

**Antrim County Transportation**  
**Transportation Committee Meeting February 4, 2005**

Present: Dawson, Howelman, McLeod, White, Rhoads

Meeting called to order by Chairman Dawson at 9:00 a.m. Review of December 6<sup>th</sup> meeting minutes.

Letter from Munson Healthcare was presented regarding a reduction in their contribution for medical transport to Munson. Effective January 1, 2005 their contribution will be reduced from \$25 to \$22 per hour. Also reviewed a response from Rhoads requesting they reconsider their decision. The Committee requested that Rhoads research the possibility of Medicaid and Medicare assistance to help cover the cost. In addition, Rhoads was asked to prepare a cost analysis on transporting these medical patients.

Rhoads met with the County and Regional TEA 21 Committees in December and made the following funding requests as follows:

Replace fuel card reader system - \$12,000 (100% State and Federal funding) Replace overhead garage doors - \$5,000 (100% State and Federal funding) Replace copier for office - \$3,500 (100% State and Federal funding)

Letter from Kalkaska Public Transit was presented indicating a refund of \$795.50 from the Northwest Managers' Training Account.

Letter to Mr. Cle Leask, Manager at Otsego County Transit was presented. The purpose of this letter was to include Antrim County Transportation requests in a regional request for 5309 Earmarked funding as follows:

Roof repair over main entrance - \$15,000 (100% Federal funding)  
Concrete block repair - \$10,000 (100% Federal funding)

Letter to Mr. Fred Featherly at MDOT was presented. The purpose of this letter was to request a budget adjustment to an existing Authorization to include the following:  
Replace fuel card reader system - \$12,000 (100% State and Federal funding)

Replace overhead garage doors - \$5,000 (100% State and Federal funding)  
Repair roof over main entrance - \$10,000 (100% State and Federal funding) Even though this duplicates other requests, Mr. Featherly suggested we pursue them in case the others are not approved.

Financial reports were presented including vouchers for January and February. **Motion by McLeod, support by Howelman to approve the reports and vouchers as presented. All voting aye. Motion carried.**

Documents were presented to clarify why ACT is required to repay MDOT for an FY99 audit. The repayment schedule is as follows:

FY 04 — five months @ \$2,940 =	\$14,700
FY 05 — seven months @ \$2,940 =	<u>\$20,580</u>
	\$35,280

Budget reports and forecasts for FY 04, 05, and 06 were presented. These reports indicate a shortfall for FY 04 of \$133,000 and a projected shortfall for FY 05 of \$133,000. These shortfalls are the result of reduced revenue, increased operating costs and unbudgeted costs in both fiscal years. The FY 06 budget is projected to have a shortfall of \$144,000. These shortfalls are seriously eroding the cash reserve and alternatives are being explored to either reduce costs or increase revenue.

Personnel issues were presented as follows:

Dave Muller terminated on December 7.

Richard Moyer returning from medical leave on February 7.

Bob Daniels returning from medical leave (with restrictions) on February 14.

The January ridership report presented. The report indicates an increase of 565 passengers over the same month last year.

An update was presented regarding Meadowbrook's application to MDOT to purchase a new van. One of the requirements calls for ACT to sign off saying we cannot provide the service. Rhoads has met with Meadowbrook twice and explained to them that we have two vans available to serve them. They expressed that their needs were more personalized and specialized than we could provide. However, they did indicate that two days a week they were stretched "thin" and suggested we help out on those days. **Motion by Dawson, support by McLeod that Antrim County Transportation not sign off on Meadowbrook's application. Motion carried.**

Transportation Committee meeting schedule for 2005 was presented as follows: February 4, March 4, April 8, May 6, June 3, July 1, August 5, September 2, October 7, November 4, December 2. All meetings will begin at 9:00 a.m. at the ACT building.

The next meeting is scheduled for March 4, 2005.

Meeting adjourned at 10:05 a.m.

# Transportation Committee, Airport

## Minutes – February 4, 2005

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Robert McLeod

Gene Dawson, Chairman

David Howelman

Members present: R. McLeod, D. Howelman, G. Dawson

**RSA** M. Randolph & J. Strehl explained the process in which mitigation for the airports RSA will be conducted by a land purchase from Grass River Natural Area. The purchase of the land will be paid by a grant from the Michigan Department of Aeronautics. ***Motion by B. McLeod to request grant, support D. Howelman.***

**Airport Update:** J. Strehl briefed the committee on:

Deer fence project  
Airports Conference  
Hangar roof  
05 funding  
Pilot safety seminar

**Financial Reports:**

Income for December & January, expense reports for November & December were reviewed.

