

# **Transportation Committee**

*Christian Marcus*

*Gene Dawson, Chairman*

*Karen Bargy*

## **Minutes**

**February 7, 2014**

Members present: Gene Dawson, Karen Bargy & Christian Marcus  
Members absent: None.  
Others present: Al Meacham (ACT meeting only), Janet Koch, and Deb Haydell (partial)  
Airport meeting only: John Strehl & David Reck

### **1. Meeting was called to order by Chairman Gene Dawson at 9:05 a.m. at Antrim County Transportation building.**

### **2. Public Comment**

None.

### **3. Antrim County Transportation (ACT) Financial Report**

Al Meacham, ACT Director, presented the February vouchers (**see attachment pg. 1**). He noted that with fewer new vehicles, repair costs are increasing. Mr. Meacham also presented the expense schedule for the 2014 year to date (**see attachment pg. 2**). He noted that the line item for building maintenance is already at 78% due to the necessary purchase of a new furnace. He added that ACT will be reimbursed for the furnace. The revenue schedule was also presented.  
(**See attachment pg. 3**).

**Motion by Christian Marcus, seconded by Karen Bargy, to approve the payment of vouchers and approve the financial reports as written. Motion carried – unanimous.**

### **4. Antrim County Transportation (ACT) Ridership**

Mr. Meacham presented the committee with ridership figures for Bellaire Schools, Kalkaska, and Meadowbrook.

### **5. Antrim County Transportation (ACT) 2015 Budget**

Mr. Meacham is working on his 2015 budget for submittal to the State by March 1<sup>st</sup>. The State's fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup>. Deb Haydell, Antrim County Accountant, explained the change in the budgeting of the ACT building's insurance.

**Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the ACT budget go to the Finance Committee for approval. Motion carried – unanimous.**

### **6. Transportation Committee Meeting Schedule for 2014**

Mr. Meacham and Mr. Strehl requested that the Committee change its meeting dates for the March and July meetings. Dates of Thursday, March 27<sup>th</sup> at 9:00 a.m. and Wednesday, July 2<sup>nd</sup> at 11:00 a.m. were agreed upon.

The meeting was moved to the airport at 9:55 a.m.

## **7. 2013 Airport Financial Report / January 2014 Financial Report**

Mr. Strehl distributed the reports (see attachments pgs. 4 and 5). Ms. Haydell reviewed the revenues and expenditures. The revenues are slightly higher than budgeted and the expenses are slightly lower.

Mr. Strehl discussed the line items regarding overtime and holiday wages and stated that the Airport employees had very little overtime wages.

The Committee discussed the worker's comp line item for both the 2013 report and the January 2104 report, noting that the actual expense was much higher than was budgeted. Ms. Haydell said each employee has a worker's comp class code for the job they perform. A rate is associated with each code. She added that the Michigan Association of Counties provides the worker's comp pool. Ms. Haydell said she would discuss the worker's comp January expenditure with the Clerk's office. The quarterly invoices for worker's comp are variable.

## **8. Airport Update**

### **BS&A**

John Strehl, Airport Manager, discussed credit card processing through the county's accounting system. Mr. Strehl and Ms. Haydell said they would do a test run of the system in March.

Ms. Haydell left the meeting at 10:20 a.m.

### **Tug Repair**

The brakes on the airport's tug went out. Mr. Strehl said the replacement parts cost approximately \$600. He added that the ACT mechanics have been very helpful with the repairs.

### **Fuel Truck**

The airport's fuel truck is almost repaired. Much of the approximate \$3500 cost can be attributed to tires and rims. The expenditure will come out of the airport's equipment maintenance budget.

### **Furnace**

A furnace at the airport stopped working and was determined to have a bad heat exchanger. Mr. Strehl worked with Dave Howelman, County Commissioner and Pete Garwood, County Administrator. He obtained two quotes, one of which was more than \$1000 lower than the other. Mr. Strehl said the cost will be absorbed by the airport's budget.

### **Field Lighting**

Mr. Strehl said the field lighting has been tripping a breaker in the electrical panel. The breaker has now been changed and it's been three weeks since the breaker has been tripped. The Bellaire Police Department has been keeping a watch on the lighting during hours when the airport employees aren't present.

## **9. 2014 Airport Improvement Program (AIP)**

Mr. Strehl distributed copies of the current 5-year AIP and told the Committee that the Airport runway's snow blower is more than 20 years old and has been having mechanical problems. The cost for a new machine would be an estimated \$145,000, but if the AIP monies are redirected, Federal funding will pay for most of the cost. Mr. Strehl is working with a vendor so that the snow blower purchase can be done through MiDeal, ensuring a pre-approved low bid.

To purchase the snow blower, replacement of the current Airport lighting with LED lights will have to be pushed back, but the striping can still be done.

**Motion by Karen Bargy, seconded by Christian Marcus, to allow revisions to the Airport's five-year plan to reflect the snow blower purchase and adjustments to the plan.**

**Motion carried – unanimous.**

## **10. Airport Insurance**

Mr. Strehl asked David Reck, who was representing Antrim County's civil counsel, if Mr. Rossiter would like to review the Airport's insurance policy prior to renewals. Mr. Strehl added that the policy through NationAir has not changed from the previous year. The policy period is from March 15, 2014 to March 15, 2015. Mr. Reck will provide Mr. Rossiter with a copy of the policy for review.

## **11. Hangar Lease**

At the December 6, 2013 Transportation Committee meeting, Mr. Greg Simmer asked the Committee to approve a lease for construction of a new hangar on the Airport's property. The Committee then recommended that the Board of Commissioner's approve the lease and building pending legal review. On December 12, 2013, the Board of Commissioner's authorized the Chairman to sign the lease for a term of not more than twenty years commencing January 1, 2014 and expiring on December 31, 2033, pending legal review.

Mr. Strehl said the contract was now complete and ready for signature. Mr. Reck said the basic lease had been reviewed, simplified, clarified, and reduced in page length. He added that no substantive changes had been made.

