

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

TRANSPORTATION COMMITTEE

Montague Township Hall
8915 Whitbeck Road, Montague
October 15, 2019 – 3:30 p.m.

Rillastine R. Wilkins, Chair
Gary Foster, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of Minutes of August 15, 2019
 4. Informational Items

Transit Operations Reports – August & September 2019
Airport Operations Reports – August & September 2019

5. Public Comment (on an agenda item)
6. Items for Consideration

TR19/10-26 Airport Add two Airport Maintenance Worker positions and unfund one Airport Maintenance Worker position.

TR19/10-27 Airport Approve Lease Amendment No. 6 between the County and the GSA-TSA.

7. Old Business
8. New Business
9. Public Comment
10. Adjournment

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 a majority of the commission.

Muskegon County Transportation Committee

Hall of Justice
990 Terrace Street
Muskegon, Michigan

Rillastine R. Wilkins, Chair

Gary Foster, Vice-Chair

MINUTES

August 15, 2019

CALL TO ORDER

The Transportation Committee meeting was called to order by Chair, Rillastine Wilkins, at 3:30 pm.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahring,
Kenneth Mahoney, Robert Scolnik, Rillastine R. Wilkins

Excused: Charles Nash, John Snider

Also

Present: Mark Eisenbarth, County Administrator, Rita Bierman, Airport
Administrative Analyst

APPROVAL OF MINUTES

Moved by Commissioner Foster, supported by Commissioner Hughes, to approve the minutes of the July 23, 2019 meeting. MOTION CARRIED

INFORMATIONAL ITEMS

Moved by Commissioner Foster, supported by Commissioner Hughes, to accept and place on file the Informational Items. MOTION CARRIED

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

TR19/08-25 It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve lease amendment No. 5 to lease GS-05P-LMI17680 between the County and the GSA-TSA, removing 52 square feet from the current leased area and further authorize the Chair to execute the lease amendment. MOTION CARRIED

OLD BUSINESS

Jim Koens, Transit System Manager, provided an update on the MATS Route & Operations Analysis Study.

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 3:47 pm.

**COUNTY OF MUSKEGON
MUSKEGON AREA TRANSIT SYSTEM
OPERATIONS REPORT
AUGUST 2019**

	MONTH TO MONTH			YEAR TO DATE		
	2019	2018	CHANGE	2019	2018	CHANGE
MATS PASSENGER ACTIVITY						
Fixed Route Services						
Linehaul Service	39,205	39,087	0%	300,259	304,320	-1%
MARC - New Service	911	774	18%	5,479	5,257	4%
Fixed Route Total	40,116	39,861	1%	305,738	309,577	-1%
Demand/Response Services	1,416	1,882	-25%	12,098	15,510	-22%
TOTALS	41,532	41,743	-1%	317,836	325,087	-2%
DAILY AVERAGE						
Fixed Route Services						
Linehaul Service	1,452	1,448	0%	1,458	1,470	-1%
MARC - New Service	41	34	23%	34	31	10%
Demand Response Services	52	70	-25%	59	75	-22%
PASSENGERS PER HOUR						
Fixed Route Services						
Linehaul Service	11.8	11.3	5%	11.7	11.4	3%
MARC - New Service	3.7	3.0	23%	3.0	2.7	9%
Fixed Route Average	11.3	10.7	5%	11.2	10.8	3%
Demand Response Services	2.1	2.1	-1%	2.2	2.1	4%

NUMBER OF DAYS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2019	2018	2019	2018
Linehaul Service	27	27	206	207
MARC - New Service	22	23	162	171
Demand Response Services	27	27	206	207

NUMBER OF REVENUE HOURS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2019	2018	2019	2018
Linehaul Service	3315	3461	25585	26632
MARC - New Service	249	261	1835	1926
Demand Response Services	669	880	5448	7265

**COUNTY OF MUSKEGON
MUSKEGON AREA TRANSIT SYSTEM
OPERATIONS REPORT
SEPTEMBER 2019**

	MONTH TO MONTH			YEAR TO DATE		
	2019	2018	CHANGE	2019	2018	CHANGE
MATS PASSENGER ACTIVITY						
Fixed Route Services						
Linehaul Service	34,439	35,832	-4%	334,698	335,506	0%
MARC - New Service	595	550	8%	6,073	5,807	5%
Fixed Route Total	35,034	36,382	-4%	340,771	341,313	0%
Demand/Response Services	1,248	1,655	-25%	13,376	17,165	-22%
TOTALS	36,282	38,037	-5%	354,147	358,478	-1%
DAILY AVERAGE						
Fixed Route Services						
Linehaul Service	1,435	1,433	0%	1,455	1,446	1%
MARC - New Service	30	28	8%	33	30	10%
Demand Response Services	52	66	-21%	58	74	-21%
PASSENGERS PER HOUR						
Fixed Route Services						
Linehaul Service	11.5	11.6	0%	11.7	11.3	4%
MARC - New Service	2.6	2.6	2%	2.9	2.7	9%
Fixed Route Average	10.9	11.0	-1%	11.1	10.7	4%
Demand Response Services	2.3	2.2	4%	2.2	2.1	4%