**Motion by B. McLeod to accept sales and expense reports. Support D. Howelman.**

Meeting adjourned at 11:20 a.m.

## Antrim County Transportation Transportation Committee Meeting March 4, 2005

Present: Dawson, Howelman, McLeod, White, Rhoads. Meeting called to order by Chairman Dawson at 9:00 a.m. Review of February 5<sup>th</sup> minutes.

Judy Martin and Blair Coutant from Meadow Brook Medical Care Facility appeared before the Committee to further discuss their application to MDOT for the purchase of a van. Meadow Brook presented their needs for a van along with the MDOT requirement that ACT sign off indicating support for the application and that we cannot totally provide the specialized service needed. Since our two agencies are in such close proximity and ACT has vans available, discussion ensued regarding methods by which ACT could be of additional assistance to Meadow Brook. It was agreed that our transit services would be helpful two days per week with advance notice to ACT regarding the times and dates.

**Motion by Howelman, support by Dawson directing Rhoads to provide a letter of support for the application; and to work with Meadow Brook on details for ACT to begin providing assistance two days per week. Ayes Dawson and Howelman; Nay McLeod. Motion carried.**

Letter to Resource One was presented. The purpose of the letter is to support a grant application by Community Mental Health for a "voucher" system for rural transportation. If approved, ACT dispatch would be able to serve as the contact point for people using the voucher system and to provide transportation for voucher users when schedules permit.

Financial reports were presented including vouchers for March.

**Motion by McLeod, support by Howelman to approve the reports and vouchers as presented. All voting aye. Motion carried.**

Budget and revenue forecasts were presented for FY 05 and 06. Both budgets reflect significant shortfalls due to escalating costs, reduced funding from the State and a decrease in contracted ridership. Rhoads will present this information to the Finance Committee on March 7, 2005.

Rhoads presented reports showing current bus operating costs per mile and per hour. In addition, charts were presented showing current fares and trip rates along with potential revenue increases if the rates and fares are increased.

**Motion by McLeod, support by Howelman to increase fares and trip rates effective April 1, 2005 as follows: Regular fare from \$1.50 to \$2.00, Senior and Handicapped fares from \$.75 to \$1.00. All voting aye. Motion carried.**

Special trip rates to be reviewed and increased appropriately.

Review of draft Resolution requiring action by the County Board of Commissioners. The Resolution is needed to accompany ACT's FY 06 funding application to MDOT and must be transmitted by March 21, 2005. Rhoads was directed to work with the Clerk's office to finalize the Resolution and place it on the Board agenda for March 10, 2005.

The next meeting is scheduled for April 8, 2005. Meeting adjourned at 10:25 a.m.

## Transportation Committee, Airport Minutes March 4, 2005

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Robert McLeod

**Gean Dawson, Chairman**

David Howelman

Members present: R. McLeod , D. Howelman, G. Dawson  
Others present: J. Strehl , R Bechtold, J. White, M. Randolph

***Meeting opened 10:15 a.m.***

***Public Comment:*** None .

Corporate Title held a closing on the Speeded's property which, will be use as mitigation for the RSA project.

**Airport update:** J. Strehl briefed the committee on:

- \* NBD
- \* RSA update
- \* Fire Safety Training
- \* New EPA Regulations
- \* Terminal access Pilot program with the State

**Financial Reports:**

Income for February, expense reports for January were reviewed, ***Motion by B. McLeod to accept sales and expense reports, Support D. Howelman***

***Meeting adjourned 11:20 am.***

**ANTRIM COUNTY TRANSPORTATION COMMITTEE**  
**MINUTES APRIL 8, 2005**

Present: Dawson, Howelman, Rhoads, White.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Review of March 4<sup>th</sup> minutes.

Letter to Meadow Brook supporting their grant application for the purchase of a new van was presented.

A Van Service Agreement between Meadow Brook and Antrim County Transportation (ACT) was presented. This agreement contains provisions for ACT to provide a van with lift and driver at least two days per week for the purpose of transporting Meadow Brook clients to medical appointments.

