

MINUTES

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

January 10, 2019

10:30 a.m.

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:30 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Mark Weiss, Erik Rankin, Nikki Miller, Curt Aardema, Cecile Mutch, and Dave Buskirk.

Staff Present: David Reid, Eric Bjorkman, Jesseca Harter, Lance Gary, Matt Page, Shane Peterson, Matt Mattison, Steve Lumetta, and Bryan Hughey.

Also Present: County Commissioner Liaison John Gisler and Deputy County Administrator - External Services Lisa Henthorn.

ITEM 3. Approval of the November 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: Mr. Reid reviewed the October and November financial reports that were prepared by Ms. Woodin. He stated that through November the total operating revenues were at 92.2% and the operating expenses were at 86.2%.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Approval of Amendment No. 2 for Professional Services Agreement/Environmental Assessment with Mead & Hunt – Mr. Reid is seeking approval of another amendment to the Mead & Hunt Professional Services Agreement/Environmental Assessment. This new amendment is required for additional coordination with the FAA, Pfizer, Norfolk Southern Railroad, adjacent land owners, and MDOT. It will add \$179,133.54 to the project. On a motion made by Mr. Aardema, supported by Mr. Rankin, approval of Amendment No. 2 for

the Professional Services Agreement/Environmental Assessment with Mead & Hunt has been approved.

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

ITEM 8. New Business: John Jones will continue to compile the report for Dave Reid's performance review.

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

1. Market Share
 - a. November enplanements up 5%,
 - b. Year to date enplanements up 4%
2. Grants
 - a. 2019 grants should be submitted within a 1-2 months
 - i. Will mainly include prep work for extension/environmental studies
3. Air Service
 - a. April Volaire Conference – Tuscon, AZ
 - b. June Jump Start Conference – Nashville, TN
4. Miscellaneous
 - a. Cecile Mutch reappointment
 - b. New intern - Mitchell Barry
 - c. Government shutdown has not immediately impacted airport operations
 - d. Project consultant will be put out to bid in February
 - i. Currently Mead & Hunt

ITEM 10. Member's Time:

Ms. Miller stated that she loves the new website.

Mr. Buskirk verified with Mr. Reid that the airlines stopped selling tickets during the project dates June 10-26.

Mr. Gisler stated that board leadership will be sworn in at the next meeting. Julie Rogers is expected to be the Chair and Tracy Hall will be the Vice Chair.

Mr. Aardema suggested changing the wording of the upcoming project to state airport improvements.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:13 a.m.