A discussion ensued regarding the legal review process.

The meeting was adjourned at 11:35 p.m.

# **Transportation Committee**

*Christian Marcus*

*Gene Dawson, Chairman*

*Karen Bargy*

## **Minutes**

**March 7, 2014**

Members present: Gene Dawson, Karen Bargy & Christian Marcus  
Members absent: None.  
Others present: Al Meacham (ACT meeting only), Janet Koch, David Reck and Jim Rossiter. Airport meeting only: John Strehl

### **1. Meeting was called to order by Chairman Gene Dawson at 9:05 a.m.**

### **2. Public Comment**

None.

### **3. Antrim County Transportation (ACT) Financial Report**

Al Meacham, ACT Director, presented the March vouchers, the Revenue Schedule, and the Expense Schedule. (See attached pgs. 1-3) Karen Bargy asked about the Workers Compensation line item, noting that expenses have already reached 60% of this year's budget. Mr. Meacham said he has no control over that expense. He added that it's a budget number that is extremely difficult to project. Christian Marcus asked about the plowing expense. Mr. Meacham said he's looking into it.

**Motion by Christian Marcus, seconded by Karen Bargy, to approve the payment of vouchers and approve the financial reports as submitted. Motion carried – unanimous.**

### **4. Antrim County Transportation (ACT) Ridership**

Mr. Meacham presented the Committee with the January ridership figures.

### **5. Antrim County Transportation (ACT) Communications**

#### Head Mechanic & Head Dispatcher Job Descriptions

Ms. Bargy asked if there were pay increases involved with the new positions. Mr. Meacham said both of the positions, if filled, would be a pay increase of .50 cents per hour. A long discussion ensued regarding the County's long term budget plans. Mr. Meacham said the positions do not have to be filled if no need is seen. Christian Marcus was concerned about future union negotiations. The Committee took no action, but would like to see the item on their next agenda.

#### Dispatch Position

Mr. Meacham requested that the Committee allow him to discuss the hiring issues with Pete Garwood, County Administrator. The Committee agreed.

Ms. Bargy asked for a document detailing ACT's staffing structure and staffing levels. The Committee agreed with her request.

The meeting was moved to the airport at 10:25 a.m.

## **6. Airport Updates**

### BS&A

John Strehl, Airport Manager, said he was working with Deb Haydell, County Accountant, to have the accounting software meet the specialty requirements of an airport.

### Snow blower

Mr. Strehl said the adjustments to the Airport Improvement Plan regarding the purchase of a new snowblower have been made. **(See attached pg. 4.)** The purchase of the snowblower through MiDeal, however, won't work as previously hoped. Mr. Strehl expects to sell used equipment to meet the required matching funds.

### Field Lighting

It had been hoped that the improvements to the field lighting could be done in March, but due to the snow, it will likely be done in April as a 4-5 day project for the contractor, J. Ranck Electric, whose corporate office is in Mt. Pleasant.

Mr. Strehl would like J. Ranck to come in and troubleshoot the field lighting problem when they're on site for the lighting improvements. After a question from Dave Reck, it was decided that it would be more suitable for J. Ranck to work on the lighting problem during cold weather as that's when the problem occurs.

### Hangar Lease

There was a discussion regarding how best to obtain the certified legal description needed for the contract. **(See attached pgs. 5-11.)**

**Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the Board of Commissioner's approve and the Board Chairman sign the lease with Precision Aero, LLC with the attached exhibit. Motion carried – unanimous.**

### Fuel Truck

Mr. Strehl said the fuel truck had been repaired at ACT and was back in service. ACT's invoice was for \$3,612.40 and could come out of the Airport's maintenance budget.

Mr. Strehl said that Avfuel, a national supplier of aviation fuels and services, is willing to pay 50% of the cost to repaint the fuel truck. This will include the cost of the decals to be placed on the truck, which will include safety decals, MDOT decals, and corporate Avfuel decals. The fuel truck currently has Avfuel decals. Mr. Strehl has obtained some estimates for the project that are under \$5,000.00.

**Motion by Christian Marcus, seconded by Karen Bargy, to put out the bidding job for public notice. Motion by Karen Bargy, seconded by Christian Marcus, to amend the motion to state that Mr. Strehl should move forward with the fuel truck repainting quotes in compliance with the current Antrim County Bid Policy. Motion carried – unanimous.**

### Airport Insurance

Mr. Strehl distributed a chart of the Airport liability insurance rates from 1991 through 2011 **(See attached pg. 12)**. He said the insurance rates spiked dramatically after the 9/11 terrorist attacks, but had dropped when the Airport demonstrated that most of their fuel was sold in the summer months.

Mr. Strehl told the Committee that airport insurance pricing methods have recently changed. He presented a quote he'd received that day from another insurance carrier, Starr Aviation (**See attached pg. 13.**), which was approximately \$2,000.00 less than the quote from NationAir (**See attached pg. 14.**), who is the Airport's current aviation insurance carrier. The Committee wasn't comfortable changing carriers at such short notice without a direct comparison of quotes.

**Motion by Karen Bargy, second by Christian Marcus, to recommend that the Board of Commissioner's maintain NationAir as the Airport's insurance carrier from March 15, 2014 to March 15, 2015. Motion carried – unanimous.**

Ms. Bargy said the Board of Commissioners should have a general recommendation for insurance levels throughout the County. She asked the Administration Department and Civil Counsel for recommendations.

#### Charter Communications

Mr. Strehl said that Charter went to digital on March 7, 2014. Mr. Strehl said he's been told that the new digital box will be free for one year and \$7 per month thereafter. Until now, the cable service at the Airport has been comped, but Charter is currently revising their comp policy. The Airport is currently still on their comp list.

