

**MINUTES**

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

**July 12, 2018**

**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, Mark Weiss, Erik Rankin, Dave Buskirk, Cecile Mutch, John Jones, and James Woodruff.

Staff Present: David Reid, Eric Bjorkman, William Scamehorn, Amanda Woodin, Matt Mattison, Tim Beaupre, Shane Peterson, Bryan Hughey, Jessecia Harter, and Chris VanMeter.

Also Present: County Commissioner Liaisons John Gisler and Mike Seals, Deputy County Administrator-External Services Lisa Henthorn, and Standard Parking Plus Regional Manager Kristen Statler.

ITEM 3. Approval of the May 10, 2018 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 Report: Ms. Woodin reviewed the April and May financial reports. She stated that through May the total operating revenues were at 39.1% and the operating expenses were at 42.3%.

Ms. Woodin also discussed the 2017 Annual Financial report. She stated that net position, and cash/investments all increased. She also reviewed the operating revenues and expenses, non-operating revenues, capital, and the PFC audit. The upcoming 2019 budget request was also discussed.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Approval of Amendment #1 to the Professional Services Agreement with Mead & Hunt for Runway 17/35 Rehabilitation Project – Mr. Reid is requesting approval of an amendment to the professional services agreement with Mead & Hunt for the Runway 17/35 Rehab Project. This amendment allows Mead & Hunt to provide construction administration for this project that is scheduled to begin on June 10, 2019. On a motion made by Mr. Woodruff, supported by Mr. Weiss, approval of amendment #1 to the professional services agreement with Mead & Hunt for Runway 17/35 construction administration has been approved.
- B. Approval of Amendment #1 to the Professional Services Agreement with Mead & Hunt for the Preliminary Design of Runway 17/35 Runway Incursion Mitigation, Extension, and Rail Relocation Projects – Mr. Reid is requesting approval of an amendment to the professional services agreement with Mead & Hunt for the preliminary design of Runway 17/35 runway incursion mitigation, extension, and rail relocation projects. This amendment addresses the associated costs for the work done on the Pfizer property which includes Pfizer approved surveyors and escorting requirements. On a motion made by Mr. Jones, supported by Ms. Mutch, the amendment to the professional services agreement with Mead & Hunt for the preliminary design of Runway 17/35 runway incursion mitigation, extension, and rail relocation projects has been approved.
- C. Approval of Land Use Agreement with C & M Drobny Farms - Mr. Reid is seeking approval of the land use agreement with C & M Drobny Farms. This agreement allows Drobny farms to actively farm 64 acres of land that was purchased from Pfizer back in 2014. Drobny Farms agrees to pay the airport \$150/acre or a lump sum of \$9,600 for their 2018 farming operations. On a motion made by Mr. Woodruff, supported by Mr. Buskirk, the land use agreement with C & M Drobny Farms has been approved.
- D. Approval of Michigan Department of Transportation Grant Agreements – Mr. Reid is seeking to get approval of two Michigan Department of Transportation Grant Agreements. The first agreement is for financial assistance to conduct an updated True Market Study that analyzes airline traffic data/trends. The second agreement is to get financial assistance to help with the community airport awareness marketing program. On a motion made by Mr. Buskirk, supported by Mr. Weiss, both of the Michigan Department of Transportation Grant Agreements has been approved.
- E. Approval of Service Agreement with United Cleaning Services - Mr. Bjorkman is seeking to approve a two year janitorial service agreement with United Cleaning Services. The total cost for the two year agreement will be \$330,776.64. There will also be two one year

extension options available once the first two year agreement is complete. The total four year cost will be \$661,553.28. On a motion made by Mr. Woodruff, supported by Mr. Buskirk, the janitorial service agreement with United Cleaning Services has been approved.

- F. Approval of Service Agreement with CTS Communications – Mr. Collver, Aeronautics Board of Trustees Chairperson, Officer of CTS Communications, read a Disclosure of Conflict of Interest-Agreement with CTS Communications Corporation dated July 12, 2018 as follows:

On the Items for Consideration for the Aeronautics Board's July 12, 2018 meeting is an agreement from my business enterprise, CTS Communications Corporation, a local telecommunications company. Since I have a conflict of interest as an officer of CTS Communications Corporation, I would like to make the following disclosure pursuant to 1968 P.A. 317, as amended:

The parties to this agreement are the Kalamazoo County Aeronautics Board of Trustees' and CTS Communications Corporation.

The purpose of the agreement is for CTS Communications Corporation to provide certain telecommunication services described as follows:

A fiber ring to serve the terminal building and a 36 month agreement for point-to-point connectivity via the fiber ring to the Kalamazoo County network.

The amount of the payment from the Kalamazoo/Battle Creek International Airport is:

A monthly recurring service fee of \$450 for 36 months for service connectivity to Kalamazoo County

I will not receive a direct financial benefit from this project.

The term of the agreement is for 36 months.

No County employees were assigned to this project.

Ms. Woodin is seeking to approve the 36 month service agreement with CTS Communications. This agreement will allow CTS to provide point-to-point fiber connections to the County of Kalamazoo at a monthly rate of \$450. On a motion made by Mr. Jones, supported by Mr. Buskirk, approval of the CTS Communications agreement has been approved.

ITEM 7. Unfinished Business: Mr. Woodruff suggested that adding a few extra minutes to the allowed short term parking time would increase customer satisfaction. Following discussion, it was informally agreed to allow the parking lot staff to continue to have discretion in how they handle customers being a few minutes past a rate increase.

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

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

1. Market Share
  - a. May 2018 up 4% compared to May 2017
  - b. Traffic up 25% compared to 2015
2. Grants/Projects
  - a. AIP Funding
    - i. Final application submitted
    - ii. Includes work for Runway 17/35 Rehab
    - iii. Estimated cost of \$5 Million
  - b. Runway Extension
    - i. Met with FAA and engineers to discuss extension prep work
    - ii. Meetings scheduled with Pfizer, railroad, and FAA Technical Ops
  - c. TSA LEO Grant
    - i. Financial assistance extended through 2019
    - ii. Airport will need to adjust accordingly
3. Miscellaneous
  - a. 3<sup>rd</sup> Annual Air Fair
    - i. Saturday, July 28<sup>th</sup>
    - ii. Free open house for community

ITEM 10. Member's Time:

Mr. Jones stated that he is glad to be back after his bout with skin cancer.

Mr. Seals stated that the NACO Veterans community is going to an annual conference and will be flying out of AZO. He also stated that if passed the downtown event center will cost approximately \$110 Million Dollars.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:33 a.m.