

**Antrim County Transportation Committee**  
**Meeting Minutes February 4, 2011**

Present: Gene Dawson, Karen Bargy, Marna Robertson, David Schulz, Al Meacham.

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

Al Meacham announced the LAC meeting is scheduled for February 17, 2011 at 9:00am. Al Meacham then asked for any updates from Meadowbrook. Marna Robertson communicated we are approaching the need for ACT to provide their transportation. Marna Robertson provided 8 questions that have been discussed in the past and we will finalize in the coming months. Essentially the needs of Meadowbrook will be taken care of which Al Meacham and Gene Dawson committed to have happen.

Al Meacham presented budget for 2012. Karen Bargy and Gene Dawson asked questions about revenue items and expense items. Specifically Bargy asked about pass revenue and general fare revenue. Meacham explained those two numbers are going to be a challenge. State and Federal funding was brought up and Meacham made it clear we are in good shape relative to other transits because we are budgeting only the "floor" amount guaranteed by law according to Act 51. So if the state cuts by 10%, 20%, etc. ACT will still receive what's budgeted. Bargy asked Meacham if he could further detail budget numbers by charting. Meacham has already provided more detail than in the past, but will work on this to further enhance the financial reporting going forward. Meacham will present budget to Finance Committee on February 7<sup>th</sup>, 2011 at 9:05am.

Al Meacham stated the septic system at the ACT building is on its last legs. Meacham is working with Building and Grounds to rectify situation. Karen Bargy asked how much will this cost. Meacham stated all the information is not available yet, but he estimates \$10,000 - \$20,000 to connect to the Bellaire village sewer system. ACT is annexed by the village and the rule states if a septic system fails that entity has to connect to the sewer system. So, the best connection at the time being is next door at the Animal Control. Meacham will know more by next month after talking to Charles Edwards from the Health Department in this region. Edwards is off until February 7<sup>th</sup>, 2011.

Financial reports were presented including vouchers for February. Also expense and revenue reports for December were presented. **Motion by Gene Dawson, supported by Karen Bargy, to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:

Through January, 24 trips have been provided with revenue of \$2,115.00

- Bellaire Schools – School Year 10-11. The report indicated the following through January:

Early Childhood Program (ECP) – 188 trips with revenue of \$4,650.00

Career Technical (TBA) – 180 trips with revenue of \$14,400.00

Special Run - 172 trips with revenue of \$4,300.00

- Munson Health Rides:

Kalkaska Run – 24 trips with revenue of \$2,092.50

Biederman Run – 18 trips with revenue of \$1,717.50

- General Ridership

January 2010 – 3,108    2011 – 3,641

Meacham stated the two new buses should arrive in the next 45 days. Also, Meacham provided another copy of the meeting dates for the coming year. The next meeting is: March 4, 2011 @ 9:00am.

Meeting adjourned at 10:05 a.m.

Transportation Committee  
Minutes February 4, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

Members present: Gene Dawson, Karen Bargy  
Others present: John Strehl, David Reck

***Meeting opened:*** 10:20 am

***Public comment:*** none

***Airport Updates:*** J. Strehl informed the Committee on:

- \* *PAPI flight check*
- \* *Up coming safety seminar*
- \* *Legislative news*
- \* *Gate repair*

**Peckham Engineering Contract:**

*J. Strehl presented an agreement for services from Peckham engineering to rehabilitate taxiway C, Connecting aprons and car parking lot. For the amount of \$15,390 dollars the county share will be 2.5 % or \$384.75 to be paid out of the airport grant match fund. **Motion by Dawson to approve Peckham engineering's agreement pending funding from MDOT. Support Bargy.***

**Financial Reports:** Income statement for January was reviewed.

***Meeting adjourned 12:15 pm***

**Antrim County Transportation Committee**  
**Meeting Minutes March 4, 2011**

Present: Gene Dawson, Karen Bargy, Al Meacham

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

Al Meacham gave the Commissioners present the Annual Report for FY 2010 that he will present at the Board of Commissioners meeting on the 10<sup>th</sup> of March. Karen Bargy and Gene Dawson asked questions about funding, fuel, and the Trial Balance. Al Meacham stated the funding looks to be safe with Governor Snyder proposing no cuts to the Transportation Funding. Al Meacham acknowledged the fuel is always a worry and the budgets have been “buffered” for increases and ACT buys fuel at bulk rates essentially getting their fuel \$1 less than the pump, but the buffer is only able to cover an increase to \$4.50 - \$5.00 at the pump. Like the past Chairman stated (Jack White) – “fuel is a wild card.”

