

Antrim County Transportation Committee Meeting Minutes February 3, 2006

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

Meeting called to order at 9:00 am.

Minutes of December 2 meeting were reviewed.

Correspondence from MDOT regarding school transportation and RTAP funding was presented and reviewed.

Rhoads presented information regarding the rationale for raising the fuel charge from .10 to .20 last year. The funds generated from fuel sales are used to help maintain the underground storage tanks, fuel pumps and related equipment. The charge will remain at .20 per gallon.

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

Rhoads presented a budget summary of the MDOT funding application for FY07. The application was due and submitted February 1. The summary indicates the need for an increase in the county appropriation from the current \$96,000 to \$106,700. The Finance Committee will consider this issue when reviewing next year's overall county budget. **Motion by McLeod, support by Howelman to approve the FY07 Funding Application as presented. All voting aye. Motion carried.**

In regards to personnel issues, Rhoads informed the committee of the following: Don Marshall continues to be off work with a broken ankle, he is expected to return in February. Larry Ager's doctor has ordered a permanent disability from work effective January 5, 2006. There was discussion on the responsibility of payment for CDL costs along with a review of contract language. Rhoads will draft a policy for review at the next meeting to clarify this issue.

The Meadow Brook and Bellaire Schools ridership reports for December and January were presented. The Meadow Brook report shows 17 trips in December and 15 in January. The Bellaire reports show a December invoice amount of \$4,327 and a January invoice amount of \$5,285. The general ridership report for December reflects an increase of 372 passengers over the same month last year.

An update report was presented on the purchase of a new van. The delivery date of February 1 has been moved back due to manufacturing problems.

With regard to meeting dates, the Committee decided not to skip January's meeting next year in order to provide more assistance in preparation of the MDOT funding proposal which is always due February 1. The upcoming March meeting date is being moved from the 3rd to the 7th. The April meeting date will also change due to scheduling conflicts. Rhoads will post the change notices at the county building.

Meeting adjourned at 10:10 am.

Transportation Committee, Airport

Minutes

February 3, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

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

Others: J. Strehl , J. White, R. Bechtold *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*
- * *Shanty Creek Request*
- * *Aviation Safety Seminar 4/25/06*
- * *Insurance Renewal*
- * *Snow symposium 2/13/06*
- * *Pavement project*
- * *SPCC plan (spill prevention control countermeasure)*
- * *LP V (Full lateral precision with vertical guidance performance) approach*

Discussion took place on the best course of action to be taken on the airport's 1969 aircraft tug. J. Strehl was asked to explore replacement options, and report back in the March meeting.

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

Meeting adjourned 11: 35 a.m.

**Antrim County Transportation Committee
Meeting Minutes March 7, 2006**

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

Meeting called to order at 9:00 am.

Minutes of February 3 meeting were reviewed.

The following correspondence from MDOT was presented and reviewed:

- Press Release stating that MDOT Director Gloria Jeff resigned effective March 3.
- MDOT letter indicating that ACT's Vehicle Maintenance Plan was approved.
- MDOT letter indicating that ACT's Vehicle Accessibility Plan was approved.
- MDOT letter indicating that ACT's FY 07 Annual Application was being recommended for approval as submitted.

Rhoads presented a draft Resolution of Intent which will be presented for action at the next meeting of the Board of Commissioners. This resolution is a necessary part of the MDOT application process for FY 07. **Motion by McLeod, support by Howelman to approve the Resolution of Intent as presented. All voting aye. Motion carried.**

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

Rhoads presented information regarding personnel issues as follows: Don Marshall has returned to work effective March 6 after a lengthy time off resulting from a broken ankle. Richard Moyer is recovering from hernia surgery last week and is expected back to work March 16. Rhoads is in the process of hiring one more irregular part-time driver to fill in for drivers off work and help with the increase in Health Rides.

Rhoads presented a draft policy regarding CDL costs for new part-time drivers. After discussion, it was decided that a second draft will be presented at the next meeting that will be more inclusive of all drivers and address reimbursement to drivers if they stay with ACT a predetermined time.

Ridership reports for February were presented as follows:

- Meadow Brook – 15 rides and an invoice amount of \$1,912.
- Bellaire Schools – Invoice amount of \$4,732.
- General Ridership – Indicates a slight decrease in riders from the same month a year ago. There were 160 fewer riders, however ACT operated one less day this year.

