

# MUSKEGON COUNTY BOARD OF COMMISSIONERS

## Transportation Committee

### AGENDA

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

January 13, 2022 - 3:00 p.m.

Doug Brown, Chair  
Rillastine Wilkins, Vice-Chair

Connect to Zoom from your computer, tablet or smartphone at: <https://rb.gy/qtyheg>

Phone: (312) 626-6799

Meeting ID: 821 6495 5925

Passcode: 264078

Cell phones may mute & unmute by dialing \*6  
Raise and lower hand to speak by dialing \*9

To raise your digital hand from your PC or  
MAC, at the bottom of the window on the right  
side of the screen, click the button labeled  
"Raise Hand"

View the meeting on Facebook at:

<https://www.facebook.com/MuskegonCountyMI>

- 1) Call to Order
- 2) Roll Call
- 3) Approval of the Agenda
- 4) Approval of Minutes of the December 9, 2021, Committee Meeting
- 5) Informational Items:
  - a) Transit Operations Report - December 2021  
Airport Operations Report – December 2021
- 6) Public Comment (on an agenda item)
- 7) Items for Consideration

**TR22/01 – 01**

(Airport/Bob Lukens) To accept a bid from Hutson, Inc. in the amount of \$280,019.60 for the purchase of two field tractors with mowing decks to be used at the Muskegon County Airport.

**TR22/01 – 02**

(Airport/Bob Lukens) To accept the Qualification Statement submitted by C&S Engineers, Inc. for consulting services at the Muskegon County Airport, and authorize staff to negotiate a 3-year contract with two one-year renewal options.

#### Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

TR22/01 – 03

(Transit/Bob Lukens) To approve the Muskegon Area Transit System's FY2023 application to the State of Michigan for operating and capital assistance, to authorize the Resolution of Intent to apply for financial assistance, to name the County Administrator as the Transportation Coordinator, and to publish the public notice.

TR22/01 – 04

(Airport/Bob Lukens) To authorize County Purchasing to issue a Request for Bids for procurement of a replacement administration/operations vehicle at the Muskegon County Airport.

TR22/01 – 05

(Airport/Bob Lukens) To begin monthly invoicing to the Sheriff's Department, Emergency Management Department, and HazMat Team for rental of the 8,000 square foot hangar at 685 Airport Road at the Muskegon County Airport beginning January 2022.

TR22/01 – 06

(Airport/Bob Lukens) To accept F3 Airport's Goals and Incentives for calendar year 2022.

- 8) Unfinished Business
- 9) New Business
- 10) Public Comment
- 11) Final Board Comment
- 12) Adjourn (call of the Chair)

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

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 24-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: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
Transportation Committee

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

December 9, 2021 – 3:00 p.m.

Doug Brown, Chair  
Rillastine Wilkins, Vice-Chair

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by Commissioner Brown at 3:00 p.m.

**ROLL CALL**

Present: Kim Cyr, Marcia Hovey-Wright, Susie Hughes (Attended from Muskegon Township via Zoom due to medical concerns), Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Malinda Pego, Doug Brown

Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

**APPROVAL OF MINUTES**

It was moved by Commissioner Wilkins, supported by Commissioner Hovey-Wright, to approve the minutes of the November 16, 2021, meeting as written. [Voice Vote] **Motion carried.**

**MOTIONS TO ADD TO ITEMS FOR CONSIDERATION**

A) It was moved by Commissioner Nash, supported by Commissioner Hughes, to add TR21/12 – 43 to the Items for Consideration – TR21/12 – 43 Move to rescind the previously adopted motion #2021-417 brought by Commissioner Lahring which passed at the Full Board meeting on October 12, 2021, to liquidate the Humvee and Maxpro per the surplus property disposal policy. Per Rule 6, Section 6 of the Muskegon County Board Rules.

Roll Call to add Motion to the Agenda:

Yes: Charles Nash, Bob Scolnik, Rillastine Wilkins, Marcia Hovey-Wright, Susie Hughes, Doug Brown  
No: Zach Lahring, Malinda Pego, Kim Cyr **Motion to add to the agenda carried.**

B) It was moved by Commissioner Lahring, supported by Commissioner Pego, to add TR21/12 – 44 to the Items for Consideration – TR21/12 – 44 Move to rescind the Resolution to Declare Racism a Public Health Crisis in Muskegon County originally moved on July 7, 2020, and then to full board on July 14, 2020.

Roll Call to add Motion to the Agenda:

Yes: Zach Lahring, Malinda Pego, Kim Cyr, Doug Brown  
No: Charles Nash, Bob Scolnik, Rillastine Wilkins, Marcia Hovey-Wright, Susie Hughes **Motion to add to the agenda failed.**

**PUBLIC COMMENT**

Sheriff Michael Poulin addressed the Board regarding the need to approve #43.

**INFORMATION ITEMS** – Placed on the Record

**ITEMS FOR CONSIDERATION**

TR21/12 - 42 It was moved by Commissioner Nash, supported by Commissioner Hovey-Wright, to accept the Additional Service Proposal from Bergmann for airport terminal entrance architecture, design and engineering for a total cost not to exceed \$47,900 and adjust the budget accordingly.