### **7. Airport Financial Reports**

Mr. Strehl presented the airport's financial reports. (**See attached pgs. 15-19.**)

**Motion by Christian Marcus, seconded by Karen Bargy, to accept the airport's financial report as presented. Motion carried – unanimous.**

### **8. Worker's Compensation 2013**

Janet Koch, Associate Planner, noted that that committee had been concerned at the January meeting about the worker's comp revenues and expenses. She said she'd talked to Ms. Haydell and wanted the committee to note that while the expenditures are higher than the budgeted amount, that the dividends received make the item come relatively close to balancing.

### **9. Various Matters**

Mr. Strehl told the Committee that the Airport can't get fuel delivered when road restrictions are on. He added that he had fuel recently delivered and the Airport should have an adequate fuel supply through the weight restrictions.

The meeting was adjourned at 12:05 p.m.

# **Transportation Committee**

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

## **Minutes March 27, 2014**

Members present: Gene Dawson, Karen Bargy & Christian Marcus

Members absent: None

Others present: Al Meacham (ACT meeting only), Janet Koch, David Reck. Airport meeting only: John Strehl

### **1. Meeting was called to order by Chairman Gene Dawson at 9:00 a.m.**

### **2. Public Comment**

None

### **3. Antrim County Transportation (ACT) Financial Report**

Al Meacham, ACT Director, presented the April vouchers, the current Revenue Schedule, and the current Expense Schedule. (See attached pgs.1-3.) Karen Bargy asked if ACT's maintenance had noticed any patterns regarding vehicle repairs. Mr. Meacham said Tom Sandeen could attend the next meeting and discuss the issue with the Committee. Christian Marcus asked about the revenue item 635.004, Net Sale of Fuel. Mr. Meacham said ACT sells some fuel to the Sheriff Department and the Ambulance Authority.

Mr. Meacham said the current ACT budget is almost 42% into their fiscal year. Ms. Bargy noted that the expense item 864, Bus Parts, was at 76%. Mr. Meacham said part of that is due to the State of Michigan not replacing vehicles as often and more repairs being needed.

**Motion by Christian Marcus, seconded by Karen Bargy, to approve the payment of vouchers and approve the financial reports as submitted. Motion carried – unanimous.**

### **4. ACT Ridership**

Mr. Meacham presented the Committee with the February ridership figures.

### **5. ACT Communications**

Mr. Meacham gave the Committee members a copy of the Annual Report that he will present to the Board of Commissioners on April 10, 2014. The Committee discussed ridership figures and costs per ride.

#### **Head Mechanic & Head Dispatcher Job Grades**

The Committee discussed the new job grades and how approving them would affect the County's budget. Mr. Meacham described how he felt the positions would be a benefit to the ACT. Mr. Meacham said the job grades were noted in the current union contract which runs from January 1, 2014 to December 31, 2016.

**Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the Administration Committee approve the Head Mechanic and Head Dispatcher job descriptions as presented. Motion by Karen Bargy, seconded by Christian Marcus, to amend the motion to recommend to replace "Administration Committee" with "Board of Commissioners." Motion carried – unanimous.**

### Regular Part Time Position

Mr. Meacham described the need for an afternoon dispatcher. A discussion ensued regarding the details of a position change from part time irregular to part time regular. Mr. Meacham said regular part time employees do not receive benefits. He added that maintaining a minimal staffing level can be difficult and stressful for the employees. Mr. Meacham provided an employee roster and dollar amounts for different part time scenarios that had a maximum increase in cost to the County after reimbursements of \$8,882.00. (See attached pgs. 4-6.) These numbers were provided by Deb Haydell, County Accountant, and reviewed by Pete Garwood, County Administrator.

**Motion by Christian Marcus, seconded by Karen Bargy to recommend that the Administration Committee approve moving an Irregular Part Time Driver/Dispatcher to Regular Part Time. Motion carried – unanimous.**

### Title VI Approval

Mr. Meacham presented an updated version of the Title VI Program for approval. A letter from MDOT to Mr. Meacham states that this program is required by Title VI of the Civil Rights Act of 1964. MDOT requires Board of Commissioner approval of the updated plan by resolution. Mr. Meacham said the changes were given to him by MDOT. The Committee requested that the document be sent to civil counsel for review.

Meeting moved to airport at 11:30 a.m.

## **6. Airport Updates**

Ms. Bargy asked if Dave Reck had any conflict of interest between his roles as advisor to Antrim County's civil counsel and as a representative of ALPA. Mr. Reck said he would leave the room during agenda items in which there was a conflict.

### Hangar Leases

John Strehl, Airport Director, distributed a copy of a motion made by the Committee on June 3, 2002 and the running totals for the sinking fund (see attached pgs. 7-8). The sinking fund had been created to cover the cost of supplying power to a hangar area that was new in 2002. The fund will be reduced to \$442.16 by the end of 2014. Ms. Bargy asked if Federal grants had been available for that project. Mr. Strehl said if Federal grants had been applicable, they would have been used.

The Committee confirmed the continuance of the annual 5% increase in lease payments, an amount that is cited in all the current lease agreements.

### New Hangars

Mr. Strehl said the lease agreement with Mr. Simmer had been signed. The construction materials for his hangar have been delivered and construction will begin when the weather breaks. Mr. Strehl told the Committee that the Precision Aero lease was scheduled to be signed.

Mr. Reck left the meeting at 12:00 p.m.

### Fuel Truck

Mr. Strehl said he'd received three bids for repainting the fuel truck. He added that Avfuel has confirmed that they will pay half the repainting cost. Mr. Strehl told the Committee that he'd been working with Ms. Haydell on the project and that the low bid will be presented to the Finance Committee for approval.

### Airport Accounting

Mr. Strehl noted that the BS&A receipting process is working.

### Airport Financial Reports

Mr. Strehl presented the year to date financial report for the Airport (see attached pg. 9). He noted that expenditure item 934, Grounds Maintenance, was at 80% for the year when the year to date percentage is 22%. He explained that the percentage was due to a fence repair. Mr. Marcus asked about the contractual services, item 802. Mr. Strehl said it's usually electrical issues. Mr. Strehl said he'd talked to J. Ranck Electric about the field lighting problem, and they will make the repair when they're on site for the lighting improvements.