An update was provided on the new van purchase. Delivery is expected in the next couple of weeks.

Rhoads presented the posting that was placed in the county building regarding the changed dates for today's committee meeting as well as the April meeting. The next meeting will be held April 3, 2006 beginning at 9:00 am at ACT.

Transportation Committee, Airport

Minutes

March 7, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

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

Others; J. Strehl, J. White

Meeting opened 10:00 am

Public Comment: None

Airport Updates: J. Strehl briefed the committee on

- * *Replacing the airports tug*
- * *Placement of SRW well sites*
- * *Fence repair*
- * *Disposal of SRE waste water*
- * *ALP draft*
- * *House bill 5154 & 5536*

Pavement Project: J. Strehl reviewed the engineer 's cost estimate for this summers paving project, total cost to be \$584,000 with (\$555, 750 Federal \$19,150 State \$19150 Local)

Wire less signal: J. Strehl proposed a wire less environment for the airport terminal. Motion by B. McLeod to better serve the users of the airport, a wireless router be purchased with in the airports budget, Support D. Howelman.

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

Meeting adjourned 11:35 p.m.

Antrim County Transportation Committee
Meeting Minutes
April 3, 2006

Present: Dawson, Howelman, White, Rhoads.
Meeting called to order at 9:00 am.

Minutes of March 7 meeting were reviewed.

Correspondence was presented and reviewed as follows:

Letters to Representative Elsenheimer and Senator Allen inviting them to a legislative breakfast in conjunction with the Michigan Public Transit Association Spring Meeting in Lansing.

Letter to Bellaire Schools responding to their request for a transportation proposal.

Letter to MDOT requesting reimbursement in the amount of \$21,285 for a recent van purchase.

Letter to Hoekstra Transportation ordering a replacement bus using MDOT capital funds.

Memo to Dispatchers re: changing our phone greeting from "Dial-A-Ride" to "Antrim County Transportation" to more accurately reflect our total transportation program.

Memo from MDOT indicating that the final audit of FY 02 operating expenditures reflects an overpayment to ACT in the amount of \$16,043. As in the past, the current monthly payment to ACT for operating expenses will be reduced by \$2,000 until the entire amount is repaid.

A signed Authorization from MDOT in the amount of \$17,400 for the purchase of several capital items including a copier, fuel card reader and facility improvements. The request for these items was placed a year ago and there was a lengthy delay in obtaining funding at the state and federal level to approve them sooner. As a result, MDOT allowed ACT to utilize unspent funds from a previous Authorization to replace the fuel card reader and relocate the front entrance. The funds in this Authorization budgeted for those items will be used for other capital items at ACT.

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

Rhoads reported that one additional part time driver, Gary Eagle, has been hired.

Rhoads presented a second draft of a document which is intended to clarify driver and ACT responsibilities associated with costs of obtaining and maintaining a Commercial Driver License. **Motion by Howelman, support by Dawson to approve the document with immediate effect and add it to the ACT Employee Resource Guide. All voting aye. Motion carried.**

Ridership reports for March were presented as follows:

Meadow Brook – 12 rides with an invoice amount of \$1560.

Bellaire Schools – Invoice amount of \$5,241

General Ridership – No report available at time of meeting.

Rhoads indicated that he would be attending an MDOT transportation planning meeting in Gaylord this evening. The committee will receive an update at the next meeting.

The next meeting will be May 5, 2006 at 9:00 am.

Meeting adjourned at 10:10 am.

Transportation Committee

Airport

Minutes April 3, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

Members present: Gene Dawson and D. Howelman

Others present: J. Strehl , J. White

Meeting opened 10:30 am

Public Comment: None

SR W: S. Beaty of SR W reviewed a site proposal for drilling on airport grounds, Motion by D. Howelman to approve two well site locations and one transmission line location based upon legal review from C. Koop. Compensation \$24,000 dollars. Support G. Dawson.

Airport update: J. Strehl briefed the committee on:

- * Paving Project
- * CPR classes
- * Safety Seminar
- * Landscaping plaque

Tug: talk took place on replacing the airports 1969 tug. After reviewing two quotes Motion by D. Howelman to purchase a Lektro tug for \$ 23,826.00 support G. Dawson.

Financial Reports:

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

Meeting adjourned 12:17 PM

**Antrim County Transportation Committee
Meeting Minutes May 8, 2006**

Present: Dawson, Howelman, Rhoads.

Meeting called to order at 9:00 am.

