

**MINUTES**

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

**September 10, 2015  
10:30 am**

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, Cecile Mutch, Greg Hamelink, Ken Hazelrigg, John Jones II, and James Woodruff

Staff Present: David Reid, Chris Sieklucki, Amanda Woodin, Eric Bjorkman, and Jessecia Harter

Also Present: County Legal Counsel Thom Canny, Airport County Liaison Commissioner Mike Seals, and Regional Parking Lot Manager Kristin Statler

ITEM 3. Approval of the August 13, 2015 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 July. She indicated operating expenses were within budget at 53.7%. Ms. Woodin is expecting an increase within the Airfield operating expense due to the purchasing of salt and sand for the winter months. She also indicated that the operating revenues were right on target at 51.4% but the rental car commission was still slightly lagging.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Approval of 2016 Budget-Ms. Woodin stated that the 2016 budget is based on current year activity and was prepared before United Airlines made their announcement. She does not anticipate any major impact on revenue from United Airlines in 2016.

Ms. Woodin also stated that the demolition of the old terminal will have an effect on 2016 depreciation and it will go back to status quo. Ms. Woodin stated that there is

\$250,000 in the capital budget if needed for the demolition of the old terminal. On a motion made by Mr. Jones, supported by Mr. Hamelink, the 2016 budget was approved.

- B. Approval of 2015 Rates & Charges Amendment- Mr. Sieklucki discussed the new TSA regulations that state all SIDA secure badge holders must have a new criminal history background check done every two years. Mr. Sieklucki proposed an amendment to increase the SIDA secure badge rates due to the new TSA regulations. On a motion made by Mr. Jones, supported by Mr. Woodruff, the amendment to the 2015 rates and charges was approved.
- C. Approval of Duncan Aviation Sublease Agreement-Mr. Reid reviewed the sublease agreement for Duncan Aviation. Duncan Aviation requested approval to sublease their space to Stryker. On a motion made by Mr. Jones, supported by Mr. Hamelink, the Duncan Aviation sublease agreement was approved.
- D. Approval of Leisure Limousine Contract Extension-Mr. Reid reviewed the Leisure Limousine contract. Leisure Limousine requested a one year extension. Mr. Jones motioned and Mr. Woodruff supported the motion for the extension.
- E. Approval of State of Michigan ARFF Training Contract-Mr. Sieklucki requested approval of a \$2,000 grant between The State of Michigan and the airport. The grant would partially reimburse the airport for ARFF training on a live rig. Mr. Hamelink motioned the ARFF Training Contract and Mr. Hazelrigg supported the motion.

#### **AERONAUTICS BOARD AGENDA ITEMS**

There were no Aeronautics Board Agenda Items.

#### ITEM 7. Unfinished Business:

The first advisory board meeting was held. The meeting reached out to local community leaders to discuss the development of the property that was acquired from Pfizer, located on the Southwest Corner. Mr. Reid and Mr. Collver stated that the meeting received a positive response and there seemed to be an interest in supporting land development and air service.

#### ITEM 8. New Business:

- A. Approval of Demolition/Restore Agreement with Pitsch Companies-Pitsch Companies submitted a bid for \$584,000 with the plans to start demolition of the old terminal within the next couple of weeks and have the site restored by spring at the latest. Mr. Reid requested approval to start the demolition/restoration with Pitsch Companies. On a motion made by Mr. Jones, supported by Mr. Woodruff, the demolition/restoration agreement with Pitsch Companies was approved.
- B. Approval of 2015 budget adjustment-Ms. Woodin reviewed the terminal demolition costs and funding. She stated that the rehab of Hangar 2 will not be completed in 2015. The airport would like to use the rehab money for the demolition/restoration contract with

Pitsch Companies. Ms. Woodin requested for \$158,900 to be taken out of the airport savings to complete the demolition project. She stated that if the demolition of the old terminal is completed by this winter, then the additional \$250,000 for the old terminal demolition will not be needed. On a motion made by Mr. Jones, supported by Mr. Hazelrigg, the 2015 budget adjustment was approved.

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

1. Personnel
  - a. Mr. Reid introduced the new administrative assistant, Jessecia Harter.
2. Market Share
  - a. Trend
    - i. 10% behind
    - ii. July 14% behind from previous year
  - b. Deltas Approach
    - i. Larger aircrafts
    - ii. Less frequency
    - iii. Impacting numbers
  - c. American holding steady
3. Air Service/Air Service Committee
  - a. Next Meeting September 22, 2015 at 8:30am
  - b. Discuss Delta Issue
  - c. Discuss upcoming October, Air Service Conference in Arkansas
  - d. United Airlines
    - i. New crew
    - ii. New branding
    - iii. New equipment
    - iv. Heavily investing
    - v. Starting Chicago service December 9th
4. Miscellaneous
  - a. Taxiway Charlie project underway and on track
    - i. Stakeholder meeting held on August 29 that outlined the project
    - ii. Disruptions expected for tenants, airlines will be impacted at a later date
5. Committee of the Whole Meeting
  - a. Annual Report given by Gilbert Collver
    - i. Report went well, everyone seemed pleased and had a better understanding
6. Talons Out Honor Flight
  - a. Flight scheduled Saturday, September 26<sup>th</sup> at 7am

7. Promotion of United Airlines Service
  - a. Need to continue promotions
    - i. Radio ads, gazette ads, etc.

ITEM 10. Member's Time:

County Commissioner Seals commented about his recent flight experience with Delta and the Kalamazoo/Battle Creek International Airport. He stated that it was quick, easy, and absolutely outstanding. He was very pleased to have flown out of this airport with Delta and would recommend it to everyone.

Ms. Mutch inquired about the status of the electronic boarding passes. Mr. Reid informed her that there was an issue with Delta at first but now both American and Delta's electronic passes are functioning properly.

Mr. Hazelrigg suggested a birdhouse library for the secure side of the airport. Mr. Reid stated that it is definitely something to look into but TSA would have to approve it first.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:17 a.m.