Al Meacham stated that the Trial Balance has been a “thorn” for several years, but last year ACT was fortunate to stop the trend of a decreasing Trial Balance. Al Meacham explained that the “rule of thumb” for transits is to have 6 months of operating in the Trial Balance. The Trial Balance reached a low of one month last year and now it’s approximately two months. Gene Dawson brought up a good point that surrounding counties have the advantage of millages and they can increase their Trial Balances far easier than ACT who funds much tighter, relatively speaking.

Al Meacham presented the Title VI Plan to be approved.

**Motion by Gene Dawson, supported by Karen Bargy to approve the Title VI Plan as presented. All voting aye. Motion carried.**

Financial reports were presented including vouchers for March. Also expense and revenue reports for January were presented.

**Motion by Gene Dawson, supported by Karen Bargy to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:

Through February, 29 trips have been provided with revenue of \$2,392.50

- Bellaire Schools – School Year 10-11. The report indicated the following through February:

Early Childhood Program (ECP) – 237 trips with revenue of \$5,875.00

Career Technical (TBA) – 216 trips with revenue of \$17,280.00

Special Run - 202 trips with revenue of \$5,050.00

- Munson Health Rides:

Kalkaska Run – 24 trips with revenue of \$1,807.50

Biederman Run – 18 trips with revenue of \$1,702.50

- General Ridership

February 2010 – 3,706 2011 – 3,564 (closed 2 days for weather)

Al Meacham presented Trial Balance and stated he feels the trend of decreasing balances looks to have stopped, but the increasing will be gradual at best with the funding being fiscally responsible in Antrim County.

Al Meacham stated he's been working on the septic issue and has received a document from Village of Bellaire stating ACT can replace the gravity system instead of hooking into the village sewer system. Essentially saving the County at least \$10,000 by not going to the village sewer system versus gravity.

Al Meacham completed the permit and is working with Charles Edwards from the Health Department.

The next meeting is: March 4, 2011 @ 9:00am.

Meeting adjourned at 9:45 a.m.

# Transportation Committee

## Minutes March 4<sup>th</sup>, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

Members present: Gene Dawson, Karen Bargy

Others present: John Strehl, M. Kormos

***Meeting opened:*** 10:00 am

***Public comment:*** None

***Airport Updates:*** John Strehl informed the Committee on:

- \* *RSA clearing by staff*
- \* *Upcoming safety seminar*
- \* *Legislative luncheon*

**AvFuel:** *M. Kormos, Regional Sale Manger for AvFuel Corporation, gave a presentation on the aviation fuel industry and current trends. Considerable discussion took place.*

**2011 AIP Project:** *John Strehl presented a schedule outlining the rehabilitation of taxiway C including an engineering report and review set of plans for the project.*

**Insurance renewal:** *Three proposals were reviewed from Nation Air for airport liability insurance at the airport. Motion by Gene Dawson, supported by Karen Bargy, that it be recommend to the Board of Commissioners the proposal from Global Aerospace in the amount of \$7,107 to provide liability coverage be approved.*

**Financial Reports:** *Income statement for February and expense reports for January were reviewed. Motion made by Karen Bargy, supported by Gene Dawson, to accept reports.*

***Meeting adjourned 11:49am***

**Antrim County Transportation Committee**  
**Meeting Minutes April 8, 2011**

Present: Gene Dawson, Karen Bargy, Mike Crawford, Al Meacham

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

Al Meacham showed commissioners the two new buses that arrived on April 7, 2011.