Minutes of April 3 meeting were reviewed.

Correspondence was presented and reviewed as follows:

- Two letters to Bellaire Schools clarifying previous ACT transportation proposals.
- School Bus Operations Certification form to MDOT.
- MDOT Authorization increasing the 06 Federal share from \$74,000 to \$101,000.
- Memo from MDOT indicating that the final audit of FY 03 expenditures reflects an overpayment to ACT in the amount of \$21,233. As in the past, the current monthly payment to ACT for operating expenses will be reduced by \$1,700 per month until the entire amount is repaid.
- The agenda for the winter MPTA Legislative Conference was presented and discussed.

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

Rhoads presented detailed budget figures for the FY 07 budget which was submitted to MDOT February 1, 2006. Also presented was the rationale for each budget line item estimate. The Committee reviewed and approved the FY 07 funding application at the February meeting. Rhoads is scheduled to meet with the Finance Committee June 5 to review the budget and request a county appropriation.

Rhoads reported that Dennis Windish, a long time driver, is planning to retire at the end of the summer.

Ridership reports for April were presented as follows:

- Meadow Brook – 9 rides with an invoice amount of \$1,123.
- Bellaire Schools – Invoice amount of \$5,644.
- General Ridership – Total passengers for April was 4,334; a decrease of 29 from the same month a year ago.

Rhoads indicated that planning has begun to reduce operations for the summer. Also, with the pending retirement and existing vacancies, staffing needs are being assessed for the fall.

Next meeting – June 2, 2006.

Meeting adjourned at 9:45 am.

Transportation Committee – Airport

Minutes

May 8, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

Members present: D. Howelman, G. Dawson

Others: J. Strehl

Meeting opened 10:00 am

Public Comment: None

Airport Updates: J. Strehl briefed the committee on:

- * Safety seminar
- * CPR classes
- * Summer intern
- * Fuel farm

Pavement Project: J Strehl reviewed the State's May 5th bid letting on the airport's taxiway project, slated to begin June 15, 2006: The award will be forth coming from MDOT.

Payne & Dolan Inc.	\$ 603, 733.33
Reith-Riley Inc.	\$ 655,880. 73
Elmer's Inc.	\$ 677, 577.80

Financial Reports: Income for April and expenses reports for March were reviewed,
Motion by D. Howelman accept sales and expense reports, Support G. Dawson.

Meeting adjourned 11:35 a.m.

**Antrim County Transportation Committee
Meeting Minutes June 2, 2006**

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

Also present: Laura Sexton.

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

Minutes of May 8 meeting were reviewed.

The FY 07 budget was presented including a request for a county appropriation of \$106,700. **Approval was granted for the request.** Since the Transportation Committee formally approved the FY 07 Budget Application in February it was determined that there is no need for Rhoads to appear at the June Finance Committee meeting.

Correspondence was presented as follows:

Letter to Kankaska County Road Commission supporting a grant request they are making to repair a bridge that ACT regularly uses.

E-mail to Senator Allen and Representative Elsenheimer urging their support for current or increased State level transit funding.

Letters to and from Brian Gutowski, Rural Task Force Chair, amending a previous grant to make facility and office equipment improvements.

Letter from MDOT indicating that ACT has been selected for an alcohol and drug program audit by the Federal Transit Administration.

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

Rhoads indicated that Dennis Windish will be retiring August 31, 2006. Bob Daniels and Don Marshall may be off for an extended period of time due to potential surgeries.

Rhoads presented plans for summer hours of operation which will begin when schools end. Hours of operation will be reduced from 12 to 11 daily, part time drivers will be released for the summer and three full time drivers will be reduced to 30 hours per week.

Ridership reports for May were presented as follows:

Meadow Brook – 14 Health Rides with an invoice amount of \$2,220.

Bellaire Schools – invoice amount of \$6,545.

General Ridership – total passengers for May was 4514; an increase of 980 over May 2005.

Rhoads presented an update regarding Federal special trip regulations using ACT buses. After a thorough discussion Rhoads was directed by the Committee to move forward with the public participation process as described in CFR, Part 604.11 to determine the availability of “willing and able” private providers. In the meantime current procedures regarding special trips will be followed.

Next meeting – July 7, 2006.

Meeting adjourned at 10:00 a.m.

Transportation Committee, Airport

Minutes June 2, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

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

Others present: J. White, J. Strehl

Meeting opened: 10:12 a.m.

