

Antrim County Transportation Committee
Meeting Minutes February 2, 2007

Present: Dawson, Howelman, Allen, White, Rhoads.
Meeting called to order at 9:00 a.m.
Minutes of December 1, 2006 meeting were reviewed.

Rhoads presented correspondence which was sent to The Rural Task Force Chair seeking approval to revise an existing \$9,300 capital equipment authorization to allow for the purchase of one laptop computer and upgrade the phone system.

Financial reports were presented including vouchers for January & February. Also, presented were expense and revenue reports for the month of December. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented a budget summary along with budget detail for the FY 2008 MDOT funding application. The application was due Jan. 31st, and has been submitted. The summary indicates the need for a County appropriation of \$102,700 to complement the State and Federal funds. This represents a decrease of \$4,000 from last year's appropriation. **Motion by Howelman, support by Allen to approve the funding application and County appropriation request as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues:

- Currently taking applications for part time drivers due to increased demand.
- Bob Daniels has notified ACT that he has filed for Social Security Disability due to his degenerative disk disease. He is awaiting a decision.

Ridership reports were presented as follows:

- Meadow Brook – Annual reports including trips and revenue were presented covering calendar years 2005 and 2006.
- Bellaire Schools – Annual reports for the 05-06 and 06-07 school years were presented

Rhoads presented the NOTICE OF MEETING posting which has been placed on the board in the County Building.

Next meeting is scheduled March 2, 2007.

Meeting adjourned at 9:50 a.m.

Transportation Committee

Minutes February 2, 2007

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, J. Allen, D. Howelman

Others present: J. Strehl, J. White, A. Koutnick

Meeting opened: 10:00 am

Public comment: None

Airport Updates: J. Strehl informed the Committee about repairs to the terminal aircraft Unicom system, overhead door replacement in the SRE building (07 capital outlay), fuel marketing ideals for summer 007

Airport gas wells: Scott Beaty of SRW addressed the board on the status of drilling in the area of the field. Dates were set for closure of the airport (February 19-22).

Rehabilitate fuel farm: J. Strehl outlined the time frame for replacement of the airport's fuel dispensers & cost estimates as well Federal and State grant entitlements.

Insurance review: Current policy limits and rates were discussed, additional information is forth coming.

Reports: J. Strehl presented expense reports for December & revenue report for January.

Motion by D. Howelman to accept reports support J Allen.

Meeting adjourned 11:15 a.m.

Antrim County Transportation Committee
Meeting Minutes March 2, 2007

Present: Dawson, Howelman, Rhoads.

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

Minutes of February 2, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Letter from MDOT approving the ADA Certification/Vehicle Accessibility Plan Update for FY 2008.
- Flyer from the Michigan Public Transit Association explaining the benefits and funding sources for Public Transit.
- Flyer discussing gas tax issues.

Financial reports were presented including vouchers for March. Also presented were expense and revenue reports for the month of January. **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:

- Bob Daniels continues to be off work and has filed for Social Security Disability due to his degenerative disk disease. He is awaiting a decision.
- Interviews were conducted in February for irregular part time drivers. The following have been selected:
 - Robert Hott
 - Ann Mongar
 - Donna Smith

Ridership Reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through February, 24 trips were conducted with revenue of \$2,895.
- Bellaire Schools – School Year 06-07 report was presented. The report indicted the following through February:
 - Early Childhood Program (ECP) - 204 trips with revenue of \$5,125.
 - Special Education - 484 trips with revenue of \$30,730.
 - Career Technical (TBA) - 110 trips with revenue of \$8,880.
- General Ridership report – Total passengers for February, 2007 was 4,371, a decrease of 742 compared to February, 2006. (There were a number of snow days along with school and other event closings this February.)

Next meeting is scheduled April 6, 2007.

Meeting adjourned at 9:50 a.m.

Transportation Committee

Minutes March 2, 2007

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman

Others present: J. Strehl

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

Airport gas wells:

Rehabilitating fuel farm:

Insurance review:

Reports: J. Strehl presented revenue reports February. *Motion by D. Howelman to accept reports support G. Dawson.*

Meeting adjourned 11:00am

Antrim County Transportation Committee Meeting Minutes April 9, 2007

Present: Dawson, Howelman, Allen, Rhoads.

