

AGENDA

TRANSPORTATION COMMITTEE

County of Muskegon
Board of Commissioners Room
990 Terrace
August 16, 2012 - 3:30 p.m.

Rillastine R. Wilkins, Chair
Anthony T. Longmire, Vice-Chair

1. Call to Order

2. Roll Call

3. Approval of Minutes

Approve Minutes of Transportation Meeting of July 26, 2012

4. Informational Items

Airport	Operations Report through July 2012
Transit	Operations Report through July 2012
Transit	Memo Regarding Rural Bus Service Plan Development

5. Public Comment (on an agenda item)

6. Public Hearing

Solicit Public Comment on MATS Capital Grant Application for TIGER Funds

7. Items for Consideration

TR12/08-39	Transit	Authorization to Issue RFB for Lighting Upgrades at the Louis A. McMurray Conference and Transportation Center
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8. Old Business

9. New Business

10. Public Comment (on a new topic)

11. Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUB-COMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon twenty-four hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling the following:

Bonnie Hammersley, County Administrator
County Building, Fourth Floor
990 Terrace Street
Muskegon, MI 49442
(231) 724-6505

Muskegon County Transportation Committee

Rillastine R. Wilkins, Chair
Anthony T. Longmire, Vice-Chair
Lew Collins
Benjamin Cross
James Derezinski
Marvin Engle

Alan W. Jager
Kenneth Mahoney
Scott Plummer
Robert Scolnik
I. John Snider

Board of Commissioners Room
990 Terrace

JULY 26, 2012

CALL TO ORDER

The Transportation Committee meeting was called to order by Chair, Rillastine Wilkins, at 3:41 pm.

ROLL CALL

Present: Collins, Cross, Engle, Jager, Longmire, Mahoney, Plummer, Scolnik, Snider, Wilkins

Excused: Derezinski

APPROVAL OF MINUTES

Moved by Plummer, seconded by Engle, to approve the minutes of the June 21, 2012, Transportation meeting. MOTION CARRIED

INFORMATIONAL ITEMS

Moved by Engle, seconded by Plummer, to accept and place on file the Informational Items. MOTION CARRIED

PRESENTATION

Jim Koens, Muskegon Area Transit Manager, presented an overview of MATS Transportation Funding.

PUBLIC COMMENT (on an agenda item)

None.

ACTION ITEMS

TR12/07-33 Authorization of Public Notice and Hearing on 2012 TIGER Grant Application

Transit recommends, moved by Engle, seconded by Collins, to authorize the Muskegon Area Transit System to publish the attached public notice, to schedule a public hearing on the capital grant application for 3:30pm, Thursday, August 16, 2012, and to authorize staff to execute the electronic grant application at the end of the public comment period. MOTION CARRIED

TR12/07-34 Approval to Award RFQ 12-1962, Professional Engineering Services, to Prein & Newhof

Airport recommends, moved by Plummer, seconded by Engle, to approve awarding RFQ 12-1962 to Prein & Newhof, selecting Prein & Newhof as the Airport's Engineering Consultant for Airport Improvement Program capital projects for the next five-year period, commencing with FY2013 and ending with FY2017. MOTION CARRIED

TR12/07-35 Approval of Contract Modification No. 2 to Contract between the County and Michigan Paving & Materials

Airport recommends, moved by Engle, seconded by Collins, to approve Contract Modification No. 2 to Contract Number 61192-113793 between the County and Michigan Paving & Materials, reducing the amount of the contract by \$3,011.05, effectively balancing and closing out the Airport's South T-Hangar and Taxistreet Reconstruction project. MOTION CARRIED

TR12/07-36 Approval of FAA and State Grant Offers for FY2012 Capital Improvement Projects

Airport recommends, moved by Engle, seconded by Cross, to approve authorizing the Chair to execute, upon receipt, Federal and State Grant Offers, providing funding for the Airport's FY2012 capital improvement projects, and further authorize the Clerk to execute any necessary resolutions for said Grant Offers. MOTION CARRIED

TR12/07-37 Approval of Contract FM61-1-C101 between the County and Axtell's Inc. for Airport Pavement Crack Sealing Project

Airport recommends, moved by Engle, seconded by Mahoney, to approve, contingent upon receipt of FY2012 State and Federal Grant Offers funding 97.5% of the project, Contract No. FM61-1-C101 between the County and Axtell's Inc., in the amount of \$76,000, for the Airport's pavement crack sealing project. MOTION CARRIED

TR12/07-38 Approval of Contract FM61-1-C102 between the County and P.K. Contracting for Airport Pavement Re-Marking Project

Airport recommends, moved by Engle, seconded by Mahoney, to approve, contingent upon receipt of FY2012 State and Federal Grant Offers funding 97.5% of the project, Contract No. FM61-1-C102 between the County and P.K Contracting, Inc., in the amount of \$108,950, for the Airport's pavement re-marking project. MOTION CARRIED

OLD BUSINESS

Commissioner Cross asked about the status of the MATS bus wraps. Bob Lukens, Community Development Director, reported that the new bus should be delivered next week and design work is still in process.

