

Health and Public Safety Committee

Christian Marcus

Karen Bargy, Chair

Bob Wilson

Minutes September 27, 2016

Members present: Christian Marcus, Bob Wilson
Members absent: Karen Bargy
Others present: Mike Crawford, Janet Koch, Sheryl Guy, Undersheriff Dean Pratt, Deb Haydell, Jessica Spindler, Sergeant Mike Gank, Sheriff Dan Bean (partial)

1. The meeting was called to order at 9:00 a.m. by Bob Wilson

2. Public Comment

None.

3. Commission on Aging (COA)

Financial Reports

Judy Parliament, COA Director, had included financial information in the agenda packets. She told the Committee that month to month costs vary depending on the invoices, but overall COA's budgeting was doing well.

Health Department of Northwest Michigan Non-Skilled Nursing Agreement

Ms. Parliament said the agreement (see attached pgs. 7-8) provided non-skilled community health services to residents of the County over the age of 60. These services include nursing reassessments, health care supervision, and health education for home health aides. Janet Koch, Associate Planner, told the Committee that Haider Kazim, the County's civil counsel, had reviewed the agreement and had not found any concerns. Ms. Parliament said though some fees were decreasing, others were decreasing and they would not balance out.

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners authorize the Board Chairman and the Director of Commission on Aging to sign the two-year contract for Non-Skilled Community Health Nursing Services between Antrim County on behalf of the Commission on Aging and the Northwest Michigan Community Health Agency. Motion carried – unanimous.

Area Agency on Aging Purchase of Service Agreement (see attached pgs. 9-12)

The agreement with the Area Agency on Aging of Northwest Michigan (AAANM) is a reflection of the services the COA would provide through grants administered by the AAANM with funds from by the Michigan Department of Aging and Adult Services for the Medicaid Waiver Program. The contract was to provide in-home services to eligible clients over the age of 60 and provides funding for Meals on Wheels.

Ms. Parliament said there was no increase in services with the new contract. Ms. Koch said the only concern in the civil counsel review dealt with providing a Certificate of Insurance to AAANM. Ms. Parliament said she would handle the issue appropriately.

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners authorize the Board Chairman to execute the purchase of service agreement with the Area Agency on Aging of Northwest Michigan for Fiscal Year 2017 and Fiscal Year 2018. Motion carried – unanimous.

Grand Valley State University (GVSU) Affiliation Agreement

Mary Robertson of GVSU had approached the COA regarding the agreement, which would allow the COA to utilize Bachelor's level nursing students to perform in-home reassessments and other duties. Ms. Robertson said the program was funded with grant funding for a rural health initiative and that they hope to stretch the funding over a three-year period. Ms. Robertson said they had done a similar program at Pugsley Correctional Facility in Kingsley, and it was very successful.

Ms. Robertson added that the goal was to place a majority of the students in northern Michigan, who were already Registered Nurses, and that they were working to place students who live in the area in Antrim County with COA. There was no cost to the County for the program, and any GVSU students who found unsafe situations in homes would report the conditions to the COA Director. Ms. Parliament said having the GVSU students would be helpful to the COA staff.

Ms. Koch said civil counsel believes there was no conflict that would prohibit the COA from working with both the Health Department and GVSU. However, it had been recommended that any GVSU faculty and students at the COA sign a form acknowledging that they have received and read a copy of the COA's rules and regulations, which will include the Antrim County rules and regulations. Counsel also recommended GVSU students and faculty sign an acknowledgement that they received training on Antrim County & COA's HIPPA policies and procedures.

The Committee directed staff to make the recommended changes, and to include the revised contracts in the Finance Committee agenda packets if they were completed in time.

Dining Out Agreements

Ms. Koch said civil counsel was suggesting changes, primarily with eliminating language regarding eligibility, as that was determined by the COA and not the restaurant. The contract language was supplied by AAANM originally, but Ms. Parliament indicated that they have no problem if the County wished to update the contract. It was the Committee's consensus that staff should revise the contract and send it to the Administration Committee for their review and approval.

Mr. Marcus asked about reviewing the safety of restaurants; Ms. Parliament said AAANM reviews the health department reports on a regular basis.

4. Airport Update

Financial Reports

John Strehl, Airport Manager, had included the Airport's revenue and expenditure reports in the agenda packets. During a discussion of the wages, Deb Haydell, Finance Director, said the wage line items shift depending on what job function the employees are undertaking.

Airport Event

Mr. Strehl said the Airport had hosted a successful fly-in event.

Storage Tank Liability (see attached pgs. 13-14)

Mr. Strehl and Ms. Koch said the civil counsel review had stated that the quote contained standard terms and was being offered on a “take-it-or-leave-it” basis. Mr. Kazim had also noted that the application and the Terrorism Insurance Coverage disclosure were standard forms and were not subject to changes. Mr. Strehl said it was a single year premium due to the age of the Airport’s 500-gallon diesel “skid” tanks.

