

**MINUTES**

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

**May 10, 2018**

**10:30 a.m.**

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

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

Also Present: County Commissioner Liaisons John Gisler and Mike Seals and Standard Parking Plus Regional Manager Kristen Statler.

ITEM 3. Approval of the March 8, 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 February and March financial reports. She stated that through March the total operating revenues were at 21.4% and the operating expenses were at 27.3%. She also stated that the 2019 budget process has started.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. 2018 Budget Adjustment Request – Ms. Woodin is requesting approval of a 2018 budget adjustment. This adjustment request is for website development, state grant match dollars, security barricades due to compliancy requirements, parking equipment upgrades, a new air handler, and it would also carry over the unspent funds from the 2017 budget to continue the tree clearing projects located in the approach

paths. On a motion made by Mr. Jones, supported by Mr. Weiss, the 2018 budget adjustment request has been approved.

- B. Land Lease Extension with Adams Outdoor Advertising – Ms. Woodin is seeking approval of a land lease extension with Adams Outdoor Advertising. This extension is the first of four allowable extensions according to the agreement. It would run from April 2018-April 2028. The airport will continue to receive a percentage of their commissions as well. On a motion made by Mr. Woodruff, supported by Mr. Jones, the land lease extension with Adams Outdoor Advertising has been approved.
- C. Agreement with Wow Web Works - Ms. Woodin is seeking approval of a website agreement with Wow Web Works. Approval of this agreement would allow Wow Web Works to develop a new AZO website. The website development will take about approximately 8 weeks to complete and will cost \$2,229 annually for hosting, security certificates, and content delivery network. There is also a one-time fee of \$8,510 for the actual website development which includes: a search engine set up, content delivery network setup, a security certificate, and a cost comparison calculator. On a motion made by Mr. Jones, supported by Ms. Mutch, the agreement with Wow Web Works been approved.
- D. Amendment to Concession Agreement with Inter-Space Services (Clear Channel Advertising) – Ms. Woodin is seeking approval to amend the concession agreement with Inter-Space Services. This amendment allows Inter-Space Services to continue the display advertising program within the terminal for an additional 5 years with the option of another extension beginning in 2023. Inter-Space Services also agrees to invest an additional \$35,000 to update and improve their displays. On a motion made by Mr. Woodruff, supported by Mr. Weiss, the amendment to the Concession Agreement with Inter-Space Services has been approved.
- E. Reimbursable Agreement with FAA for Relocating Navigation Equipment - Mr. Reid is seeking to approve the reimbursable agreement with the FAA for relocating their navigational equipment. The agreement includes the labor, design, and equipment needed for the relocation which is necessary for the Runway 17/35 extension. The airport will initially fund this work and will later submit it for AIP funds. On a motion made by Mr. Woodruff, Supported by Mr. Buskirk, the reimbursable agreement with the FAA for relocating their navigation equipment has been approved.
- F. Agreement with Canteen Vending – Mr. Bjorkman is seeking approval of the vending service agreement with Canteen Vending. This agreement includes one vending machine for beverages and another

for snacks. Canteen will provide full service, restocking, and guarantees a 2 hour repair response. The airport will receive 10% commission on items sold. On a motion made by Ms. Mutch, supported by Mr. Woodruff, approval of the vending service agreement with Canteen Vending has been approved.

G. ARFF Training Grant – Mr. Bjorkman is seeking to get approval of the ARFF training grant from the State of Michigan. This grant will provide up to \$2,000 in financial assistance for ARFF’s required annual training. On a motion made by Mr. Woodruff, supported by Mr. Rankin, approval of the ARFF Training Grant has been approved.

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

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. March 2018 is down 7% compared to March 2017
  - b. Down 6% year to date
2. Air Service
  - a. ACI Conference-June
    - i. Scheduled to meet with United, American, Delta, Allegiant, Sun Country, Spirit, and Frontier
    - ii. South West Michigan First representative joining AZO at conference
3. Miscellaneous
  - a. Talons Out Honor Flight
    - i. April 21st
    - ii. 187 total vets/guardians
    - iii. Two more planned for September and October
  - b. 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. Weiss stated that the annual Medieval Conference is currently going on at WMU and he has heard several great things about the airport from the participants.

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

Ms. Mutch stated that Kellogg was invited to be on the customer advisory board for NAPA with American. This would give the airlines feedback from the corporate perspective.

Mr. Seals stated that he was excited to announce that the county id cards are now available. He also mentioned that the NACO Veterans community is going to an annual conference and will be flying out of AZO. He feels that it is very important for county employees to support AZO by flying out of here.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:27 a.m.