



**MINUTES**  
**KALAMZOO COUNTY AERONAUTICS**  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**JULY 12, 2012**

ITEM 1      Call to Order:   Chairperson Gil Collver called the meeting to order at 10:30 a.m.

ITEM 2      Roll Call:   Members in attendance – Gil Collver, Bill Duggan, John Jones, Greg Kurdys, Jason Spoor, Mark Weiss and Jim Woodruff.

Staff Present:   Cliff Moshoginis, Dave Reid, Ann Simmons, Linda Bunting, Thom Canny and Lisa Bradshaw.

Also Present:   County Liaisons Nasim Ansari and Tim Rogowski.

ITEM 3      Approval of the June 14, 2012 Board Meeting Minutes: There being no additional comments or changes made, the minutes were approved as published.

ITEM 4      Citizen Comments: Chairperson Collver went over the Citizen Comments process stating that any citizen present at the board meetings can address the board on a non-agenda item. They should address the board at the podium and state their name and their address and limit their remarks to four minutes. If someone would like to address an item that is on the consent agenda, they may request that the item be removed from the agenda. No comments were presented.

ITEM 5      2011 Financial Report: Assistant Director of Finance and Administration-Ann Simmons presented the board with the 2011 Airport Financial Report. Ms. Simmons went over the statement of net assets, revenues, expenses, changes in net assets, budget and actual numbers and cash flow. She stated that the airport's net assets increased in the amount of \$5,320,312 primarily due to the receipt of various capital grants for the new terminal project and the net of accumulated depreciation on grant funded assets. She stated that enplanements were up but departures were down. Operating revenue was 9.7% under what was budgeted. The operating revenue increased \$369,000 over 2010. Rental car concessions and parking revenue all increased. With the new terminal there was more revenue in rent mostly related to the airlines' increased space. She went through all of the sources of airport revenue, showing what percentage each accounted for in the total revenue received. Ms. Simmons showed all of the operating expenses such as the Administration department, new terminal expenses, transition consultant expenses, advertising and grand opening expenses as well as operational expenses such as utilities and overtime compensation. She stated a big portion of revenue comes from Passenger Facility Charges (PFC's), which are utilized to pay off bonds. She pointed out on her report the cash flow of the airport and capital investments and FAA grant funds that are still in the budget. In general, Ms. Simmons stated administration is closely monitoring the budget for 2012 especially due to the loss of income from Direct Air and is watching expenses very closely. She stated that next month she will bring a 2012 update to the Board meeting.

ITEM 6            For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

NONE

**AIRPORT NON-CONSENT AGENDA ITEMS**

A. STANDARD PARKING CONTRACT RENEWAL – Airport

Assistant Director of Finance and Administration-Ann Simmons explained that this is a renewal for the existing contract agreement with Standard Parking. The annual fee remains the same and Standard Parking is to update the airports credit card applicable equipment and software to meet the new PA-DSS credit card compliancy requirements for 2012 and provide firewall protection and PCI monitoring and support services. Essentially all other terms and conditions remain the same. It is a three-year contract plus two one-year options. Legal Counsel reviewed the agreement with no objections. On a motion made by Mr. Woodruff, seconded by Mr. Jones, the motion was approved.

**AERONAUTICS BOARD AGENDA ITEMS**

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

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

ITEM 9.            Airport Director's Report: Mr. Moshoginis stated the market share report showed a 14% decrease in enplanements and a 9% decrease for the year as a direct result of Direct Air vacating the market.

He distributed an article to everyone regarding the airport receiving a \$1.1 million federal grant for safety and operational upgrades.

He stated that the Board member and staff photos are ready to view if anyone is interested. Assistant Secretary to the Board Linda Bunting will make the decision as to which photos will be used for publications.

He stated that Airport Administration Staff held a hangar tenant “Town Hall” meeting in the Airport SRE building at 6:30 p.m on June 28<sup>th</sup>. Food and beverages were provided and it was very well attended. The staff shared the airport Master Plan and addressed questions and concerns. One of the biggest topics was the removal of one of the runways, which is not being funded by the FAA any longer and currently does not get a lot of usage. It would be costly to maintain the runway and there are some concerns about safety. This is on the Master Plan and the Airport Improvement Plan. Chairperson Collver and Mr. Spoor both contributed some of their personal experience flying on this runway in the past and the frequency of the necessity to use it. Mr. Moshoginis went on to explain that air traffic control personnel would like to implement a full Instrument Landing System (ILS), which would aid pilots in terms of safety on the “back course.” Chairperson Collver explained how this equipment would help in situations where a pilot may be flying in fog, for example.

ITEM 10.           Member's Time: There were no items presented.

ITEM 11.       Executive Session:       Vice-Chair Jim Woodruff made the following motion: “I move that the aeronautics board go into executive session pursuant to Section 8 (c) of the Open Meetings Act for the purpose of discussing issues related to the purchase of real property.” The motion was seconded by Mr. Jones and unanimously supported.

ITEM 12.       Adjournment:       On a motion made by Mr. Duggan, supported by Mr. Kurdys, the Executive Session ended and the meeting was adjourned at 11:40 a.m.