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners authorize the Board Chairman to sign authorization to bind coverage with Arthur J. Gallagher Risk Management Services, Inc. for the Storage Tank Liability Insurance at the Antrim County Airport for the underground storage tank and the aboveground storage tank, at the cost of \$1,083.75 and the coverage include terrorism insurance at an additional cost of \$105.50 for the term of one year, (10/11/2016 to 10/11/2017), and to be paid from the Airport Fund #581. Motion carried – unanimous.

Michigan Department of Transportation (MDOT) Contract

Mr. Strehl said the MDOT contract was a grant to pay for the design work of rehabbing Runway 2/20 that allows the State to pay the Mead-Hund design contract. Mr. Strehl said the design work included taking 47 borings down to 15 feet to evaluate the compaction rate of runway’s substructure.

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners authorize the Board Chairman to execute the Michigan Department of Transportation Contract #2016-0434 (Federal Project No. B-23-0011-3115; design work to rehab Runway 2/20) for a total project cost of \$95,100 (cost of \$4,755 to the County, \$85,590 from the Federal and \$4,755 from the State). Motion carried – unanimous.

5-Year Capital Improvement Program (see attached pgs. 15-21)

Mr. Strehl said he had discussed the \$500 design fee with Mead-Hunt (see minutes from the August Committee meeting) and it would be waived this year.

Mr. Strehl had included the Airport’s five-year Capital Improvement Program (CIP) for FY2017-2021 under the Michigan State Block Grant Program in the agenda packets. Ms. Strehl said the increase for 2017 local funding is due to the shifting of approximately \$140,000 of Airport Improvement Program (AIP) monies to Antrim County from the Frankfort Dow Memorial Field airport. Mr. Strehl expected the County’s costs for the next four years of Airport capital improvements to be as follows:

- 2017 Airfield Pavement Marking \$ 900
- 2017 Design & Construction Clearing for AWOS \$ 15,500
- 2017 Construct Runway 02/20 \$ 73,363
- 2018 No CIP projects \$ 0
- 2019 No CIP projects \$ 0
- 2020 No CIP projects \$ 0

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners approve the five-year Airport Capital Improvement Program (CIP) for FY2017 – FY2022 under the Michigan State Block Grant Program with expected County grant matches of \$89,763 for 2017, \$0 for 2018, \$0 for 2019, and \$0 for 2020. Motion carried – unanimous.

AvFuel Sumping Recommendation

Mr. Strehl described how the Airport's fuel tanks have been maintained, and that quality control personnel from AvFuel, the Airport's fuel supplier, is recommending that the tanks have fuel removed on a daily basis. Sumping is the practice of pumping the fuel from the bottom of the tank. Daily sumping will result in the withdrawal of more fuel than can be used by the Airport's vehicles. To solve the situation, Mr. Strehl will be recommending a \$15,000 to \$20,000 improvement to the tanks, which will allow the fuel to circulate without the need for sumping.

The consensus of the Committee was to include the reclaiming tanks as a new project in the next Antrim County Capital Improvement Plan and proposed for 2018 budgeting. Mr. Marcus indicated that reclaiming tanks are scheduled to be required in 2018 for gas stations.

5. Antrim County Transportation (ACT) Update

Financial Reports

Al Meacham, ACT Director, presented the following documents for the agenda packets: Revenue Schedule 2016, 2016 Expense Schedule, and Miscellaneous Revenue Fiscal Year 2016. Mr. Meacham noted that ACT's fiscal year runs from October 1 through September 30.

MDOT Master Agreement

Mr. Meacham said the last agreement had been approved with the assistance of the former County Clerk. Ms. Koch said civil counsel had reviewed the agreement, and had noted it was a "contract of adhesion," a standard contract offered by the State to local units of government. However, some points were brought up that civil counsel felt the Commissioners should be aware of:

- Section 11: should contact Michigan Municipal Risk Management to ensure that this section (and Exhibit A) can be met
- Section 12: questioned necessity for an additional reservation of rights
- Section 14: questioned there was no provision for billing if MDOT denies a billing extension
- Section 16: noted there were no consequences if MDOT failed to act in a timely fashion regarding cost adjustment, though there are for the County
- Section 18: noted that only MDOT can terminate the Master Agreement; the County can only suspend it
- Section 31: noted that project costs not approved federally or by MDOT won't be eligible for reimbursement

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners adopt the following resolution:

Whereas, the Antrim County Transportation has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

Whereas, the Antrim County Transportation does hereby approve Master Agreement No. 2017-0009,

Now, therefore, be it resolved that the Commissioners Board Chair of Antrim County, be authorized and directed to execute said agreement for and on behalf of Antrim County Transportation.

