the PFC was added in 1999. The end of life of the runway is estimated to be 2015. The runway surface was repaved 34" PFC. User survey to justify pavement repair of existing 5,000' x 100' runway. The original pavement overlay was placed in 1980 and a second overlay in 1994. Because of the age of the pavement consideration should be given to an extensive pavement study to determine the long term structural capability of the runway.
2017	Airfield Pavement Marking	Yes	RE RW IM	68	\$36,900	\$0	\$0	\$2,050	\$2,050	\$41,000	Pavement remaining needs to be completed to maintain safety.
2017	Carryover \$113,100										Carryover \$113,100
2018	Carryover \$150,000										Carryover \$263,100
2019	10 Unit T-Hangar	Yes	ST BD MS	31	\$413,100	\$0	\$0	\$22,950	\$22,950	\$459,000	To provide aircraft storage space for tenants

**Proposed airport development must be shown on current FAA-approved ALP prior to funding project.
**In accordance with FAA Order 5100.39A, Appendix 6 - Fields should be completed
(Refer to Airport Code spreadsheet provided on MDOT Aeronautics website under Block Grant Program for specific airport code)

BID TABULATION AND RECOMMENDATION FOR CONTRACT AWARD
MDOT-Airport Services Division

Antrim County Airport
Bellaire, Michigan

Federal Project No.: D-26-0011-2612

Federal Item No.:

Contract ID: 05154-120640

Description: Rehabilitation of terminal parking lot at the Antrim County Airport

Consultant: MEAD & HUNT, INC.
Rod Nettleton, PE
2705 Port Lansing Road
Lansing, MI 48906
Phone: 517-321-8334
Fax: 517-321-5932
Email: rod.nettleton@meadhunt.com

Bids Submitted: Item No. 1307 032 - On Friday, July 12, 2013, at 10:30 a.m., LOCAL TIME, at the VANWAGONER BLDG, 1ST FLR ONE WEST CONF 425 W. OTTAWA ST., LANSING, MI 48933.

Engineer's Estimate-0% DBE (\$164,259.00)

Bids Received: (Low Bid -18.99% below Engineer's Estimate)

Elmer's Crane and Dozer, Inc.	\$ 133,074.32
Rieth-Riley Construction Co., Inc.	\$ 158,903.78
Payne & Dolan Inc.	\$ 160,119.35

Bids Opened By:)
Bids Recorded By:) Michigan Department of Transportation
Bids Read By:)

REMARKS: See attached Tabulation of Bids. The bids have been reviewed for bid improprieties according to the criteria in FAA's Order 5100.38. Notification of the Office of Inspector General will not be required.

Recommendation for Approval

1. As agent for the Antrim County Airport, MDOT-Airport Services Division recommends the award of Contract ID 05154-120640 as follows:

Elmer's Crane and Dozer, Inc.
PO Box 6150
Traverse City, MI 49684-6150
Phone: 231-943-3443
Fax: 231-943-8975
email: pcarruth@teamelmers.com

Amount: \$133,074.32

Strehl, John

From: Crannell, Kelly (MDOT) <CrannellK@michigan.gov>
Sent: Wednesday, July 31, 2013 5:36 PM
To: Strehl, John
Cc: Nettleton, Rod
Subject: Bellaire - Parking Lot Project
Attachments: REVISEDTransferList.pdf

John – the pending grant/sponsor contract #2612 process has been initiated. The transfer amounts are included on the attached. Please note, the sponsor contract will be set up for under the total transfer amount. The amount will be \$175k total, with federal share @\$156,298, state @ \$8,558, and local @ \$10,144.

Please proceed with obtaining local approvals, so you will be able to review and execute sponsor contract upon receipt.

Rod was anticipating a pre-con on 8-12-13. I will not be in attendance. Anticipated construction start is 9-3-13. There may be a possibility for an earlier start if all the paperwork is in place. I will discuss with Rod prior to him conducting the pre-con meeting.

We have received word from the FAA that the block grant funding will be released this week.

Any questions, please advise.

Thanks.

Kelly

County Share
Budgeted 2013

10,144
8,750
<hr/>
1,394

Antrim County Transportation Committee
Meeting Minutes September 6, 2013

Present: Dawson, Bargy, Haydell, Garwood, Sandeen, Meacham.