Also noted was that expenditure item 922, Gas, was over 83%. Mr. Strehl said there might be a posting error and that he'd investigate the issue.

Expenditure item 707, Other Wages, was discussed. Ms. Bary asked why the posting errors were not yet corrected, that it should have been taken care of by now. The Committee asked that the Clerk's office address the issue. Mr. Strehl said he would be contacting the Clerk, the County Accountant, and the County Administrator regarding the issue.

**Motion by Karen Bary, seconded by Christian Marcus, to approve the airport's financial reports with the exception of the posting issues in expenditure items 707 and 922.**

**Motion carried – unanimous.**

The meeting was adjourned at 12:20 p.m.

# **Transportation Committee**

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

## **Minutes May 2, 2014**

Members present: Gene Dawson, Karen Bargy, Christian Marcus

Members absent: None

Others Present: Al Meacham (ACT meeting only), Mike Crawford, Dave Reck, Burt Thompson (through agenda item 3), Janet Koch. Airport meeting only: John Strehl

### **1. Meeting was called to order by Chairman Dawson at 9:00 a.m.**

### **2. Public Comment**

None.

### **3. County-Wide Road Millage Proposal**

Burt Thompson, Engineer-Manager of the Antrim County Road Commission, presented the committee with a proposal for a county-wide road millage. (*See attached pages 1-9.*) He has shown the proposal to the Chairman of the Board of the Road Commission, but the proposal has not been approved by that Board.

Mr. Thompson wanted the Committee to understand that the proposal was an early version of the plan, and that he expected many changes would be made to it.

Mr. Thompson told the Committee that there are three types of ownership of public roads in Antrim County; state roads (includes US 31 and US 131 and the M- roads), county roads (divided into local and primary), and villages (divided into local and major streets).

The proposal detailed three ways in which the proposed millage monies could be distributed to the townships for road improvement purposes in the individual townships.

The Committee discussed their next step in considering a millage proposal. The committee asked to have the proposal added to the Board of Commissioner's packets for discussion at the next board meeting.

### **4. ACT Communications**

The Committee reviewed the Title VI plan and its accompanying resolution. (*See attached pages 10-24.*)

**Motion by Christian Marcus, seconded by Karen Bargy, to recommend that the Board of Commissioners approve the resolution that adopts the revised Antrim County Title VI Plan.**

Karen Bargy asked how non-English speakers would use the ACT system. Al Meacham, ACT Director, explained how ACT implements the Title VI policies. There was a discussion on how ACT would react to a phone call from a non-English speaker. Mr. Dawson directed Mr. Meacham to work with Dave Reck, a representative of Antrim County's civil counsel, regarding a plan for responding to a phone call of that type.

Mr. Meacham and the Committee discussed the Bay Area Transportation Authority (BATA), which serves Leelanau and Grand Traverse Counties, and how BATA connects and relates to the ACT system.

## **5. Antrim County Transportation (ACT) Financial Reports**

Mr. Meacham presented the May vouchers (*see attached page 25*), the current Revenue Schedule, and the current Expense Schedule.

Ms. Bargy asked Mr. Meacham about alternatives to current vehicles. Mr. Meacham said he followed state policy and was moving toward smaller vehicles that are less expensive to maintain and are more fuel efficient, but due to state allocations, it is a slow process.

**Motion by Christian Marcus, seconded by Karen Bargy, to approve payment of the May vouchers. Motion carried - unanimous.**

The Committee discussed approving expenses and revenue schedules at that meeting or at the next committee meeting after they had time to review the items. It was decided to wait until the next month.

## **6. ACT Ridership**

The Committee discussed the ridership figures. Mr. Meacham said he expected the Meadowbrook numbers to drop in May.

*The meeting adjourned to the airport at 11:10 a.m.*

## **7. Airport Updates**

### New Hangar

John Strehl, Airport Director, told the Committee that a new hangar was under construction.

### Field Lighting

Mr. Strehl said J. Ranck Electric would be at the airport in within two weeks to repair the lighting, which would be a three-day project. Ms. Bargy asked about the mercury switch repair. Mr. Strehl said J. Ranck will provide a quote for the repair with they are on site for the field lighting repair. At that point he will decide whether to pay for it out of his regular funds or to look for Federal monies.

### Fuel Truck Status

The total cost to the county for refurbishing the fuel truck was \$5,857. This included repainting. Mr. Strehl reminded the Committee that half the repainting cost was covered by Avfuel.

### SRE Grant (Snow blower)

The grant paperwork is currently at the civil counsel's office for review. Mr. Strehl said the timing should work out to purchase a new snow blower so that the old snow blower would be available for sale in October.

### Annual Report

Mr. Strehl distributed copies of the airport's annual report. He explained that the shift in revenues to a more fee-based structure is the necessary result of smaller revenues from fuel sales.

Mr. Marcus said he would like the annual report to include more financial figures. Ms. Bargy said the Board of Commissioners haven't directed the department heads regarding a preferred format for their annual reports. Mr. Strehl said the county's audit report will have airport financial information, but that he could also provide the that information.

Mr. Dawson asked if the Short's Brewing Company's 10<sup>th</sup> anniversary party had any effect on the airport. Mr. Strehl said Short's is often a destination for users of the airport.

## **8. Airport Financial Report**

Mr. Strehl presented the year-to-date financial report. (*See attached pages 26-27.*) The Committee discussed the expenditure items not approved the previous months, 707 and 922. 707, Other Wages, is being addressed by the Clerk and County Accountant. Mr. Strehl said the high amount of expenditure in 922, Gas, was the result of an estimate of heat used by an airport building that was unheated. The gas provider will credit the account.