Financial reports were presented including vouchers for April. Also expense and revenue reports for February were presented. Al Meacham brought everyone's attention to the fuel number that's been increasing in the past three months. Mike Crawford asked who the Insurance carriers are for ACT. Al Meacham stated its Zurich after testing his memory and he had to look up the exact carrier that ACT is involved as a pool participant for transits (MTP – Michigan Transit Pool). Mike Crawford also questioned Gmosers pumping and Al Meacham stated they are \$70 cheaper than previous vendor. Karen Bargy asked about GTI (cleaning services), Mercer (Fuel Pump Maintenance), and Cintas (Uniforms, Rugs, Cleaning Supplies, and OSHA compliance). **Motion by Gene Dawson support by Karen Bargy and Mike Crawford to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:

Through February, 33 trips have been provided with revenue of \$2,685.06

- Bellaire Schools – School Year 10-11. The report indicated the following through February:

Early Childhood Program (ECP) – 291 trips with revenue of \$7,225.00

Career Technical (TBA) – 250 trips with revenue of \$20,000.00

Special Run - 234 trips with revenue of \$5,850.00

- Munson Health Rides:

Kalkaska Run – 26 trips with revenue of \$1,867.50

Biederman Run – 21 trips with revenue of \$1,770.00

Mike Crawford asked about the individual that was sleeping in the back of the bus in the past month. Al Meacham stated the driver and GTI made an error by not checking the bus to make sure everyone was off. Dispatcher Debbie Lull told Al Meacham about situation and Al Meacham had Debbie Lull contact GTI right away to let them know this happened. Al Meacham then worked with Julie Moran on March 8<sup>th</sup> from CMH to make sure the driver and GTI personnel verify everyone is off of the bus going forward. Julie Moran is satisfied that ACT is taking care of situation so this does not happen again. Gene Dawson did call on March 8<sup>th</sup> and spoke to Al Meacham about the situation. Al Meacham intended to call him already so he went ahead and told him everything and that Julie Moran is satisfied. Mike Crawford wants to make sure he's aware of items in the future that come up so he's not "blind-sided." Al Meacham will make sure all three commissioners are aware of items in the future.

Al Meacham stated Charles Edwards from the Health Department gave him the go ahead for a gravity septic system. Charles Edwards is going to have the guidelines for the system done so bids can be done. Al Meacham will bring bids to Building and Grounds as soon as they are completed.

The next meeting is: May 6, 2011 @ 9:00am.

Meeting adjourned at 9:45 a.m.

Transportation Committee  
Minutes April 8<sup>th</sup>, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

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Members present: Gene Dawson, Karen Bargy, Mike Crawford

Others present: John Strehl,

**Meeting opened:** 10:00 am

**Public comment:** none

**Airport Updates:** John Strehl informed the Committee on:

- \* *Speaking engagements*
- \* *Up coming safety seminar*
- \* *Victim's right fund*

**MDOT transfer:** *John Strehl reported that the Michigan Aeronautics Commission approved a \$227,636 grant for rehabilitation of taxiway C at the airport. The County's share will be \$5,691 and will be paid from the County's 2011 grant match fund.*

**2012 AIP Project:** *John Strehl reported that AIP funding is now eligible for revenue generating facilities providing all airside development needs are met. Considerable decision took place about possibilities on the field. It was determined that the County's FPO building should be evaluated. Mike Crawford will help determine the condition of that building.*

**Funding Compliance:** *The continuation of future AIP funding was talked about an issue concerning non aviation use came up. John Strehl indicated that would do more investigation into this and report back at a later date.*

**Financial Reports:** Income statement for March and expense reports for February were reviewed. **Motion made by Karen Bargy, supported by Mike Crawford, to accept reports.**

**Meeting adjourned 11:25am**

**Antrim County Transportation Committee**  
**Meeting Minutes May 5, 2011**

Present: Gene Dawson, Karen Bargy, Al Meacham.

Meeting called to order at 1:32 p.m.

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

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:

Through March, 33 trips have been provided with revenue of \$2,685.06

- Bellaire Schools – School Year 10-11. The report indicated the following through February:

Early Childhood Program (ECP) – 292 trips with revenue of \$7,250.00

Career Technical (TBA) – 250 trips with revenue of \$20,000.00

Special Run - 234 trips with revenue of \$5,850.00

- Munson Health Rides:

Kalkaska Run – 26 trips with revenue of \$1,890.00

Biederman Run – 21 trips with revenue of \$1,807.50

Meacham presented the three closed bids for the septic system replacement that were opened at the Building & Grounds meeting on the 4<sup>th</sup> of May. Bargy asked that the lowest bid (\$2,750.00) from Niepoth present a bulleted document showing items that would be performed to make sure “apples to apples” are compared between bidders (Gmosers & Ralph’s). She understands that the three bidders have the permit from the Health Department to go by, but further documentation would be prudent. Meacham stated he would ask Niepoth to see if they could have a document prepared for the BOC meeting on the 12<sup>th</sup> of May when they vote on this septic issue.

