

MINUTES

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

**May 11, 2017
10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:32 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Greg Hamelink, Dave Buskirk, Mark Weiss, James Woodruff, and Nikki Miller

Staff Present: Amanda Woodin, Eric Bjorkman, William Scamehorn, Jessecia Harter, Matt Mattison, and Ian Stamp

Also Present: County Commissioner Liaisons John Gisler and Mike Seals, County Assistant Legal Counsel Amber Beebe, and Standard Parking Plus Regional Manager Kristen Statler

ITEM 3. Approval of the March 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 Reports: Ms. Woodin reviewed the revenue and expense reports for February and March. She indicated that through March operating revenues were at 22.7% and operating expenses were at 26.7% which she feels is right on track. Ms. Woodin also stated that the 2016 financials are almost closed out and the report should be ready by the July or August board meeting. She also stated that the 2018 budget requests have been started.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. 2017 Budget Amendment – Ms. Woodin discussed an amendment to the 2017 budget. This amendment would allocate funds for additional parking lot equipment, a structural survey of hangar 2, conference room furniture, terminal signage, obstructive tree removal, and retroactive pay increases for staff represented by certain bargaining

units. On a motion made by Mr. Woodruff, supported by Mr. Weiss the 2017 budget adjustment has been approved.

- B. Agreement with Peters Construction for Terminal and General Aviation Ramp Rehabilitation - Ms. Woodin discussed the agreement with Peters Construction for the Terminal and General Aviation Ramp rehabilitation. This contract would allow preliminary work to begin on the 2017 FAA's Airport Improvement Plan Grant. This Improvement Plan would repair certain areas of the commercial ramp and rehab the general aviation ramp that is located near Duncan Aviation. On a motion made by Mr. Hamelink, supported by Mr. Woodruff the Agreement with Peters Construction for the Terminal and General Aviation Ramp Rehabilitation has been approved.
- C. Agreement with Drobny Farms for Farming Operations– Ms. Woodin discussed the Land Use Agreement with Drobny Farms for Farming Operations. This agreement would let Drobny Farms continue to farm the land that the airport purchased from Pfizer in 2014. The agreement states that Drobny Farms would pay the airport \$150/acre to farm 64 acres for operations in 2017. On a motion made by Mr. Hamelink, supported by Mr. Buskirk the agreement with Drobny Farms for farming operations has been approved.

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

ITEM 8. New Business: Airport Director, Mr. Reid, had his annual performance and new three year contract approval. Mr. Reid's salary was negotiated and has been adjusted by one step in the contract. His contract was also renewed for another three years. On a motion made by Mr. Woodruff, supported by Mr. Weiss, Mr. Reid's three year contract has been approved.

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

- 1. Personnel
 - a. Airfield Equipment Operator II, Michael Ballard, retiring after 28+ years of service
 - b. New Spring/Summer intern Abigail Clark
 - c. Amanda Woodin became a Certified Public Finance Officer
- 2. Market Share
 - a. March 2017 up 14% compared to March 2016
 - b. Up 9% for the 1st quarter in 2017
 - c. United's return has dropped domestic fares
- 3. Air Service Committee

- a. Jump Start Conference – June 5th-7th – Providence, RI
 - i. Scheduled Meetings with United-Newark Service, American-Dallas Service, Sun Country, Allegiant, & Elite-Florida Service, and Delta-Atlanta Service
- 4. Grant Updates
 - a. Received MDOT contract for 2017 projects
- 5. Miscellaneous
 - a. Talons Out Honor Flight
 - i. Was held Saturday, April 22, 2017
 - ii. 84 Veterans attended the flight
 - iii. Flew with American Airlines
 - iv. Great exposure for airport
 - b. Arbor Day
 - i. Nine trees planted in Jay Waalkes Air View Park
 - ii. Trees sponsored by the Airport, Delta, American, United, ARFF, Tailwinds, Discover Kalamazoo, and Leisure Limousine
 - c. Signage Ideas
 - i. Logo on West side of terminal
 - a. Preliminary cost \$7,000

ITEM 10. Member's Time:

Mr. Gisler wanted to congratulate Ms. Woodin for earning her CPFO certification. He stated that people like her make the county stay in great financial shape.

Mr. Hamelink highly recommends attending at least one of the Talons Out Honors Flights. He stated that the entire process is a neat production and he is glad that the airport participates in it.

Ms. Miller stated that the rates in Kalamazoo are typically lower especially when working with international flights.

Mr. Weiss wanted to remind everyone that the Medieval Festival is going on at WMU this week.

Mr. Seals wanted to make sure that eight year old, Isabella Grimes, was recognized for her efforts in raising money for the Talons Out Honor Flight. He feels that the Aeronautics Board Meeting would be a good place to recognize her efforts.

Mr. Seals also mentioned that he received a phone call from someone that was upset because their flight was cancelled and they had to pay for parking. He was wondering if something could be arranged with the airlines to compensate passengers for their parking fees when flights are cancelled.

He also wanted to let everyone know that Lisa Henthorn, the airport's former financial director, became Kalamazoo County's Deputy Administrator. As the Deputy Administrator she will handle the external part of the county.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:35 a.m.