Meeting called to order at 9:10 am

County Appropriation (\$148,000 for operations) was presented to Debra Haydell for 2014 budget. **Motion by Bargy support by Dawson to approve the Appropriation of \$148,000 to the ACT fund #588 for the 2014 budget for submittal to the Finance Committee. All voting aye. Motion Carried.**

Capital Outlay for Van (\$5,600) was presented to Debra Haydell. **Motion by Bargy support by Dawson to approve the Capital Outlay of \$5,600 for van replacement in 2014 for submittal to the Finance Committee. All voting aye. Motion Carried.**

Financial reports were presented including vouchers for September. Also expense and revenue reports for July were presented. Bargy & Meacham are concerned the expenses are a "little higher than they would of liked." Meacham did show last year the expenses were 5% over as well. Meacham feels they will probably be 7%-8% over for the year (ends September 30th), but the revenues will probably be over as well. Meacham feels the 2014 budget should be more favorable due to more expenses being accounted for going forward. **Motion by Bargy support by Dawson to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through July, 110 trips have been provided with revenue of \$10,500
- Munson Health Rides:
Kalkaska Run – 14 trips with revenue of \$1,537.50
Biederman – 17 trips with revenue of \$1,605.00

Tom Sandeen presented first month of data from new software system for all county vehicles with regards to fuel & maintenance. Bargy would like to see in the future "comparisons of like vehicles" to validate replacements. Meaning if a vehicle is going to be replaced she wants to be convinced the vehicle was not abused. Sandeen stated the information will get more and more accurate as the data is inputted month after month.

Next Meeting October 4, 2013 @ 9:00 am

Meeting adjourned at 10:05 am

Transportation Committee

Minutes September 6th 2013

Karen Bargy

Gene Dawson, Chairman

Christian Marcus

Members present: G. Dawson, K. Bargy
Others present: J. Strehl, D. Reck, P. Garwood, D. Haydell

Meeting opened: 10:15

Airport Updates: J. Strehl informed the Committee on:

- * Garage drains
- * DTE energy gas line installations
- * Parking lot project overview

Fence Repair: J. Strehl presented a quote from Perfect Fence for \$1,900 dollars for repair to a section of fence along Derenzy Road which had been damaged by a tree falling on it. ***Motion by Bargy, to accept the quote and it is to be paid out of the airport budget. Support Dawson.***

MOU: J. Strehl presented an E mail from MDOT property specialist F. Kraus outlining a paragraph that needed to be added to the MOU between the airport and Emergency MGT. and the Sheriff Dept. ***Motion by Bargy supported by Dawson to recommend approval to the BOC upon legal recommendation.***

2014 Budget Review: J. Strehl & D. Haydell presented the airport's 2014 budget, ***Motion by Bargy Support Dawson, to approve the appropriation to the airport fund 581 of \$262,219 for the submittal to the Finance committee.***

2014 Capital out lay: ***Motion by Bargy supported by Dawson, to approve the request for \$800 for submittal to the Finance committee.***

MIAASC (Michigan Advanced Aerial Systems Consortium) J. Strehl informed the committee that Aaron Cook a member of the MIAASC will address the full BOC during the Sept. 12th meeting. Considerable discussion took place about this program.

Financial reports for August were distributed.

Meeting adjourned 12:30 pm

Antrim County Transportation Committee
Meeting Minutes October 4, 2013

Present: Dawson, Markus, Crawford, Garwood, Meacham.

Meeting called to order at 9:00 am

Financial reports were presented including vouchers for October. Also expense and revenue reports for August were presented. Meacham explained that the building maintenance number was blown out with the emergency plumbing occurrence (\$6,300). However, Meacham explained that left over funds from the recent van purchase are in the bank as of September (\$11,700) plus the sale of the three vehicles (\$8,900) and RTAP money for travel and conventions (\$5,000). Those reimbursements help in taking care of unexpected expenses like the plumbing emergency. Also, the furnace emergency looks to be in line to be reimbursed with the next van purchase left over funds. Meacham is in the process of getting three quotes for the furnace replacement.

Motion by Marcus support by Dawson to approve the vouchers and financial reports as presented. All voting aye. Motion Carried.