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

Minutes of March 2, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Memo from MDOT indicating that the audit of FY04 expenditures was completed and ACT was overpaid by \$3,939. Repayment will be accomplished by a reduction in the May and June Formula reimbursements.
- Write up of an unannounced MIOSHA building inspection March 13, 2007. ACT is still awaiting the final report from Lansing; however, to date most of the areas cited have been corrected by ACT staff.

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

Rhoads presented an update on personnel issues: Lorne Marshall, full time driver, resigned effective March 8, 2007. ACT is planning to request permission to fill the position during the summer months.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through March, 36 trips were conducted with revenue of \$4,297.
- Bellaire Schools – School Year 06-07 report was presented. The report indicated the following through March:
 - Early Childhood Program (ECP) - 242 trips with revenue of \$6,075.
 - Special Education - 255 trips with revenue of \$36,820.
 - Career Technical (TBA) - 131 trips with revenue of \$10,560.
- General ridership report – Total passengers for March, 2007 was 4,718, a decrease of 500 compared to March 2006. There were a number of snow days along with school and other event closings this March.

New business: Rhoads reported that the Mackinaw Trolley Company has recently expressed an interest in possibly purchasing the trolley. ACT is now prohibited from using the trolley for special trips on weekends or after hours. It currently gets very little use; only parades or occasional in-town trips which do not generate income. After considerable discussion it was decided to have Rhoads contact the Mackinaw Trolley Company and offer the trolley for \$30,000. Rhoads will notify the Committee members by telephone of the trolley company's response.

Next meeting is scheduled May 4, 2007.

Meeting adjourned at 10:00 a.m.

Transportation Committee
Minutes – April 9, 2007
Airport

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen

Others present: J. Strehl, Charles Hopkins AV Insurance, Don Walters, MMRMA

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

Aviation safety seminar to be held on May 2nd

Great Lakes Energy right of way clearing

Airport report for the County master plan

Fuel Farm Bids: *J. Strehl informed the committee that bids have been accepted and are currently being reviewed for award by Peckham Engineering.*

Insurance review: *Considerable conversation took place over the airport's Owners & Operators liability policy, with input from representatives from AV Insurance & MMRMA. Motion by J. Allen to make recommendation to the full board to increase the airports hangar keepers' liability coverage from 1 million limit any aircraft, 2 million limit any one occurrence to 2.5 million / 5 million, for an additional premium of \$2,050.00. Support, D. Howelman.*

Reports: *J. Strehl presented revenue reports for March & Expense reports for February. Motion by D. Howelman to accept reports, support J. Allen.*

Meeting adjourned 11:30 a.m.

Antrim County Transportation Committee
Meeting Minutes May 4, 2007

Present: Dawson, Howelman, Allen, Rhoads.

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

Minutes of April 9, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- A new, updated brochure describing ACT services was presented.
- Memo to Pete Garwood outlining ACT's interest in convening a group of Transit users to assist in developing future transportation strategies for Antrim Co.

Financial reports were presented including vouchers for May; and expense & revenue reports for the month of April. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Memo to staff clarifying the issue of vacation time accrual in the event a Full Time driver is moved to Regular Part time status during the summer; or at any other time.
- Ridership demands are currently being examined to determine if hours of operation can be reduced during the upcoming summer months.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through April, 44 trips were made with revenue of \$5,047.
- Bellaire Schools – School Year 06-07 report was presented. The report indicated the following through March:
 - Early Childhood Program (ECP) - 268 trips with revenue of \$6,725.
 - Special Education - 285 trips with revenue of \$41,020.
 - Career Technical (TBA) - 146 trips with revenue of \$11,760.

New business:

- Rhoads reported that the Trolley has been purchased by the Mackinaw Trolley Co. for \$30,000. In addition Rhoads presented a letter from MDOT indicating their concurrence with the sale and that the proceeds of the sale must be used for public transportation.
- ACT will once again provide a bus during the upcoming Petoskey Stone Festival at Barnes Park to provide free shuttle service from the parking areas.
- Rhoads presented information on the purchase of a new chair for Dispatch. **Moved by Allen, support by Howelman to proceed with the purchase. All voting aye. Motion carried.**

Next meeting is scheduled for June 8, 2007.

Meeting adjourned at 9:40 a.m.

Transportation Committee

Minutes

May 4, 2007

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen

Others present: J. Strehl

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

Aviation safety seminar held on May 2nd

Chamber of commerce event to be held at the terminal

Car club cruise night request

Scott Beaty with SRW briefed the committee on their operations on the field

Tom Zick explained the airport's new enterprise fund accounting.