Dawson asked Meacham to have a bus at the BOC meeting (12<sup>th</sup> of May) completion so the commissioners could ride over to Grass River to look at the improvements they are discussing presently. Meacham stated he would have one of the new buses available for the commissioners.

The next meeting is: June 3, 2011 @ 9:00am.

Meeting adjourned at 2:00 p.m.

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**Transportation Committee**  
**Minutes May 5<sup>th</sup>, 2011**

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

Members present: G. Dawson, K. Bargy, M. Crawford

Others present: J. Strehl, D.Reck, R. Bechtold

**Meeting opened:** 2:30pm

**Public comment:** none

**Airport Updates:** J. Strehl informed the Committee on:

\* *CPR training*

- \* *Flight check*
- \* *Fuel purchases*

**FBO Building:** *J. Strehl shared with the committee the direction the building & grounds committee would like him follow in regards to obtaining bids to rehab the county owned FBO building.*

**FAA Compliance:** *J. Strehl disturbed a letter from Rick Hammond, Administrator, Airports Division MDOT (enclosed) no action was taken.*

**Paving Project:** *J. Strehl reported that the bid opening for the taxiway C rehabilitation project would take place May 6<sup>th</sup> in Lansing.*

**Financial Reports:** *Income statement for April and expense reports for March were reviewed.*  
**Motion made by Bary to accept reports, support Dawson.**

*Meeting adjourned 3:21pm*

**Antrim County Transportation Committee**  
**Meeting Minutes June 3, 2011**

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

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

Financial reports were presented including vouchers for June. Also expense and revenue reports for April were presented. Some good discussion about a couple of expense and revenue items to make sure ACT was on track for the year. **Motion by Mike Crawford support by Karen Bargy and Gene Dawson to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:

Through April, 38 trips have been provided with revenue of \$3,015.06

- Bellaire Schools – School Year 10-11. The report indicated the following through April:

Early Childhood Program (ECP) – 348 trips with revenue of \$8,650.00

Career Technical (TBA) – 286 trips with revenue of \$22,880.00

Special Run - 269 trips with revenue of \$6,725.00

- Munson Health Rides:

Kalkaska Run – 26 trips with revenue of \$1,746.77

Biederman Run – 11 trips with revenue of \$1,395.00

Al Meacham stated he signed the septic estimate from Niepoth & Sons Plumbing. The septic should be worked on soon.

Mike Crawford stated that the office for the Medical Examiner should be started soon as well.

The next meeting is: July 8, 2011 @ 9:00am.

Meeting adjourned at 9:30 a.m.

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**Transportation Committee**  
**Minutes June 3<sup>rd</sup>, 2011**

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

Members present: Gene Dawson, Karen Bargy, Mike Crawford

Others present: John Strehl, R. Bechtold

***Meeting opened:*** 10:00am

***Public comment:*** none

***Airport Updates:*** John Strehl informed the Committee on:

- \* *CPR training*
- \* *Flight check*
- \* *Correspondence*

**FBO Building:** *John Strehl shared with the committee bid results from the County's building & grounds committee on rehabilitating the county owned FBO building. A site tour of the building was taken after the meeting.*

**Paving Project:** *John Strehl presented federal grant agreement B-26-0011-2411 for the rehabilitation of Taxiway C, including hangar taxi lanes, and the associated engineering cost. The total amount of the grant is \$227,636 of which the County's share to be \$5,691.*

**Motion by Karen Bargy, supported by Mike Crawford, that the County Chairman sign and accept the grant.**

**Peckham Engineering Agreement:** *John Strehl presented an engineering agreement from Peckham Engineering for construction supervision of the taxiway federal project number B-26-0011-2411, in the amount of \$20,995 the County's share to be \$533.*

**Motion by Karen Bargy, supported by Mike Crawford, for a recommendation to the full board to enter into the contract with Peckham Engineering.**

**Financial Reports:** *Income statement for May and expense reports for April were reviewed. Motion made by Karen Bargy, supported by Mike Crawford to accept reports.*

*Meeting adjourned 11:15am*

**Antrim County Transportation Committee**  
**Meeting Minutes July 8, 2011**

Present: Dawson, K. Bargy, Crawford, D. Doucette, L. Sexton, Meacham.