Roll Call:

Yes: Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Doug Brown

No: None

**Motion carried.**

TR21/12 – 43 It was moved by Nash, supported by Commissioner Hovey-Wright, to rescind the previously adopted motion #2021-417 brought by Commissioner Lahring which passed at the Full Board meeting on October 12, 2021, to liquidate the Humvee and Maxpro per the surplus property disposal policy. Per Rule 6, Section 6 of the Muskegon County Board Rules.

Roll Call:

Yes: Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Charles Nash, Doug Brown

No: Zach Lahring, Malinda Pego

**Motion carried.**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

TR21/12 – 44 It was moved by Commissioner Pego, supported by Commissioner Lahring, to rescind the Resolution to Declare Racism a Public Health Crisis in Muskegon County.

Roll Call:

Yes: Rillastine Wilkins, Kim Cyr, Susie Hughes, Zach Lahring, Malinda Pego, Doug Brown

No: Bob Scolnik, Marcia Hovey-Wright, Charles Nash

**Motion carried.**

It was moved by Commissioner Wilkins, supported by Commissioner Nash, to Reconsider

Roll Call on Motion to Reconsider:

Yes: Rillastine Wilkins, Marcia Hovey-Wright, Susie Hughes, Charles Nash, Bob Scolnik

No: Kim Cyr, Zach Lahring, Malinda Pego, Doug Brown

**Motion to Reconsider carried.**

Roll Call after Motion to Reconsider on Original Motion TR21/12-44

Yes: Kim Cyr, Zach Lahring, Malinda Pego, Doug Brown

No: Marcia Hovey-Wright, Susie Hughes, Charles Nash, Bob Scolnik, Rillastine Wilkins

**Motion failed.**

C) TR21/12 – 44 It was moved by Commissioner Lahring, supported by Commissioner Pego, to rescind the Resolution to Declare Racism a Public Health Crisis in Muskegon County originally moved on July 7, 2020, and then to full board on July 14, 2020.

Roll Call:

Yes: Zach Lahring, Malinda Pego, Kim Cyr

No: Marcia Hovey-Wright, Susie Hughes, Charles Nash, Bob Scolnik, Rillastine Wilkins,  
Doug Brown

**Motion failed.**

**PUBLIC COMMENT**

None

**FINAL BOARD COMMENT**

None

**ADJOURNMENT**

There being no further business to come before the Transportation Committee, the meeting adjourned at 4:25 p.m.

**COUNTY OF MUSKEGON  
MUSKEGON AREA TRANSIT SYSTEM  
OPERATIONS REPORT  
DECEMBER 2021**

	MONTH TO MONTH			YEAR TO DATE		
	2021	2020	CHANGE	2021	2020	CHANGE
<b>MATS PASSENGER ACTIVITY</b>						
Fixed Route Services						
Linehaul Service	10,665	11,100		141,381	225,087	
MARC - New Service	0	0		0	1,289	
Fixed Route Total	10,665	11,100	-4%	141,381	226,376	-38%
Demand/Response Services						
GoBus	0			0	6,246	
ADA Paratransit	207	161		2,599	506	
Reserve-A-Ride	0	329		2,512	1,045	
Go2 Microtransit	3,303	0		15,044	0	
Demand/Response Total	3,510	490	616%	20,155	7,797	158%
<b>TOTALS</b>	<b>14,175</b>	<b>11,590</b>	<b>22%</b>	<b>161,536</b>	<b>234,173</b>	<b>-31%</b>
<b>DAILY AVERAGE</b>						
Fixed Route Services						
Linehaul Service	561	555		570	773	
MARC - New Service	-	-		-	23	
Demand Response Services						
GoBus	-	-		-	27	
ADA Paratransit	11	8		10	8	
Reserve-A-Ride	-	14		14	14	
Go2 Microtransit	127	-		93	-	
<b>PASSENGERS PER HOUR</b>						
Fixed Route Services						
Linehaul Service	6.5	6.4		6.6	10.5	
MARC - New Service	-	-		-	2.0	
Fixed Route Average	6.5	6.4		6.6	10.2	
Demand Response Services						
GoBus	-	-		-	1.8	
ADA Paratransit	1.4	1.3		1.4	1.3	
Reserve-A-Ride	-	2.2		2.1	2.1	
Go2 Microtransit	2.3	-		1.8	-	

NUMBER OF DAYS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2021	2020	2021	2020
Linehaul Service	19	20	248	291
MARC - New Service	0	0	0	56
GoBus	0	0	0	228
ADA Paratransit	19	20	248	63
Reserve-A-Ride	0	24	177	76
Go2 Microtransit	26	0	162	0

NUMBER OF REVENUE HOURS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2021	2020	2021	2020
Linehaul Service	1648	1736	21524	21529
MARC - New Service	0	0	0	634
GoBus	0	0	0	3377
ADA Paratransit	149	128	1904	404
Reserve-A-Ride	0	153	1171	500
Go2 Microtransit	1415	0	8402	0