NUMBER OF DAYS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2019	2018	2019	2018
Linehaul Service	24	25	230	232
MARC - New Service	20	20	182	191
Demand Response Services	24	25	230	232

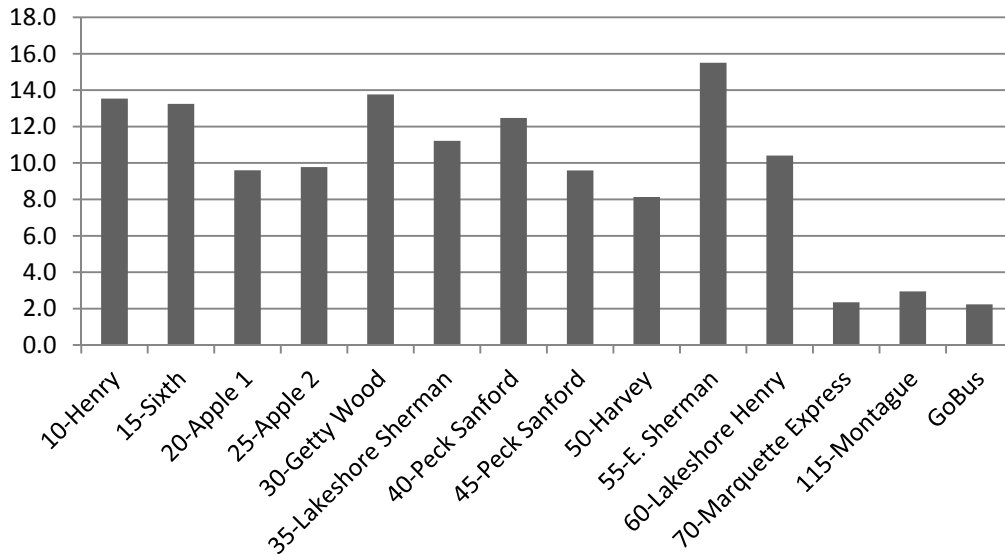
NUMBER OF REVENUE HOURS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2019	2018	2019	2018
Linehaul Service	2988	3094	28573	29726
MARC - New Service	227	215	2062	2141
Demand Response Services	541	744	5989	8009

**COUNTY OF MUSKEGON
MUSKEGON AREA TRANSIT SYSTEM
ROUTE PERFORMANCE INDICATORS
YTD THROUGH SEPTEMBER 2019**

ROUTE	PASSENGERS	REVENUE HOURS	PASSENGERS PER HOUR
10-Henry	28,436	2,101.0	13.5
15-Sixth	45,036	3,399.6	13.2
20-Apple 1	20,779	2,165.4	9.6
25-Apple 2	32,556	3,330.8	9.8
30-Getty Wood	46,790	3,399.6	13.8
35-Lakeshore Sherman	23,376	2,084.7	11.2
40-Peck Sanford	24,749	1,984.5	12.5
45-Peck Sanford	20,502	2,137.3	9.6
50-Harvey	27,289	3,357.5	8.1
55-E. Sherman	52,230	3,368.0	15.5
60-Lakeshore Henry	12,955	1,245.1	10.4
70-Marquette Express	2,118	899.6	2.4
115-Montague	6,073	2,062.1	2.9
GoBus	13,396	5,989.0	2.2