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

Laura Sexton and Danell Doucette verified the budget amount of \$155,000 needed for ACT in 2012. Sexton made it clear that there was a resolution already approved this past winter approving the \$155,000.

Financial reports were presented including vouchers for July. Also expense and revenue reports for May were presented. Some good discussion about a couple of expense and revenue items to make sure ACT was on track for the year. **Motion by Crawford support by Dawson and Bargy to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:  
Through May, 41 trips have been provided with revenue of \$3,270.06
- Bellaire Schools – School Year 10-11. The report indicated the following through May:  
Early Childhood Program (ECP) – 420 trips with revenue of \$10,450.00  
Career Technical (TBA) – 328 trips with revenue of \$26,240.00  
Special Run - 296 trips with revenue of \$7,400.00
- Munson Health Rides:  
Kalkaska Run – 24 trips with revenue of \$1,747.50  
Biederman Run – 20 trips with revenue of \$2,775.00
- General Ridership – 2,277 for June 30,528 ytd with three months left. On pace to have more than previous year.

Meacham stated Meadowbrook has determined ACT will do their transportation going forward.

Meacham stated the four oldest buses have been prepared for bid and are in the paper for two weekends. Bids will be opened at the August ACT meeting.

The next meeting is: August 5, 2011 @ 9:00am.

Meeting adjourned at 9:40 a.m.

# Transportation Committee

## Minutes July 8, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

Members present: G. Dawson, K. Bargy, M. Crawford

Others present: J. Strehl, L. Sexton, D. Doucette

**Meeting opened:** 10:00am

**Public comment:** none

**2012 Airport Budget review:** *J. Strehl reviewed the proposed 2012 airport budget. Motion by Dawson to submit budget as presented to the County's Finance Committee, Support Crawford.*

**Airport Updates:** J. Strehl informed the Committee on:

- \* *New Aeronautics Director*
- \* *Loader repair*
- \* *FBO well*

**Up Coming Projects:** *J. Strehl, reviewed the time line with the committee on the rehab on the County's FBO building and the paving of taxiway C.*

**Peckham Engineering:** *Strehl reported on the pending sale of Peckham Engineering to Prein & Newhof a Grand Rapids Engineering Company. Mr. Peckham will be attending the July 14 Commission meeting to further explain the sale.*

**Financial Reports:** Income statement for June and expense reports for May were reviewed. **Motion made by Bargy to accept reports, support Crawford.**

**Meeting adjourned 11:15am**

# Transportation Committee

## Minutes August 8, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

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Members present: G. Dawson, K. Bargy,

Others present: J. Strehl, L. Stanek

**Meeting opened:** 10:00am

**Public comment:** none

**Airport Updates:** J. Strehl informed the Committee on:

- \* *Paving project*
- \* *FBO project*
- \* *SRE building repair*

**10 Year Program:** *J. Strehl, reviewed the airports 10 year capital improvement program with the committee, concentrating on 2012 T hangars.*

**Ellsworth Co-op Contract:** J. Strehl presented a contract to pre buy LP gas for the upcoming year from the Ellsworth Co-op. ***Motion by Dawson to purchase \$2,882.90 dollars of prepaid LP gas from the Co-op for \$2.27 per gallon, Support Bargy.***

**Peckham Engineering:** *Strehl presented a design build contract for a 10 unit T hangar from Peckham Engineering in the amount of \$18,503.90 with the County's share to be 2 1/2 % or \$463 dollars. **Motion by Bargy, to accept the Peckham contract pending MDOT's funding of the grant. Support Dawson***

**Financial Reports:** Income statement for July and expense reports for June were reviewed J Strehl commented on the increased traffic and fuel sales this year also his concerns of exceeding his budgeted line item for fuel by the end of the year. **Motion made by Bargy to accept reports, support Dawson.**

***Meeting adjourned 11:15am***



**Antrim County Transportation Committee**  
**Meeting Minutes September 1, 2011**

Present: Dawson, Bargy, Meacham.

