Muskegon County Airport
Airport Advisory Committee

Monday, June 3, 2019
12:00 Noon
Airport Terminal Lake Michigan Room

Agenda

1. Call to Order
2. Approval of Minutes
3. Informational Items
4. Action Items
   - Award of contract to Mason Lawn & Snow for purchase of mowers and attachments
   - Award of contract to Babbitt’s for purchase of a utility vehicle with snow plow
5. Old Business
6. New Business
   a. Discussion of proposed Advisory Committee re-organization
7. Adjournment

Airport Advisory Committee Members
Terry Boer (Business Park) – Term Exp. 12/31/18
Anthony Chandler (Norton Shores) – Term Exp. 12/31/19
Rich Houtteman (Private) – Term Exp. 12/31/19
Kenneth Mahoney (Commissioner) – Term Exp. 12/31/18
David Kendall (Public) – Term Exp. 12/31/19

Robert Gustafson (Public) – Term Exp. 12/31/19
Vacant (Private) – Term Exp. 12/31/18
Robert Scolnik (Commissioner) – Term Exp. 12/31/18
Rillastine Wilkins (Commissioner) – Term by Virtue of Office
Cindy Larsen (Chamber) – Term Exp. 12/31/19
Vacant (Business Park)
Lake Michigan Room
Muskegon County Airport

Meeting Cancelled

   *Through May 26*

<table>
<thead>
<tr>
<th>United Airlines</th>
<th>2019</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
</tr>
<tr>
<td>Revenue Enplanements</td>
<td>1,035</td>
<td>1,146</td>
</tr>
<tr>
<td>Non-Revenue Enplanements</td>
<td>101</td>
<td>115</td>
</tr>
<tr>
<td>Revenue Deplanements</td>
<td>820</td>
<td>929</td>
</tr>
<tr>
<td>Non-Revenue Deplanements</td>
<td>53</td>
<td>96</td>
</tr>
<tr>
<td><strong>Revenue Passenger Total Count</strong></td>
<td>1,855</td>
<td>2,075</td>
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<tr>
<td><strong>Non-Rev Passenger Total Count</strong></td>
<td>154</td>
<td>211</td>
</tr>
<tr>
<td><strong>Passenger Total Count</strong></td>
<td>2,009</td>
<td>2,286</td>
</tr>
<tr>
<td><strong>Load Factor%</strong></td>
<td>39%</td>
<td>43%</td>
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</tbody>
</table>

2. **Airline Service & Charter Programs**

   A. **Airline Schedule** – The April and May numbers were down compared to March; However, April is traditionally a slower month after the spring break travel and May is the start of the busier holiday travel season so we expect the numbers to increase in the coming months.

   B. **Casino Flights.**

      i. **Atlantic City, NJ:** June 10-13, July 8-11 & August 12-15

      ii. **Laughlin, NV:** August 11-15

      iii. **Biloxi, MS:** June 14-18

3. **Airport Budget**

   A. **FY20 Operating Budget.** The Airport has submitted its proposed Fy2020 Operating Budget which was due to the County May 3. Staff will continue to maximize federal and state grant funding for airfield capital projects to the greatest extent possible and continues to develop a more comprehensive non-grant fundable projects list for the maintenance, repair or replacement of airport building systems, infrastructure and vehicles/equipment.

4. **Airport Capital Improvement Program / Grant Program**

   A. **FAA Supplemental Grant Funding.** The County Board approved the Airport’s proposed project list on October 25 to apply for supplemental project funding for an Airport Master Plan Update, purchase an Airport Sweeper, Design and construct a new Snow Removal Equipment facility, and design and construction of terminal upgrades and improvements. Only four airports in Michigan have received supplemental grants; Muskegon was not one of them.

   B. **Runway 6/24 Pavement and Lighting Rehabilitation project.** The project commenced on April 29 with an 80-day construction schedule. Work is progressing nicely.
5. Economic Development
   A. No Update.

6. Airport Public Relations, Marketing & Advertising
   A. **Air Service Marketing.** The airport is shifting towards its summer marketing program push.
   
   B. **U.S. Coast Guard summer helicopter operations.** The U.S. Coast Guard helicopter returned on May 24 for its annual Memorial Day through Labor Day schedule to provide search & rescue for the west Michigan lakeshore region.
   