Fuel Farm Bids: *J. Strehl presented the committee with the low bid on the airport's fuel farm upgrades from Sparling Corp 99,065.00.*

Motion by D. Howelman that bid be accepted with the contingent on a State Grant being issued before proceeding, Support G. Dawson.

Reports: J. Strehl presented revenue reports for April & expense reports for March .

Motion by D. Howelman to accept reports support G. Dawson

Meeting adjourned 11:30am

Antrim County Transportation Committee
Meeting Minutes June 8, 2007

Present: Dawson, Howelman, Allen, Rhoads.

Meeting called to order at 9:00 am

Minutes of May 4, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- A MIOSHA Citation and Notification of Penalty resulting from an unannounced building safety inspection March 13, 2007. The report indicated there were four citations which fell under the serious category; each with a \$300 penalty. All of the items have been corrected and ACT is pursuing an informal agreement which will reduce the penalties by 50%.
- A letter inviting transportation providers and users in Antrim County to participate in a meeting to identify current and future transportation needs for citizens of the county. The meeting is scheduled June 20, 2007 from 9-11 am at Meadow Brook Medical Care Facility. The public is invited.

Financial reports were presented including vouchers for June, and expense & revenue reports for the month of May. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- A notice from Don Marshall indicating he will be retiring August 31, 2007.
- Rhoads met with the Administration Committee June 7, 2007 and received approval to proceed with posting and interviewing to fill Don's full time driver position as well as the full time driver position vacated in March when Lorne Marshall resigned.
- Rhoads indicated that this week ACT is beginning to operate with a reduced schedule for the summer. ACT will begin operating at 7:00 am instead of 6:00 am. Part time drivers will be released for the summer and two full time drivers will be reduced to 30 hours per week.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through May, 53 trips were made with revenue of \$6,240.
- Bellaire Schools – School Year 06-07 report was presented. The report indicated the following through May:
 - Early Childhood Program (ECP) - 307 trips with revenue of \$7,700.
 - Special Education - 329 trips with revenue of \$47,180.
 - Career Technical (TBA) - 168 trips with revenue of \$13,520.

New business:

- Rhoads presented an approved Authorization for the purchase of one small bus and one medium duty bus. The small bus has been ordered and specifications are currently being reviewed for the medium duty bus.

Next meeting:

Due to scheduling conflicts the July meeting will be held July 9 instead of July 6.

Meeting adjourned at 9:55 am.

Transportation Committee

Minutes June 8, 2007

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen

Others present: J. Strehl, J. White, A. Koutnick

Meeting opened: 10:00 am

Public comment: none

Airport Updates: J. Strehl informed the Committee on:

Status of the gas wells

Fly in

Five year plan

Terminal Internet Access: S. Groll from the Bellaire Computer addressed the board on his concerns on making the lobby a hot spot. After considerable conversation it was determined to work with COLI to establish wireless access.

Flight School: J. Strehl reviewed with the committee the airports Commercial Operating License. It was determined that a \$300.00 dollar fee will be charged for this activity, in addition to meeting the county insurance requirements.

Reports: J. Strehl presented revenue reports for May & Expense reports for April. **Motion by D. Howelman to accept reports support G. Dawson**

Meeting adjourned 11:30am

Antrim County Transportation Committee
Meeting Minutes July 11, 2007

Present: Dawson, Howelman, Allen, Rhoads.

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

Minutes of June 8, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Memo from Laura Sexton regarding her attendance at the August Transportation Committee meeting to discuss ACT's county appropriation request.

Financial reports were presented including vouchers for July; and expense and revenue reports for the month of June. **Motion by Allen, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- The Administration Committee has scheduled driver interviews July 18. Rhoads will participate in the interview process.

Ridership reports:

- Meadow Brook — Calendar year 2007 YTD report including trips and revenue was presented. Through June, 66 trips were made with revenue of \$8,070.
- Bellaire Schools — School Year 06-07 report was presented. The report indicated the following through June:
 - Early Childhood Program (ECP) - 331 trips with revenue of \$8,300.
 - Special Education - 344 trips with revenue of \$47,204.
 - Career Technical (TBA) - 168 trips with revenue of \$13,520.
- General ridership report — Total passengers for June, 2007 was 2,673, a decrease of 512 compared to June, 2006. There were two fewer days of service this June than last.

