

MINUTES

**KALAMAZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES
REGULAR MEETING**

January 11, 2018

10:30 a.m.

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:34 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Mark Weiss, James Woodruff, Erik Rankin, Nikki Miller, Greg Hamelink, and Cecile Mutch

Staff Present: David Reid, Eric Bjorkman, William Scamehorn, Amanda Woodin, Jessecia Harter, Lance Gary, Matt Page, Shane Peterson, and Bryan Hughey

Also Present: County Commissioner Liaisons John Gisler and Mike Seals, Deputy County Administrator - External Services Lisa Henthorn, and Standard Parking Plus Regional Manager Kristen Statler

ITEM 3. Approval of the November 9, 2017 Board Minutes: There being no changes made to the minutes, the minutes were approved as published.

ITEM 4. Citizen Comments: There were no Citizen Comments.

ITEM 5. Financial Report: Ms. Woodin reviewed the October and November financial reports. She stated that through November the total operating revenues were at 96% and the operating expenses were at 80.4%. She feels that the operating expenses are below budget but will increase once the snow arrives.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Resolution Adopting the Federal Aviation Administration Grant Agreement for FY18 Projects – Mr. Reid discussed the resolution for adopting the FAA grant agreement for the FY18 projects. This grant would cover the following projects: Runway 5/23, markings for Taxiways A, B, and E, Runway 17/35 pavement rehab, Runway 17/35 extension analysis, Runway 17/35 extension and RIM project

environmental assessment, the preliminary engineering in support of the environmental assessment, and the preliminary reimbursable agreement for Runway 17/35 extension and the RIM project. On a motion made by Mr. Woodruff, supported by Mr. Weiss the resolution adopting the FAA grant agreement for FY18 projects has been approved.

- B. Resolution Adopting the MDOT Contract for FY18 FAA Projects – Mr. Reid discussed the resolution for adopting the MDOT contract for the FY18 FAA projects. This resolution allows for the State of Michigan to cover their share in the FY18 annual projects. These projects include Runway 5/23, markings for Taxiways A, B, and E, Runway 17/35 pavement rehab, Runway 17/35 extension analysis, Runway 17/35 extension and RIM project environmental assessment, the preliminary engineering in support of the environmental assessment, and the preliminary reimbursable agreement for Runway 17/35 extension and the RIM project. On a motion made by Mr. Woodruff, supported by Mr. Weiss, the resolution adopting the MDOT contract for FY18 FAA projects has been approved.

- C. Approval of Contract for Professional Service with Mead & Hunt for Preliminary Design of Runway 17/35 RIM, Extension and Rail Relocation – Mr. Reid is seeking approval of the professional service contract with Mead & Hunt for the preliminary design of the Runway 17/35 RIM, extension, and rail relocation projects. This agreement will provide professional services for the preliminary design of the Runway 17/35 extension. It will also address the FAA RIM items. This contract is needed to begin the design work and to keep the extension project on schedule. On a motion made by Mr. Hamelink, supported by Mr. Woodruff the professional service contract with Mead & Hunt for the preliminary design of Runway 17/35 RIM, Extension, and the rail relocation has been approved.

- D. Approval of Scope of Service Contract with Mead & Hunt for Runway Protection Zone Analysis for Runway 17/35 Extension- Mr. Reid is seeking approval of the Mead & Hunt service contract for the Runway 17/35 extension protection zone analysis. This contract will not only provide professional services for the analysis of the runway's protection zone but it was also address the FAA's RIM items. On a motion made by Mr. Woodruff and supported by Mr. Weiss the Mead and Hunt scope of service contract for the runway protection zone analysis for Runway 17/35 extension has been approved.

ITEM 7. Unfinished Business: There was no unfinished business.

ITEM 8. New Business: There was no new business.

ITEM 9. Airport Director's Report: Mr. Reid presented the following report:

1. Market Share
 - a. November enplanements down 3%, 6% year to date
 - b. Trend
 - i. 2015-2017 up 35%, 20% year to date
2. Grants
 - a. SCASD Grant
 - i. Extended 1 more year
 - ii. 4th extension
3. Air Service
 - a. December meeting with American in Dallas
 - i. Discussed Charlotte Service
4. Miscellaneous
 - a. Talon's Out Honor Flight
 - i. April 21st
 - ii. American Airlines
 - b. Partnership with WMU
 - i. Website and Social Media

ITEM 10. Member's Time:

Mr. Seals stated that he wanted to pass along that he received a complaint from a customer about the car rental companies not thoroughly cleaning their cars before renting them out. He also mentioned that the County is in the process of renovating a building for the new 911 Central Dispatch Center. The center should be completely renovated and operating by July/August 2018. Lastly, he mentioned that Stephanie Moore was elected as the 2018 Board of Commissioners Chairwoman and Dale Shugars as the Vice Chairman.

Mr. Hamelink wanted to follow up on the ramp project. He stated that he appreciated the fact that the airport worked with Duncan to fix the damage done to the building. He also mentioned that AZO's TSA is the easiest, friendliest, and most pleasant to get through. He wanted to also thank the airport staff for their hard work removing the snow in a timely fashion.

Mr. Weiss stated that he agreed with Mr. Hamelink's comment regarding TSA being the easiest and friendliest to work with. He feels that they do a great job.

Ms. Miller also wanted to thank everyone at the airport for doing a great job removing the snow.

Ms. Mutch was very pleased to announce that Kellogg's will be doing a Pringle's Super Bowl commercial. She also mentioned that flying out of AZO is a nice small town experience.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:30 a.m.