   C. **Summer Food Truck event.** The weekly food truck event at the terminal has commenced and will run every Thursday (weather permitting) between 11:00 and 1:30 every Thursday through September.

7. Airport Administration, Operations, and Maintenance Programs
   A. **PFAS Testing.** The testing of homes identified by the County continues.
   
   B. **AFFF Testing Equipment.** The purchase of the E-One ECOLOGIC system is in progress.
   
   C. **Terminal Parking Access and Revenue Control (PARCS).** The staff review of the proposal received is in progress.

8. Federal & State Legislative Issues
   
   Federal. No Update.
   
   Michigan Legislature. No Update.

9. Action Items
   
   The Airport is planning to bring the following item(s) to the Board of Commissioners in June:
   
   - Award of purchase of two mowers from Mason Lawn & Snow
   - Award of purchase of a utility vehicle from Babbitt's
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
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</thead>
<tbody>
<tr>
<td>TRANSPORTATION</td>
<td>x</td>
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</table>

REQUESTING DEPARTMENT: AIRPORT  
COMMITTEE DATE: 06/18/19  
REQUESTOR SIGNATURE: ROBERT LUKENS

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Airport is requesting Board approval to purchase one (1) Toro Grand Stand mower and one (1) Toro Grand Stand Mower with snow plow attachment to replace and upgrade existing 1998 and 2002 model year mowers with a base bid amount of $20,102.98 to better support all-weather field maintenance operations (grounds maintenance & snow removal).

These mowers are able to support optional attachments: power broom, leaf bagger, and blower. The Airport is requesting Board approval for the purchase of the power broom and blower as alternate items in the amount of $7,829.00. The purchase of these two mowers plus the additional attachments will provide Airport staff the most advantageous all-season maintenance capabilities for mowing, grounds maintenance, and snow removal in terms of price and functionality.

The Airport is recommending award of the contract to Mason Lawn & Snow for the two mowers and optional attachments in a total amount of $27,931.98. Coupled with the purchase of the utility vehicle in TR19/06-XX ($16,448.02), the Airport will expend a total of $44,380.00. All purchases are within the approved FY19 budget amount of $45,000 (5810-0536-977.000 Equipment).

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the purchase of two Toro Grand Stand mowers and attachments from Mason Lawn & Snow in the amount of $27,931.98 with 100% of the purchase funded through the Airport’s approved FY19 Budget (5810-0536-977.000 Equipment).

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

<table>
<thead>
<tr>
<th>HUMAN RESOURCES ANALYSIS:</th>
<th>FINANCE &amp; MANAGEMENT ANALYSIS:</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>CORPORATE COUNSEL ANALYSIS:</th>
<th>ADMINISTRATOR RECOMMENDATION:</th>
</tr>
</thead>
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</tbody>
</table>

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 06/18/19  
AGENDA NO.: TR19/06-XX  
BOARD DATE: 06/25/19  
PAGE NO.  

Revised 5/29/19
## REQUEST FOR BOARD CONSIDERATION - COUNTY OF MUSKEGON

**Committee:** Transportation  
**BUDGETED X**  **NON-BUDGETED**  **PARTIALLY BUDGETED**

**Requesting Department:** Airport  
**Committee:**  
**Date:** 06/18/19  
**Requestor Signature:** Robert Lukens

**Summary of Request (General Description, Financing, Other Operational Impact, Possible Alternatives):**

The Airport is requesting Board approval to purchase one (1) Polaris Ranger 750 utility vehicle with plow in the base bid amount of $16,488.02 to better support all-weather field maintenance operations (grounds maintenance & snow removal).

This utility vehicle is better-suited for field maintenance in off-road areas along the airport fence lines that are difficult to reach with full-size maintenance pick-up trucks. This vehicle will be used for general field and facility maintenance in lieu of purchasing an additional full-size pick-up truck. The purchase of this utility vehicle, along with the two mowers and attachments in TR19/06-XX, will provide Airport staff the most advantageous all-season maintenance capabilities for mowing, grounds maintenance, and snow removal.