Ridership Reports:

- MeadowBrook – Calendar year 2013 YTD:
Through August, 122 trips have been provided with revenue of \$11,370
- Munson Health Rides:
Kalkaska Run – 12 trips with revenue of \$1,342.50
Biederman – 18 trips with revenue of \$1,597.50

Next Meeting November 8, 2013 @ 9:00 am

Meeting adjourned at 9:35 am

Transportation Committee

Minutes October 4, 2013

Karen Bary

Gene Dawson, Chairman

Christian Marcus

Members present: G. Dawson, C. Marcus

Others: J. Strehl, D. Reck, P. Garwood, M. Crawford, R. Silk

Meeting opened: 10:00am

Airport Updates: J. Strehl informed the committee on:

- Fence repairs
- Cintas rentals
- Parking lot project
- Terminal project close out
- Teachers workshop

Electrical Strike: J. Strehl reported that the airfield had been struck by lightning on the 12th of September and that emergency repairs have been made in accordance with County policy. It has been determined by the County's airport engineer Mead & Hunt that lightning caused extensive damage to the field (see attached report).

Additionally, Valerie Craft, Information Technology Director, has informed Mr. Strehl that the lightning strike also knocked out the internet and phone system. Ms. Craft has been out to the airport with Windemueller Electric. The repairs to the internet and phone system will be included in the insurance claim once Ms. Craft gets all the documentation together.

Contact has been made with the insurance company and the indication is that it will be covered under the County policy. Peter Garwood, County Administrator, informed the Committee the County has a \$1,000 deductible for this incident.

Considerable discussion took place regarding whether to handle this through the County's bid policy or not. Upon reviewing the report submitted by Al Romero, Senior Electrical Designer for Mead & Hunt, the Committee decided that all but #2 of the report is an emergency and should be handled as soon as possible. #2 of the report, which involves digging up and replacing the cable and evaluating the equipment on both ends, should be bid out in the shortest timeframe possible for two reasons: 1. Because the airport is losing electricity into the ground from this section of the cabling, and 2. The oncoming winter weather. Rob Silk from Arndt Electric indicated this part of the project should be completed by an electrical company that specializes in airports.

Motion by Christian Marcus, supported by Gene Dawson, to recommend to the Buildings and Grounds Committee and the Board of Commissioner's that recommendations #'s 1, 3, and 4 from the Mead & Hunt report be installed as soon as possible by Arndt Electric, and that #2 from the report recommendations be bid out to the two electrical companies recommended by Mead & Hunt as soon as possible (forgoing advertisement in the papers). Motion carried – unanimous.

Michigan Advanced Aerial Systems Consortium (MAASC) Contract

Mr. Garwood informed the Committee that Jim Rossiter, Legal Counsel, reported his findings regarding the contract between Antrim County and the Michigan Advanced Aerial Systems Consortium (MAASC).

Mr. Rossiter addressed the Committee regarding his review of the draft contract between Antrim County and MAASC. The contract if signed would allow the Antrim County Airport for the use for take offs and landings of what is commonly referred to as Drones. The Administration Committee approved a motion recommending the County not enter into the contract with MAASC at this time.

Discussion took place regarding which Committee should be addressing this issue.

Financial Reports for September were distributed. **Motion by Dawson to approve financial reports as presented support Marcus.**

Adjourned: 11:10am

Transportation Committee

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

Minutes

November 8, 2013

Members present: Christian Marcus, Gene Dawson
Members absent: Karen Bargy
Others present: Pete Garwood, Al Meacham (ACT building site only), Mike Crawford (joined meeting at 9:45a.m.)
Airport meeting only: Jim Rossiter, Tom Sandeen, Rose and Bud Bechtold, John Strehl

1. Meeting was called to order at 9:00 a.m. at Antrim County Transportation building.

2. Public Comment

None.

3. Antrim County Transportation (ACT) Financial Report

Al Meacham, ACT Director, presented and the Committee reviewed the ACT financial reports.

The Committee reviewed a number of other documents such as: General Ridership, vouchers from November 2013, Kalkaska Transportation Report, Miscellaneous Revenue 2013, etc.

Motion by Christian Marcus, seconded by Gene Dawson, to approve the payment of vouchers and approve the financial reports as written. Motion - carried unanimous.

The meeting was moved to the airport at 10:00 a.m.

4. Michigan Advanced Aerial Systems Agreement (MIAASC)

Chairman Gene Dawson gave an overview of the status of the proposed agreement between Antrim County and the MIAASC.