Public comment: none

2007 budget review: County Clerk Laura Sexton reviewed the Airport's 2007 budget. J. Strehl asked that \$66,940 be removed from capital out lay for 2007. He explained he is anticipating a grant to cover the replacement of the fuel hydrants. **Motion by B. McLeod to accept the airport's 2007 budget as presented, support D. Howelman.**

Enterprise Accounting: Thomas Zick briefed the committee on changing over the airport's accounting to an enterprise fund. After considerable discussion, **Motion by B. McLeod to direct J. Strehl to go to the Finance committee and ask if an enterprise fund could be established for the airport, with all revenues including oil & natural gas revenues recorded towards airport revenues. All natural gas & oil revenues would then be transferred to the County's natural gas & oil reserve fund.**

B. McLeod left the meeting

Airport up-dates J. Strehl reported on:

Overlay project

ALP up date

RNAV RWY 2 Approach

FLY-IN

Monitoring equipment: J. Strehl presented a quote from Sound & Video Systems for the installation of a video recording system to monitor the airports entrance points in the amount of \$4,381.00 **Motion by D. Howelman to approve, with the support of the Finance committee, support G. Dawson.**

Reports: Income for May & expense reports for April were reviewed. **Motion by D. Howelman to accept reports, support G. Dawson.**

Meeting adjourned 11:15 a.m.

Antrim County Transportation Committee
Meeting Minutes July 7, 2006

Present: Dawson, Howelman, McLeod, Rhoads.

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

Minutes of June 2 meeting were reviewed.

Correspondence was presented as follows:

- Letter to MDOT requesting reimbursement of \$4,945 for copier, fax, and shredder.
- Letters received to date from Charter bus companies in response to ACT's Charter notice:
 - Great NW Tour & Travel, Traverse City
 - Air Bear Travel, Cheboygan
 - Coastline Transportation, Manistee
 - Compass Coach, Cedar Springs
 - American Tour Club, Gladwin

Per federal regulations Rhoads will arrange to meet with each company to discuss their willingness and ability to actually provide service in Antrim County.

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

Rhoads presented a memo from Dennis Windish indicating he will retire effective August 31, 2006. Chair Dawson will request that the Board of Commissioners prepare a letter of commendation for Dennis' 23 years and two months of service as a driver for ACT. (Dennis started with ACT June 22, 1983.)

Ridership reports were presented as follows:

- Meadow Brook
 - 17 health rides in June with an invoice amount of \$2,272.
 - One year summary (July-June) - 176 trips with \$20,915 in revenue.
- Bellaire Schools
 - June invoice amount of \$3,485.
 - School year summary (05-06) - \$55,628 in revenue.
- General Ridership
 - Total passengers for June 2006 were 3,185, an increase of 809 over June 2005.

Rhoads provided an update regarding the Federal Transit Administration's drug and alcohol program audit conducted June 28 at ACT. Comments from the audit will provide the basis for an update of ACT policies, procedures and collection methods to conform to new guidelines.

Next meeting is scheduled August 4, 2006.

Meeting adjourned at 9:50 a.m.

Transportation Committee

Minutes – Airport

July 7th, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

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

Others present: J. Strehl

Meeting opened: 10:12 a.m.

Public comment: none

Airport up-dates J. Strehl reported on:

- *Overlay project*
- *ALP up date*
- *RNAV RWY 2 Approach*
- *FLY-IN*

Monitoring equipment: J. Strehl presented quotes from Sound & Video Systems and Central Security & Electronics for the installation of a video recording system to monitor the airport's entrance points.

Motion by R. McLeod to seek Finance Committee approval, supported D. Howelman.

Reports: Income for June and expense reports for May were reviewed.

Motion by D. Howelman to accept reports, support R. McLeod.

Meeting adjourned at 11:15 a.m.

Meeting adjourned 11:15

Antrim County Transportation Committee
Meeting Minutes August 3, 2006

Present: Dawson, Howelman, Rhoads.

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

Minutes of July 7 meeting were reviewed.

Correspondence was presented as follows:

- Letter from MDOT outlining the results of the FTA program audit of ACT's drug and alcohol testing program. Rhoads updated the committee on the progress being made to respond to the findings of the audit. Much time has been spent to date working with MDOT and the Medical Review Officer to assure that response deadlines will be met and that procedures will be implemented to conform to new guidelines.
- MDOT authorization to replace two buses.

