

**MINUTES**

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

**March 10, 2016  
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, Cecile Mutch, John Jones II, Ken Hazelrigg, and Mark Weiss

Staff Present: David Reid, Chris Sieklucki, Amanda Woodin, Eric Bjorkman, Jessecia Harter, Tim Beaupre, Mike Ballard, William Scamehorn, Shane Peterson, Ian Stamp, and Steve Lumetta

Also Present: Airport County Liaison Commissioner Mike Seals and Regional Standard Parking Plus Manager Kristin Statler

ITEM 3. Approval of the January 14, 2016 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 January. She indicated that through January operating revenues were at 5.4% and operating expenses were at 9.7%. Ms. Woodin stated that the operating expenses were a bit higher during January due to the annual insurance premiums being paid, and year end inventories being rolled over in to 2016. Ms. Woodin also stated that she is currently finishing up all of the entries for the 2015 year end and that the PFC audit will take place at the end March.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

A. Access Agreement with RAI AZO, LLC-Mr. Reid is seeking approval of the access agreement with RAI AZO, LLC. RAI AZO, LLC is in the process of acquiring the Kalamazoo Aviation Museum's old restoration facility site. This agreement will grant RAI AZO, LLC access to the airport from this privately owned site and will create

revenue to the airport from fuel flowage fees and concessionaire's fee. On a motion made by Mr. Jones, supported by Mr. Weiss, the RAI access agreement has been approved.

B. Renewal of ARINC Agreement-Ms. Woodin is seeking approval of the ARINC renewal agreement. This renewal lets ARINC lease communication room space in the terminal for another five years with an annual fee of \$250. On a motion made by Mr. Jones, supported by Mr. Hamelink, the ARINC agreement has been approved.

C. Renewal of Sixel Consulting Agreement-Mr. Reid is seeking approval of the Sixel Consulting renewal agreement thru March 31, 2018. This renewal agreement states that the services and the monthly cost of \$3,500, will remain the same, and can be cancelled with a 30 day notice from the board. On a motion made by Mr. Hazelrigg, supported by Mr. Weiss, the Sixel Consulting Agreement renewal has been approved.

D. Renewal of Standard Parking Plus Agreement-Ms. Woodin discussed the renewal of the Standard Plus Parking contract. Ms. Woodin explained that this renewal agreement extends their current agreement thru June 30, 2017, adjusts their management fee to \$24,000 annually, and locks in the proposed cap of \$45,000 per calendar year on salaries/benefits for the Regional Manager position. On a motion made by Mr. Jones, supported by Mr. Hazelrigg, the renewal of the Standard Parking Plus Agreement has been approved.

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

##### ITEM 7. Unfinished Business:

There was not any unfinished business.

##### ITEM 8. New Business:

1. Renewal of CTS Agreement
  - a. Gil Collver is owner and chairman of CTS
    - i. Will not participate or vote in activity
  - b. Must have super majority to carry vote
  - c. Agreement will be up for approval May 2016
2. Recognition of Chris Sieklucki's service at airport
  - a. Last day of employment will be March 11, 2016
3. Director, David Reid's, Annual Performance Review
  - a. Review completed March 10, 2016
  - b. Board stated that performance exceeds expectations, overall good evaluation
  - c. Board recommends evaluation should be added to personnel file
  - d. Board recommends salary increase to K15-D effective April 1, 2016

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

1. Personnel
  - a. Chris Sieklucki, Assistant Director of Operations and Maintenance, has found employment elsewhere
    - i. Internal search for Assistant Director of Operations and Maintenance replacement has begun
2. Market Share
  - a. Trend
    - i. Numbers down 7% all year
    - ii. December numbers increased by 10%, United helped boost those numbers
    - iii. January enplanements up 11%
  - b. Delta increased flights to 7 per day
3. Air Service/Air Service Committee
  - a. Next meeting March 14th at 8:30am
    - i. Reviewing last conference
    - ii. Airlines that AZO met with
    - iii. New developments
    - iv. American trying to push Dallas flight
  - b. Spirit Airlines might become a possibility for a Florida flight
  - c. Next conference
    - i. Jump Start Conference in Denver, Colorado
    - ii. June 2016
    - iii. 8 Airlines Participating
4. Miscellaneous
  - a. Taxiway Charlie Project
    - i. Starts back up mid April
    - ii. Completion date mid-late June
  - b. 2016 Grant Process
    - i. Still under review
    - ii. Hopefully approved by July/August
    - iii. 2016 projects include the ramp/apron rehab work, and field pavement markings
  - c. Community Outreach
    - i. Meeting scheduled for Tuesday, March 15 at 9:00 a.m.
    - ii. Meeting is to get ideas from community to help promote airport

ITEM 10. Member's Time:

Ms. Mutch reminded everyone that there is a Delta advisory meeting scheduled for Tuesday, March 22.

Ms. Mutch also wanted to let everyone know that Kellogg changed their travel policy. The policy used to state that flights would have to be made using the lowest fare from an airport, within a certain radius, from their city of origin; however, now their policy states that they can use the lowest fare, from the airport based on their city of origin.

Mr. Hamelink stated that he is going to be traveling for a conference in May along with one of his colleagues. His colleague is flying out of Detroit and is paying double what he is paying, flying with Delta out of Kalamazoo. He stated that he was shocked at the price difference but very glad that prices were much lower here.

Mr. Seals stated that he has received a complaint about loud aircraft flying overhead in the Milwood area. He stated that the situation is currently being addressed by Mr. Reid and himself.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:10 a.m.