

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

July 13, 2017
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, Greg Hamelink, Mark Weiss, James Woodruff, John Jones, Cecile Mutch, and Nikki Miller

Staff Present: David Reid, Amanda Woodin, Jessecia Harter, and Shane Peterson

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

ITEM 3. Approval of the May 11, 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. Marketing Update, Lam & Associates: Mr. Lam discussed the current marketing strategies used and went over possible options for marketing in the future.

ITEM 6. Customer Facility Charge Discussion: Ms. Woodin, along with Ms. Mathey, from Enterprise Holdings, discussed the possibility of charging a user fee, known as a Customer Facility Charge (CFC), to all rental car customers. They are recommending to implement a \$1 transaction fee per day with a seven day limit. This fee will potentially generate \$170,000 annually and will start to build a reserve for the rental car companies, so that an on-site car rental cleaning and service facility can be built.

ITEM 7. Financial Reports: Ms. Woodin discussed the 2016 Annual Financial report. She stated that the unrestricted cash and unrestricted investment account had a combined increase of \$737,509. This increase was due to both the operating revenues and operating expenses doing so well throughout the year. Ms. Woodin also stated that the PFC revenues increased in 2016. At the end of 2016 PFC revenues were at \$608,985. Overall, Ms. Woodin is very pleased with the 2016 financials.

Ms. Woodin also reviewed the revenue and expense reports for April and May. She indicated that through May the operating revenues were at 40.3% and the operating expenses were at 41.5%. She feels that both the operating revenues and expenses are right on track.

ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Agreement with Standard Parking Plus – Ms. Woodin discussed the Standard Parking Plus Agreement. She stated that the new agreement would run from July 1, 2017 through June 30, 2020 with the option of two one-year extensions. The new agreement would include a management fee increase of 5% that begins in 2018 and will continue each year as long as approved in the budget. On a motion made by Mr. Jones, supported by Mr. Weiss, the Standard Parking Plus Agreement has been approved.
- B. Agreement Extension with United Cleaning Services - Mr. Reid discussed the extension agreement for United Cleaning Services. This extension is the second of the two extensions for the existing janitorial contract. The extension will expire one year after execution. On a motion made by Mr. Woodruff, supported by Mr. Jones, the United Cleaning Services extension has been approved.

ITEM 9. Unfinished Business: There was no unfinished business.

ITEM 10. New Business: There was no new business.

ITEM 11. Airport Director's Report: Mr. Reid presented the following report:

- 1. Market Share
 - a. Even with last year
 - b. Strong 1st quarter
 - c. Decrease 14% in April & 10% in May
 - a. Believed to be a load factor issue
 - d. Airline schedules and flights remain the same
- 2. Air Service Committee
 - a. Jump Start Conference-Providence, RI
 - i. Discussed Newark service with United
 - a. Reaching out to Stryker & Pfizer to help push
 - ii. Discussed direct Florida service with Elite Air
 - a. Follow-up conversation at end of month to discuss the possibility of Sarasota
- 3. Grant Updates

- a. Work started on terminal ramp and general aviation ramp rehabilitation project
- b. Started working on grant agreement for main runway rehabilitation for next year
 - i. Planning to delay project until Spring 2019
 - ii. One month time frame
 - a. Looking at possibility of doing work around the clock to decrease time
 - iii. Considering paying for bussing to help passengers get to other airports
 - a. This will help generate parking revenue

ITEM 12. Member's Time:

Mr. Seals wanted to let everyone know about two promotions within the county. Traci Moored is now the County Administrator and Lisa Henthorn is now the Deputy Administrator of External Services.

Ms. Mutch stated that the Delta operating team invited her to an event in Grand Rapids. They plan to talk to corporate customers at the event. She stated that she is not completely sure what they plan to talk about but will find out if it is something that we should possibly do here with our advisory board.

Mr. Gisler wanted to congratulate the airport for their financial reputation.

ITEM 13. Adjournment: There being no further business presented, the meeting adjourned at 12:25 p.m.