The Airport is recommending award of the contract to Babbitt’s for the utility vehicle in a total amount of $16,488.02. Coupled with the recommended mowers and attachments purchase in TR19/06-XX ($27,931.98), the Airport will expend a total of $44,380.00. All purchases are within the approved FY19 budget amount of $45,000 (5810-0536-977.000 Equipment).

**Suggested Motion (State Exactly As It Should Appear In The Minutes):**

Move to approve the purchase of a Polaris Ranger 750 EPS from Babbitt’s in the amount of $16,488.02 with 100% of the purchase funded through the Airport’s approved FY19 Budget (5810-0536-977.000 Equipment).

**Administrative Analysis (As Applicable):**

**Human Resources Analysis:**

**Finance & Management Analysis:**

**Corporate Counsel Analysis:**

**Administrator Recommendation:**

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee: 06/03/19

**Agenda Date:** 06/18/19  
**Agenda No.:** TR19/06-XX  
**Board Date:** 06/25/19  
**Page No.:**

Revised 5/29/19
### Muskegon County Airport

**Field Maintenance Equipment/Snow Removal Equipment**

#### Mowers (2)

**Vendor: Mason Lawn & Snow**

**Base Bid**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toro 52-inch Grand Stand mower</td>
<td>$8,714.00</td>
</tr>
<tr>
<td>Toro 52-inch Grand Stand mower w/plow</td>
<td>$11,388.98</td>
</tr>
<tr>
<td></td>
<td><strong>$20,102.98</strong></td>
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</table>

**Optional Attachments**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turbine Blower</td>
<td>$2,950.00</td>
</tr>
<tr>
<td>Leaf Vacuum (FY20 Operating Budget - $2,323)</td>
<td>-$</td>
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<tr>
<td>Rotary Power Broom</td>
<td>$4,879.00</td>
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<tr>
<td></td>
<td><strong>$7,829.00</strong></td>
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Subtotal: **$27,931.98**

#### Utility Vehicle

**Vendor: Babbitt's**

**Base Bid**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polaris Ranger 750 EPS with plow</td>
<td>$16,448.02</td>
</tr>
</tbody>
</table>

Total: **$44,380.00**

- **FY19 Budgeted Amount:** $45,000.00
- **Amount Remaining:** $620.00
# Muskegon County Airport

### Field Maintenance Equipment/Snow Removal Equipment

## QUOTES RECEIVED

### Mowers (2)

<table>
<thead>
<tr>
<th>Base Bid</th>
<th>Vendor</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>Toro 52-inch Grand Stand mower</td>
<td>Mason Lawn &amp; Snow</td>
<td>$8,714.00</td>
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<tr>
<td>Toro 52-inch Grand Stand mower w/plow</td>
<td>Mason Lawn &amp; Snow</td>
<td>$11,388.98</td>
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<td></td>
<td></td>
<td><strong>$20,102.98</strong></td>
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<tr>
<td>Toro 52-inch Grand Stand mower</td>
<td>B&amp;B Truck Equipment</td>
<td>$8,714.00</td>
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<tr>
<td>Toro 52-inch Grand Stand mower w/plow</td>
<td>B&amp;B Truck Equipment</td>
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<td><strong>$20,449.46</strong></td>
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<tr>
<td>Toro 52-inch Grand Stand mower</td>
<td>Extreme Power Equipment</td>
<td>$8,959.00</td>
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<tr>
<td>Toro 52-inch Grand Stand mower w/plow</td>
<td>Extreme Power Equipment</td>
<td>$11,743.96</td>
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<td><strong>$20,702.96</strong></td>
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### Utility Vehicle

<table>
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<th>Price</th>
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<tbody>
<tr>
<td>Polaris Ranger 750 EPS with plow</td>
<td>Babbitt's</td>
<td>$16,448.02</td>
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<tr>
<td>Polaris Ranger 750 EPS with plow</td>
<td>Peacock Ltd.</td>
<td>$17,087.87</td>
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<tr>
<td>Polaris Ranger 750 EPS with plow</td>
<td>Village Motorsports</td>
<td>$17,032.00</td>
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</table>
Field Maintenance Equipment

52” Toro Multi Force Unit

Model 74529 shown with 52” deck

*Plow blade sold separately.
Field Maintenance Equipment

Additional Available Attachments

*Broom sold separately.

*Bagging Kit sold separately.
Polaris Ranger 570 EPS