Commissioner Engle updated everyone on the County project designed to enhance usage of the County fairgrounds. A third trolley was added to transport children to the fairgrounds this week during the Muskegon County Youth Fair.

NEW BUSINESS

None.

PUBLIC COMMENT (on a new topic)

None.

ADJOURNMENT

There being no further business to come before the Transportation Committee, the meeting adjourned at 4:10 pm.



**Muskegon
County
Airport**

**Muskegon County Airport
Operations Report**

Calendar Year 2012

	PASSENGER ACTIVITY							AIRCRAFT OPERATIONS					CARGO	
	Avail Seats	Comm Pass	Load Factor	Enplaned	Deplaned	Total	Vs. FY2011	Air Carrier/ Charter	General Aviation	Military	Total	Vs. FY2011	Pounds	Vs. FY2011
JANUARY	5500	2255	41%	1314	1066	2380	40%	165	2235	41	2441	48%	1588	39600%
FEBRUARY	5400	2750	51%	1484	1366	2850	69%	161	2479	9	2649	45%	4	-100%
MARCH	5700	3184	56%	1745	1521	3266	55%	191	2944	49	3184	-5%	3	-100%
APRIL	6000	3026	50%	1413	1706	3119	66%	176	2439	26	2641	5%	85	-97%
MAY	6100	3215	53%	1639	1678	3317	67%	184	2693	58	2935	-3%	31	-97%
JUNE	5900	3208	54%	1561	1752	3313	39%	223	3237	201	3661	-6%	51	-99%
JULY	5900	3597	61%	1874	1841	3715	13%	220	2803	208	3231	-18%	99	-43%
AUGUST														
SEPTEMBER														
OCTOBER														
NOVEMBER														
DECEMBER														
YTD TOTALS	40500	21235	52%	11030	10930	21960	46%	1320	18830	592	20742	2%	1861	-96%

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**COUNTY OF MUSKEGON
MUSKEGON AREA TRANSIT SYSTEM
OPERATIONS REPORT
JULY 2012**

	MONTH TO MONTH			YEAR TO DATE		
	2012	2011	CHANGE	2012	2011	CHANGE
MATS PASSENGER ACTIVITY						
Fixed Route Services						
Base (Day) Service	45,066	43,612	3%	348,616	364,391	-4%
Evening New Service	7,523	6,905	9%	53,598	49,796	8%
Trolley Route Service	1,821	1,608	13%	3,869	2,468	57%
Fixed Route Total	54,410	52,125	4%	406,083	416,655	-3%
Demand/Response Services						
GoBus Base (Day) Service	1,479	1,292	14%	10,397	8,965	16%
GoBus New Evening Service	98	61	61%	640	572	12%
Demand/Response Total	1,577	1,353	17%	11,037	9,537	16%
TOTALS	55,987	53,478	5%	417,120	426,192	-2%
DAILY AVERAGE						
Fixed Route Services						
Base (Day) Service	1,803	1,744	3%	1,937	2,059	-6%
Evening New Service	358	345	4%	357	339	5%
Trolley Route Service	70	62	13%	69	46	51%
Demand Response Services						
GoBus Base (Day) Service	59	52	14%	58	51	14%
GoBus New Evening Service	5	3	53%	4	4	10%
PASSENGERS PER HOUR						
Fixed Route Services						
Base (Day) Service	17.5	17.2	1%	18.7	19.9	-6%
Evening New Service	12.2	11.8	4%	12.1	11.6	5%
Trolley Route Service	4.7	7.6	-38%	4.7	5.6	-17%
Fixed Route Average	15.2	15.6	-3%	17.0	18.1	-6%
Demand Response Services						
GoBus Base (Day) Service	1.8	2.1	-13%	1.9	1.9	-2%
GoBus New Evening Service	1.4	1.5	-7%	1.2	1.5	-19%
Demand/Response Average	1.8	2.0	-13%	1.8	1.9	-3%

NUMBER OF DAYS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2012	2011	2012	2011
Fixed Route Base (Day) Service	25	25	180	177
Fixed Route New Service	21	20	150	147
GoBus Base (Day) Service	25	25	180	177
GoBus New Evening Service	21	20	150	147
Trolley Route	26	26	56	54