Letter to Bellaire School Superintendent was presented. This letter was generated following several discussions between Rhoads and the superintendent. The letter outlines ACT's ability and cost proposal to transport Bellaire School students.

Correspondence from MDOT was presented indicating approval of \$58,000 in funding to replace one of the buses. Rhoads indicated that he is researching the possibility of purchasing a smaller vehicle, which would better serve ACT purposes and operate more efficiently. A more definitive recommendation will be made once further information is gathered.

Financial reports were presented including vouchers for April. **Motion by Howelman, support by Dawson to approve the reports and vouchers as presented. All voting aye. Motion carried.**

Personnel issues were presented. All drivers who were on extended medical leave have returned. Driver hours and overtime hours are being carefully monitored in light of the current financial situation.

New fare and trip rate fliers were presented. Since implementing new rates on April 1" there have been very few complaints from customers.

Current special trip rates for the Commission on Aging were presented and reviewed along with recommended increases to take effect May 1, 2005. Recommended minimum rates are as follows: Gaylord - \$9 per passenger, minimum 15 passengers. Traverse City - \$9 per passenger, minimum 20 passengers. Interlochen - \$12 per passenger, minimum 20 passengers. Mackinaw - \$12 per passenger, minimum 20 passengers. **Motion by Howelman, support by Dawson to increase rates as presented. All voting aye. Motion carried.**

Under new business, Rhoads raised the issue of the administrative cost to ACT for operating fuel tanks and pumps. Currently, each user is charged \$.10 per gallon to help cover these costs. This charge has not been raised in some time, so Rhoads will make a recommendation at the next meeting as to an appropriate increase.

Next meeting is scheduled for 9:00a.m. May 6, 2005. Meeting adjourned at 10:00a.m.

# Transportation Committee, Airport

Minutes April 8, 2005

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Robert McLeod

Gean Dawson, **Chairman**

David Howelman

Members present; D. Howelman, G. Dawson

Others present; J. Strehl, J. White, A. Kountic

*Meeting opened 10:15 am Public Comment: None .*

**Airport update:** J. Strehl briefed the committee on ;

- \* Pilot safety meeting being held at the terminal on April 13
- \* Final punch list on the fence project.
- \* RSA project funding & schedule
- \* Fire safety training to be held on the 29<sup>th</sup> of April
- \* Hangar roof condition
- \* Proposed 2005 entitlement dollars

**Financial Reports:**

Income for March , expense reports for February were reviewed, *Motion by D. Howelman to accept sales and expense reports , Support G. Dawson*

*Meeting adjourned at 11:20 a.m.*

**Antrim County Transportation**  
**Transportation Committee Minutes May 6, 2005**

Present: Dawson, Howelman, McLeod, Rhoads

Meeting called to order by Chairman Dawson at 9:00 a.m. Minutes of April 8th meeting were reviewed.

Review of a copy of written testimony that Rhoads presented to the Michigan House Transportation Committee.

Presentation of memos from Laurie Sexton regarding upcoming budget meetings.

Review of a letter from Michigan Transit Pool indicating the amount of the retrospective billing for FY 06.

Financial reports were presented including vouchers for May. **Motion by McLeod, support by Howelman to approve the reports and vouchers as presented. All voting aye. Motion carried.**

Projected revenue increases resulting from raising fares and rates were presented along with the current cash reserve balance and the monthly rate at which it is being used to meet current expenses. The committee directed Rhoads to prepare a more detailed plan to adjust the level of service to the level of available financial resources. This plan will be presented at the June Transportation Committee meeting with a projected target date for implementation of August 1, 2005.

Discussion on the issue of raising the charge from the current \$.10 to \$.20 per gallon for fuel sold to other agencies. The purpose of this increase is to generate added revenue and to assist ACT with the expenses of maintaining the fuel tanks and pumps. **Motion by McLeod, support by Howelman to recommend that the Finance Committee consider supporting the increase to \$.20. All voting aye. Motion carried.**

The ridership report was presented. There has been a favorable response from the public to the fare increases that took effect on April 1". The agreement with Meadow Brook to transport residents to medical appointments is going smoothly with several trips already made and several more scheduled for the future.

Rhoads updated the Committee on several meetings, conferences and workshops that he has attended in an effort to generate exposure and business for ACT.