## Muskegon County Airport Operations Report

Calendar Year 2021



	TOTAL PASSENGER ACTIVITY							AIRCRAFT OPERATIONS					CARGO	
	Avail Seats	Comm Pass	Load Factor	Enplaned	Deplaned	Total	Vs. 2020	Air Carrier/Charter	General Aviation	Military	Total	Vs. 2020	Pounds	Vs. 2020
<b>JANUARY</b>	4,550	465	10%	229	236	<b>465</b>	-80%	194	1,365	2	<b>1,561</b>	23%	2,088	88%
<b>FEBRUARY</b>	4,080	521	13%	265	256	<b>521</b>	-73%	201	1,055	11	<b>1,267</b>	-23%	21,788	2661%
<b>MARCH</b>	5,000	853	17%	475	378	<b>853</b>	-28%	260	1,058	7	<b>1,325</b>	-22%	3,761	539%
<b>APRIL</b>	5,400	1,837	34%	821	1,016	<b>1,837</b>	1418%	260	1,074	15	<b>1,349</b>	16%	6,223	-
<b>MAY</b>	5,300	1,576	30%	775	801	<b>1,576</b>	861%	300	1,612	17	<b>1,929</b>	19%	10,538	-
<b>JUNE</b>	7,800	3,171	41%	1,514	1,657	<b>3,171</b>	803%	324	1,216	41	<b>1,581</b>	-35%	1,886	89%
<b>JULY</b>	9,200	5,378	58%	2,750	2,628	<b>5,378</b>	418%	429	1,524	43	<b>1,996</b>	-25%	4,416	-10%
<b>AUGUST</b>	7,200	3,706	51%	1,952	1,754	<b>3,706</b>	250%	383	1,369	63	<b>1,815</b>	-41%	651	-82%
<b>SEPTEMBER</b>	5,900	2,198	37%	1,178	1,020	<b>2,198</b>	117%	290	3,067	14	<b>3,371</b>	30%	1,526	-41%
<b>OCTOBER</b>	4,800	2,268	47%	1,048	1,220	<b>2,268</b>	145%	249	2,415	1	<b>2,665</b>	27%	1,781	-69%
<b>NOVEMBER</b>	5,200	1,923	37%	1,070	853	<b>1,923</b>	169%	261	2,026	7	<b>2,294</b>	9%	71,003	-
<b>DECEMBER</b>	6,032	2,803	46%	1,302	1,277	<b>2,579</b>	229%	221	1,646	12	<b>1,879</b>	-15%	39,300	-
<b>YTD TOTALS</b>	70,462	26,699	38%	13,379	13,096	26,475	161%	3,372	19,427	233	23,032	-7%	164,961	1278%

December 2021

# Muskegon County Transportation Committee

## Request for Board Consideration

**Requestor:** Robert M. Lukens

**Committee Date:** 2022-01-13

**Requesting Department:** Community Development  
- Airport

**Full Board Date:** 2022-01-18

**Budget:** Budgeted

**Agenda Number:** TR22/01 - 01

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**Suggested Motion:** *(State the following exactly as it should appear in the minutes.)*

To accept a bid from Hutson, Inc. in the amount of \$280,019.60 for the purchase of two field tractors with mowing decks to be used at the Muskegon County Airport.

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**Summary of Request:** *(General description of financing, other operational impact, possible alternatives.)*

The current tractors and mowing units at the Muskegon County airport have reached or exceeded their useful lives and, in response, the County issued a solicitation in October 2021 to replace this equipment with two new tractors with mowing attachments.

Three bids were received with prices ranging from \$257,312.52 - \$281,494.64. The review committee determined that the equipment being proposed by the low bidder was not compatible with airport use, and the information submitted on the mowing attachment in that bid was incomplete. The two remaining bids were within \$1,500 of each other and were determined to be acceptable. This is a 2022 budgeted item.

<b>Kristen Wade, HR Director Analysis Required?</b> No	<b>Finance Manager:</b> <input checked="" type="checkbox"/> 
<b>Michael Homier, Corporate Counsel Analysis Required?</b> No	<b>Mark Eisenbarth, County Administrator Recommendation:</b> <input checked="" type="checkbox"/> 

**MUSKEGON COUNTY BID SUMMARY**

Commodity Numbers: 02002, 02014, 02015, 02016, 02061, 02064, 02065, 02066, 02067, 02068, 03593, 97508

Department: Muskegon County Airport

Proposal: RFP 21-2405

Release Date: 10/22/2021

Product / Service: Two Tractors with Mower Attachements

Opening Date: 11/12/2021

<b>**Solicitation Statistics**</b>	<b>Bonfire</b>	<b>Bidnet</b>
Viewed Documents:	8	17
Solicitation Received:	3	N/A
No-Solicit Form Received:	0	N/A

Vendor Name & Address	Received	Responsive	Technical Score		Tractor Cost	Mower Attachment	Delivery Cost	Total Cost	
			Phase I	Phase II					
Green Dream International 32 W. 8th St. Ste 607 Erie, PA 16501	Yes	Yes	71.46%	78.13%	\$178,602.42	\$68,210.10	\$10,500.00	\$257,312.52	
GreenMark Equipment Inc. 4098 M-40 Holland, MI 49423	Yes	Yes	90.38%	89.37%	\$229,121.52	\$52,373.12	Included	\$281,494.64	
Hutson Inc. 6018 E. Grandriver Ave. Portland, MI 48875	Yes	Yes	88.69%	88.47%	\$228,421.28	\$51,598.32	Included	\$280,019.60	

Department Recommendation: GreenMark Equipment Inc.

