

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

**AGENDA**

**TRANSPORTATION COMMITTEE**

Hall of Justice

990 Terrace

August 15, 2019 – 3:30 p.m.

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

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1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of July 23, 2019**
4. **Informational Items**

Transit            Operations Report – July 2019  
Airport            Operations Report – July 2019

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

TR19/08-25 Airport Approve lease amendment No. 5 to lease between the County and the GSA-TSA.

7. **Old Business**

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

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

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July 23, 2019

### CALL TO ORDER

The Transportation Committee meeting was called to order by Chair, Rillastine Wilkins, at 3:40 pm.

### ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Zach Lahring, Kenneth Mahoney, Charles Nash, Robert Scolnik, John Snider, Rillastine R. Wilkins

Excused: Susie Hughes

Also

Present: Beth Dick, Director of Finance/Assistant County Administrator, Rita Bierman, Airport Administrative Analyst

### APPROVAL OF MINUTES

Moved by Commissioner Foster, supported by Commissioner Mahoney, to approve the minutes of the June 18, 2019 meeting. MOTION CARRIED

### INFORMATIONAL ITEMS

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

### PUBLIC COMMENT (on an agenda item)

None

**ITEMS FOR CONSIDERATION**

TR19/07-21 It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve award of the MATS solicitation for a four year period of maintenance services on the MATS Compressed Natural Gas fueling station to Clean Energy. [No-Lahring] MOTION CARRIED

TR19/07-22 It was moved by Commissioner Foster, supported by Commissioner Snider, to approve a lease between the County and Safelite Fulfillment, Inc., d/b/a/ Safelite AutoGlass, in the amount of \$709.10 per month, plus utilities, for the facility located at 102 Sinclair Drive. MOTION CARRIED

TR19/07-23 It was moved by Commissioner Foster, supported by Commissioner Snider, to unfund the Airport Manager position #X06301 and delete the Airport Operations and Maintenance Lead position #N08501 and create the Airport Operations Supervisor position with a pay range of NX-00362, \$31,579 - \$39,796 (\$65,684 - \$82,776), effective August 5, 2019. MOTION CARRIED

TR19/07-24 It was moved by Commissioner Foster, supported by Commissioner Snider, to reject all bids on RFP 19-2338 for an integrated Parking Access and Revenue Control System (PARCS) for the Terminal parking lots and to revise the RFP and rebid the project. MOTION CARRIED

**OLD BUSINESS**

None

**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 3:53 pm.

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

	MONTH TO MONTH			YEAR TO DATE		
	2019	2018	CHANGE	2019	2018	CHANGE
<b>MATS PASSENGER ACTIVITY</b>						
Fixed Route Services						
Linehaul Service	37,643	35,153	7%	261,054	260,694	0%
MARC - New Service	931	737	26%	4,567	4,483	2%
Fixed Route Total	38,574	35,890	7%	265,621	265,177	0%
Demand/Response Services	1,419	1,638	-13%	10,682	13,628	-22%
<b>TOTALS</b>	<b>39,993</b>	<b>37,528</b>	<b>7%</b>	<b>276,303</b>	<b>278,805</b>	<b>-1%</b>
<b>DAILY AVERAGE</b>						
Fixed Route Services						
Linehaul Service	1,448	1,406	3%	1,458	1,448	1%
MARC - New Service	42	35	21%	33	30	8%
Demand Response Services	55	66	-17%	60	76	-21%
<b>PASSENGERS PER HOUR</b>						
Fixed Route Services						
Linehaul Service	11.5	11.2	2%	11.7	11.7	0%
MARC - New Service	3.7	3.1	21%	2.9	2.7	7%
Fixed Route Average	11.0	10.7	3%	11.1	11.1	1%
Demand Response Services	2.1	2.0	5%	2.2	2.1	5%

NUMBER OF DAYS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2019	2018	2019	2018
Linehaul Service	26	25	179	180
MARC - New Service	22	21	140	148
Demand Response Services	26	25	179	180

NUMBER OF REVENUE HOURS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2019	2018	2019	2018
Linehaul Service	3268	3128	22270	22272
MARC - New Service	249	238	1586	1666
Demand Response Services	684	827	4779	6385



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	156%	
AUGUST																							
SEPTEMBER																							
OCTOBER																							
NOVEMBER																							
DECEMBER																							
<b>YTD TOTALS</b>	39,250	20,659	53%	10,722	747	10068	619	22,156	5%	518	534	1052	874	871	1745	1,086	12,199	221	13,506	-6%	21,246	39%	

LOAD FACTOR BASED UPON REVENUE PASSENGERS ONLY

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE <b>TRANSPORTATION</b>		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED	
REQUESTING DEPARTMENT <b>AIRPORT</b>	COMMITTEE DATE <b>08/15/2019</b>	REQUESTOR SIGNATURE <b>ROBERT M. LUKENS</b>	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Airport is requesting approval of lease amendment No. 5 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 first of two that will be taking place before the current lease expires. Amendment No. 5 removes 52 square feet from the current leased area. Previously, this area was included in the lease agreement and should not have been because it is considered part of the security checkpoint and is non-leased space pursuant to the Transportation Security Act. This amendment will decrease the monthly rent by \$125.07 per month for a total decrease of \$750.42 for the six-month extension period. During the six month extension a new lease with a new lease rate will be negotiated. The second amendment (No. 6) will be brought to the Board to extend the current lease agreement for six months in order to provide time to negotiate a new lease agreement.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move 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.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u><b>HUMAN RESOURCES ANALYSIS:</b></u>		<u><b>FINANCE &amp; MANAGEMENT ANALYSIS:</b></u>	
<u><b>CORPORATE COUNSEL ANALYSIS:</b></u>		<u><b>ADMINISTRATOR RECOMMENDATION:</b></u>	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			
			<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;">Date</div>
AGENDA DATE: 08/15/2019	AGENDA NO.: TR19/08-25	BOARD DATE: 08/22/2019	PAGE NO.

<b>GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE</b>	LEASE AMENDMENT No. 5
	TO LEASE NO. GS-05P-LMI17680
<b>LEASE AMENDMENT</b>	
<b>ADDRESS OF PREMISES</b> 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 update the square footage and update the rental amount.

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 July 25, 2019 as follows:

GSA Form 3626, US Government Lease for Real Property, Part II, Section A (Location and Description of Premises Offered for Lease by Government), Part C, Rental Square Footage dated March 21, 2006 and as amended under Lease Amendment #3 dated January 13, 2014, is hereby deleted and replaced with the following:

"C. 830 rentable/usable square feet."

GSA Form 3626, US Government Lease for Real Property, Part II, Section C (Rental), dated March 21, 2006 and as amended as Supplemental Agreement #1 dated April 19, 2006, Lease Amendment #2 dated December 19, 2012, and Lease Amendment #3 dated January 13, 2014, is hereby deleted and replaced with the following:

"7. Annual Shell: \$13,997.53  
Annual Operating: \$9,959.36  
Total Annual Rent: \$23,956.89

This Lease Amendment contains {2} 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: \_\_\_\_\_

Rent shall be payable in arrears and will be done on the first workday of each month. When the date for commencement of the lease falls after the 15<sup>th</sup> day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated."

-----END OF DOCUMENT-----

INITIALS: \_\_\_\_\_ & \_\_\_\_\_  
LESSOR GOVT