Meeting called to order at 1:04 p.m.

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

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:  
Through July, 56 trips have been provided with revenue of \$4,792.56
- Bellaire Schools – School Year 10-11. The report indicated the following through July:  
Early Childhood Program (ECP) – 440 trips with revenue of \$10,950  
Career Technical (TBA) – 330 trips with revenue of \$26,400  
Special Run - 296 trips with revenue of \$7,400
- Munson Health Rides:  
Kalkaska Run – 24 trips with revenue of \$1,830.00  
Biederman – 13 trips with revenue of \$2,025.00

Next Meeting October 7, 2011 at 9:00am

Meeting adjourned at 1:30 p.m.

# Transportation Committee

## Minutes September 1, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

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Members present: G. Dawson, K. Bargy,  
Others present: J. Strehl, A. Hayes

***Meeting opened:*** 2:00 pm

***Public comment:*** none

***Airport Updates:*** J. Strehl informed the Committee on:

- \* *Engineering advertisement*
- \* *Tree project*
- \* *MDOT field inspection*

**Fix Based Operator (FBO):** Andy Hayes of the Northern Lakes Economic Alliance discussed the NLEA ability to assist in the airports search for an FBO; many different options were explored based on internet marketing. The timing of the FBO is centered around the funding of a 10 unit T hangar witch will open up additional hangar storage for future businesses at the airport.

**Financial Reports:** Income statement for August and expense reports for July were reviewed J Strehl commented on his concerns of exceeding his budgeted line item for fuel by the end of the year. **Motion made by Bargy to accept reports, support Dawson.**

Meeting adjourned 3:30 pm

**Antrim County Transportation Committee**  
**Meeting Minutes October 7, 2011**

Present: Dawson, Crawford, Rob Hott, Meacham.

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

Meacham, Dawson, Crawford, and Hott discussed the situation created by the unfortunate illness of mechanic Tom Sandeen. Hott explained his background of 30+ years as a mechanic at General Motors, \$20,000+ tools, multiple certifications, and he's already an irregular part time driver. The issue is Hott feels the policy as it stands does not satisfy him of paying him \$16.35 an hour. Crawford stated we have three options – Do what the present policy states which is bring him to \$16.35 a hour on a less than 30 hour basis, contract employee to be a part time mechanic and driver until Tom is able to perform duties by himself again, and lastly be put at the regular part time status. Meacham stated he will work with Pete Garwood some more to work this situation out further. All parties felt comfortable that a reasonable solution would be reached.

Financial reports were presented including vouchers for October. Also expense and revenue reports for August were presented. **Motion by Dawson support by Crawford to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:  
Through August, 64 trips have been provided with revenue of \$5,587.56
- Bellaire Schools – School Year 10-11. The report indicated the following through August:  
Early Childhood Program (ECP) – 440 trips with revenue of \$10,950  
Career Technical (TBA) – 330 trips with revenue of \$26,400  
Special Run - 296 trips with revenue of \$7,400
- Munson Health Rides:  
Kalkaska Run – 28 trips with revenue of \$2,107.50  
Biederman – 14 trips with revenue of \$1,597.50

Next Meeting November 4, 2011 at 9:00am

Meeting adjourned at 9:38 a.m.

# Transportation Committee

## Minutes October 7<sup>th</sup>, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

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Members present: G. Dawson, M. Crawford,

Others present: J. Strehl,

*Meeting opened:* 9:37 am

*Public comment:* none

*Airport Updates:* J. Strehl informed the Committee on:

- \* *Accounting upgrades*
- \* *Tree project*
- \* *Plow repairs*

**Porsche Club of America:** *J. Strehl shared with the committee E mail correspondences from PCA about hosting an event at the airport in June 2013, also the results of a meeting held at the airport on Monday October 3<sup>rd</sup> attended by representatives of PCA, Gene Dawson and Patty Savant Bellaire chamber executive director.*