The Committee raised the question of whether or not reimbursed expenses can be reduced from the expenditure report. Mr. Strehl said he would discuss the issue with Deb Haydell, the County Accountant.

Other line items discussed: 933 was the result of the repairs to the fuel truck, 932 was the recent furnace replacement, and 714 is an expense item that Mr. Strehl said is determined by the Clerk.

**Motion by Christian Marcus, seconded by Karen Bargy, to approve the airport's financial report. Motion carried - unanimous.**

Mr. Marcus left the meeting at 12:15 p.m.

## **9. Various Matters**

Janet Koch, Associate Planner, distributed copies of the Capital Improvement Plan (CIP) submission that Mr. Strehl had made for 2013 regarding the paving of the airport's runway. She said the CIP Committee had asked her to introduce the CIP to all the oversight committees.

There was a discussion regarding the CIP and long term plans for the county's budget. Ms. Bargy suggested accounting for inflation via the Consumer Price Index for projects that were spread across numerous years.

The meeting was adjourned at 1:10 p.m.

# **Transportation Committee**

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

## **Minutes June 6, 2014**

Members present: Gene Dawson, Karen Bargy, Christian Marcus

Members absent: None

Others Present: Al Meacham (ACT meeting only), Janet Koch. Airport meeting only: John Strehl. Jim Rossiter arrived at 10:55 a.m.

### **1. Meeting was called to order by Chairman Dawson at 9:00 a.m.**

### **2. Public Comment**

None.

### **3. Antrim County Transportation (ACT) Financial Reports**

#### Vouchers for June

Al Meacham, ACT Director, presented the June vouchers (*see attachment pg. 1*). He told the Committee that many of the invoices were for vehicle repair.

**Motion by Christian Marcus, seconded by Karen Bargy, to approve payment of the June vouchers. Motion carried – unanimous.**

#### Year-To-Date (YTD) Expense/Revenues

Mr. Meacham presented the YTD expenses and revenues (*see attachment pgs. 2-3*), saying that the ACT spends a large share of their budget in the first two-thirds of the year, and is hopeful that the overall expenses will stay within budget through the end of ACT's fiscal year.

Christian Marcus suggested putting the ACT phone number on the ACT vehicles. Ms. Bargy suggested a magnetic sign. Mr. Meacham said he'd look into the cost.

There was a short discussion of future ACT expansion possibilities, including a transfer station in Acme and the possibility of a stop at the Meijer under construction on M-72. Mr. Meacham said that funding for any expansion will be an issue.

The Committee agreed that approving the expense and revenue schedules was unnecessary.

Mr. Meacham said that the State of Michigan would like to have the 2016 ACT budget presented to them by February 1, 2015. Mr. Meacham said he could present a proposed budget to the Finance Committee for the December meeting.

#### **4. ACT Ridership**

**Mr. Meacham presented the current ridership figures. He asked the Committee to request that Meadowbrook request more riders with ACT (see attachment pg. 4).**

#### **5. ACT Communications**

Janet Koch, Associate Planner, distributed copies of the June 2 Road Commission Board letter to the Committee. Gene Dawson had attended that Board meeting and said the final decision to put the millage on the ballot will be up to the Board of Commissioners.

*The meeting adjourned to the airport at 9:55 a.m.*

#### **6. Airport Updates**

##### Airport Lighting

Mr. Strehl presented the results of J. Ranck Electric's field inspection of the lighting. He also presented the per day cost of troubleshooting/repairs, saying that the same information had been given to the Building & Grounds Committee.

Ms. Bargy asked how much of the cost would be covered by insurance. Mr. Strehl is working a representative of the Michigan Municipal Risk Management Association (MMRMA) and will have an answer by the next meeting.

##### 2014 AIP Funding

Two projects are being submitted for state airport block grant funding; runway airfield paint marking and the acquisition of snow removal equipment. The two projects are applied for under a single grant. Mr. Strehl distributed a timeline (*see attachment pg. 5*) that will allow purchase of the new snow blower and the sale of the existing snow blower before winter. The state grant bidding requirements require two weeks of advertisement for open bids prior to the bid award.

Ms. Bargy and Mr. Strehl explained the state's airport grant bidding/award process. Mr. Strehl said that to meet the desired timeline he needs the contracts reviewed and back to the Committee at their next meeting on Monday, June 30.

**Motion by Christian Marcus, seconded by Karen Bargy, to allow Mr. Strehl to advertise the snow blower for bid. Motion carried – unanimous.**

#### **7. Airport Financial Report**

Mr. Strehl presented the year-to-date financial report. (*See attachment pg. 6*). He said the hangar revenues are less by one month due to the invoicing processes.

Expenditure item 707, Other Wages, was again discussed. The Committee asked Mr. Strehl why the posting errors had not yet been corrected. Ms. Bargy and Mr. Strehl said they'd contacted the Clerk and the County Accountant, but the issue was still not resolved.

The meeting was adjourned at 12:20 p.m.

# **Transportation Committee**

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

## **Minutes June 30, 2014**

Members present: Gene Dawson, Karen Bargy, Christian Marcus  
Members absent: None  
Others present: Al Meacham (ACT meeting only), Janet Koch. Airport meeting only: John Strehl, Rose Bechtold, and Jeff Thoman from Mead & Hunt, Inc.

### **1. Meeting was called to order by Chairman Dawson at 9:00 a.m.**

### **2. Public Comment**

None.

### **3. Antrim County Transportation (ACT) Financial Reports**

#### July Vouchers

Al Meacham, ACT Director, presented the vouchers for July (**see attached pg. 1**). He told the Committee that the list was incomplete due to the early date of the Committee meeting. The Committee decided not to approve the vouchers.

#### Year-To-Date (YTD) Expense/Revenues

Mr. Meacham presented the YTD expense and revenues (**see attached pgs. 2-3**). Gene Dawson asked about the high dollar amount for physicals. Mr. Meacham said that was due to ACT being short-staffed and hiring part-time drivers. The Committee discussed the fueling of police vehicles at ACT. Karen Bargy said that some police vehicles use only premium gasoline, which isn't available at ACT. Mr. Meacham told the Committee that a number of county vehicles are being repaired at ACT.