NUMBER OF REVENUE HOURS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2012	2011	2012	2011
Fixed Route Base (Day) Service	2582	2534	18648	18287
Fixed Route New Service	615	586	4423	4302
GoBus Base (Day) Service	822	626	5497	4653
GoBus New Evening Service	69	40	545	393
Trolley Route	384	211	827	438

MEMORANDUM

DATE: August 8, 2012

TO: Commissioner Rillastine Wilkins, Transportation Committee Chairperson
County Board of Commissioners

FROM: James A. Koens, Transit Systems Manager

SUBJECT: Rural Bus Service Proposal Development

As you are aware, we are currently working very hard to develop the rural transit service project. We are in the midst of a public comment period on the capital grant application, with a public hearing on that application scheduled for 8/16/12. We continue to move forward on securing the capital funds that are available, and have been notified by FTA that the capital grant must be executed by 9/30/12. Once the grant is executed, we can contact the bus vendor with whom we have an open contract, and can order the vehicles. The expected delivery time frame would be 12-14 months.

As we secure the capital funding, we are also actively engaging a discussion of the operating parameters for this service. Whatever service we run will need to meet the commitments that we made in the capital grant application, namely to provide service to rural portions of the County, including, in general, the Heights Ravenna Road Corridor, the Holton Road Corridor, and the Whitehall Road Corridor. The details of these proposed services, such as frequency, time of day, days of week, etc. are open to development, and are not yet completed for presentation to the Board.

In operating the service, we expect to utilize 50% federal funding support, 30% state funding support, and to need 20% local funding from a variety of sources including fares, advertising, and local underwriting support. It is this local funding development, along with the review of potential routing and schedules that we are currently working on.

To date, we have held a number of meetings and discussions regarding the rural transit service operations proposal. While none of the discussions have resulted in a commitment to fully fund the local cost of the project, the discussions have laid the groundwork for partnerships to be developed.

- A group of White Lake area businesses met with us to discuss the proposal. In addition to others, representatives from Alcoa, Diversified Machine, and Mastertag were present, representing close to 2500 employees in the area. From this meeting, some letters of interest are being obtained and surveys conducted of employees. Other large businesses from the area were invited, but not in attendance. These will be contacted to discuss potential for meeting employee needs.
- A conversation was held with a representative of Eagle Alloy, a large employer near the Heights Ravenna corridor, who had indicated an interest in transit services a couple of years ago. Information on employee schedules was obtained and is under consideration.
- A meeting was held with Egelston township representatives about options for service in portions of the Township. Follow up will be conducted.
- Meetings with representatives of the City of Whitehall, City of Montague, and the White Lake Area Chamber of Commerce have been held, discussing the current service opportunity and raising information from the White Lake Area Transportation Survey that was conducted in January, 2010.
- A meeting has been held with the Muskegon County Department of Employment and Training to explore funding partnership opportunities for the service, as well as service design ideas to assist the clients of the workforce development programs.

Field work and GIS-based mapping are being conducted to develop routing and scheduling options. As these are developed, they will be further presented and adjusted to develop a proposal that meets, to the extent practicable, the needs of the selected rural areas. As these plans proceed, a number of options will be developed, offering various levels of service that can be adjusted to meet the available amount of local support. In this way, the service proposal can be kept in balance for long-term sustainability.

Your help in generating local support for this service is greatly appreciated. If you have any additional input regarding the service alternatives or the funding opportunities, please let me know.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE TRANSPORTATION		BUDGETED <input checked="" type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT TRANSIT		COMMITTEE DATE 08/16/12	REQUESTOR SIGNATURE ROBERT LUKENS	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Muskegon Area Transit System has operated from the Louis A. McMurray Conference and Transportation Center since 2001. In 2010, some elements of the facility were included in a list of potential energy efficiency upgrades as part of the County's "Honeywell" project, with the largest area for potential energy and cost savings being upgrades to the lighting fixtures used in the garage areas of the facility.</p> <p>Due to federal procurement requirements, the MATS projects were not executed as part of the Honeywell program, and have not proceeded. As a few fixtures are beginning to fail and as the lumens produced by the aging light bulbs is decreasing, MATS is seeking Board authorization to issue a Request for Bids for the upgrade and replacement of light fixtures and bulbs in the facility. The project will result in improved lighting and reduced energy costs.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to authorize the Muskegon Area Transit System to issue a Request for Bids for the upgrade and replacement of light fixtures and bulbs in the Louis A. McMurray Conference and Transportation Center.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
		<i>Recommend Approval</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
		<i>approval BSA</i>		
AGENDA DATE: 08/16/12	AGENDA NO.: TR12/08-39	BOARD DATE: 08/21/12	PAGE NO.	