Name of Buyer: Jamie Burmeister CPPB

Finance Director's Name: Angela Gasiewski

Signature: \_\_\_\_\_

Vendor Awarded: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Board Motion Number: \_\_\_\_\_

# Muskegon County Transportation Committee

## Request for Board Consideration

**Requestor:** Robert M. Lukens

**Committee Date:** 2022-01-13

**Requesting Department:** Community Development  
- Airport

**Full Board Date:** 2022-01-18

**Budget:** Budgeted

**Agenda Number:** TR22/01 - 02

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**Suggested Motion:** *(State the following exactly as it should appear in the minutes.)*

To accept the Qualification Statement submitted by C&S Engineers, Inc. for consulting services at the Muskegon County Airport, and authorize staff to negotiate a 3-year contract with two one-year renewal options.

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**Summary of Request:** *(General description of financing, other operational impact, possible alternatives.)*

The County's current engineering, architectural, and planning services contract with C&S Companies has expired. The consultant works in harmony with airport staff to execute the FAA Airport Capital Improvement Program (ACIP), and assists the County with reviewing and carrying out the FAA and MDOT grant administration program.

In November 2021, County Procurement issued a Request for Qualifications, in accordance with Michigan DOT and FAA requirements, to seek a consultant and enter into a new contract. Two qualification statements were received and were subsequently reviewed by County and airport staff. C&S engineers received the higher score of the two submittals and is the recommended firm to proceed to negotiations.

<b>Kristen Wade, HR Director Analysis Required?</b> No	<b>Finance Manager:</b> <input checked="" type="checkbox"/> 
<b>Michael Homier, Corporate Counsel Analysis Required?</b> No	<b>Mark Eisenbarth, County Administrator Recommendation:</b> <input checked="" type="checkbox"/> 

# Muskegon County Transportation Committee

## Request for Board Consideration

**Requestor:** Robert M. Lukens

**Committee Date:** 2022-01-13

**Requesting Department:** Transit

**Full Board Date:** 2022-01-18

**Budget:** Budgeted

**Agenda Number:** TR22/01 - 03

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**Suggested Motion:** *(State the following exactly as it should appear in the minutes.)*

Move to approve the Muskegon Area Transit System's FY2023 application to the State of Michigan for operating and capital assistance, to authorize the Resolution of Intent to apply for financial assistance, to name the County Administrator as the Transportation Coordinator, and to publish the public notice.

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**Summary of Request:** *(General description of financing, other operational impact, possible alternatives.)*

Applications for FY2023 transit operating and capital assistance from the State of Michigan are due to the Department of Transportation by February 1, 2022, and have been prepared through the State's electronic application program. MATS has prepared its FY2023 application based on a reasonable projection of MATS operations. While state funding is on a reimbursement basis of actual eligible expenses, MDOT needs application budgets submitted in advance by each eligible agency in order to make statewide allocation projections and estimates.

In the event of a MATS governance transition, steps can be taken by the County, the new entity, and MDOT to novate all necessary public transportation agreements and commitments to the new public transportation system.

Summary materials related to the application are attached. Board approval of the application, the attached resolution of intent, and the public notice is requested.

<b>Kristen Wade, HR Director Analysis Required?</b> No	<b>Finance Manager:</b> <input checked="" type="checkbox"/> 
<b>Michael Homier, Corporate Counsel Analysis Required?</b> No	<b>Mark Eisenbarth, County Administrator Recommendation:</b> <input checked="" type="checkbox"/> 

## FISCAL YEAR 2023 STATE TRANSIT APPLICATION SUMMARY AND HIGHLIGHTS

The Fiscal Year 2023 application for state transit operating and capital assistance has been developed and is comprised of the areas below. As required, the application will be filed electronically. The application, intended to provide MDOT with a preliminary estimate of expenses to be reimbursed in FY2023, is based on a reasonable projection of MATS operations. Actual State funding reimbursement will be based on actual program expenditures in Fiscal Year 2023 and the amount of state-appropriated resources available to participate in expenditures state-wide.

### Local Bus Operating Assistance Program

The operating assistance application seeks state assistance to offset the costs of operating transit services in Muskegon County. The initial request is based on assumptions of continuation-level transit operations in the year 2023. The request utilizes the state urban reimbursement rate of 29.5143% of eligible expenses, as prescribed by MDOT. Preliminary estimated operating expenses eligible for program assistance are \$3,923,500 with state participation estimated at \$1,157,994.

### Local Bus Capital Assistance Program

State capital match funding of \$286,250 is requested toward the future purchase of heavy duty replacement buses and funding for transit outreach and marketing activities.

### Section 5310 Program

The Section 5310 program is a competitive category assisting in services to the elderly and persons with disabilities. Funding from this program is requested for mobility management, planning, and travel training staff activities (\$125,000 federal and state) and for promotion of MATS services (\$50,000 federal and state).