**MATS PASSENGERS PER HOUR BY ROUTE
CALENDAR YEAR 2019 THRU SEPTEMBER**





Muskegon County Airport
Operations Report
Calendar Year 2019

	SKYWEST TOTAL PASSENGER ACTIVITY										EXECUTIVE AIR OPERATIONS			CHARTER OPERATIONS			AIRCRAFT OPERATIONS					ALL CARGO	
	Avail Seats	Comm Pass	Load Factor	Revenue Enplaned	Non-Revenue Enplaned	Revenue Deplaned	Non-Revenue Deplaned	Total	Vs. CY2018	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Air Carrier/Charter	General Aviation	Military	Total	Vs. CY2018	Pounds	Vs. CY2018	
JANUARY	4,800	1,855	39%	1,035	101	820	53	2,009	19%	60	69	129	153	153	306	136	1,248	10	1,394	10%	2,744	-73%	
FEBRUARY	4,850	2,075	43%	1,146	115	929	96	2,286	11%	90	90	180				125	931	10	1,066	6%	801	-71%	
MARCH	6,200	3,023	49%	1,686	88	1337	88	3,199	1%	93	95	188				159	1,607	6	1,772	-10%	112	173%	
APRIL	5,550	2,328	42%	1,037	103	1291	71	2,502	-11%	78	79	157	179	179	358	143	1,698	11	1,852	14%	3,500	3053%	
MAY	5,850	2,952	50%	1,456	131	1496	113	3,196	7%	67	71	138	143	142	285	167	1,751	29	1,947	-24%	13,279	1106%	
JUNE	6,000	3,783	63%	1,957	134	1957	110	4,158	9%	72	81	153	260	259	519	161	2,326	81	2,568	1%	156	156%	
JULY	6,000	4,643	77%	2,405	75	2238	88	4,806	4%	58	49	107	139	138	277	195	2,638	74	2,907	-14%	654	-36%	
AUGUST	6,000	4,397	73%	2,251	112	2146	96	4,605	18%	86	80	166	346	346	692	246	3,448	123	3,817	49%	2,758	77%	
SEPTEMBER																							
OCTOBER																							
NOVEMBER																							
DECEMBER																							
YTD TOTALS	45,250	25,056	55%	12,973	859	12,214	715	26,761	7%	604	614	1,218	1,220	1217	2,437	1,332	15,647	344	17,323	2%	24,004	42%	

LOAD FACTOR BASED UPON REVENUE PASSENGERS ONLY



Muskegon County Airport
Operations Report
Calendar Year 2019

	SKYWEST TOTAL PASSENGER ACTIVITY									EXECUTIVE AIR OPERATIONS			CHARTER OPERATIONS			AIRCRAFT OPERATIONS					ALL CARGO	
	Avail Seats	Comm Pass	Load Factor	Revenue Enplaned	Non-Revenue Enplaned	Revenue Deplaned	Non-Revenue Deplaned	Total	Vs. CY2018	Enplaned	Deplaned	Total	Enplaned	Deplaned	Total	Air Carrier/Charter	General Aviation	Military	Total	Vs. CY2018	Pounds	Vs. CY2018
JANUARY	4,800	1,855	39%	1,035	101	820	53	2,009	19%	60	69	129	153	153	306	136	1,248	10	1,394	10%	2,744	-73%
FEBRUARY	4,850	2,075	43%	1,146	115	929	96	2,286	11%	90	90	180				125	931	10	1,066	6%	801	-71%
MARCH	6,200	3,023	49%	1,686	88	1337	88	3,199	1%	93	95	188				159	1,607	6	1,772	-10%	112	173%
APRIL	5,550	2,328	42%	1,037	103	1291	71	2,502	-11%	78	79	157	179	179	358	143	1,698	11	1,852	14%	3,500	3053%
MAY	5,850	2,952	50%	1,456	131	1496	113	3,196	7%	67	71	138	143	142	285	167	1,751	29	1,947	-24%	13,279	1106%
JUNE	6,000	3,783	63%	1,957	134	1957	110	4,158	9%	72	81	153	260	259	519	161	2,326	81	2,568	1%	156	156%
JULY	6,000	4,643	77%	2,405	75	2238	88	4,806	4%	58	49	107	139	138	277	195	2,638	74	2,907	-14%	654	-36%
AUGUST	6,000	4,397	73%	2,251	112	2146	96	4,605	18%	86	80	166	346	346	692	246	3,448	123	3,817	49%	2,758	77%
SEPTEMBER	5,800	3,205	55%	1,749	96	1456	75	3,376	5%	102	111	213				187	2,526	10	2,723	24%	-	-100%
OCTOBER																						
NOVEMBER																						
DECEMBER																						
YTD TOTALS	51,050	28,261	55%	14,722	955	13,670	790	30,137	7%	706	725	1,431	1,220	1217	2,437	1,519	18,173	354	20,046	5%	24,004	19%