Next meeting is scheduled for 9:00 a.m. June 3, 2005. Meeting adjourned at 10:00 a.m.

# Transportation Committee, Airport

Minutes May 7, 2005

Robert McLeod  
Howelman

Gean Dawson, Chairman

David

Members present; D. Howelman, G. Dawson , B. McLeod  
Others present; J. Strehl , R. Bechtold

*Meeting opened 10:22 am*

*Public Comment:* None

**Airport update:** J. Strehl briefed the committee on;

- \* Pilot safety meeting held at the terminal on April 13
- \* Mineral leasing
- \* Computer problems

**New hangar leases:** J. Strehl presented hangar request from Dave Reck & William Donberg\_ **Motion by B. McLeod to accept hangar request, support D. Howelman.**

**Hangar roof repair: discussion** 's took place on the options to repair **the county's hangar**, J. Strehl will investigate additional information.

**Financial Reports:**

Income for April , expense reports for March were reviewed, **Motion by D. Howelman to accept sales and expense reports , Support B. McLeod**

**Land Reimbursement Grant:** J. Strehl presented a grant from MDOT for reimbursement of the money the County spent on mitigation at Grass River for the airports RSA., **Motion by B. McLeod to accept the grant, support D. Howelman.**

**Engineering Contract:** J. Strehl presented a runway safety area (RSA) engineering contract with Peckham in the amount of \$4,842 for design work on the RSA. **Motion by B. McLeod to accept contract, support D. Howelman.**

**RSA Bids:** Bid results were reviewed for the RSA project, low bid was H&D Inc. in the amount of \$15,582.00 **Motion by B. McLeod to approve H&D's bid, support D. Howelman.**

**Special project fund:** J. Strehl out lined a landscaping project he would like to do at the airport terminal building. And asked if a fund could be set up for private donations . **Motion B. McLeod to set such a fund with the approval of the county clerk, support D. Howelman.**

*Meeting adjourned 11:41 am*

**Antrim County Transportation**  
**Transportation Committee Meeting June 3, 2005**

Present: Dawson, Howelman, McLeod, White, Rhoads. Meeting called to order by Chairman

Dawson at 9:00 a.m. Minutes of May 6<sup>th</sup> meeting were reviewed.

Reviewed letter from MDOT indicating that Section 5311 Federal funds were being increased by \$7,200 for FY 05.

Reviewed a letter to Bellaire Schools containing a proposal to transport Special Education students to Traverse City on a daily basis starting next school year. ACT is awaiting a response to the proposal.

Financial reports were presented including vouchers for June. **Motion by McLeod, support by Howelman to approve the reports and vouchers as presented. All voting aye. Motion carried.**

An updated fund balance report was presented indicating an increase in the fund balance from \$138,524 in March to \$155,888 in April. The increase of \$17,364 is the result of fewer expenses and an increase in Federal reimbursement for the month of April.

Rhoads presented plans for reducing daily operations by one hour and condensing driver schedules for the summer months. Three irregular drivers are being released for the summer and the shifts of four regular drivers have been reduced from 40 to 30 hours. If additional cuts to this schedule are necessary, several of our regular riders will need to be contacted about discontinuation of service. In addition, one driver/dispatcher is currently off on disability and the primary dispatcher will be off for at least six weeks starting June 13<sup>th</sup> due to surgery. This situation is being closely monitored and plans are being made to assure we have coverage for this critical position. Rhoads will present an updated staffing plan along with associated costs at the July Transportation Committee meeting.

The ridership report was presented. There continues to be a favorable response to the recent fare and trip rate increases. In addition, a Meadow Brook ridership report was presented. During the month of May, there were a total of 15 trips completed for resident medical appointments. The arrangement continues to operate smoothly and several trips are scheduled for the future.

The next meeting is scheduled for 9:00 a.m. July 8, 2005. The County Clerk is scheduled to attend to assist with budget discussions for the next fiscal year.

Meeting adjourned at 10:00 a.m.

**Transportation Committee**

# Airport – Minutes

June 3, 2005

Robert McLeod

Gene Dawson, Chairman

David Howelman

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Members present: D. Howelman, G. Dawson, B. McLeod

Others present: J. Strehl, J. White

***Meeting opened 10:50 am Public Comment:*** None .

***Airport update:*** J. Strehl briefed the committee on:

- \* Private hangar construction
- \* Airport layout plan (ALP)
- \* Airport improvement plan (AIP)

***RSA Project:*** J. Strehl reported that the airport will be closed on June 21, 22, 23 in order to expedite the grading project. All customers have been notified and proper NOTAM will be filed with the FAA upon closing.