Jim Rossiter, Legal Counsel, informed the Committee of his concerns regarding the proposed agreement between the MIAASC and Antrim County.

The Committee indicated they would like more information. Discussion regarding this issue continued for approximately 1 hour.

Mr. Rossiter gave an overview of the review process for legal review of documents for the future. Mr. Garwood indicated his office will develop a check list for the department heads regarding the review process.

5. Fuel Truck

Tom Sandeen, ACT mechanic, indicated the 1986 fuel truck at the airport is in need of many repairs and likely beyond its useful life.

The truck is typically used May 1st to November 1st annually. Mr. Sandeen will conduct a full evaluation of the truck and provide a report at a future meeting.

6. Mead & Hunt On-call Contract

Motion by Christian Marcus, seconded by Gene Dawson, to recommend the Board of Commissioner's approve the Mead & Hunt On-call Planning & Engineering Services for the Airport, and authorize the Chairman to sign (attached). Motion carried – unanimous.

7. Airport Trees

John Strehl, Airport Manager, presented a communication from Mike Meriwether, County Forester, regarding trees along the fence by Derenzy Road that should be removed (attached). The Airport crew will work with Mr. Meriwether to remove the trees.

8. Fence Repair

Mr. Strehl informed the Committee quotes to repair the fence had been requested from a number of companies. Perfect Fence was the only company to respond. The issue was handled by the Buildings and Grounds Committee on November 6th, 2013.

9. Tug Batteries

The airplane tug is in need of battery replacement. The cost quote (attached) is currently \$3,650.00 from Liktro Tug, which is the original manufacturer. Mr. Strehl has checked with other companies and none were interested in providing a quote.

**Motion by Christian Marcus, seconded by Gene Dawson, to recommend the Board of Commissioner's approve the purchase of the battery replacement for the airplane tug at the Airport, at a cost of \$3,650.00 to be paid for out of the Airport Fund.
Motion carried – unanimous.**

10. Financial Report

Mr. Strehl presented the financial report for the Airport (attached).

Motion by Christian Marcus, seconded by Gene Dawson, to approve the financial report as presented. Motion carried – unanimous.

11. Lighting and Signs

Mr. Strehl distributed an estimate for the cost of replacing the old lights with new LED lights on the ramp and in the signs. As this would be "grant eligible", the County share would be approximately \$3,500.00.

A meeting will be held at the Airport on November 22nd with the Michigan Aeronautics Commission regarding the Airport Capital Improvements Plan and the lighting project.

12. New Hangar

Mr. Strehl distributed a letter from an individual interested in building a hangar at the Airport.

The Committee agreed Mr. Strehl should continue to work with the individual toward a lease agreement.

13. Hangars Natural Gas Tap -in Fee

Private hangar owners are beginning to ask about tapping into the natural gas line the County recently paid to have run to the County hangars.

Mr. Strehl inquired about what the County would want to charge for a hangar owner who is interested in tapping into the natural gas line. The County spent \$4,000.00 to extend the line into the hangar area.

Motion by Christian Marcus, seconded by Gene Dawson, to recommend the Board of Commissioner's adopt a "tap-in fee" to the County's natural gas pipe line for owners of private hangars at the Airport, of \$400.00 as a one-time fee. All other costs associated with running a pipeline to their hangar will be borne by the individual.

Motion carried – unanimous.

The meeting was adjourned at 12:06 p.m.

Transportation Committee

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

Minutes

December 6, 2013

Members present: Gene Dawson, Karen Bargy (arrived at 9:08 a.m.) & Christian Marcus
Members absent: None
Others present: Mike Crawford, Pete Garwood, Janet Koch & Al Meacham (ACT building site only)
Airport meeting only: Rose Bechtold, David Reck, Jim Rossiter, Greg Simmer & John Strehl

1. Meeting was called to order at 9:05 a.m. at Antrim County Transportation building.

2. Public Comment

None.

3. Antrim County Transportation (ACT) Financial Report

Al Meacham, ACT Director, presented the ACT financial reports and the Committee reviewed them. Mr. Meacham said a number of the budget's line items were high for the beginning of a fiscal year, but that in addition to November being a five week month, many of the items are "front-loaded" and will be a one-time expense for the year.