LOAD FACTOR BASED UPON REVENUE PASSENGERS ONLY

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE TRANSPORTATION		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT COMMUNITY DEVELOPMENT - AIRPORT		COMMITTEE DATE 10/15/2019		REQUESTOR SIGNATURE ROBERT M. LUKENS
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Muskegon County Airport (MKG) had a recent retirement of a long-time, second shift Airport Maintenance employee. The employee's last day of work was Friday, September 27, 2019, but he is using accrued vacation and sick leave that push the actual retirement date to November 29, 2019.</p> <p>As Airport staff prepares for the winter snow season and is short-staffed, two additional Airport Maintenance Workers are needed to fill the gaps before the winter snow season begins. Due to federal airport snow removal operations requirements, workers can operate machinery no longer than 12 hours at a time. The Airport Maintenance Department is often called upon to work long hours in the winter, accruing excessive overtime and long consecutive work days leading to exhaustion.</p> <p>Therefore, the Airport is requesting to create two (2) Airport Maintenance Worker positions (NO-00180; \$16.633 - \$20.957/hr.) immediately due to the need for training on airfield snow removal equipment, procedures, and operations. Approximate total annual cost of each additional Airport Maintenance Worker would be \$74,328, including benefits. Then, on November 30, 2019, one of the Airport Maintenance Worker positions will be unfunded but not deleted, in response to the retirement outlined above.</p> <p>Board approval of this request will bring Airport Maintenance staffing to the following levels:</p> <ul style="list-style-type: none"> • 1 Airport Operations Supervisor (a working supervisor) • 1 Airport Mechanic • 6 Airport Maintenance Workers (one will be unfunded on November 30, 2019) • 1 seasonal Airport Maintenance Worker (November-March) <p>Also, due to the SkyWest/United Express airline schedule change effective February 1, 2020, and the deletion of the Return Over Night (RON) flight, Airport Rescue and Firefighting (ARFF) services will be reduced with a budgetary savings of approximately \$174,500 per year.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to create two Airport Maintenance Worker positions (NO-00180; \$16.633 - \$20.957/hr.) to provide improved airfield and landside maintenance staffing. Furthermore, move to unfund the Airport Maintenance Worker position #N08002 upon the retirement of the incumbent in the position.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> Concur B. Dick		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> Concur M. Eisenbarth		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				
				Date
AGENDA DATE: 10/15/2019	AGENDA NO.: TR19/10-26	BOARD DATE: 10/22/2019	PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE TRANSPORTATION		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT AIRPORT	COMMITTEE DATE 10/15/2019	REQUESTOR SIGNATURE ROBERT M. LUKENS	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Airport is requesting approval of lease amendment No. 6 to lease No. GS-05P-LMI17680 between the County and the GSA-TSA (General Services Administration, Transportation Security Administration). The County currently has a lease agreement with the GSA-TSA that will expire on October 31, 2019. This amendment is the second of two that will be taking place before the current lease expires. Amendment No. 6 extends the current lease agreement for 1 year/six months firm term. The GSA-TSA has requested an extension of 1 year/six months firm because they feel it will take this long to negotiate the new lease. Airport staff is working on completing calculations for the new rate and is confident that this portion can be completed with the six-month timeline. It will also be necessary to complete renovations to the new space the TSA will be renting.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to approve lease amendment No. 6 to lease GS-05P-LMI17680 between the County and the GSA-TSA, extending the current lease agreement for a 1 year/six months, firm term and further authorize the Chair to execute the lease amendment.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
		Concur B. Dick	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
		Concur M. Eisenbarth	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			
			Date
AGENDA DATE: 10/15/2019	AGENDA NO.: TR19/10-27	BOARD DATE: 10/22/2019	PAGE NO.

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE LEASE AMENDMENT	LEASE AMENDMENT No. 6
	TO LEASE NO. GS-05P-LMI17680
ADDRESS OF PREMISES Muskegon County Airport, Terminal Building 101 Sinclair Drive Muskegon, MI 49441	PDN Number:

THIS AMENDMENT is made and entered into between **County of Muskegon**

whose address is: 99 Sinclair Dr., Muskegon, MI 49441-5596

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to extend for a 1 year/6 month firm term, and update the termination rights.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective November 1, 2019 as follows:

GSA Form 3626, US Government Lease for Real Property, Part II, Section B (Term) dated March 21, 2006 and as amended under Lease Amendment #2 dated December 19, 2012 and Lease Amendment #3 dated January 13, 2014, and Lease Amendment #5 dated September 19, 2019 is hereby deleted and replaced with the following:

"To have and to hold, for the term beginning on March 21, 2006 and continuing through October 31, 2020 inclusive. The Government may terminate this Lease in whole or in part on or after April 30, 2020 by providing 30 days written notice to the Lessor. Said notice shall be computed commencing with the day after the date of mailing."

This Lease Amendment contains {1} pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
Name: _____
Title: _____
Entity Name: _____
Date: _____

Signature: _____
Name: _____
Title: Lease Contracting Officer
GSA, Public Buildings Service,
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
Name: _____
Title: _____
Date: _____