***Hangar roof repair:*** discussion 's took place on the options to repair the county's hangar. J. Strehl presented a bid for repairing the hangar roof.

***Snow removal equipment (SRE):*** J Strehl out lined the procurement process for the new loader, local share will be 2- 1/2%.

## ***Financial Reports:***

Income for May , expense reports for April were reviewed, ***Motion by D. Howelman to accept sales and expense reports , Support G. Dawson.***

*Meeting adjourned 12:11 am.*

**Antrim County Transportation Committee**  
**Meeting Minutes July 8, 2005**

Present: Dawson, Howelman, McLeod, Rhoads.

Also Present: Laura Sexton.

Meeting called to order by Chairman Dawson at 9:00 a.m. Minutes of June 3<sup>rd</sup> meeting were reviewed.

Letter from MDOT was presented indicating that ACT will be receiving a check for \$61,000 as a result of their reconciliation of FY 04 expenditures. ACT will also be receiving approximately \$9,000 as a result of final MDOT audits of FY 00 and 01 expenditures.

Letter from MDOT was presented requesting that ACT submit a budget revision for the current FY 05 budget. This is an attempt by MDOT to see if they can possibly provide more funds to local transits that have had significant cost increases. The revised budget has been submitted with increases and a revised resolution will be requested from the County Board of Commissioners.

The FY 06 budget was presented along with a request for a local appropriation of \$166,000.. The total budget for FY 06 is \$676,700. It was the consensus that the amount requested should be reduced since ACT recently learned they will be receiving an unexpected settlement of approximately \$70,000 resulting from an FY 04reconciliation and FY 00 and 01 final audits. **Motion by McLeod, support by Howelman to recommend that the finance committee approve an appropriation of \$96, NO. All voting aye. Motion carried.**

Financial reports were presented including vouchers for July. **Motion by McLeod, support by Howelman to approve the reports and vouchers as presented. All voting aye. Motion carried.**

Rhoads presented an update on reduced summer hours of operation. Dispatch has been reduced by two hours a day and drivers continue to be on reduced schedules unless needed for Meadow Brook rides or other special trips. Larry Ager (driver) remains off and is scheduled for knee replacement surgery July 18. Debbie Lull (dispatcher) remains off following surgery and is expected back July 25.

The Meadow Brook ridership report was presented. A total of 18 trips were completed for medical appointments in June. General ridership report was not available at this meeting.

An Updated Accessibility Plan was presented, This resulted from an MDOT requirement and has been submitted to them. The plan requires County Board approval and will be presented to the board for action at the July 14<sup>th</sup> meeting.

Meeting adjourned at 10:15 a.m.

# Transportation Committee, Airport

Minutes July 8, 2005

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**Robert McLeod**

**Gean Dawson, Chairman**

**David Howelman**

Members present: D. Howelman, G. Dawson , B. McLeod

Others present: J. Strehl , A. Kountic, L. Sexton

## ***Meeting opened 10:24 am***

*Public Comment:* None .

*Airport update:* J. Strehl briefed the committee on;

- \* Field lights
- \* Project closings
- \* Annual fly in

***2006 Budget review:*** J. Strehl presented the airports 2006 budget & capital out lays  
***Motion by B McLeod to approve budget as presented, support D. Howelman.***

Capital out lays for 06 were reviewed. ***Motion to support out lay less copier purchase of 2,500 dollars by B McLeod support D. Howelman.***

***Hangar roof repair:*** discussion 's took place on the options to repair the county's hangar. J. Strehl presented a bid for repairing the hangar roof using a membrane lining from Bloxsom roofing for \$49,050.00 dolla's. ***Motion by B. McLeod because of their reputation & past work experience with the County that if there were no appreciable differences in the bid process, using like kind and quality materials that Bloxsom Roofing be award the contract Support D. Howelman.***

***Snow removal equipment (SRE):*** J Strehl out lined the procurement process for the new loader and furnished bid specifications & technical information.

