1. Call to Order

2. Roll Call

3. Approval of Minutes of June 18, 2019

4. Informational Items
   
   Transit  
   Operations Reports – June 2019
   Airport  

5. Public Comment (on an agenda item)

6. Items for Consideration
   
   TR19/07-21  Transit  Approve award of the MATS solicitation for maintenance services on the CNG fueling station to Clean Energy
   TR19/07-22  Airport  Approve a lease between the County and Safelite Fulfillment, Inc. for the facility located at 102 Sinclair Drive.
   TR19/07-23  Airport  Unfund the Airport Manager position, delete the Airport Operations and Maintenance Lead position and create the Airport Operations Supervisor position.
   TR19/07-24  Airport  Reject all bids on RFP 19-2338 for the Parking Access and Revenue Control System for the terminal parking lots; revise the RFP and rebid the project.

7. Old Business

8. New Business
9. Public Comment

10. Adjournment

Board Work Session
July 23, 2019 – 2:00 PM, 4th Floor Board Room
Review of Muskegon Area Transit System’s Planning Efforts
Public Invited to Attend
CALL TO ORDER

The Transportation Committee meeting was called to order by Chair, Rillastine Wilkins, at 3:33 pm.

ROLL CALL

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

Excused: None

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

APPROVAL OF MINUTES

Moved by Commissioner Hovey-Wright, supported by Commissioner Foster, to approve the minutes of the May 21, 2019 meeting. MOTION CARRIED

INFORMATIONAL ITEMS

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

PUBLIC COMMENT (on an agenda item)

None
ITEMS FOR CONSIDERATION

TR19/06-18  It was moved by Commissioner Foster, supported by Commissioner Mahoney, 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 purchased funded through the Airport’s approved FY19 Budget (5810-0536-977.000 Equipment).  MOTION CARRIED

TR19/06-19  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve the purchase of a Polaris Ranger 750 EPS for airport maintenance purposes 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).  MOTION CARRIED

TR19/06-20  It was moved by Commissioner Foster, supported by Commissioner Hughes, to approve the Airport’s request to increase the Airport Administrative Analyst (NX-0220) salary from Step 3 ($24.7140/hour) to Step 5 ($27.0930/hour) and adding a new Step 7 to the salary range ($29.7660/hour); and modify the proposed FY20 budget accordingly to cover the full amount of the proposed annual salary increase (approximately $5,000).  MOTION CARRIED

OLD BUSINESS

None

NEW BUSINESS

Jim Koens, Transit Systems Manager, provided an update on the progression of the MATS Route Study.

Matt Farrar, Public Works Director, informed the Committee that the County has received an offer to purchase a portion of vacant land within the Airport Business Park.

PUBLIC COMMENT (on a new topic)

None

ADJOURNMENT

There being no further business to come before the Transportation Committee, the meeting adjourned at 4:02 pm.
<table>
<thead>
<tr>
<th>MATS PASSENGER ACTIVITY</th>
<th>MONTH TO MONTH</th>
<th>YEAR TO DATE</th>
</tr>
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<tr>
<td></td>
<td>2019</td>
<td>2018</td>
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<td>Fixed Route Services</td>
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<td>804</td>
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Page 5
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<td>15-Sixth</td>
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<tr>
<td>25-Apple 2</td>
<td>22,404</td>
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<td>30-Getty Wood</td>
<td>31,412</td>
<td>2,261.0</td>
<td>13.9</td>
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<td>35-Lakeshore Sherman</td>
<td>15,482</td>
<td>1,385.8</td>
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<td>40-Peck Sanford</td>
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<td>50-Harvey</td>
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<td>55-E. Sherman</td>
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<td>60-Lakeshore Henry</td>
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<td>70-Marquette Express</td>
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<td>115-Montague</td>
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<td>GoBus</td>
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**MATS PASSENGERS PER HOUR BY ROUTE**

**CALENDAR YEAR 2019 THRU JUNE**

![MATS PASSENGERS PER HOUR BY ROUTE](image-url)