Motion carried – unanimous.

6. Sheriff Department Update

Animal Control Report

Sheriff Dan Bean had included the Animal Control Report in the agenda packets. The Sheriff and the Committee discussed eligible expenditures for the donation Animal Control had received. New flooring, dog cage improvements, and additional cat cages were discussed as possibilities. Sheriff Bean said if the projects were over \$10,000 they would work through the Capital Improvement Plan. Ms. Haydell said the donation had been placed in a restricted fund.

Grand Valley State University (GVSU) Affiliation Agreement

The Sheriff's Office would also like to work with GVSU in a similar matter to the COA. Staff will revise the agreement and include it with the Finance agenda packets if time allows. Otherwise, the agreement will return to the Health & Public Safety Committee at their November meeting.

MPSCS (Michigan Public Safety Communications System) Invoices

Background information about the invoices for the mic fees had been included in the agenda packets. Sergeant Gank told the Committee that he had only been notified the previous week about how the back fees are preventing the Mancelona Tower from being connected to the Simulcast system. The total fees for Antrim County total \$47,341.66. Sheriff Bean said he had contacted both Michigan State Senator Wayne Schmidt and State Representative Tristan Cole regarding the issue.

Undersheriff Dean Pratt said now-retired Sergeant Bratschi had, in the past, told the Committee many times the invoices weren't being received. Undersheriff Pratt said Sergeant Bratschi had performed due diligence in trying to obtain the invoices.

Jessica Spindler of Tele-Rad said MPSCS manages the mics, but the State's Department of Technology, Management and Budget manages the billing, which has created a difficult situation from a user's point of view. Ms. Spindler added she had been told that contacting State legislators about the abolishment of outstanding mic fees might be beneficial. Mr. Wilson said he felt it was the County's obligation to pay the invoices.

Motion by Christian Marcus to file a lawsuit against the State of Michigan regarding the mic fee issue and the tower problems. There was no second to the motion.

There was no consensus from the Committee on a recommended action for Sheriff Bean regarding the invoices.

Mike Crawford, Chairman of the Board of Commissioners, said the Michigan Association of Counties (MAC) had been contacted about the invoices. He advised that Mr. Marcus, as a MAC board member, could contact the organization directly. Sergeant Gank said the State of Michigan reserves the right to break the tower contract, which currently gives free access to the tower for two years. This access would otherwise cost the County approximately \$11,000 annually.

The Committee discussed the 911 dispatch consoles with Ms. Spindler. Mr. Wilson said purchasing new 7500 consoles would be an improvement over the 5500 consoles.

The invoices will be discussed at the Finance Committee meeting of Monday, October 10.

Tower

Sergeant Gank said the State of Michigan is starting the tower work; they are changing out microwave links. The expectation is that the work will fix the ongoing timing failures.

7. Emergency Services

Monthly Report

Leslie Meyers, Emergency Services Coordinator, had included a written report in the Committee packets. She was not present at the meeting.

8. Various Matters

None.

9. Public Comment

None.

The meeting was adjourned at 11:08 a.m.

DRAFT

CONTRACT FOR NON-SKILLED COMMUNITY HEALTH NURSING SERVICES

This AGREEMENT is made and entered into this first day of July, 2016, by and between ANTRIM COUNTY (referred to as the County) whose address is 203 E. Cayuga St., P.O. Box 520, Bellaire, MI 49615 on behalf of the ANTRIM COUNTY COMMISSION ON AGING. (a department of the County, referred to as COA) whose address is 308 E. Cayuga, P.O. Box 614, Bellaire, Michigan 49615 and the PROVIDER, (referred to as Provider) WHOSE ADDRESS IS 220 w. Garfield Avenue, Charlevoix, MI 49720.

This Agreement is valid for a period of two (2) years from the ending date of the previous Contract Extension (attached).

PURPOSE

- 1.1 The purpose of this agreement is for the Provider to provide non-skilled community health services to residents of Antrim County age 60 or over and other ancillary services.
- 1.2 Non-skilled community health nursing services will be provided in the client's residence and include, but are not limited to, nursing assessments, health care supervision of clients, nursing services, health education for home health aides and other caregivers (such as family members) related to health services of the client and such other nursing duties as agreed upon with the Director of the COA and such other services outlined in Appendix A.
- 1.3 Ancillary services are including, but are not limited to: in-office work; medical chart management of clients of COA; education services for home health aides and other caregivers (such as family members) of clients of the COA, including but not limited to preparation of records and other paperwork as agreed upon with the Director of the COA and such other services outlined in Appendix A.