### Specialized Services Operating Assistance Program

The State of Michigan provides operating assistance to non-profit human services agencies to assist in transportation for the elderly and persons with disabilities. The program requires local public transit agencies to serve in a coordination and pass-through role. State funds are sought to assist transportation programs of three agencies – Agewell Services, Pioneer Resources, Inc., and Goodwill Industries. It is anticipated that the agencies will share a total of \$76,679 in state funding for Fiscal Year 2023.

**Muskegon Area Transit System**

**2624 Sixth Street  
Muskegon Heights, MI 49444**

**(231) 724-6420**

**Urban Medium**

**Regular Service**

**Annual Budgeted**

**2023**

**Total Eligible Expenses: \$3,923,500**

**Comments: -**

**Muskegon Area Transit System  
Urban Medium  
Regular Service  
Annual Budgeted  
2023**

**Revenue Schedule Report**

<b>Code</b>	<b>Description</b>	<b>LH</b>	<b>DR</b>	<b>Total</b>
<b>401 :</b>	<b>Farebox Revenue</b>			
40100	Passenger Fares (-)	\$90,000	\$120,000	\$210,000
<b>406 :</b>	<b>Auxiliary Trans Revenues</b>			
40610	Concessions (-)	\$600		\$600
40615	Advertising (-)	\$29,431		\$29,431
<b>407 :</b>	<b>NonTrans Revenues</b>			
40799	Other NonTrans Revenue (Explain in comment field) (sale of scrap)	\$1,200		\$1,200
<b>409 :</b>	<b>Local Revenue</b>			
40910	Local Operating Assistance (-)	\$191,416	\$125,304	\$316,720
<b>411 :</b>	<b>State Formula and Contracts</b>			
41101	State Operating Assistance (-)	\$1,157,994		\$1,157,994
41112	Planning/Capital Cost of Contracting (Explain in comment field) (support of third-party operated microtransit program)		\$36,000	\$36,000
41114	Other Capital Contract Reimburse for Operating Expenses (Explain in comment field) (mob.mgt.\$25k, mob.mgt.mktg.\$10k, cmaq.mktg.\$20k)	\$55,000		\$55,000
<b>413 :</b>	<b>Federal Contracts</b>			
41302	Federal Section 5307 Operating (operating funds only) (-)	\$745,375		\$745,375
41312	Planning/Capital Cost of Contracting (support of third-party operated microtransit program)		\$144,000	\$144,000
41314	Other Capital Contract Reimburse for Operating Expenses (Explain in comment field) (mob.mgt.\$100k, mob.mgt.\$40k, cmaq.mktg.\$80k)	\$220,000		\$220,000
41360	CARES Act Lost Revenue Replacement/Rural CARES Flex (ARP Act Lost Revenue Replacement)	\$100,000		\$100,000
41363	ARP Act (-)	\$1,366,480		\$1,366,480

**Muskegon Area Transit System  
 Urban Medium  
 Regular Service  
 Annual Budgeted  
 2023**

**Revenue Schedule Report**

Code	Description	LH	DR	Total
<b>414 :</b>	<b>Other Revenue</b>			
41400	Interest Income (-)	\$200		\$200

**Total Revenues: \$4,383,000**

**Muskegon Area Transit System  
Urban Medium  
Regular Service  
Annual Budgeted  
2023**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>LH</b>	<b>DR</b>	<b>Amount</b>
<b>501 :</b>	<b>Labor</b>			
50101	Operators Salaries & Wages (-)	\$1,000,000	\$100,000	\$1,100,000
50102	Other Salaries & Wages (-)	\$400,000		\$400,000
<b>502 :</b>	<b>Fringe Benefits</b>			
50200	Fringe Benefits (-)	\$450,000	\$50,000	\$500,000
50210	DC Pensions (-)	\$6,000	\$1,000	\$7,000
50220	DB Pensions (-)	\$450,000	\$25,000	\$475,000
50240	DC Other Post Employment Benefit (-)	\$6,500	\$1,000	\$7,500
50250	DB Other Post Employment Benefit (-)	\$250,000	\$25,000	\$275,000
<b>503 :</b>	<b>Services</b>			
50302	Advertising Fees (-)	\$85,000		\$85,000
50305	Audit Costs (-)	\$7,500		\$7,500
50399	Other Services (drug tests, janitorial, grounds, software, legal, consulting, other)	\$60,000		\$60,000
<b>504 :</b>	<b>Materials and Supplies</b>			
50401	Fuel & Lubricants (-)	\$165,000	\$10,000	\$175,000
50402	Tires & Tubes (-)	\$25,000		\$25,000
50499	Other Materials & Supplies (-)	\$490,000	\$10,000	\$500,000
<b>505 :</b>	<b>Utilities</b>			
50500	Utilities (-)	\$100,000		\$100,000
<b>506 :</b>	<b>Insurance</b>			