**Motion by M. Crawford to sign a contract with PCA pending legal review from the FAA and County. Support G. Dawson**

**Consultant Procurement:** *J. Strehl outlined MDOT guidelines for hiring an airport consultant. Motion by M. Crawford to form an interview committee consisting of the Transportation Committee Chairman Gene Dawson, John Strehl; Steven Cassens (retired Traverse City Airport director) and Mark Dontje (retired State Aeronautics project manager) and that meeting pay and millage be paid for Mr. Cassens and Mr. Dontje. Support G. Dawson*

**Financial Reports:** *Income statement for September and expense reports for August were reviewed J Strehl commented on a fuel deliver that exceeded his budgeted line item for fuel. Motion made by Crawford to accept reports, support Dawson.*

Meeting adjourned 10:23 am

**Antrim County Transportation Committee**  
**Meeting Minutes November 4, 2011**

Present: Dawson, Crawford, Bargy, Tom Sandeen, Meacham.

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

Meacham, Dawson, Crawford, Bargy, and Tom Sandeen talked about how Tom is doing. Tom expressed thanks to everybody for their support and he really appreciates the benefits that the county has for him during this time of crisis. Namely the short term benefit has allowed him to survive financially while he recoups. Tom feels in December he may be able to come back on a limited basis. We should know better after his next check-up on the 16<sup>th</sup> of November. In any case, the operation is set-up perfect for him to gradually come back to full duty with the part time mechanic/driver that's currently in place with Rob Hott.

Financial reports were presented including vouchers for November. Also expense and revenue reports for September were presented. Meacham presented the year end financials (Transit has Sept. annual financials) with expenses coming essentially flat at 100% and the revenues coming in at \$43K in the black. The Trial Balance for ACT is "trending" the right way to \$202K. Bargy asked what's the "rule of thumb" for transits to have in their balance – Meacham responded that 50% of operating should be in the Trail Balance. So we still have a ways to go to get that 50% number of approximately \$360K. **Motion by Bargy support by Crawford to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Crawford brought up there may be a need in the future if the expansion of the medical facilities (Urgent Care) happens in Central Lake. Meacham stated he will be prepared to help out if need be. Meacham also stated he has a plan in place just in case shanty creek has equipment problems during the holidays. ACT has two part time drivers that also drive part time for shanty creek and would be perfect to help out if their equipment fails.

Ridership Reports:

- MeadowBrook – Calendar year 2011 YTD:  
Through September, 75 trips have been provided with revenue of \$6,675.06
- Bellaire Schools – School Year 11-12. The report indicated the following through September:  
Early Childhood Program (ECP) – 38 trips with revenue of \$950  
Career Technical (TBA) – 34 trips with revenue of \$2,720
- Munson Health Rides:  
Kalkaska Run – 24 trips with revenue of \$1,837.50  
Biederman – 19 trips with revenue of \$1,912.50
- General Ridership for the Year  
2010 – 37,538                      2011 – 38,029

Next Meeting December 2, 2011 at 9:00am

Meeting adjourned at 9:45 a.m.

# Transportation Committee

## Minutes November 4, 2011

*Karen Bargy*

*Gene Dawson, Chairman*

*Mike Crawford*

Members present: G. Dawson, M. Crawford, K. Bargy

Others present: J. Strehl, C. Koop

**Meeting opened:** 10:00 am

**Public comment:** none

**Airport Updates:** J. Strehl informed the Committee on: *New snowplow*

**NDB Decommissioning:** *William Ladd FAA Technical Operations Manager briefed the committee on the history of the Non Directional Radio Beacon (NDB) at ACB. He informed the committee that this approach is out dated and is redundant to the GPS & VOR approaches into the airport. He asked if the Committee would consider decommissioning the NDB approach into the airport. Motion by K Bargy to start the NDB decommissioning process. Support M. Crawford.*

**Porsche Club of America** *Considerable discussion took place on the PCA contract with many different concerns being brought to light. Mr. Koop was asked to prepare a contract for the event with the help of Mr. Strehl and K. Bargy in time for the December BOC meeting.*

**Consultant Interviews:** *J. Strehl outlined to the board the guide lines used for interviewing airport consulting firms. The appointed committee consisting of the Transportation Committee Chairman Gene Dawson, John Strehl; Steven Cassens (retired Traverse City Airport director); Mark Dontje (retired State Aeronautics project manager) and Pete Garwood interviewed three firms on November 3<sup>rd</sup>. The transportation committee discussed the firms involved in the interviews. Motion by G. Dawson to hire Meed & Hunt as airport consultants upon a letter of understanding that no billing will take place until a project grant is in place. Support K. Bargy*

**Financial Reports:** *Income statement for October and expense reports for September were reviewed. Motion made by Dawson accept reports, support Bargy.*

Meeting adjourned 12:15 pm

**Antrim County Transportation Committee**  
**Meeting Minutes December 2, 2011**

Present: Dawson, Stanek, Bargy, David Peterson, Pete Garwood, Burt Thompson, Meacham.