Page 6
## SKYWEST TOTAL PASSENGER ACTIVITY

|        | Avail Seats | Comm Pass | Load Factor | Revenue Enplaned | Non-Revenue Enplaned | Revenue Deplaned | Non-Revenue Deplaned | Total | VA Enplaned | Deplaned | Total | VA Enplaned | Deplaned | Total | VA Air Carrier | General Aviation | Military | Total | VA | Pounds | VA | CY2018 | CY2018 |
|--------|-------------|-----------|-------------|------------------|----------------------|-------------------|--------------------|-------|-------------|----------|-------|-------------|----------|-------|----------------|------------------|----------|-------|     |        |       |       |
| **JANUARY** | 4,800      | 1,855     | 39%         | 1,035            | 104                  | 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   | 694            | 1,066            | 91      | 10    | 1,076 | 6%  | 801   | -71% |
| **MARCH**   | 6,200      | 3,023     | 49%         | 1,686            | 88                   | 1,337             | 88                 | 3,199 | 3%          | 93       | 95    | 188         | 159      | 1,057 | 1213           | 1,066            | 6       | 1,772 | -19% | 112   | 173% |
| **APRIL**   | 5,550      | 2,328     | 42%         | 1,037            | 103                  | 1,291             | 71                 | 2,502 | -13%        | 78       | 79    | 157         | 179      | 179   | 358            | 143              | 1,688   | 11    | 1,852 | 14% | 3,500 | 305% |
| **MAY**     | 5,850      | 2,952     | 50%         | 1,456            | 131                  | 1,496             | 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                  | 1,957             | 110                | 4,158 | 9%          | 72       | 81    | 153         | 280      | 259   | 539            | 161              | 2,326   | 81    | 2,508 | 1%  | 156   | 156% |

**LOAD FACTOR BASED UPON REVENUE PASSENGERS ONLY**

**YTD TOTALS**

|        | Avail Seats | Comm Pass | Load Factor | Revenue Enplaned | Non-Revenue Enplaned | Revenue Deplaned | Non-Revenue Deplaned | Total | VA Enplaned | Deplaned | Total | VA Enplaned | Deplaned | Total | VA Air Carrier | General Aviation | Military | Total | VA | Pounds | VA | CY2018 | CY2018 |
|--------|-------------|-----------|-------------|------------------|----------------------|-------------------|--------------------|-------|-------------|----------|-------|-------------|----------|-------|----------------|------------------|----------|-------|     |        |       |       |
| **YTD TOTALS** | 33,250  | 16,016 | 48%        | 8,317             | 672                  | 7830              | 531                | 17,350 | 5%          | 462      | 485   | 945         | 735      | 733   | 1468           | 891              | 9,561   | 147  | 10,599 | -3% | 20,592 | 44% |
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
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<tr>
<th>COMMITTEE TRANSPORTATION</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
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<tr>
<td>REQUESTING DEPARTMENT TRANSIT</td>
<td>COMMITTEE DATE</td>
<td>07/23/2019</td>
<td>REQUESTOR SIGNATURE</td>
</tr>
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</table>

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

On June 14, 2019, MATS opened vendor proposals received via small purchase procedures for a four year period of contracted maintenance services on the MATS Compressed Natural Gas fueling station. Three vendor responses were received and reviewed by an internal MATS team as shown on the attached summary. The vendor response that was received from Clean Energy was rated highest by the evaluation team. The proposal will provide for quarterly preventive maintenance visits to the MATS site, along with call-out maintenance services as needed. MATS may purchase parts through the agreement as deemed beneficial, but also retains the right to purchase and stock parts directly from the OEM. Clean Energy has been providing these services to MATS since 2017. Clean Energy has been providing these services to MATS since 2017 and has performed well.

MATS seeks Board authorization to award the solicitation for a four year period of maintenance services on the MATS Compressed Natural Gas fueling station to Clean Energy.