## ***Financial Reports:***

Income for June was reviewed. ***Motion by D. Howelman to accept sales reports , Support B. McLeod***

*Meeting adjourned 11:31 am*

Antrim County Transportation Committee  
Meeting Minutes August 5, 2005

Present: Dawson, Howelman, White, Rhoads  
Meeting called to order by Chairman Dawson at 9:00 a.m.  
Guest: Janet Person

The purpose of Janet Person's appearance was to discuss transportation needs between Mancelona and the park at Wetzel Lake. After discussion, it was agreed that ACT would provide transportation between Mancelona and Wetzel Lake on Tuesdays and Thursdays for the balance of August. This is a trial and ACT will work out the scheduling details with Janet including a flat rate for each trip beginning Thursday August 11, 2005.

Minutes of the July 8th meeting were reviewed.

Letter to Mr. Mark Landry was presented thanking him for his service and wishing him well in his retirement.

A revised authorization from MDOT was presented indicating approval to utilize \$27,000 remaining from a previous contract for facility improvements. Bids on the following items were presented: Replace the fuel card reader and tank monitoring system, replace one computer and printer, replace the main overhead garage door, and move the front entry door to avoid ice buildup. Also, if money is remaining to replace shades on front office windows and replace overhead florescent lights. **Motion by Howelman, support by Dawson to move ahead with the Directors' recommendations on the bids and use remaining money for other improvements. All voting aye. Motion carried.**

Presentation of a final agreement between Bellaire Schools and ACT to transport Special Education and Vocational Education Students to and from Traverse City for the 05-06 school year. Also presented was a draft agreement with Bellaire Schools to transport Childhood Center students to and from Mancelona for the 05-06 school year. **Motion by Dawson, support by Howelman to proceed with both agreements All voting aye. Motion carried.**

Financial reports were presented including vouchers for August, a revised FY 06 budget summary based on the Committee recommendation of \$96,000 county appropriation, and a fund balance update. **Motion by Howelman, support by Dawson to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on reduced summer hours of operation. Dispatch continues to be on a two hour per day reduction and the drivers continue on reduced schedules. Driver Larry Ager had knee replacement surgery and is projected to return September 12. Dispatcher Debbie Lull returned to work July 27.

Meadow Brook ridership report was presented. A total of 15 trips were completed for medical appointments in July. The general ridership report was presented and indicates an increase of 273 riders over the same month last year.

An updated Accessibility Plan was presented. This MDOT requirement has been submitted to them. The plan requires County Board approval. **Motion by Howelman, supported by Dawson to recommend that the County Board approve the Accessibility Plan as written. All voting aye. Motion carried.**

Meeting adjourned at 10:10 a.m.

# Transportation Committee, Airport

## Minutes August 5, 2005

Robert McLeod

Gean Dawson, Chairman

David Howelman

Members present; D. Howelman, G. Dawson  
Others present; J. Strehl, J. White, R. Bechtold  
Absent: B. McLeod

***Meeting opened 10:14 am***

***Public Comment:*** None .

**Airport update:** J. Strehl briefed the committee on;

- \* Field lights
- \* Hangar roof schedule
- \* Project closings
- \* Annual fly in
- \* Bidding on Loader
- \* Landscaping project

**Financial Reports:**

*Income for July , expenses/or May & June were reviewed, **Motion by D. Howelman to accept sales & expense reports , Support G. Dawson.***

*Meeting adjourned at 10:41 a.m.*

**Antrim County Transportation Committee**  
**Meeting Minutes September 2, 2005**

Present: Dawson, Howelman, McLeod, White, Rhoads.

Meeting called to order by Chairman Dawson at 9:00am.

Minutes of August 5 meeting were reviewed.

Letter from MDOT was presented indicating that ACT's Accessibility Plan has been reviewed and approved.

Wetzel Lake bus schedule was presented. The bus service was offered on a two-week trial basis from Mancelona to Wetzel Lake. There was very little ridership, so the service was mutually terminated and will be initiated next summer with more advertising.

An update was provided on the progress of several facility improvements:

- The main overhead garage door has been installed.
- The new fuel card reader and tank monitor systems have been ordered.
- The new slab has been poured and arrangements have been made to move the entry door to the front of the building to avoid ice buildup in the winter.
- Computer and printer for the fuel card reader system have been ordered.

Presentation of final agreement with Bellaire Schools and ACT to transport Early Childhood Development students to and from Mancelona for the 05-06 school year.