FEEES FOR SERVICES

- 2.1 See Attached Appendix A.

INDEMNIFICATION

- 3.1 Provider agrees to indemnify and hold the County/COA and its officers, agents and employees harmless, to the fullest extent permitted by law, from and against all claims, damages, losses and expenses, including but not limited to third party claims, attorneys' fees and expenses, arising out of or resulting from the action or inaction of Provider attributable to bodily injury, sickness, disease, or death, or to other injury or illness, including the loss of any income resulting from it, to the extent caused in whole or in part by any negligent act or omission of the Provider.
- 3.2 Nothing in this Agreement shall be deemed a waiver by the County of any claim or defense of governmental immunity that is or would be available by law or statute to the County.

Appendix A

**Antrim County Commission on Aging
Service and Fee Structure (Pertaining to the NWMCHA Contract)**

| | |
|--|------------|
| Annual Fee for Administrative Costs (per year) | \$3,182.70 |
| Includes: | |
| Access to 24/7 on-call RN for consultation regarding patient issues | |
| Attendance at COA monthly staff meetings | |
| Provision of grief support for staff | |
| Provision of grief support for COA clients and their family members | |
| Consultation with Health Department program director and/or supervisor related to program expansion or changes, policies and/or patient care issues. | |
| Review / Revision of HHA Orientation Program (every 2 years) | \$259.56 |
| Approximately 5 hours, includes on-line research of new or updated practices | |
| Possible program for mentoring new staff members | |
| Initial Nursing Assessments or Change of Status Visits | \$135.96 |
| Includes: | |
| Quarterly reports | |
| Annual reports | |
| Record keeping | |
| Coordination of Nursing Services with COA staff | |
| On-Site visits | |
| Reassessment Visits | \$132.00 |
| Home Health Aide Supervision (with reassessment visit) | \$22.66 |
| Home Health Aide Supervision (if not coordinated with a reassessment visit) | \$63.86 |
| Coordination of HHA Orientation (per new hire) | \$65.00 |
| Includes scheduling, oversight, documentation and coordination with preceptor as well as direct observation of skills in the client home. | |
| Completion of CPR Training (per class charge) | \$264.71 |
| Re-certification (2.5 hours each) class. New hires must present current CPR card or schedule a class that may be paid by voucher through the COA. Class size shall be a minimum of 6, maximum of 8. | |
| Development and Coordination of Annual Aide Training | No Charge |
| Topics to include but not limited to: Staff safety, Fall Precautions, MRSA, and Infection Control Techniques, Senior Advocacy and Identification of Senior Abuse, Colostomy 101, Boundaries, Vital signs with check station of skills, Safe Lifting Techniques/Body Ergonomics (all staff), Catheter Care and Hospice 101. | |

(This training will require a four-hour block of time. Aides are welcome to attend the skills day at no charge.)



Antrim County Commission on Aging

P.O. Box 614, Bellaire, MI 49615-0614

Phone: 231 533-8703 Fax: 231 533-5310 email: coa@antrimcounty.org

The following information for contract renewal is provided for presentation to the Health and Public Safety Committee scheduled for September 27, 2016.

1. Contract (Purchase of Service Agreement) is an accurate reflection of the services the county (COA) will be providing through grants administered by Area Agency on Aging of N.W. Michigan (AAANM) by funds provided by the Michigan Department of Aging and Adult Services for the Medicaid Waiver Program. Contract is not created by Antrim County, but has been created by AAANM to meet the requirements set forth by OSA. Services and Unit Rates for 2017/18 are set rates for all agencies in Region 10 receiving funding by AAANM. Services noted are those we intend to provide in 2017/18.

2. The contract is to provide noted in-home services to clients aged 60 and over that are eligible for services under the Medicaid Waiver Program.

3. AAANM is aware that we are in the process of review, and it is the intention of the COA/Antrim County to renew this contract to continue services already being provided under current contract. They have authorized an extension and expect to receive the signed agreement as soon as possible, following the October BOC meeting.

4. The following are changes to the previous contract:

- a) MDCH and OSA are changed to reflect new state agency – AASA
- b) End of FY bills are now due by November 10th (changed from Nov. 15th)
- c) As stated in the cover letter, CMS now requires MI Choice Waiver Providers to have a provider network with the capacity to serve 125% of the region wide slot utilization so the Capacity Survey is a new element of the Agreement.
- d) Non-emergency medical transportation for MI Choice Waiver participants will be available under a pilot program in Region 10 – also noted on cover letter.