Financial reports were presented including vouchers for August along with expense and revenue reports for June. **Motion by Howelman, support by Dawson to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues. With regard to the retirement of Dennis Windish; a letter has been prepared on behalf of the Board of Commissioners and will be presented by Rhoads at an ACT farewell dinner for Dennis. Interviews are scheduled for Aug. 7th with the Admin. Committee to fill the vacant driver position.

Charter Bus Company posting:

Rhoads presented the results of his discussions with the 5 Charter Companies that responded to the earlier posting. Each of them has objections to ACT conducting even incidental charter service and they reiterated that they are willing and able to provide the service in Antrim County. The Federal regulations are clear that ACT cannot conduct charter trips even if one Charter Company is willing and able to provide the service. Therefore, the Transportation Committee agrees that ACT will only provide group trips that are allowed under current guidelines. Allowable trips are:

1. The trip originates in Antrim Co. and occurs within the normal hours of operation; M –F, 6am-6pm.
2. The bus must be open to the public. (if anyone wants to go they can)
3. Trips can go to neighboring counties following 1 & 2 as long as ACT has an "inter local" agreement with that Co. (Currently: Emmet, Charlevoix, Cheboygan, Kalkaska, Otsego, Grand Traverse)

Persons making requests for trips that ACT cannot accommodate will be provided with the list of 5 Charter companies that responded to the posting.

Ridership reports were presented as follows:

- Meadow Brook - 6 health rides in July with an invoice amount of \$817.
- Bellaire Schools - July invoice amount of \$400.
- General Ridership
 - Total passengers for July 2006 were 2,158, a decrease of 228 over July 2005.

Rhoads presented information on cost savings of purchasing synthetic oil in the future. Synthetic oil is more costly per quart however oil changes are required every 20,000 miles as opposed to the current 10,000 miles. ACT plans to make the switch when the current supply of oil is used up.

Next meeting is scheduled September 8, 2006.

Meeting adjourned at 10:00 a.m.

Transportation Committee, Airport

Minutes August 3rd, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman
Others present: J. Strehl, A. Koutnick, R. Bechtold

Meeting opened: 10:00 ***Public comment:***

none

Airport up-dates J. Strehl reported on:

- *Monitoring equipment*
- *ALP up date*
- *RNA V R WY 2 Approach Flight training*

Paving Project: Bob Peckham of Peckham engineering gave a status report on the current project, afterwards the committee toured the field.

MDOT Inspection: J. Strehl reviewed a summary inspection letter from MDOT. No major problems were noted and the airport met all requirements for a General Utility Airport License.

Lease Renewal: J. Strehl presented a hangar lease renewal for Hugh MacMaster. ***Motion by D. Howelman to approve renewal, supported G. Dawson.***

Reports: Income for July and expense reports for June were reviewed. ***Motion by D. Howelman to accept reports, support G. Dawson***

Meeting adjourned at 11:15 a.m.

Meeting adjourned 11:15

**Antrim County Transportation Committee
Meeting Minutes
September 8, 2006**

Present: Dawson, McLeod, Rhoads.

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

Minutes of August 3 meeting were reviewed.

Correspondence was presented as follows:

Letter to MDOT requesting reimbursement of \$54,614 for a new bus.

Financial reports were presented including vouchers for September along with expense and revenue reports for July. **Motion by McLeod, support by Dawson to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues:

Bob Koop started as full time driver August 24. He is replacing Dennis Windish who retired.

Laura Evans started as irregular part time driver September 5. She is replacing one of the part time drivers who did not return for the fall.

Ridership reports were presented as follows:

Meadow Brook – 17 health rides in August with an invoice amount of \$1,755.

Bellaire Schools – August invoice amount of \$400.

Rhoads presented the following items of new business:

An additional agreement has been entered into with Bellaire Schools to transport Early Childhood students to and from Mancelona on a daily basis.

Raising route student rate from \$1.25 to \$1.50 for this school year. After discussion, the committee decided to keep the rate at \$1.25 for now.

Disposal of buses. With the delivery of a new bus, ACT will have one bus for disposal. Rhoads will work with the Coordinator Planner's office on bid procedures. There was also discussion regarding the trolley in light of ACT not being able to provide special trips outside of normal business hours. It was decided to retain the trolley for now.

Next meeting is scheduled October 6, 2006.

Meeting adjourned at 9:40 a.m.

Respectfully submitted.

