

MINUTES

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

**August 11, 2016
10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:35 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, John Jones II, Ken Hazelrigg, James Woodruff, and Cecile Mutch by telephone.

Staff Present: David Reid, Amanda Woodin, Eric Bjorkman, William Scamehorn, Jessecia Harter, Kayla Poole, Mike Ballard, Matt Page, Steve Lumetta, and Ian Stamp

Also Present: Regional Standard Parking Plus Manager Kristin Statler

ITEM 3. Approval of the May 12, 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 2015 financial report. She stated the following regarding the report. The total net position has decreased by 2.3 million dollars. The total available cash was 4.5 million dollars which decreased from 2014 partly due to the terminal demolition. Enplanements were down 7% which made the operating revenues under budget by 6%. The overall 2015 operating expenses were a bit higher which is normal due to inflation and the terminal demolition. Lastly, there was a decrease in PFC revenues mainly because of enplanements being down.

Ms. Woodin also discussed the procedures for the PFC audit and how the airport must be in compliance with the requirements for the audit. On a motion made by Mr. Jones, supported by Mr. Woodruff, the 2015 financial report and PFC audit was approved.

Ms. Woodin also reviewed the April, May, and June revenue and expense reports. She indicated that through June operating revenues were at 50.7%. She stated that operating expenses through June were at 46.7% which she feels is right on target considering the large expenses for the year. Ms. Woodin also indicated that the PFC revenues were at 62.5% with collections thru May which shows great activity.

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 Adjustment Request - Ms. Woodin is seeking approval of an adjustment to the 2016 budget. The original budgeted amount for the completion of the terminal demolition and any unknowns was \$250,000. The actual amount used for the demolition was just under \$57,000. Ms. Woodin would like to adjust the budget so that this amount can be reclassified to the correct line item and it would allow for additional capital items to be addressed in 2016. The capital items that will be addressed are as follows: the roof on hangar 8, upgrades to Plow 2, repairs on Rescue 3, city water hookup for an airport parcel, and additional AIP. On a motion made by Mr. Woodruff, supported by Mr. Hazelrigg, the 2016 budget adjustment request has been approved.

B. Approval of the 2017 Budget- Ms. Woodin is seeking approval of the 2017 budget. Ms. Woodin reviewed the 2017 Budget request memo. The memo states the following. The operating revenues are projected to be higher than the 2015 and 2016 operating revenues. The operating expenses state that the staffing levels will stay the same with a 2.0% salary schedule adjustment and eligible steps budgeted. Administration insurance is budgeted at a 13% decrease from 2016. In the airfield, ARFF's contract will go to bid for a new contract starting in 2017. The terminal utilities are in line with the 2016 utilities. The parking budget is based on the re-negotiated rate and will go out to bid again in early 2017. There were no changes to the security budget and depreciation was based on schedules. The non operating revenues/expenses show that PFC revenues are consistent with current activity. There is \$207,000 budget for capital which covers the following; license plate inventory, electric car charging stations, an airfield storage building and break/rest area, terminal Wi-Fi, and AIP local share. On a motion made by Mr. Jones, supported by Mr. Woodruff, the 2017 budget has been approved.

C. Approval of the Agreement Extension with United Cleaning Services- Mr. Bjorkman is seeking approval of a one year agreement extension with United Cleaning Services. United Cleaning Services provides cleaning for the terminal facility and pilot lounge. All conditions of the current agreement will remain the same. On a motion made by Mr. Woodruff, supported by Mr. Jones, the United Cleaning Services contract extension has been approved.

AERONAUTICS BOARD AGENDA ITEMS

ITEM 7. Unfinished Business:

There was not any unfinished business.

ITEM 8. New Business:

There was not any new business.

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

1. Personnel

- a. New Airport Intern
 - i. Kayla Poole
 - b. New Operations Technician/Badging
 - i. Austyn Sabin
 - c. New Night Operations Technician
 - i. Eddie Medina
2. Market Share
- a. Trending
 - i. Numbers up 40% in June
 - ii. Year to date total up 20%
 - b. Airlines
 - i. United
 - a. Load factor around 70%
 - b. Major impact on numbers
 - ii. Delta
 - a. Trying to compete with United
3. AZO Air Fair
- a. Community Event
 - b. Saturday, August 20th 11am-3pm
 - c. 5 year terminal anniversary & dedication of Jay Waalkes Airview Park
 - d. WMU, Airzoo, & Airlines all attending
 - e. Prize giveaways
4. Miscellaneous
- a. Annual 139 FAA Inspection
 - i. FAA goes over records, procedures, & looks at airfield to make sure everything is compliant
 - ii. Perfect Inspection
 - b. RFP Process for Land Development
 - i. Partnering with a possible developer
 - ii. Request for a proposal will be available within the next few weeks

ITEM 10. Member's Time:

Mr. Jones wanted to thank everyone for all of their hard work in making the airport successful.

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