Judy Parliament

Shared files Judy/COA Contracts/FY2017-2018 Care Connections POS Agreement Overview

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN
Michigan Department of Health and Human Services
MI Choice Waiver, Care Management and Caregiver Respite Program

Fiscal Year 2017 and Fiscal Year 2018 Purchase of Service Agreement

=====
Begin Date: October 1, 2016 End Date: September 30, 2018
=====

This Agreement is between the Area Agency on Aging of Northwest Michigan (AAANM) and Antrim County Commission on Aging hereinafter referred to as Provider. The purpose is to promote the development of a comprehensive and coordinated service delivery system to meet the needs of those individuals who are identified as eligible to receive services through the Michigan Department of Health and Human Services (MDHHS) under the guidelines of the Federal Home and Community-Based Services Waiver for the Elderly and Disabled (MI Choice Waiver) or the Care Management and Caregiver Respite Programs under the guidelines of the Michigan Department of Aging and Adult Services.

OBJECTIVES

- To promote the mutual goal of maximizing independent functioning of eligible adults through supports coordination.
- To maintain a climate of cooperation and consultation with and between agencies in order to achieve maximum efficiency and effectiveness among all agencies serving AAANM Participants.
- To avoid and/or reduce service duplication and fragmentation in the service area.
- To share information and resources, and advocate for the development of comprehensive community-based long-term care services in the service area.
- To implement a Person-Centered process which supports the Participant’s choice and control of their lives in a community-based setting.

TERMS OF AGREEMENT

The AAANM shall:

1. Provide comprehensive case management services to Participants who meet MDHHS Program eligibility criteria.
2. Conduct pre-screening and assessment of all individuals using assessment tools provided by the MDHHS.
3. Use a “person-centered planning” process, to assist in the development of a Plan of Care that includes the Participant’s preferences and needs. The Plan will contain services and supports that help meet the Participant’s goals and objectives. AAANM will ensure that the Participant is informed of all options available for home and community-based care, and will respect and support the choice of options by the Participant.
4. Negotiate for services including the arrangement of health and human services as outlined in the Plan of Care with the intent to maximize all reimbursement sources available. For Care Management and Caregiver Respite Participants, AAANM will work in partnership with local county aging units to meet the needs of the Participants by combining POS funded services with

Area Agency on Aging of Northwest Michigan

Attachment A: AAANM Services and Unit Rates Matrix for FY 2017 and FY 2018

Provider Agency Name: ANTRIM COUNTY COMMISSION ON AGING

We agree to make the following services available for purchase by AAANM using the rate per unit as indicated below.

Judy Parliment
Signature of Provider Agency Representative

9-15-16
Date

Counties you are willing to cover: All of Region 10 OR Please check those that Apply

- Antrim Benzie Charlevoix Emmet Grand Traverse
 Kalkaska Leelanau Manistee Missaukee Wexford

Program Codes: MI Choice=WA; Care Management=CM; Caregiver Respite=CR

| Service Name | Unit Rate | Check if you intend to provide this service |
|---|--------------|---|
| Community Living Supports—WA only 1 unit=15 minutes | \$4.35/unit | ✓ |
| In-Home Respite-WA, CM, CR 1 unit=15 minutes | \$4.35/unit | ✓ |
| Out of Home Respite (Only AFC Homes may provide this) WA, CM,CR 1 unit=1 day | \$150/day | |
| Personal Care-CM only 1 unit=15 minutes | \$4.35/unit | ✓ |
| Homemaker-CM only 1 unit=15 minutes | \$4.15/unit | ✓ |
| Transportation-WA, CM, CR (Rate per mile) Note: Client must be in the vehicle to bill for this. | \$.50/mile | ✓ |
| Nursing Services—WA only 1 unit=15 minutes | \$10.50/unit | |
| Medication Management-CM only 1 unit=15 minutes | \$10.50/unit | |
| Foot Care-CM only 1 unit=15 minutes | \$10.50/unit | |
| Private Duty Nursing-WA, CM 1 unit=15 minutes | \$10.50/unit | |
| Home Delivered Meals WA only (1 unit = 1 meal) <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Hot/Frozen <input checked="" type="checkbox"/> Supper/Sack Other: | \$6.00/meal | ✓ |

Updated 8/4/2016

Area Agency on Aging of Northwest Michigan

Attachment A: AAANM Services and Unit Rates Matrix for FY 2017 and FY 2018

| Service Name | Unit Rate | Check if you intend to provide this service |
|--|--|---|
| Adult Day Care- WA, CM,CR 1 unit = 15 minute Transportation at Adult Day/Per Trip Transportation at Adult Day/ Per Mile | \$ 3.30/unit Charge per trip _____ \$.50/mile | |
| Counseling- WA,CM provided in the home (1 unit = 1 session) Provide a copy of the license of person providing counseling with application | \$95/session | |
| Training (family and informal caregiver training) WA, CM 1 unit = 15 minutes Provided by an RN, Physical Therapist, Occupational Therapist or Social Worker | \$ 16.25/unit | |
| Chore Service: Heavy Cleaning WA, CM (1 unit = 15 minutes) | \$5.00/unit | |
| Chore Service: maintenance and repair WA, CM (bid per service required) | Bid per service | |
| Chore Service: snow removal WA,CM (1unit = fee per plow) Please provide minimum rate. We understand the rate may vary based on the job. | Minimum plow rate: \$25 \$35 w/ Shoveling | ✓ |
| Environmental Modifications: remodeling, ramp building, etc. WA, CM (Bid per job) | Bid per job | |