New business:

- **Antrim County Transportation Coordinated Plan.**
Rhoads presented the following information regarding the Coordinated Plan and its development:
 1. The MDOT required elements for plan development.
 2. The plan identifying gaps in service and proposed strategies to address the gaps.**Motion by Allen, support by Howelman to approve the plan as presented. All voting aye. Motion carried.**

Next meeting: August 3, 2007

Meeting adjourned at 9:50 a.m.

**TRANSPORTATION COMMITTEE
ANTRIM COUNTY AIRPORT
Minutes – July 11, 2007**

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen

Others present: J. Strehl

Meeting opened: 10:00 a.m.

Public comment: None.

Airport Updates: J. Strehl informed the Committee on:
Aircraft accident of 6/15, Fuel farm replacement status, Airport Layout Plan (ALP), 2008 budget, Terminal donations.

Five Year Plan: J. Strehl reviewed with the board the five year development plan, with emphasis on snow removal equipment & approach clearing for years 2008 & 2009.

Reports: J. Strehl presented revenue reports for June & expense reports for May.
Motion by D. Howelman to accept reports support J. Allen.

Meeting adjourned 11:30 a.m.

Antrim County Transportation Committee
Meeting Minutes August 3, 2007

Present: Dawson, Howelman, Allen, Rhoads

Also Present: Laura Sexton, County Clerk

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

The FY08 transportation budget was presented including a request for a county appropriation of \$102,700. **Motion by Allen, support by Howelman to request that the County Clerk include \$102,700 in the FY08 county budget to support public transportation. All voting aye. Motion carried.**

Minutes of July 11, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- MDOT letter outlining the components of the triennial review of transit agencies receiving federal funds. The review was conducted July 17, 2007. ACT is awaiting final report.

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

Rhoads presented an update on personnel issues as follows:

- The Administration Committee conducted interviews for full time drivers July 18. Ann Mongar was selected to start August 15. Donna Sylvester was the next choice pending ACT's work load. Mike Bouchard was selected as next choice.
- Bob Daniels has informed ACT he has received verbal approval to receive SSDI.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report. July 07 - 16 trips with revenue of \$1,897.
- Bellaire Schools – School Year 06-07 report. July 07 - Early Childhood Program (ECP) 18 trips with revenue of \$450.
- General ridership – Total passengers for July, 07 was 2,589, an increase of 431 over July, 06.

New business:

- Information was presented on upcoming training sessions as follows:
 - MPTA/MDOT Annual Training Conference – August 14-16
 - MASS Trans Training Conference for Drivers and Dispatchers – September 14-16
 - MDOT Financial Management Training – September 27
- Information was presented regarding cleaning out the sand in the floor drain in garage area.
- Rhoads is working with the Bellaire Computer Center to replace a printer used by dispatchers.
- Munson Medical Center has contacted ACT regarding additional transportation needs for a new dialysis unit opening in Kalkaska.

Next meeting: September 7, 2007

Meeting adjourned at 9:55 a.m.

**TRANSPORTATION COMMITTEE
ANTRIM COUNTY AIRPORT
Minutes – August 3, 2007**

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen
Others present: J. Strehl

Meeting opened: 10:00 a.m.

Public comment: None.

Airport Updates: J. Strehl informed the Committee on:
Noise concerns, fuel farm project, taxiway repair, propane contract.

2008 budget review: L. Sexton and J. Strehl presented the proposed 2008 Airport budget and capital outlays. *Motion by D. Howelman, that the proposed budget be recommend to the finance committee as presented, support J. Allen.*

Reports: J. Strehl presented revenue reports for July & Expense reports for June. *Motion by D. Howelman to accept reports support J. Allen.*

Meeting adjourned 11:30 a.m.

Antrim County Transportation Committee Meeting Minutes September 5, 2007

Present: Dawson, Howelman, Allen, Rhoads.

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

Minutes of August 3, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- MDOT plaque was presented recognizing ACT for 30 years of service.
- Record Eagle article was presented outlining the Transportation and Land Use Study Group, of which Rhoads is a member on behalf of Antrim County.

Financial reports were presented including vouchers for September, and expense and revenue reports for the month of July. **Motion by Allen, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Ann Mongar began as a full time driver August 15, 2007.
- Don Marshall retired as a full time driver August 31, 2007 after serving nearly 30 years.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report. August 07 - 11 trips with revenue of \$1,125.
- General Ridership – Total passengers for August 2007 were 2,764.
- Bellaire Schools – School Year 06-07 report. August 07 - Early Childhood Program (ECP) 9 trips with revenue of \$225.