The Committee reviewed a number of other documents such as General Ridership, vouchers, etc. (See attachment pages 1, 2)

Motion by Christian Marcus, seconded by Karen Bargy, to approve the payment of vouchers and approve the financial reports as written. Motion - carried unanimous.

Mr. Meacham told the Committee that the ACT expenses that are eligible for state reimbursement have been reviewed and subsequently recalculated; resulting in what will be a July 2014 reimbursement of almost \$15,000.

4. Antrim County Transportation (ACT) Ridership

Meacham and the Committee discussed the possibility of two new stops in the Elk Rapids area for the purpose of taking commuters to Traverse City with a drop-off point in Acme. This expansion would cost approximately \$50,000 per year. Ms. Bargy asked Mr. Meacham to contact the NWMCOG to obtain statistics that could justify that cost of expansion.

Meadowbrook's health ridership has decreased and no Munson rides took place in October. Bellaire school ridership is as anticipated.

The meeting was moved to the airport at 10:00 a.m.

5. Electrical Strike

John Strehl, Airport Manager, said he's been in contact with J. Ranck Electric, the company that is doing the repairs to the runway lighting that was damaged by the lightning strike. The materials are due to ship on December 11th and the repairs are scheduled to start on December 16th.

6. Fence Repairs

Mr. Strehl said the fence repair will start soon. He added that he is working with Mike Meriwether, County Forester, to note the trees that should be removed to protect the fence.

7. Tug Batteries

On November 14, 2013 the Board of Commissioner's approved a cost of \$3,650.00 from the Airport Fund for the purchase of the battery. However, the final estimate for the battery, which includes a \$685.00 cost for shipping, is \$3,885.33 (see attachment page 3). The high freight cost, Mr. Strehl said, is due to the fact that the company is responsible for the battery's safe arrival.

Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the Board of Commissioner's approve the additional expenditure. Motion carried – unanimous.

8. Fuel Truck

Mr. Strehl told the Committee that the Airport staff will do an in-house repair on the fuel truck. The repairs will take place over the next 90 days. Mr. Strehl added that the ACT mechanics have been very helpful.

9. Natural Gas Conversion Bid

Mr. Strehl said that although three companies looked at the two buildings that are slated for conversion to natural gas, none of them bid on the project. The two buildings are the Airport's SRE Building and the Maintenance Building. There was a discussion of the estimate from Niepoth Plumbing and Heating that had been presented to the Buildings and Grounds Committee on December 4, 2013. The Building and Grounds Committee had made a motion to recommend approval of Niepoth's estimate.

The Transportation Committee would like to make an addition to that motion to place a time limit of 30 days for completion of the project.

10. MOU with Sheriff/EOC

Mr. Strehl said the Memorandums of Understanding concerning Antrim County Emergency Management's and the Sheriff's Office use of the airport has been approved by the Michigan Department of Transportation's Office of Aeronautics. The MOUs are now ready for signatures.

11. Hangar Lease

Greg Simmer asked the Committee to approve a lease for construction of a new hangar on the airport property. Mr. Simmer said it would be basically a mirror image to the nearby hangars. Ms. Bargy said the County had a standard lease for hangars and asked if it was any different. Mr. Strehl said it was not. There was a discussion with Mr. Simmer regarding placement of overhead doors in his proposed hangar that would make a change in the building's footprint and would result in a change in the lease. At the end of the discussion, Mr. Simmer said he was willing to forego the building's changes to keep the lease the same. There was a discussion with Jim Rossiter, the County's Civil Counsel, regarding processing time for contracts.

Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the Board of Commissioner's approve the lease and building pending legal review.

Motion carried – unanimous.

12. Airport Financial Reports

Mr. Strehl distributed the financial report for the Airport (see attachment pages 4-6).

Motion by Karen Bargy, seconded by Christian Marcus, to approve the financial report as presented. Motion carried – unanimous.

13. Various matters as Appropriate

Mr. Strehl told the Committee that he'd met with the Michigan Aeronautics Commission regarding the Airport Capital Improvements Plan.

In addition, Mr. Strehl told the Committee that the Michigan State Legislature House Bills 4571 and 4572 have passed and are headed to the Senate. If passed, these bills will provide a dedicated revenue stream for aviation funding and will fund Michigan's Aviation Bureau.

The meeting was adjourned at 11:16 p.m.