Updated 8/4/2016



September 16, 2016

John Strehl
Antrim County Airport
3366-A Derenzy Road
Bellaire, MI 49615

Re: Storage Tank Liability
10/11/2016 TO 10/11/2017

Dear John:

Attached is our quotation for the Storage Tank Liability Coverage.

We are not aware of any changes in your exposures to loss, nor are we aware of any changes in your business operations that would necessitate additional coverage options. Please notify us immediately if you are planning any new business operations.

We would like to outline the following notable points for your consideration:

- Any entity not named above, may not be an insured entity. This may include partnerships and joint ventures.
- The insurance carrier is Crum & Forster Specialty Insurance Company, as expiring
- The renewal premium is \$950.00 plus \$133.75 for taxes and fees, totaling \$1,083.75.
- The premium is subject to a 25% minimum earned premium if cancelled.
- Defense costs are limited and included within the policy limits.
- The values and schedules are per the expiring policy. It is your responsibility to notify us of all necessary changes to your schedules.
- The policy is claims-made and contains the following restrictions and claims reporting requirements:
 1. Retroactive Date: 10/11/2012
 2. Extended Reporting Period Option Details:
 - ERP Premium Amount: 100% of Annual Premium
 - ERP Premium Due Date: 30 days after cancellation
 - ERP Length: 1 year
 - If client request to purchase ERP is required to be in writing to the carrier.

To renew this policy, please refer to the "Client Authorization to Bind Coverage" page attached.

1. Note any changes you desire to be made.
2. Date and sign.
3. Return prior to the effective date of coverage.

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely,

Dirk Olsen

From: Dirk Olsen [mailto:Dirk_Olsen@ajg.com]
Sent: Friday, September 16, 2016 7:18 PM
To: Strehl, John
Cc: Rob Nadr
Subject: Storage Tank Liability Coverage Effective 10-11-2016

Dear John,

Thank you for allowing Gallagher Aviation to continue to serve your aviation insurance needs. We have attached the following documents for your review:

- Storage Tank Liability Renewal Letter – this letter provides details regarding the renewal and new disclosures
- Storage Tank Renewal Quote
- 2016 Application & TRIA Form – Please complete and return to me prior to the effective date to bind coverage

The Current policy is written on a two-year policy term. Due to the age of the older tanks, the carrier is only providing a quote for a one year policy term. I checked with our other markets and they were only able to offer a one year policy term as well.

In order to bind coverage, I will need the Client Authorization to bind, completed and signed and the completed application and TRIA form electing coverage.

Please call our office if you have any questions or if we may be of additional service. We appreciate your business and look forward to serving you.

Dirk Olsen
Broker Placement Specialist

Gallagher Aviation
Formerly NationAir Aviation Insurance



Arthur J. Gallagher Risk Management Services, Inc.
1525 Kautz Road, Suite 100
West Chicago, IL 60185
P: 630-549-3622 | F: 866-212-1654
www.nationair.com | www.ajg.com

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From: Dirk Olsen [mailto:Dirk_Olsen@ajg.com]
Sent: Monday, August 29, 2016 11:21 AM
To: strehlj@antrimcounty.org
Cc: Rob Nadr
Subject: storage tank insurance

Hi John,

**MICHIGAN AIRPORT DEVELOPMENT
PROGRAM PACKAGE
MDOT Office of Aeronautics**

**Airport Capital Improvement Plan
2017-2021**

Prepared for:

**Antrim County Airport
Bellaire, Michigan**

September 2016

Contact:

Mr. John Strehl
Antrim County Airport
3666-A Derenzy Road
Bellaire, Michigan 49615
231-533-8524
Fax 231-533-4096

Prepared by:

Mead&Hunt

**MICHIGAN STATE BLOCK GRANT PROGRAM
FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2017* to FY-2021**

*ACIP includes current development year (2017 already programmed - minor changes acceptable)

| Airport Name: Antrim County Airport | | | | | | | | | | Date prepared: 9/21/2016 | |
|-------------------------------------|---|----------------------------|-------------|-------------------------|----------------------|-----------------------|-----------------------|----------|----------|---|--|
| Associated City: Bellaire, Michigan | | | | | | | | | | Prepared By: Mead & Hunt, Jeff Thoman | |
| Sponsor: Antrim County | | | | | | | | | | Sponsor email address & phone: John Strehl, (strehlj@antrimcounty.org) (231) 533-8524 | |
| Airport Identifier: ACB | | | | | | | | | | NIPIAS = C | |
| 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. |
| 2017 | <i>Carry over 2016 NPE = \$68,000</i> | | | | | | | | | | |
| | Airfield Pavement Marking | Yes | RE RW IM | 68 | \$16,200 | \$0 | \$0 | \$900 | \$900 | \$18,000 | Pavement remarking needs to be completed to maintain safety. |
| | Design and Construction of Tree Clearing for AWOS | Yes | ST OT OB | 46 | \$200,000 | \$79,000 | | \$15,500 | \$15,500 | \$310,000 | The airport is required to maintain a clear area around their Automated Weather Observing System (AWOS). The area was previously cleared using Local money only when the AWOS was installed. In the time since, several trees/shrubs have grown and now penetrate the required clear surfaces. Per FAA Order 6560.20B Section 2.5, all obstructions shall be at least 15' lower than the height of the wind sensor in a 500' radius from the AWOS and be no greater than 10' higher than the sensor from 500' to 1000' from the AWOS. Additionally MDOT Aeronautics has further requirements of a 100' radius clear area (nothing above 10"), 500' radius with a slope of 10:1, and from 500' 1000' radius with a slope of 40:1. |
| | Construct Runway 02/20 Apply PFC Repair | Yes | SP RW FR | 82 | \$0 | \$0 | \$1,320,525 | \$73,363 | \$73,363 | \$1,467,250 | Runway 02/20 PFC is deteriorating and creating FOD on the runway. The 2015 PCI is 33 (down from 72 in 2012). An overlay was placed on the runway surface was 1994 and the PFC was added in 1999. This project consists of removing the PFC material, placing an asphalt scatch course, and repaving 3/4" PFC. 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. |
| 2018 | <i>Carry over 2017 NPE = \$0</i> | | | | | | | | | | |
| | Carry forward for SRE Acquisition | Yes | | | | | | | | | |
| 2019 | <i>Carry over 2018 = \$=150,000</i> | | | | | | | | | | |
| | Carry forward for SRE Acquisition | Yes | | | | | | | | | |
| 2020 | <i>Carry over 2019 NPE = \$300,000</i> | | | | | | | | | | |
| | Carry forward for SRE Acquisition | Yes | | | | | | | | | |
| 2021 | <i>Carry over 2019 & 2020 NPE = \$450,000</i> | | | | | | | | | | |
| | Design for Aquire SRE (Plow Truck) | Yes | ST EQ SN | 45 | \$36,000 | | | \$2,000 | \$2,000 | \$40,000 | The existng plow truck as out lived it's useful life and is in need of replacement |
| | Aquire SRE (Plow Truck) | Yes | ST EQ SN | 45 | \$402,300 | | | \$22,350 | \$22,350 | \$447,000 | The existng plow truck as out lived it's useful life and is in need of replacement |

*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)