Financial reports were presented including vouchers for September and a fund balance update. **Motion by McLeod, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Larry Ager remains off work recuperating from knee replacement surgery.

Rhoads presented an update on ACT hours of operation which are moving from reduced summer hours back to 6am - 6pm beginning September 6.

With the increased workload created by added school and Meadow Brook transportation, Rhoads is in the process of interviewing for two additional part-time (on-call) drivers to be used on an as-needed basis. In addition, Rhoads is working with the Coordinator/Planner and the Administration Committee to move Judy Simmons from Regular Part-Time to Full-Time status. She will continue to serve as the afternoon dispatcher and drive in the mornings. The Transportation Committee concurred with these plans as long as current full-time driver hours are not affected.

Meadow Brook ridership report was presented. A total of 22 trips were completed for medical appointments in August. The general ridership report was presented and indicates an increase of 246 riders over the same month last year.

Rhoads is moving ahead with plans to fingerprint all current and any new drivers to allow for FBI criminal history searches nationwide. This has become standard procedure for anyone working around school children.

Next meeting is October 7, 2005 at 9:00am.

Meeting adjourned at 9:55am.

**Antrim County Transportation Committee**  
**Meeting Minutes October 7, 2005**

Present: McLeod, Howelman, White, Rhoads.

Meeting called to order at 9:00am.

Minutes of September 2 meeting were reviewed.

Letter was presented from the Michigan Transit Pool regarding retrospective billings for liability insurance. The amount due for these billings is \$36,935 and is due by November 30, 2005.

Two notices were presented of Electronic Funds Transfer from MDOT. These represented reimbursements for earmarked capital improvements and computer upgrades. One was in the amount of \$23,903 for building facility improvements; and one in the amount of \$2,501 for computer equipment upgrades.

An update on school transportation was presented. The September transportation report for Bellaire Schools shows a total invoice amount of \$7,151. The busing appears to be running smoothly, with some minor scheduling adjustments during the first month of operation. Elk Rapids Schools have inquired about transportation services and discussions are on-going. Also, preliminary discussions have begun with Concord Academy regarding future pricing.

Financial reports were presented including FY05 Year End vouchers, October vouchers and a fund balance update. **Motion by McLeod, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

An update on Personnel issues was presented. Larry Ager returned to work October 3 following knee replacement surgery. Two new driver candidates have been selected to serve as irregular part time drivers. Jim Gaylock and Rockney Whitehead are currently completing training and medical assessments. Judy Simmons is being recommended to move from regular part-time to full-time status.

The Meadow Brook ridership report was presented. A total of 13 trips were completed for medical appointments in September. This compares to 22 trips in August. The general ridership report was presented and indicates an increase of 1,130 passengers over the same month last year. However, for the same period there is a drop of 272 senior riders and 189 Head Start riders. Rhoads will analyze further and report back.

Procedures have been put in place and fingerprinting of drivers has begun. It will take some time to complete since drivers have to be worked in when schedules permit.

Next meeting is November 4, 2005 at 9:00am.

Meeting adjourned at 9:45am.

**Antrim County Transportation Committee  
Meeting Minutes November 1, 2005**

Present: Dawson, Howelman, Rhoads.

Meeting called to order at 1:00 pm.

Minutes of October 7<sup>th</sup> meeting were reviewed.

Meeting change notice was presented. Notice was posted at the county building indicating that this meeting was changed from November 3 at 9:00 am to November 1 at 1:00 pm.

Letter from MDOT was presented indicating that the State portion of funding assistance for FY 06 was being increased by \$5,543.

Financial reports were presented including vouchers for November along with September expenses and revenues. **Motion by Howelman, support by Dawson to approve the vouchers and reports as presented. All voting aye. Motion carried.**

An update on personnel issues was presented. The two new part-time drivers are completing their training and one is actually driving some routes. Judy Simmons has moved to full-time status effective October 17. A grievance has been filed regarding overtime pay and is currently moving through the second step. Hopefully, this can be settled quickly and clarify overtime pay procedures.

The Meadow Brook and Bellaire Schools ridership numbers for October were presented. A total of 13 trips were completed for Meadow Brook in October. This compares to the same number for the previous month. The October Bellaire Schools ridership report shows a total invoice amount of \$7,486. The busing continues to run smoothly, with only minor schedule adjustments.