Transportation Committee, Airport Minutes September 8th, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, R. McLeod

Others present: J. Strehl, A. Koutnick, D. Proudfoot

Meeting opened: 10:00am ***Public comment:*** none

Airport up-dates J. Strehl reported on:

*NBD cancellation Sound & Video New tugs
Future Grants*

Paving Project: Tracy Maxwell of Peckham Engineering gave a status report on the paving project, and a tour of the field was conducted by the committee.

Flight training: J. Strehl asked the committee for guidance on Russell Miley's flight training program. ***Motion by R. McLeod, that Mr. Miley enter into a Commercial Operation License with the Airport and that the yearly fee of \$500 dollars be prorated.***

Lease Renewal: J. Strehl presented a hangar lease renewal for Charles Lampham. ***Motion by R. McLeod, for the Chairman of the County Board be authorized to sign renewal of hangar leases as they come due, supported G. Dawson.***

Reports: Income for August and expense reports for July were reviewed. ***Motion by R. McLeod, to accept reports, support G. Dawson***

Meeting adjourned 11:15

Special Meeting of the Transportation Committee

Minutes September 29th, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

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

Others present: J. Strehl, Bob Peckham Peckham Engineering, Mark Dontje MDOT

Meeting opened: 10:00am

Public comment: none

*J. Strehl briefed the committee on the possibility of clearing trees from the south approach end of runway 20 under a federal project with a 2 1/2 % local match. This would reestablish a 34 to 1 approach. Some trees may have to be trimmed similar to the tree trimming that took place in 1989. After considerable conversation with input from Mr. Peckham and Mr. Dontje it was **moved by R. McLeod that the airport five year plan include a detailed study of the trees penetrating the airspace on the approach to runway 2 to determine the feasibility of maintaining a 34 to 1 approach.***

Meeting adjourned 10:35.

**Antrim County Transportation Committee
Meeting Minutes October 6, 2006**

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

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

Minutes of September 8 meeting were reviewed.

Correspondence was presented as follows:

Letter to MDOT requesting reimbursement of \$1,132 for new bus equipment.

Letter to MDOT requesting reimbursement of \$6,483 for facility improvements.

News article from the Antrim County Review regarding Antrim Co. Trans. Service.

Rhoads presented a letter along with related documents regarding renewal of the Master Agreement between MDOT and Antrim County Board of Commissioners. **Motion by McLeod, support by Howelman to request that Jack White sign the documents and that the necessary resolution be presented to the Board for adoption at the October 12th meeting. All voting aye, motion carried.**

Financial reports were presented including vouchers for October along with expense and revenue reports for September. In addition FY 06 Year End vouchers were presented.

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

Rhoads presented an update on personnel issues:

Bob Daniels remains off work recovering from back surgery.

Due to the demanding schedule Rhoads will be seeking to add one more irregular part time driver to help out while Bob Daniels is off work.

Ridership reports were presented as follows:

Meadow Brook – 12 health rides in September with an invoice amount of \$1,417.

Bellaire Schools – September invoice amount of \$7,735.

General Ridership – total passengers for September was 4,716, a decrease of 643 compared to September of 2005. (There were 23 days of service in Sept.05, and 21 days in Sept. 06)

New business:

Rhoads indicated that he received a notice that the Grand Traverse Land Use Study group is planning to present an update at the Oct. 12th Board of Commissioners meeting. Rhoads will attend the Board meeting since he is the Antrim Co. representative on the group.

There was some initial discussion regarding obtaining some help for Rhoads to supervise the ACT operations in the event he is away for a period of time.

Next meeting is scheduled November 3, 2006.

Meeting adjourned at 9:35 a.m.

Transportation Committee

Minutes October 6, 2006

Robert McLeod

Gene Dawson, Chairman

David Howe/man

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

Meeting opened: 10:00am

Public comment: none

Minutes from the special meeting held on September 29 were reviewed.

Five Year Plan

J. Strehl presented the airports five year plan. ***Motion by B. McLeod to adopt the five year plan, support D. Howelman***

Airport Closure

*J. Strehl reported that the airport would have to be closed for four days during November in order for SRW Inc. to drill two gas wells on airport property. **Motion by B. McLeod that the committee authorize the Airport Manager to negotiate loss of use. Support D. Howelman***

Reports

*J. Strehl presented expense reports for August & revenue report for September **Motion by B. McLeod to accept report support D. Howelman.***

Meeting adjourned 10:45.