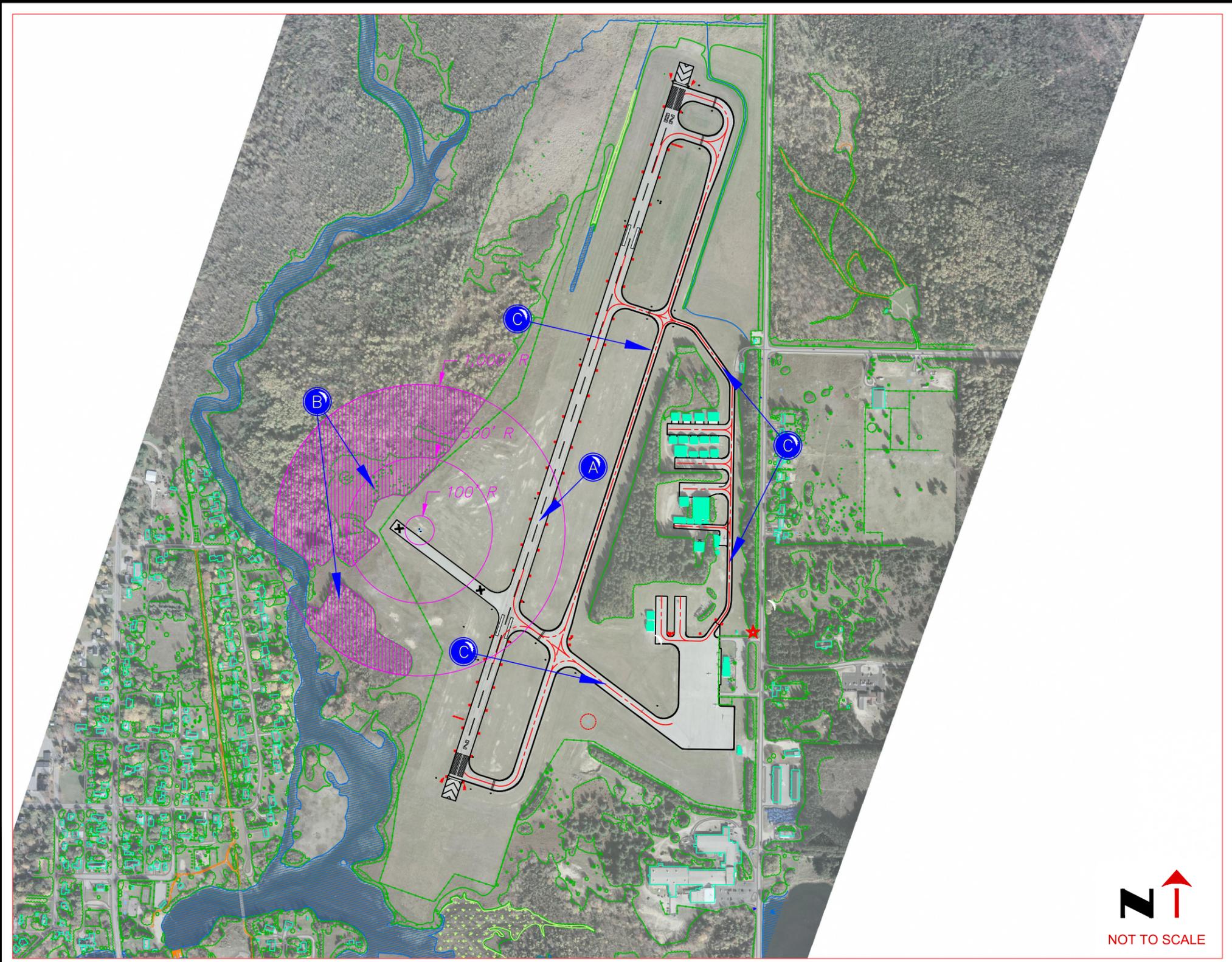
ANTRIM COUNTY AIRPORT BELLAIRE, MICHIGAN

FIVE-YEAR DEVELOPMENT PLAN - YEARS 2017 TO 2021



FAA IDENTIFIER: ACB
STATE ID: 50-01

- YEAR - 2017**
 - A** — CONSTRUCT RUNWAY 02/20 PFC REPAIR
 - B** — DESIGN AND CONSTRUCTION FOR AWOS OBSTRUCTION CLEARING
 - C** — AIRFIELD PAVEMENT MARKING
- YEAR - 2018**
 - CARRY FORWARD FUNDS FOR SRE ACQUISITION
- YEAR - 2019**
 - CARRY FORWARD FUNDS FOR SRE ACQUISITION
- YEAR - 2020**
 - CARRY FORWARD FUNDS FOR SRE ACQUISITION
- YEAR - 2021**
 - DESIGN AND ACQUISITION OF SRE



Sept 21, 2016 - 05-01_ACB_sketch2017.dwg

Design By: JET Drawn By: JET Approved By: JET

ENGINEERING COST ESTIMATE

LOCATION: Antrim County Airport
 CITY: Bellaire, Michigan
 DATE: 7/22/15
 PREPARED BY: JET
 REVISED: JET (9/21/2016)

FINAL DESIGN
 PROJECT PROGRAMMING
 FEASIBILITY STUDY
 STATE PLANNING
 BASED ON FY 2016 DOLLARS

WORK DESCRIPTION: Aquire Snow Removal Equipment (SRE) - Plow Truck w/20' Poly Plow

| ITEM DESCRIPTION | UNIT | QTY | UNIT PRICE | ITEM COST |
|-----------------------------------|------|-----|--------------|------------------|
| Plow Truck | LS | 1 | \$425,000.00 | \$425,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| CONSTRUCTION TOTAL = | | | | \$425,000 |
| CONSTRUCTION CONTINGENCIES (5%) = | | | | \$21,250 |
| CONSTRUCTION TOTAL = | | | | \$446,250 |
| ENGINEERING DESIGN 9%= | | | | \$40,163 |
| CONSTRUCTION ADMIN= | | | | N/A |
| | | | | \$486,413 |
| BUDGET ESTIMATE = | | | | \$487,000 |



Note: These costs were developed without the benefit of field surveys or soils investigation.
 A final cost estimate will be dependent upon development of these items and further design.