**Muskegon Area Transit System  
Urban Medium  
Regular Service  
Annual Budgeted  
2023**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>LH</b>	<b>DR</b>	<b>Amount</b>
50603	Liability Insurance (-)	\$140,000		\$140,000
50699	Other Insurance (-)	\$12,000		\$12,000
<b>508 : Purchased Trans Service</b>				
50800	Purchased Trans Service (-)		\$888,000	\$888,000
<b>509 : Misc Expenses</b>				
50902	Travel, Meetings & Training (-)	\$6,000		\$6,000
50903	Association Dues & Subscriptions (-)	\$15,000		\$15,000
<b>513 : Depreciation</b>				
51300	Depreciation (-)	\$900,000		\$900,000
<b>550 : Ineligible Expenses</b>				
55007	Ineligible Depreciation (-)	\$900,000		\$900,000
55009	Ineligible Percent of Association Dues (-)	\$2,500		\$2,500
<b>560 : Ineligible Expenses</b>				
56002	Ineligible Expenses Associated w/Advertising Revenue (-)	\$2,000		\$2,000
<b>576 : Ineligible Expenses</b>				
57602	Ineligible Planning/Capital Cost of Contracting (-)		\$100,000	\$100,000
57604	Other Ineligible Oper Expense Paid by Capital Contract (mob.mgt.\$125k, mob.mgt.mktg.\$50k, cmaq.mktg.\$100k)	\$275,000		\$275,000
<b>580 : Ineligible Expenses</b>				
58020	Ineligible DB Pensions (-)	\$225,000		\$225,000
58050	Ineligible DB Other Post Employment Benefit (-)	\$250,000		\$250,000
<b>Total Expenses: \$5,678,000</b>				

**Muskegon Area Transit System  
Urban Medium  
Regular Service  
Annual Budgeted  
2023**

**Total Ineligible Expenses: \$1,754,500**

**Total Eligible Expenses: \$3,923,500**

**Muskegon Area Transit System  
Urban Medium  
Regular Service  
Annual Budgeted  
2023**

**Non Financial Schedule Report**

**Public Service**

Code	Description	Quantity LH	Quantity DR	Total
610	Vehicle Hours	22,000	22,000	44,000
611	Vehicle Miles	290,000	290,000	580,000
615	Unlinked Passenger Trips - Regular	145,000	30,000	175,000
616	Unlinked Passenger Trips - Elderly	25,000	0	25,000
617	Unlinked Passenger Trips - Persons w/Disabilities	40,000	3,000	43,000
621	Total Line-Haul Unlinked Passenger Trips	210,000	0	210,000
622	Total Demand-Response Unlinked Passenger Trips	0	33,000	33,000
625	Days Operated	255	310	565

**Total Passengers: 243,000**

**Vehicle Information**

Code	Description	Quantity
653	Total Line-Haul Vehicles	14
654	Line-Haul Vehicle w/ Lifts	14
655	Total Demand-Response Vehicles	7
656	Demand-Response Vehicle w/ Lifts	7
658	Total Transit Vehicles	21

**Total Vehicles: 21**

**Miscellaneous Information**

Code	Description	Quantity LH	Quantity DR
601	Number of Routes (Line Haul Only)	7	0
602	Total Route Miles (Line Haul Only)	105	0
659	LPG (propane) or CNG (compressed natural gas) Gallons Equivalent Consumed	25,000	2,500
660	Diesel/Gasoline Gallons Consumed	25,000	10,000
661	Total Transit Agency Employees (Full-Time Equivalents)	35	10
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	22	8

**Muskegon Area Transit System  
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2023</b>		<b>CMAQ</b>						
Eligible/Pending:1 Requested:1	Vehicle	Desc:(Heavy Duty Low Floor Transit Coach) Justn:The MATS heavy duty bus fleet is reaching its useful life. Funds are being aligned to facilitate replacements.	\$400,000	\$100,000	\$0	\$500,000	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Desc:(Heavy Duty Low Floor Transit Coach) Justn:The MATS heavy duty bus fleet is reaching its useful life. Funds are being aligned to facilitate replacements.	\$285,000	\$71,250	\$0	\$356,250	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Desc:(Heavy Duty Low Floor Transit Coach) Justn:The MATS heavy duty bus fleet is reaching its useful life. Funds are being aligned to facilitate replacements. This vehicle will be funded with FY2022 Federal CMAQ Funds and FY2023 State Match Funds.	\$400,000	\$100,000	\$0	\$500,000	REPLACE	PRE-REQUESTED
Requested:0	Marketing	Desc:Public Transit Marketing and Outreach Justn:MATS will utilize CMAQ funds to market and promote its transportation program. This project will be funded with FY2022 Federal CMAQ funds, and FY2023 State Match Funds.	\$60,000	\$15,000	\$0	\$75,000		PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$1,145,000</b>	<b>\$286,250</b>	<b>\$0</b>	<b>\$1,431,250</b>		
<b>2023</b>		<b>SEC 5310</b>						
Requested:0	Mobility Mgt	Priority:5 Desc:Mobility Management Activities Justn:Mobility Management program will improve transportation services in the community (continuation of funding level from FY2022 Program).	\$100,000	\$25,000	\$0	\$125,000	REPLACE	PRE-REQUESTED

**Muskegon Area Transit System  
Capital Requests For FY 2023**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
Requested:0	Marketing	Priority:6 Desc:Mobility Management Marketing Activities Justn:Continuation of 2022 program. The Muskegon Area Transit System will perform Mobility Management Promotion and Outreach activities to inform and educate the community about available transportation services.	\$40,000	\$10,000	\$0	\$50,000		PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$140,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$175,000</b>		
<b>Sub Total By Request Year</b>			<b>\$1,285,000</b>	<b>\$321,250</b>	<b>\$0</b>	<b>\$1,606,250</b>		
<b>Grand Total</b>			<b>\$1,285,000</b>	<b>\$321,250</b>	<b>\$0</b>	<b>\$1,606,250</b>		

PUBLIC NOTICE  
MUSKEGON AREA TRANSIT SYSTEM  
PROPOSED APPLICATION FOR STATE AND  
FEDERAL OPERATING AND CAPITAL ASSISTANCE

All citizens are advised that the Muskegon County Board of Commissioners (Muskegon Area Transit System (MATS)) has prepared an application for State of Michigan financial assistance for Fiscal Year 2023, as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the Federal Transit Act, as amended.