New business:

- Rhoads presented a draft addendum to the policy and procedure section of the employee resource guide. ACT's insurance carrier now requires all members to have a policy on file that prohibits the use of cell phones for personal use while operating a bus. **Motion by Allen, support by Howelman to approve the addendum as written. Motion Carried.** The addendum will be provided to all ACT drivers with instruction to add to their employee resource guide.
- Information was presented on upcoming training sessions as follows:
 - MASS Trans Training Conference for Drivers and Dispatchers – September 14-16.
 - MDOT Financial Management Training – September 27.
- Rhoads presented a work order and a manifest from the Safety Kleen Company for cleaning the garage floor drain, pumping the storage tank and properly disposing of the contents.

Next meeting: October 5, 2007.

Meeting adjourned at 9:35 a.m.

**TRANSPORTATION COMMITTEE
ANTRIM COUNTY AIRPORT
Minutes – September 5, 2007**

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen

Others present: J. Strehl

Meeting opened: 10:00 a.m.

Public comment: None.

Airport Updates: J. Strehl informed the Committee on: The following topics NTSB Report, fuel farm project, Bureau of Aeronautics field inspection.

J. Strehl discussed the trees on the approach ends to runways 20 and 200. The trees have continued to grow and may cause the approach to go to less than 20:1 in the near future. Peckham Engineering is preparing a study for the Transportation Committee to review during their October meeting.

Reports: J. Strehl presented revenue reports for August and Expense reports for July. **Motion by D. Howelman to accept reports, support J. Allen.**

Meeting adjourned at 10:30 a.m.

Antrim County Transportation Committee
Meeting Minutes October 5, 2007

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

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

Minutes of September 5, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Antrim Review - Front page picture of ACT winning 1st Place, Business Division in Bellaire's Harvest Festival Scarecrow Contest.
- Authorization from MDOT granting funding approval to replace two buses.

Financial reports were presented including vouchers for the FY ending September 30 and vouchers for October. Also expense and revenue reports for the month of August were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Don Marshall who retired as a full time driver effective August 31, 2007 has agreed to begin helping ACT as a part time driver beginning October 1, 2007.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through September, 99 trips have been made with revenue of \$11,655.
- Bellaire Schools – School Year 07-08 report was presented. The report indicated the following through September, which is the first month of the school year:
 - Early Childhood Program (ECP) – 56 trips with revenue of \$1,400.
 - Careen Technical (TBA) – 36 trips with revenue of \$2,880.
 - Special Run – 31 trips with revenue of \$775.
- General Ridership – Total passengers for September 2007 were 4,192.

New business:

- Rhoads updated the Committee regarding a recent meeting with Meadow Brook and MDOT personnel. There are considerable follow up reporting and public transit requirements that Meadow Brook is facing in regard to the van that was purchased using Transportation funds. Several options were discussed and are currently being considered.
- Rhoads informed the Committee that MDOT is presenting a training seminar in Gaylord October 15 and 16 to update transit managers regarding new drug and alcohol testing procedures for employees. ACT plans to attend.

Next meeting: November 2, 2007.

Meeting adjourned at 9:40 a.m.

**TRANSPORTATION COMMITTEE
ANTRIM COUNTY AIRPORT
Minutes – October 5, 2007**

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen
Others present: J. Strehl

Meeting opened: 10:00 a.m.

Public comment: None.

Airport Updates: J. Strehl informed the Committee on:
The Young Eagles Fly in to be held at the airport on October 27, 2007. And preconstruction meeting to be held on 10/9 for the fuel farm project.

Approach Clearing: Bob Peckham of Peckham Engineering addressed the Transportation Committee on the preliminary results of his tree survey on the south approach to the airport.

Lightning strike: Rodger Wallace of Windemuller Electric informed the committee of the damage to the field lighting from a lightning strike on September 23. Considerable discussion took place. On the advice of B. Peckham a complete cost estimate will be prepared by Windemuller to be presented to the County's insurer (MMRMA).

Reports: J. Strehl presented revenue reports for July & Expense reports for August.

Meeting adjourned 11:30 a.m.

Antrim County Transportation Committee
Meeting Minutes November 2, 2007

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

Meeting called to order at 1:00 p.m.

Minutes of October 5, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Accident report stemming from a bus crash occurring on Oct. 16th. A driver of another vehicle drove into the rear of an ACT bus while loading passengers. Minor injuries occurred.
- Authorization from MDOT granting funding approval to resurface the parking lot.