### **4. ACT Ridership**

The Committee discussed the continuing low ridership from Meadow Brook Medical Care Facility. The Committee asked that the Finance Committee review the Meadow Brook ridership figures at their next meeting.

### **5. ACT Communications**

Mr. Meacham noted that, according to the usual procedure to hold the Transportation Committee meeting the Friday of the week preceding the Board of Commissioner's meeting, the next Transportation meeting should be August 8, not August 1, as noted on the agenda. There was a discussion regarding the date of the next meeting. The Committee decided to make a final decision at the airport.

*The meeting adjourned to the airport at 9:45 a.m.*

## **6. Airport Updates**

### Energy Lighting Grant

John Strehl, Airport Manager, presented options for lighting changes at the airport. The money for the changes would be paid out of a fund that obtains its revenues from energy cost savings. These savings are a result of improvements made from a 2010 grant from the State. Mr. Strehl said the Buildings and Grounds Committee would be making the decision, but he wanted the Transportation Committee to be aware of the request.

### Field Lighting

Mr. Strehl updated the Committee on the repairs to the field lighting. The insurance adjuster has given approval for repairs that will bring the airport lighting system up to the same standards that existed before the damages.

### Snow blower

Jeff Thoman of Mead & Hunt presented a tally of three bids for the snow blower (**see attached pg.4**). Mr. Thoman said the equipment has to be approved by the Federal Aviation Authority. He also said he'd checked the references of both the low bidder and the snow blower manufacturer and was satisfied with the results.

**Motion by Christian Marcus, seconded by Karen Bargy, to recommend that the Board of Commissioner's accept the bid from Steve's Equipment Service, Inc. for \$126,518.00.**

**Motion carried – unanimous.**

It is expected that the new snow blower will be delivered in October or November. There was a discussion of the timing for signing the sponsor contract, which will follow the award of the snow blower grant. The Committee recognized that there will need to be time for civil counsel to review the contract.

### Five-Year Airport Capital Improvement Program

Mr. Thoman presented the plan to the Committee (**see attached pg. 5**). The plan is prepared by Mead & Hunt. Mr. Thoman and Mr. Strehl said the amount of Federal entitlement dollars awarded to the airport annually is \$150,000 and that those monies can be carried over for four years before expiring. There are, however, limitations on how those Federal entitlement monies can be spent, Mr. Thoman stated. For example, the monies can't be used for projects that bring in revenue, such as hangar construction or fuel farms. Mr. Strehl said he will discuss long-term budgeting with Deb Haydell, County Accountant.

It was the consensus of the Committee to approve the draft copy of the Five-year Airport Capital Improvement Program. The final version of the Program will be submitted to the Board of Commissioners for their approval. Mr. Thoman noted that the Bureau of Aeronautics requires the submittal of a five-year plan every year.

### Financial Reports

Mr. Strehl presented the airport's YTD financial report (**see attached pg. 6**).

## **7. Various Matters**

Janet Koch, Associate Planner, asked if there were any upcoming lease agreements. Mr. Strehl said the next lease expirations will be at the end of the year and that he believed civil counsel was caught up with any new leases.

The August meeting date was discussed. Friday, August 1, was selected as the next meeting date for the Transportation Committee.

Meeting adjourned at 11:10 p.m.

# **Transportation Committee**

*Christian Marcus*

*Gene Dawson, Chairman*

*Karen Bargy*

## **Minutes August 1, 2014**

Members present: Gene Dawson, Karen Bargy, Christian Marcus  
Members absent: None  
Others present: Al Meacham (ACT meeting only), Janet Koch. Marna Robertson and David Schulz present through agenda item 2. Airport meeting only: John Strehl

### **1. Meeting was called to order by Chairman Dawson at 9:00 a.m.**

### **2. Public Comment**

Marna Robertson, Administrator of the Meadow Brook Medical Care Facility (MCF) and David Schulz, Director of Administrative Services, were present at the meeting to discuss the MCF ridership numbers.

Ms. Robertson stated that MCF employs two part time drivers who are called as needed. She presented invoice amounts from Antrim County Transportation (ACT) from 2009 through May 2014 (**see attached pgs. 1-2**). She also presented the MCF 2014 transportation data showing resident ride appointments for family members, MCF, and ACT (**see attached pg. 3**).

Karen Bargy asked if MCF anticipated a continued use of two part time drivers. Ms. Robertson said she was working on that assumption. Mr. Schulz said MCF had reduced their number of vehicles from three to two and had no plans to replace both. One of the vehicles is a 2004 with over 80,000 miles; the second is a 2008 model with low mileage.

It was noted that the MCF vans are serviced at ACT and that fuel is purchased at ACT. Ms. Robertson told the Committee that ACT timing and availability can restrict the number of MCF rides, as MCF residents can have needs that change at the last minute.

Ms. Bargy asked if MCF had any issues with ACT's service. Mr. Schulz said the ACT dispatchers do not always seem to be customer oriented, but that they have had no negative comments about the ACT drivers or vans. Ms. Robertson noted that MCF does receive a \$30 charge if an appointment is cancelled when the van has arrived at MCF. Al Meacham, ACT Director, said a scheduled ride is outside of their normal routes and a driver has to come in specifically for a MCF ride. This costs ACT far more than \$30. Ms. Robertson said she'll look into the number of \$30 charges to see if the amount is significant. Mr. Meacham suggested having the MCF scheduler meet with the ACT lead dispatcher briefly to clear up any issues.

Ms. Bargy thanked Ms. Robertson and Mr. Schulz for taking the time to come to the meeting. Ms. Robertson said after the MCF construction project is complete that she'll be working toward collaboration with ACT and Commission on Aging for out-patient therapy possibilities.