MATS is requesting a total of \$1,695,923 from the State of Michigan for the following program of projects:

FUNDING SOURCE	AMOUNT	PROJECT DESCRIPTION
State Formula Operating Assistance	\$1,157,994	Operating Assistance - Urban
Section 5307/CMAQ Capital Match Funds	\$ 100,000	Heavy Duty Replacement Bus
Section 5307/CMAQ Capital Match Funds	\$ 71,250	Heavy Duty Replacement Bus
Section 5310 Federal Capital Funds	\$ 100,000	Mobility Management Activities
Section 5310 State Match Funds	\$ 25,000	Mobility Management Activities
Section 5310 Federal Capital Funds	\$ 40,000	Mobility Management Outreach
Section 5310 State Match Funds	\$ 10,000	Mobility Management Outreach
Specialized Services Operating Assistance	\$ 76,679	Specialized Services Operating
Section 5307/CMAQ Capital Match Funds	\$ 100,000	Heavy Duty Replacement Bus
Section 5307/CMAQ Capital Match Funds	\$ 15,000	Outreach and Marketing

The Muskegon Area Transit System ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. More information regarding Title VI obligations may be obtained by contacting MATS at the address below.

Application materials are available for review during a 30-day period (January 24, 2022 to February 22, 2022), between the weekday hours of 8am and 5pm at the Muskegon Area Transit System, 2624 Sixth Street, Muskegon Heights, Michigan. Upon advance notice, materials concerning the applications can be made available in alternative formats.

Written comments regarding the applications and/or written requests for a public hearing to review an application must be received by February 22, 2022. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance. If no comments are received, or if a hearing is not requested, the proposed program of projects will become final.

Written comments, inquiries, or a request for public hearing should be mailed to:  
Muskegon Area Transit System  
2624 Sixth Street  
Muskegon Heights, MI 49444

Publish: January 24, 2022

## RESOLUTION OF INTENT

### THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2023 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is appropriate for the Muskegon County Board of Commissioners (Muskegon Area Transit System), (hereby known as THE APPLICANT), established under Act 94, to provide a local transportation program for the state fiscal year of 2023 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced operating budgets, and funding sources of estimated federal funds \$2,575,855, estimated state funds \$1,248,994, estimated local funds \$316,720, estimated farebox \$210,000, and estimated other funds \$31,431, with total estimated expenses of \$4,383,000.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Mr. Mark Eisenbarth as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2023.

# Muskegon County Transportation Committee

## Request for Board Consideration

**Requestor:** Robert M. Lukens

**Committee Date:** 2022-01-13

**Requesting Department:** Community Development  
- Airport

**Full Board Date:** 2022-01-18

**Budget:** Budgeted

**Agenda Number:** TR22/01 - 04

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**Suggested Motion:** *(State the following exactly as it should appear in the minutes.)*

To authorize County Purchasing to issue a Request for Bids for procurement of a replacement administration/operations vehicle at the Muskegon County Airport.

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**Summary of Request:** *(General description of financing, other operational impact, possible alternatives.)*

The current administration/operations vehicle at the airport has reached its useful life and is in need of replacement. It has been determined that required maintenance and repair to the vehicle exceeds the value and is therefore not advisable to continue to have the vehicle in service.

This multipurpose vehicle is used in all aspects of the airport operation ranging from administrative use, passenger and VIP escorts, airport perimeter inspections and security, and as a backup vehicle for operations and field condition reporting during the winter months as required by the FAA. This is a 2022 budgeted item.

<p><b>Kristen Wade, HR Director Analysis Required?</b> No</p>	<p><b>Finance Manager:</b></p> <p><input type="checkbox"/> </p>
<p><b>Michael Homier, Corporate Counsel Analysis Required?</b> No</p>	<p><b>Mark Eisenbarth, County Administrator Recommendation:</b></p> <p><input checked="" type="checkbox"/> </p>

# Muskegon County Transportation Committee

## Request for Board Consideration

**Requestor:** Robert M. Lukens

**Committee Date:** 2022-01-13

**Requesting Department:** Community Development  
- Airport

**Full Board Date:** 2022-01-18

**Budget:** Non-Budgeted

**Agenda Number:** TR22/01 - 05

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**Suggested Motion:** *(State the following exactly as it should appear in the minutes.)*

Move to begin monthly invoicing to the Sheriff's Department, Emergency Management Department, and HazMat Team for rental of the 8,000 square foot hangar at 685 Airport Road at the Muskegon County Airport beginning January 2022.