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

Move 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.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:  

FINANCE & MANAGEMENT ANALYSIS:

Concur  
B. Dick

CORPORATE COUNSEL ANALYSIS:  

ADMINISTRATOR RECOMMENDATION:


Revised 7/16/19
MUSKEGON AREA TRANSIT SYSTEM
SMALL PROCUREMENT SOLICITATION SUMMARY

Product / Service Solicited:
CNG Station Maintenance - Four (4) Year Period

Solicitation Released: 5/15/2019
Solicitation Due Date: 6/14/2019

<table>
<thead>
<tr>
<th>Vendor Name &amp; Address</th>
<th>Evaluation Team Score</th>
<th>Notes / Comments</th>
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<tbody>
<tr>
<td>Compression Fueling Services</td>
<td>2257</td>
<td>Quarterly PM Visit: $2,000 Call-Out Hourly Labor Rate: $140 Parts Markup: Vendor Cost + 30%</td>
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<tr>
<td>514 Edwards St. Algonac, MI 48001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Energy</td>
<td>2555</td>
<td>Quarterly PM Visit: $2,012 Call-Out Hourly Labor Rate: $135 Parts Markup: List Price + 30%</td>
</tr>
<tr>
<td>4675 MacArthur Court, Suite 800 Newport Beach, CA 92660</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trillium</td>
<td>2291</td>
<td>Quarterly PM Visit: $2,250-$2,550 Call-Out Hourly Labor Rate: $95-$250 Parts Markup: List Price + 5%</td>
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<tr>
<td>2929 Allen Pkwy. Ste. 4100 Houston, TX 77019</td>
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MATS RECOMMENDATION FOR AWARD: Clean Energy

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<tr>
<th>Solicitation Statistics</th>
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<tbody>
<tr>
<td>Vendors Solicited</td>
<td>11</td>
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<tr>
<td>Responses Received</td>
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<tr>
<td>&quot;No Bid&quot; Responses</td>
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</table>

Solicitation conducted by MATS via email
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<th>COMMITTEE</th>
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REQUESTING DEPARTMENT: AIRPORT

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

Safelite AutoGlass is currently leasing space located at 102 Sinclair Drive. Approval is requested to execute a lease amendment effective August 1, 2019 through July 31, 2020. Safelite has agreed to pay $709.10 per month which represents a 2.00% increase from the previous year, plus utilities.

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

Move 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.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

Concur
B. Dick

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

07/09/2019

AGENDA DATE: 07/23/2019
AGENDA NO.: TR19/07-22
BOARD DATE: 07/30/2019
PAGE NO.
SECOND AMENDMENT AND EXTENSION OF SERVICE FACILITY LEASE AGREEMENT

This First Amendment and Extension of Service Facility Lease Agreement (this “Second Amendment”) dated __________________, 2019, is by and between the County of Muskegon, a Michigan municipal corporation (“Lessor”) and Safelite Fulfillment, Inc., a Delaware corporation (“Lessee”).

WITNESSETH:

WHEREAS, Lessor and Lessee are parties to that certain Service Facility Lease Agreement dated November 21, 2017, (the “Lease”), pertaining to the premises located at 102 Sinclair Drive, Muskegon, Michigan 49441; and

WHEREAS, Lessor and Lessee desire to amend and extend the term of the Lease.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties hereto do hereby agree as follows:

1. The foregoing recitals are a part of this Second Amendment.

2. The term of the Lease is hereby extended for a period of one (1) year, commencing August 1, 2019, and expiring July 31, 2020.

3. Lessor and Lessee agree that the rent to be paid by Lessee during the extended term shall be according to the schedule below:

   August 1, 2019 - July 31, 2020 $709.10 per month
   (Seven Hundred Nine and 10/100 Dollars)

4. Section 16 of the Service Facility Lease Agreement is hereby updated with the following:
   Any notices to Lessee shall be sent to Lessee at the following address:

   Cushman & Wakefield
   575 Maryville Centre Drive, Suite 500
   St. Louis, MO 63141
   Attn: Safelite Lease Administration

   With a copy to:

   Safelite Fulfillment, Inc.
   7400 Safelite Way
   Columbus, Ohio 43235
   Attn: Legal Department

or such other address as Lessee may hereafter direct from time to time. All notices shall be written and shall be sent by certified mail, return receipt requested, or by a responsible overnight delivery service, and shall be deemed to have been given on the date of
delivery, or the date of attempted delivery, if refused, unclaimed or undeliverable.