### **3. ACT Financial Reports**

#### August Vouchers

Mr. Meacham presented the vouchers for August (see attached pg. 4).

**Motion by Christian Marcus, seconded by Karen Bargy, to approve the August 2014 vouchers. Motion carried – unanimous.**

#### Year-To-Date (YTD) Expense/Revenues

The committee reviewed the YTD expenses and revenues presented by Mr. Meacham (see attached pgs. 5-6), who said that revenues should meet projected amounts for the fiscal year. ACT's fiscal year follows the State of Michigan's, which ends September 30, 2014.

Ms. Bargy asked for a report of the status of the County's fleet; ages of vehicles, mileage, and condition. Mr. Meacham said he would complete that report previous to the Finance Committee meeting on Monday, August 11. Ms. Bargy said this information would be used for budgeting purposes.

Ms. Bargy questioned four items on the expense schedule. Mr. Meacham said most of the items were reimbursable expenses.

### **4. ACT Ridership**

The Committee agreed that they'd had good feedback from MCF regarding the ridership figures. The Committee reviewed other health ride numbers and the school transportation numbers.

### **5. ACT Communications**

Mr. Meacham said he's working on the upcoming budget.

*The meeting adjourned to the airport at 10:10 a.m.*

### **6. Airport Updates**

#### Energy Lighting Grant

John Strehl, Airport Manager, told the Committee that he's working to get the lighting contract to the Board of Commissioners in September. There was a discussion of Davis-Bacon prevailing wage rates and the Committee agreed that it made sense to only use the Davis-Bacon rates when it was required by the Act to do so. Mr. Strehl said the estimate for the lighting improvements was \$9600 and that there was over \$10,000 in the energy grant fund.

#### Field Light Repair Schedule

Mr. Strehl said that J. Ranck Electric will be on site the first week in August to start work. Specialized parts will need to be ordered and they will return in September to complete the work. The insurance company is requiring that the work meet the FAA requirements before releasing payments.

#### Snow blower Grant

The grant application is progressing. At this point, the State of Michigan is waiting for block grants to be released at the Federal level. Mr. Strehl said the snow blower sponsor contract will be sent up from the State soon, adding that the State is not waiting for the block grant to come through before writing the contract.

### Five-Year Airport Capital Improvement Program

Mr. Strehl distributed the current five-year plan. Ms. Bargy said the airport grant match hadn't been budgeted properly for 2014. The Committee discussed possible methods of scheduling capital improvements and grant matches.

### Financial Reports

Mr. Strehl presented the airport's Year To Date financial report (**see attached pg. 7**). Ms. Bargy asked about line item 980, Equipment Airport. Mr. Strehl said it was due to the insurance claim. Ms. Bargy asked if the unseasonable weather had impacted the airport traffic; Mr. Strehl said that it had, but that he also expected the season's revenues to meet the budgeted amounts.

## **7. Various Matters**

Mr. Strehl told the Committee that he'd had a recent discussion with Dave Reck, during which the possibility of airport lease renewals being considered an administrative function and not a Board of Commissioner function was brought up.

Meeting adjourned at 12:00 p.m.

# **Transportation Committee**

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

## **Minutes September 5, 2014**

Members present: Gene Dawson, Karen Bargy, Christian Marcus  
Members absent: None  
Others present: Deb Haydell, Janet Koch, Al Meacham (ACT meeting only), John Strehl and Mike Crawford (airport meeting only). Pete Garwood was present for a portion of the airport budget discussion.

### **1. Meeting was called to order by Chairman Dawson at 9:00 a.m.**

### **2. Public Comment**

None.

### **3. Antrim County Transportation (ACT) Budget Request**

**Motion by Karen Bargy, seconded by Christian Marcus, to reaffirm the \$166,000 ACT request from the general fund as previously approved by the Board of Commissioners. Motion carried – unanimous.**

### **4. ACT Financial Reports**

#### August Vouchers / Year-To-Date (YTD) Expense/Revenues

Al Meacham, ACT Director, presented the vouchers for September and the YTD expenses and revenues. The Committee reviewed the documents.

### **5. ACT Ridership**

No figures were available due to the power outage. Mr. Meacham told the Committee that the Munson rides were doing well.

### **6. ACT Communications**

None presented.

*The meeting adjourned to the airport at 9:25 a.m.*

### **7. Antrim County Airport Budget Request**

Deb Haydell, County Accountant, presented the airport's 2015 budget, noting that the Federal and State of Michigan revenue line items are not budgeted items. Those two revenue items are only added when monies are received. John Strehl, Airport Manager, told the Committee that the capital outlay of \$12,500 is for work concerning the floor drains at the airport terminal. This work is an EPA requirement. A holding tank will be installed.

Ms. Haydell noted the \$265,660 transfer from the general fund. Karen Bargy asked Mr. Strehl if there was allowance in his budget for grant matching; Mr. Strehl directed her attention to line item 581000-295-954.295 for \$8,500. Ms. Bargy asked Ms. Haydell how the airport could save annual matching amounts over multiple years for the purpose of matching larger grants. Ms. Haydell said she'd look into the issue and try and get an answer before the final budget meetings.

Ms. Bargy said there needs to be a discussion of how to budget for future large grant matches. She noted that the current budget does not reflect saving toward a future grant match of approximately \$57,360 for runway repaving. Ms. Bargy said that although the Board of Commissioners approves the airport's 5-year plan, they have no mechanism in place to fund the projects they approve. Ms. Bargy recommended the creation of a policy for funding the airport's large projects.

**Motion by Karen Bargy, seconded by Christian Marcus, to accept the budget as presented with the exceptions of a reduction in line item Vehicle Maintenance #581000-295-864.000 by \$3000 and a reduction of the appropriation from the General Fund by a corresponding amount to \$262,660.**

## **8. Airport Updates**

### Field Lighting

Mr. Strehl said that J. Ranck Electric is working on the repairs and hopes to have them complete in early October.