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

Financial reports were presented including vouchers for December. Also expense and revenue reports for October were presented. Meacham stated these are the first month of the fiscal year. Bargy asked about a couple expense items that look out of order and Meacham responded with what they were. Bottom line the expenses are in at 7% with 8.3% of the year completed. **Motion by Dawson support by Bargy to approve the vouchers and financial reports as presented. All voting aye. Motion carried.**

Ridership Reports:

- MeadowBrook – Calendar year 2012 YTD:  
Through October, 21 trips have been provided with revenue of \$1,830.00
- Bellaire Schools – School Year 11-12. The report indicated the following through October:  
Early Childhood Program (ECP) – 93 trips with revenue of \$2,325  
Career Technical (TBA) – 76 trips with revenue of \$6,080
- Munson Health Rides:  
Kalkaska Run – 26 trips with revenue of \$1,860.00  
Biederman – 14 trips with revenue of \$1,365.00

Meacham stated the new pick-up has been acquired from the local dealership. Bargy asked if the old pick-up could be used in the emergency services department. Meacham stated he had no problem in doing that. Meacham asked Bargy to have Carl Goeman to work with Tom Sandeen in January to work out transfer physically and Meacham will work with Pete Garwood and Sherry Combden on funds transfer with regards to value of vehicle.

Next Meeting February 3, 2012 at 9:00am

Antrim County Transportation Meeting completed at 9:13 a.m.

**County Road Millage Discussion**

There are two hand-outs that will be provided for the Commissioners on the 8<sup>th</sup> of December. Basically the discussion is in the infant stages and will be further discussed in the future. Stanek stated she will propose appointing Dawson as a liaison to the Antrim County Road Commission.

Thompson stated the process of correcting the roads is becoming more complicated by the day. However, the County could try to correct as much as they can and as fairly as they can with a millage (1 mill). Thompson explained the revenue generation and breakdown as shown on the hand-out. Thompson talked about the Federal Funds that could be matched for revenues as well. Thompson also brought up the State is currently in discussions deciding how to tackle road funding issues. There are “many balls in the air” and we need to start the process of determining the millage question.

David Peterson brought up the notion that transparency needs to be administered with regards to projects that are done in the future. Meaning a simple spreadsheet showing project, material, labor, number of people, and OT. Basically a spreadsheet that could be used across the board on any given project to give a “gut check” on expenses needed to complete. Also, he stated a spreadsheet showing the township breakdowns would be helpful in determining needs in the future.

Thompson stated he would talk to his operations manager to see what it would entail to put together spreadsheets as requested.

Stanek stated there many questions and we will need to address in the future.

Meeting adjourned at 10:40 a. m.

# Transportation Committee

## Minutes December 2, 2011

Karen Bargy

Gene Dawson, Chairman

Mike Crawford

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Members present: G. Dawson, M. Crawford, K. Bargy  
Others present: J. Strehl, C. Koop, D. Reck, L. Stanek

***Meeting opened:*** 10:50 am

***Public comment:*** none

**Airport Updates:** J. Strehl informed the Committee on:

- Filter service to the fuel farm
- Bellaire Chamber of commerce
- Energy savings on the field
- Appointment to General Aviation Committee

**Cherry Capital Flight:** Mike Hovey of Cherry Capital Flight explained to the committee about his aircraft charter service based in Traverse City and interest in expanding to Antrim County. No action was taken.

**Porsche Club of America:** C. Koop presented a draft contract for the 2013 Porsche event to the Committee for review, discussion took place. Motion by K. Bargy That the BOC approve the contract upon C. Koop completion.

**Financial Reports:** Income statement for November and expense reports for October were reviewed.

Meeting adjourned 1:25 pm