5. Except as expressly provided in this Second Amendment, the terms and conditions of the Service Facility Lease Agreement remain unchanged and are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Second Amendment as of the date first above written.

LESSOR: the County of Muskegon, a Michigan municipal corporation

By: _________________________________
Printed Name: ________________________
Its: _________________________________

LESSEE: Safelite Fulfillment, Inc., a Delaware corporation

By: _________________________________
Printed Name: ________________________
Its: _________________________________
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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

Request to unfund the Airport Manager position, X06301, (NX-00390, $34.34 - $43.664 or $71,427 - $90,821) and delete the Airport Operations & Maintenance Lead position, N08501, (NO-00290, $22.531 - $28.393 or $46,864 - $59,057) and create an Airport Operations Supervisor position with a pay range of NX-00362, $31.579 - $39.796 ($65,684 - $82,776). The new position would combine elements of both positions into one working supervisor position.

At the top of the Airport Manager and Airport Operations and Maintenance Lead pay scales, the combined salaries are $149,878, plus benefits. By combining the positions into one, the annual budget savings at Step 6 would be $67,102, plus benefit costs. The change would be effective August 5, 2019.

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

Move 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.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:
- Concur
- K. Wade

FINANCE & MANAGEMENT ANALYSIS:
- Recommend Approval
- B. Dick

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.

AGENDA DATE: 07/23/2019
AGENDA NO.: TR19/07-23
BOARD DATE: 07/30/2019
PAGE NO.

Revised 7/19/19
MUSKEGON COUNTY, MICHIGAN

CLASS TITLE

AIRPORT OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS

The Airport Operations Supervisor, under the general direction of the Community Development Director, manages the development, monitoring and administration of all activities related to the operation and maintenance of the Muskegon County Airport. The Airport Operations Supervisor ensures compliance with local, state, and federal laws and regulations regarding airport operations, security, and zoning, and supervises staff engaged in maintaining airport facilities and equipment, works with the Airport Development Committee to promote airport services, and performs other related duties as required.

SUPERVISION RECEIVED

The Airport Operations Supervisor, under the general direction of the Community Development Director, performs job duties on an independent basis and in compliance with the policies and procedures established by the Muskegon County Board of Commissioners.

SUPERVISION EXERCISED

The Airport Operations Supervisor assumes responsibility for supervising, evaluating and coordinating the work of all staff engaged in operations and maintenance of airport facilities and equipment.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive but not restrictive.)

- Manages the development, monitoring and administration of the County Airport;
- Supervises maintenance personnel performing airfield, building, grounds, and equipment maintenance activities;
- Develops and maintains, with airport maintenance staff, materials and supply inventory necessary to complete routine maintenance and preventative maintenance activities;
- Supervises snow removal operations and dissemination of runway condition reports;
- Conducts routine inspections of Airport facilities and equipment and assigns maintenance duties to maintenance staff; and maintains records of inspections and maintenance performed;
- Maintains a close liaison with airport tenants and users, government representatives and public safety agencies concerning the operation and maintenance of the facility;
- Prepares shift, standby and overtime work schedules for maintenance personnel;
- Completes employee evaluations and makes recommendations on hiring, promotion or discipline of maintenance personnel;
- Schedules and conducts training sessions on various aspects of airport operation as directed to ensure compliance with applicable federal, state and local rules and regulations;
- Oversees Aircraft Rescue and Fire Fighting activities, provide recurrent training as required by, and ensure compliance with FAR part 139 regulations;
- Ensures compliance with State and Federal environmental laws;
- Updates and monitors Airport Certificate Manual and Airport Security Program;
- Is trained and acts as the Airport Security Coordinator, and is available 24/7 to respond to security incidents; Provide required recurrent training to staff performing duties as required TSR Part 1542;
- Serves as liaison for the airport with state and federal transportation officials and works with state and federal officials in planning capital improvements and applying for federal grants for future development and improvements and ensures compliance with all local, state, and federal laws and regulations regarding airport operations;
- Works with the Community Development Director and County Administration to promote and market airport service;
- Negotiates contracts and implements fees and charges as established by the County Board for rentals, leases, landing fees, and other items and monitors leases and contracts to ensure compliance by tenants, resolving any issues as they arise.
- Ensures compliance by tenants and users of the airport regarding airport rules, regulations, minimum standards, and state and federal laws applicable to specific businesses, users, and tenants;
- In cooperation with the Airport Financial Analyst, prepares and presents the airport operating and capital improvement budgets and monitors the budget throughout the year to ensure that expenditures are within budget guidelines;
- Monitors contractor provided services to ensure safe and efficient airport operations;
- Coordinates airport activities, construction plans, and special events with control tower and tenants;
- Promotes the airport by providing information to the community about airport operations and services through presentations to interested groups and interviews with news media;
- Performs other related duties as required;