### Snow blower

Mr. Strehl said the new snow blower should be delivered by mid-November. His plans are to keep the old snow blower until the new one is up and running smoothly. At that point, he'll put the old snow removal equipment out to bid. The Committee will discuss the bid timing at their October meeting.

### Floor Drains

This item was covered during the budget discussion.

### Airport Financial Reports

Mr. Strehl presented the YTD financial reports (**see attached pg. 1**). The Committee discussed the tracking of line items for vehicle and equipment maintenance.

Ms. Haydell said the apparent anomalies in line item 581000-295-707.000 for Other Wages is due to details of the union contract.

## **7. Various Matters**

None presented.

Meeting adjourned at 10:55 a.m.

# **Transportation Committee**

Christian Marcus

Gene Dawson, Chairman

Karen Bargy

## **Minutes October 3, 2014**

Members present: Gene Dawson, Christian Marcus  
Members absent: Karen Bargy  
Others present: Janet Koch, Al Meacham (ACT meeting only)  
Rose Bechtold and John Strehl (airport meeting only)

### **1. Meeting was called to order by Chairman Dawson at 9:00 a.m.**

### **2. Public Comment**

None.

### **3. Antrim County Transportation (ACT) Financial Reports**

#### Vouchers / Year-To-Date (YTD) Expense/Revenues

Al Meacham, ACT Director, presented the following: vouchers for October, YTD expenses and revenues, and miscellaneous revenues for 2014 (**see attached pgs. 1-4**). The Committee reviewed the documents.

Mr. Meacham said the RTAP expenses (Rural Transit Assistance Program) as shown in the vouchers are 100% reimbursable. Mr. Meacham added that the YTD 2014 expenses are essentially flat as compared to 2013.

**Motion by Christian Marcus, seconded by Gene Dawson, to approve the ACT financial reports as presented. Motion carried – unanimous.**

### **4. ACT Ridership**

Mr. Meacham presented the current ridership figures. In response to a question from Christian Marcus, Mr. Meacham estimated that ACT currently takes care of, at most, one-third of the Meadow Brook rides.

### **5. ACT Communications**

Gene Dawson brought an article in a recent edition of the *Northern Express* to the Committee's attention. The article gave an overview of public transportation in Emmet County and grass roots efforts to create a county-wide transit authority.

Mr. Marcus asked if Mr. Meacham had received any new information regarding a public transportation transfer station in Acme. Mr. Meacham said he had not.

*The meeting adjourned to the airport at 9:50 a.m.*

### **6. Airport Updates**

#### Field Lighting

Mr. Strehl, Airport Manager, said that J. Ranck Electric was working on the repairs and should have them complete by October 10, barring any weather complications.

### Snow blower

Mr. Strehl said the new snow blower should be delivered by mid-November. He will keep the old snow blower until the new one is up and running smoothly. The Committee discussed the bidding timing for the old snow blower.

Mr. Strehl and the Committee would like to know if it's possible to sell County-owned items on the Internet, through websites such as eBay or Craig's list.

### Floor Drains

Mr. Strehl updated the Committee on the installation and hook-up of a holding tank for the garage drainage system. He said he'd presented the Building & Grounds Committee with the quote for the work.

### Paint Marking

Mr. Strehl said that, due to the schedules of the paint marking crews and the weather, that he'd taken the airport out of the pavement parking project for 2014 and will reschedule it in 2015. He said that unless the weather was good for a number of straight days, that the paint wouldn't dry properly and would deteriorate more quickly. The rescheduling will not change any grant awards.

### Lighting – Energy Grant

The single bid for the lighting project had been opened at the recent Buildings & Grounds Committee. The bid was for an amount higher than what was available in the fund, Energy Savings Fund #242. The Buildings & Grounds Committee voted to replace the lighting in the terminal offices, conference room, garage, and maintenance garage, but to wait to do the hangar building until there are sufficient monies in the fund.

### Fuel System Electrical Repair

Mr. Strehl told the Committee that the probe wires between the underground tanks had been damaged last August. It had been repaired twice and was working fine until last week. Mr. Strehl brought the issue to the Buildings & Grounds Committee and was asked to bring three quotes to a special committee meeting that will be held immediately before the upcoming Board of Commissioner's meeting.

## **7. Insurance – Storage Tanks**

Mr. Strehl presented the summary sheet he'd provided to civil counsel on September 19 regarding the renewal of the insurance for the airport's storage tanks (**see attached pg. 5**). Mr. Strehl said he had not heard back from civil counsel; the current policy will expire 12:01 a.m. on October 11. Mr. Marcus said that the slight decrease in rates was unusual, adding that fewer and fewer insurance companies will cover underground storage tanks.

**Motion by Christian Marcus, seconded by Gene Dawson, to recommend that the Board of Commissioners immediately approve the insurance contract for the storage tanks, with the contract running from October 11, 2014 to October 11, 2016 for an annual premium of \$1,852.75. Motion carried – unanimous.**

## **8. Lease Renewals**

Dave Reck was not at the meeting to discuss a potential change in the process for renewals of airport leases. The Committee discussed the possibility of giving authority for approving airport leases to the airport's oversight committee.

## **9. Airport Financial Reports**

Mr. Strehl distributed the airport's YTD financial report (**see attached pg. 6**) and commended Wendy Aldrich from the Treasurer's Office for her assistance with the County's financial software.

Mr. Strehl told the Committee that landing fees were up for the year. In addition, he described the direct relationship between the expenditures for overtime and holiday pay (709.000) and the revenues for service fees (636.120), explaining that service fees are charged when aircraft land after hours and someone has to be called in to service the aircraft. He also said the expenditures for 709.000 will increase further due to the number of holidays at the end of the year.

## **10. Various Matters**

A discussion ensued regarding the County's new committee structure. Mr. Strehl hoped that his new oversight committee will hold at least one meeting per year at the airport and the ACT building.

Meeting adjourned at 10:55 a.m.