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**Summary of Request:** *(General description of financing, other operational impact, possible alternatives.)*

Using market rate costs for airport hangar rentals, the Muskegon County Airport will begin monthly invoicing to the Muskegon County Sheriff Department, Muskegon County Emergency Management Department, and HazMat Team for rental of what is known as the EM Hangar at 685 Airport Road, Norton Shores, MI 49441.

The monthly rental cost (\$3.00 per square foot) to each department is as follows, based on their space usage in the hangar:

Sheriff's Department	4,000 square feet = \$12,000/yr. (\$1,000/mo.)
HazMat and EM	4,000 square feet = \$12,000/yr. (\$1,000/mo.)

<b>Kristen Wade, HR Director Analysis Required?</b> No	<b>Finance Manager:</b> <input checked="" type="checkbox"/> 
<b>Michael Homier, Corporate Counsel Analysis Required?</b> No	<b>Mark Eisenbarth, County Administrator Recommendation:</b> <input checked="" type="checkbox"/> 

# Muskegon County Transportation Committee

## Request for Board Consideration

**Requestor:** Robert M. Lukens

**Committee Date:** 2022-01-13

**Requesting Department:** Community Development  
- Airport

**Full Board Date:** 2022-01-18

**Budget:** Budgeted

**Agenda Number:** TR22/01 - 06

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**Suggested Motion:** *(State the following exactly as it should appear in the minutes.)*

Move to accept F3 Airport's Goals and Incentives for calendar year 2022.

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**Summary of Request:** *(General description of financing, other operational impact, possible alternatives.)*

In March 2021, Muskegon County entered into a contract with F3 Airport to provide management and operations for the Muskegon County Airport. The contract included performance measures which included goals and incentives for reaching those goals.

This motion seeks board approval of the attached F3 Airport Goals and Incentives for calendar year 2022.

<b>Kristen Wade, HR Director Analysis Required?</b> No	<b>Finance Manager:</b>
<b>Michael Homier, Corporate Counsel Analysis Required?</b> Yes	<b>Mark Eisenbarth, County Administrator Recommendation:</b>  <input checked="" type="checkbox"/>  _____

**EXHIBIT C - ATTACHMENT 1 (2022 Amendment)**

**MKG/F3 ANNUAL GOALS/MEASURES AND PERFORMANCE INCENTIVES**

Based on 5-Year Goals in Exhibit C – Attachment 2

<b>2022 Annual Goals</b> (to be negotiated each year)	<b>2022 Incentive</b>
<b>Increase passenger enplanements</b> by 3.6% over the Base Period (CY 2019-2020 average) of 12,592 for CY 2022, and then 3.6% each year after that, based on the previous successful year enplanements. (This goal was not met in 2021, so goal to reach 2022 incentive remains at 13,045 enplaned passengers)	\$7,500
<b>Prepare and issue Essential Air Service (EAS) RFP</b> by 09/30/22, in anticipation of a January 2023 contract start date.	\$5,000
<b>Contract with an aviation appraisal firm to conduct a Fair Market Value analysis</b> of all land and improvements at the airport in 2022. Once report is received, F3 will provide an opinion of value to the County. The timing of this report and its submittals are not tied to the incentive (should it extend into 2023).	\$5,000
<b>Establish an air show planning committee</b> , and host at least 3 planning meetings with committee and air show organizer.	\$3,000
<b>Reach 90% T-Hangar occupancy</b> (40/44 hangars)	\$2,000
<b>2023 Goals</b>	<b>2023 Incentive</b>
<b>By June 1, 2023, attract another airline or operator</b> to MKG. This airline or operator can conduct either regularly scheduled commercial service, seasonal charter service (i.e., Florida destinations in the winter), or regular cargo service of at least 1 flight per week.	\$10,000 (payable on or before 6/1/23)
<b>By June 1, 2023, add another destination</b> (other than ORD) to MKG's regularly scheduled air service, either with MKG's current commercial carrier or an additional commercial carrier.	\$10,000 (payable on or before 6/1/23)
<b>Organize and implement</b> an airshow that is self-funded (except for airport staff support services for event planning and operation) that is held in 2023. Incentive to be paid in 2023.	\$10,000

**EXHIBIT C - ATTACHMENT 1 (2022 Amendment)**

**MKG/F3 ANNUAL GOALS/MEASURES AND PERFORMANCE INCENTIVES**

Based on 5-Year Goals in Exhibit C – Attachment 2

<b>Recurring Annual Measures</b> (to remain in place during term of contract unless agreed by both parties)	<b>2021-2026 Incentives</b>
<b>Meet compliance with FAR Part 139 standards</b> , as measured by FAA annual inspection <u>numbered</u> findings on the Compliance Letter. This does <u>NOT</u> include the letter's Recommendations/Comments, as they are not considered violations. Incentives will be paid per the schedule below:	(see below)
- No FAR part 139 major findings	\$5,000
- Two or fewer FAR part 139 major findings	\$4,000
- Three to five FAR part 139 major findings	\$3,000
- More than five FAR part 139 major findings	\$0
<b>Meet or exceed</b> budgeted net revenue projections, provided that the net revenue exceeds the amount of \$5,000.	\$5,000