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

Required Experience and Training

1. Possess a Bachelor's degree from an accredited college or university with a major in Aviation Management, Business Administration, or closely related field or have attained a high school diploma and have prior military airfield experience; and

2. Have a minimum of 6 years full-time work experience in airport operations and maintenance supervision, which provided familiarity with state and federal laws related to airport operations; and

3. As a condition of employment, employees in this class must possess and maintain a valid Class B Michigan Commercial Drivers License or be able to obtain the license within ninety (90) days of appointment; and

4. Must be able to pass a mandatory Transportation Security Administration background check; and

5. Possession of additional professional designations and certifications are recommended, such as:
Airport Certified Employee Program certifications
- Airfield Operations
- Airfield Lighting Maintenance
- Security
- Communications
- ACE Safety Management Systems
- Airport Trusted Agent

Required Knowledge, Skills and Abilities
Thorough knowledge of federal, state and local laws pertaining to aviation in general and civilian air carrier airfields;
Thorough knowledge of the policies and procedures of airport administration;
Knowledge of modern techniques, procedures, tools and materials commonly used in repairing and maintaining airport buildings, mechanical systems, airfields facilities and vehicular equipment;
Working knowledge of electrical, mechanical, HVAC, and plumbing, and experience in this work;
Knowledge of heavy snow removal techniques;
Considerable knowledge of the general principles of construction for both airfield facilities and buildings;
Knowledge of supervisory practices, procedures and conflict resolution;
Ability to understand, interpret, and apply appropriate policies, regulations, and procedures in the preparation, development and implementation of budgets;
Considerable ability to analyze complex and sensitive funding issues;
Considerable ability to exercise independent judgment in decision making; as well as to recommend appropriate solutions;
Ability to establish and maintain effective relationships with county officials, department directors, tenants, employees, and the general public, with the ability to relate to people both on a one-to-one basis and as a member of a group;
Ability to give as well as follow complex oral and written instructions, and to coordinate, supervise and evaluate the work of others.

PHYSICAL ACTIVITIES
An employee in this class must be in good physical condition such to allow for occasional heavy work activity requiring the lifting and/or carrying of objects weighing up to fifty (50) pounds.
ENVIRONMENTAL CONDITIONS

The Airport Operations Supervisor works in the office of the Muskegon County Airport. Work may be carried out throughout the airport facilities or out of doors, and travel throughout the County may be required.

CAREER OPPORTUNITIES

With sufficient experience and training, an employee in this class may be considered for promotion to higher level administrative positions within the County should a vacancy occur.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<th>COMMITTEE TRANSPORTATION</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
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<td>REQUESTING DEPARTMENT</td>
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<td>REQUIESTOR SIGNATURE</td>
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<td>AIRPORT</td>
<td>07/23/2019</td>
<td>ROBERT M. LUKENS</td>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Airport is requesting 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.

(This project was approved in the FY19 Capital Budget and the Board approved issuance of RFP 19-2338 in February 2019.)

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

Move 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.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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<tr>
<th>HUMAN RESOURCES ANALYSIS:</th>
<th>FINANCE &amp; MANAGEMENT ANALYSIS:</th>
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<tr>
<th>CORPORATE COUNSEL ANALYSIS:</th>
<th>ADMINISTRATOR RECOMMENDATION:</th>
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On motion, adoption, or Sterling Board Authority or Advisory Committee please provide the date this recommendation was approved by their Board Authority/Committee.

07/09/2019


Revised 7/19/19