Rhoads indicated that he is working with the Elk Rapids newspaper to develop a story on Antrim County Transportation. In addition he served as the guest speaker at the Bellaire Lions Club meeting on Oct. 27.

A proposal was presented to purchase a van using state funds that have been earmarked for such a purchase. The amount earmarked for the van replacement is \$21,285. A converted van completely outfitted with a wheel chair lift, tie downs and the necessary enlarged doors totals \$27,408. Rhoads indicated that the balance of \$6,150 would have to come from state operational funding, local revenues or from the County appropriation. Further clarification will be sought regarding the need for full County Board approval. **Motion by Howelman, support by Dawson to proceed with the purchase of the van. All voting aye. Motion carried.**

Next meeting is December 2, 2005 at 9:00 am.

Meeting adjourned at 1:45 pm.

# Transportation Committee, Airport

## Minutes November 1, 2005

Robert McLeod

Gene Dawson, Chairman

David Howelman

Members present: Gene Dawson, D. Howelman, Others present: J. Strehl

***Meeting opened 2:00 PM Public Comment:*** None

***Airport update:*** J. Strehl briefed the committee on:

- Landscaping project
- Kearney township zoning
- ASAP legislative status
- Airport Layout Plan*
- Snow removal Equipment*
- 2006 paving project*

***Financial Reports:***

*Income for October, expenses for September were reviewed, Motion by D. Howelman to accept sales & expense reports , Support G. Dawson*

***Meeting adjourned at 2:51 p.m.***

**Antrim County Transportation Committee  
Meeting Minutes December 2, 2005**

Present: Dawson, Howelman, McLeod, White, Rhoads.

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

Minutes of November 1 meeting were reviewed.

Correspondence from the Michigan Public Transit Association was presented indicating current budget considerations in Lansing and potential implications for local transit agencies.

Financial reports were presented including vouchers for December along with October expenses and revenues. **Motion by McLeod, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Discussion was held regarding the \$.20 per gallon charge on fuel currently assessed to all users to help cover administrative and maintenance costs. **Motion by McLeod, support by Howelman to have Rhoads research the feasibility of lowering the charge in the future. All voting aye. Motion carried.**

An update on personnel issues was presented. The two new part-time drivers are on board and covering routes. Don Marshall is off until January or February (fell and broke his ankle at home October 29). A grievance hearing has been scheduled December 12 regarding overtime pay.

The Meadow Brook and Bellaire Schools ridership reports for November were presented. A total of 12 trips were completed for Meadow Brook for the month. This compares to 13 for the previous month. The Bellaire Schools ridership report shows a total invoice amount of \$6,031. The agreement with Bellaire Schools to transport Early Childhood Program students to Mancelona was mutually suspended in November due to a drop in the number of eligible students.

The general ridership report was presented and it reflects an increase of 475 passengers over the same month last year.

An update report was presented on the purchase of a new van. It has been ordered with a target date of delivery of February 1, 2006.

Rhoads reported that he is continuing to work with the Elk Rapids Town Meeting and the Bellaire Review to publish news stories about ACT.

The 2006 Transportation meeting schedule was discussed. There will be no meeting in January. Due to schedule conflicts the March and April meetings will be held on alternate dates. A complete schedule for 2006 will be posted at the beginning of the year.

The next meeting will be February 3, 2006.

Meeting adjourned at 10:00 a.m.

# Airport Minutes

December 2, 2005

Gene Dawson, Chairman

Robert McLeod

David Howelman

Members present: D. Howelman, G. Dawson, B. McLeod,

Others: J. Strehl , J. White

Meeting opened 10:10 am

Public Comment: None

Scott Baty of SRW Inc. addressed the committee on the current status of placing wells on airport property and a time line.

Airport Updates: J. Strehl briefed the committee on

- \* loader delivery 12/15
- \* Lease renewals
- \* Fencing project close out
- \* 06 paving project
- \* Revenue entitlement dollars

Discussion took place on the dollar amount to be charged for the county owned maintenance hangar, if it were to be rented for an FBO. Motion by B. McLeod that the maintenance hangar be rented for \$ 325.00 per month. Support D. Howelman

Financial Reports: Income for November and expenses reports for October were reviewed, Motion by D. Howelman to accept sales and expense reports, Support B. McLeod

Meeting adjourned 11:13 a.m.