Financial reports were presented including vouchers for November. Also expense and revenue reports for the month of September were presented. **Motion by Allen, support by Howelman to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- Bob Daniels has informed ACT verbally that he will not be returning. Written notification is forthcoming.
- A training session for ACT drivers has been scheduled for Nov. 9th which will provide information on working with physically and mentally challenged passengers.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through October, 107 trips have been provided with revenue of \$12,352.
- Bellaire Schools – School Year 07-08 report was presented. The report indicated the following through October:
 - Early Childhood Program (ECP) – 147 trips with revenue of \$3,675.
 - Career Tech. (TBA) – 82 trips with revenue of \$6,560.
 - Special Run – 74 trips with revenue of \$1,850.

New business:

- Rhoads presented information he learned at a recent Drug and Alcohol testing workshop held in Gaylord. As a result of the Federal program audit in 2006 MDOT is now providing training to all transit agencies and is requiring each of them to submit a revised testing policy by Dec. 15th. Even though ACT was one of the selected transits audited in 06 and has revised its policy to meet the Federal standards we are still being asked to submit our new policy for review.
- Rhoads informed the Committee that a small window of opportunity is available to purchase a small diesel cutaway bus under a State bid that has been extended to Nov. 15th. Since ACT has already received funding support from MDOT to make the purchase an order will be placed in the next few days.

Next meeting: December 7, 2007.

Meeting adjourned at 1:50 p.m.

**TRANSPORTATION COMMITTEE
ANTRIM COUNTY AIRPORT
Minutes – November 2, 2007**

Joseph Allen

Gene Dawson, Chairman

David Howelman

Members present: G. Dawson, D. Howelman, J. Allen
Others present: J. Strehl

Meeting opened: 2:00 p.m.

Public comment: None.

Airport Updates: J. Strehl informed the Committee on:
The Young Eagles Fly in that was cancelled due to inclement weather.

Fuel Farm Project: J. Strehl presented an accounting to date for the project. The committee did a site review of the project; anticipated completion date is November 12th.

Lightning strike: J. Strehl informed the committee that the county's insurance provider had approved the cost estimate from Windemuller Electric for \$149,230 to repair the field lighting damage caused by lightning strikes that took place on the field.

Reports: J. Strehl presented revenue reports for October and expense reports for September.

Meeting adjourned 3:15 p.m.

Antrim County Transportation Committee
Meeting Minutes December 7, 2007

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

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

Minutes of November 2, 2007 meeting were reviewed.

Rhoads presented the following correspondence:

- Letter from the Michigan Transit Pool indicating an FY06 refund of \$16,464.
- Letter from MDOT regarding additional detail needed on ACT's Drug and Alcohol Testing Policy.

Financial reports were presented including vouchers for December. Also expense and revenue reports for the month of October were presented. **Motion by Howelman, support by Allen to approve the vouchers and reports as presented. All voting aye. Motion carried.**

Rhoads presented an update on personnel issues as follows:

- All drivers and dispatchers completed sensitivity training November 9 to help them better understand the special needs of mentally and physically challenged riders.
- Rhoads presented the idea of providing fleece jackets for the drivers. This was done some years ago and now there are many new drivers. The committee concurred.
- Rhoads indicated that he would soon be interviewing for a part time driver to help fill in.

Ridership reports:

- Meadow Brook – Calendar year 2007 YTD report including trips and revenue was presented. Through November, 113 trips have been provided with revenue of \$12,840.
- Bellaire Schools – School Year 07-08 report was presented. The report indicated the following through November:
 - Early Childhood Program (ECP) – 215 trips with revenue of \$5,375.
 - Career Technical (TBA) – 118 trips with revenue of \$9,440.
 - Special Run – 91 trips with revenue of \$2,275.

New business:

- Rhoads informed the Committee that a new bus was delivered November 30.
- Rhoads presented sealed bids that were received on two used buses. The bids were opened and there were 5 bids for the 1998 Ford bus with the highest bid being \$3,101. There were 2 bids for the damaged 2000 International with the highest bid being \$1,715. **Motion by Allen, support by Howelman to accept the two bids. All voting aye. Motion carried.**
- Rhoads presented two estimates for installing a new roof on the ACT building, one totaling \$48,660 and one totaling \$46,760. The intent is to use these estimates to establish an amount to use in requesting Federal funding for the repair. Once funding is secured, the established County bid procedures will be followed. Rhoads will also consult with the Building and Grounds Committee on this project.

Next meeting: February 8, 2008.

Meeting adjourned at 10:05 a.m.