Antrim County Transportation Committee
Meeting Minutes November 3, 2006

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

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

Minutes of October 6 meeting were reviewed.

Financial reports were presented including vouchers for November along with expense and revenue reports for September. Since September is the end of the Fiscal Year for ACT Rhoads presented a summary of year end budget figures. The FY 06 anticipated expenses were exceeded by 7% due primarily to fuel price increases. However, on the positive side, anticipated revenue was exceeded by 3.5%. **Motion by McLeod, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues:

- Bob Daniels remains off work recovering from back surgery.
- Bruce Patton has started as an irregular part time driver.

Ridership reports were presented as follows:

- Meadow Brook – 15 health rides in October with an invoice amount of \$1,957.
- Bellaire Schools – October invoice amount of \$8,450.
- General Ridership – total passengers for October was 5,191, a decrease of 264 compared to October of 2005. (There were 23 days of service in Oct. 05, and 22 days in Oct. 06)

New business:

There was discussion regarding the disposition of the Trolley. Rhoads will investigate the potential value of the Trolley and the potential repair costs if the Trolley is retained.

Next meeting is scheduled December 8, 2006.

Meeting adjourned at 9:40 a.m.

Respectfully submitted.

Transportation Committee Minutes November 3, 2006

Robert McLeod

Eugene Dawson, Chairman

David Howelman

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

Others present: J. Strehl, J. White

Meeting opened: 10:00am

Public Comment: none.

Airport Updates: J. Strehl briefed the Committee on Airport Layout Plan, Aero Funding & terminal irrigation project.

Airport gas wells: Scott Beaty from SRW gave a presentation on the status of their drilling operations on the airport.

Reports: *J. Strehl presented expense reports for September & revenue report for October. Motion by B. McLeod to accept report support D. Howelman.*

Meeting adjourned at 10:45 a.m.

Antrim County Transportation Committee
Meeting Minutes December 1, 2006

Present: Dawson, Howelman, McLeod, White, Rhoads.
Meeting called to order at 9:00 a.m.
Minutes of November 3 meeting were reviewed.

Rhoads presented correspondence indicating that we have received a signed master agreement from MDOT which extends through 2010. In addition, approval has been received from MDOT authorizing \$9,300 in equipment purchases.

Rhoads presented the updated Drug and Alcohol Testing Policy which resulted from an FTA program audit last June. The FTA had only minor corrections to the draft which was submitted in September. One of the requirements from the FTA is that the Antrim County Board of Commissioners formally adopt the updated policy. **Motion by Howelman, support by Dawson to recommend that the Board of Commissioners approve the updated Drug and Alcohol Testing Policy for use by Antrim County Transportation. All voting aye. Motion carried.**

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

Rhoads presented an update on personnel issues:

- Bob Daniels remains off work recovering from back surgery.
- Due to increased driver work loads Rhoads requested approval to proceed with moving Laura Evens from irregular part time to full time status. Laura interviewed for a full time job in Aug. when Dennis Windish retired. **Motion by McLeod, support by Howelman to proceed with moving Laura to full time status using the appropriate posting requirements. All voting aye. Motion carried.**

Ridership reports were presented as follows:

- Meadow Brook – 13 health rides in November with an invoice amount of \$1,597.
- Bellaire Schools – November invoice amount of \$7,510.
- General Ridership – Ridership report data was not available.

Next meeting is scheduled February 2, 2007.

Meeting adjourned at 9:40 a.m.

Transportation Committee

Minutes December 1, 2006

Robert McLeod

Gene Dawson, Chairman

David Howelman

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

Others present: J. Strehl, J. White

Meeting opened: 9:50 am Public comment: none

Airport Updates: J. Strehl informed the Committee that the Airport has received an award of merit from the Asphalt Pavement Association of Michigan for the airport's recent paving project. Strehl also informed the committee that Federal & State funding has been secured for the replacement of the Airports fuel delivery equipment.

SRE Building: Bids for the installation of an insulated door and opener are due on December 6. ***Motion by R. McLeod, to allow the chairman to accept the lowest or best bid. Support D. Howelman***

Airport gas wells: J. Strehl reported on the status of SRW drilling operations on the airport.

Reports: *J. Strehl presented expense reports for October & revenue report for November. Motion by B. McLeod to accept report support D. Howelman.*

Meeting adjourned at 10:45 a.m.