

MINUTES

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

March 14, 2019

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, Nikki Miller, Curt Aardema, Greg Hamelink, and Dave Buskirk.

Staff Present: David Reid, Eric Bjorkman, Amanda Woodin, William Scamehorn, Jessecia Harter, Steve Lumetta, Matt Page, Shane Peterson, Matt Mattison, and Bryan Hughey.

Also Present: County Commissioner Liaison John Gisler and hangar tenant Dennis Laskowski.

ITEM 3. Approval of the January 10, 2019 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 January financial reports. She stated that through January the total operating revenues were at 5.9% and the operating expenses were at 7.3%. She also stated that the 2018 financials will be audited within the next few weeks. Once the financials are complete she will share the results with everyone.

Ms. Woodin also discussed the PFC application process. She stated that AZO's current PFC collection authority expired on March 1st but she has been diligently working with the FAA to complete a new application.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Resolutions Adopting the Federal Aviation Administration Grant Agreement and MDOT Contract For FY 19 Projects – Mr. Reid is seeking approval of the resolutions adopting the FAA Grant Agreement and MDOT contract. The grant agreement is for the following projects: Runway 17/35 Extension and RIM Runway Protection Zone Alternatives Analysis, Runway 17/35 Extension and Rim Environmental Assessment, Runway 17/35 Extension and Rim Project Definition Report, and Preliminary Engineering Reimbursable for FAA Equipment Relocation. On a motion made by Mr. Buskirk, supported by Mr. Weiss, approval of the resolutions adopting the FAA grant agreement and MDOT contracts for FY 19 projects have been approved.
- B. Approve MDOT Grant Agreement for ARFF Projects – Mr. Reid is seeking approval of the MDOT grant agreement for the FY 2019 ARFF projects. This agreement will allow training cost assistance up to \$2,000 for ARFF’s annual required training. On a motion made by Mr. Aardema, supported by Mr. Weiss, approval of the MDOT grant agreement for ARFF projects have been approved, and authorizes the Chair to sign.
- C. Approve Agreement with Drobny Farms – Mr. Reid is seeking approval of the land use agreement with C & M Drobny Farms. Drobny Farms will farm 68 acres of land owned by the airport at \$150/acre totaling \$10,200. On a motion made by Mr. Hamelink, supported by Ms. Miller, the Drobny Farms agreement has been approved.
- D. Approve Service Agreement with Record USA – Mr. Bjorkman is seeking approval of a service agreement with Record USA. This service agreement is for a planned maintenance program for the Flip Flow doors that separate the Sterile area and the Public area of the airport. Included with this maintenance program will be two maintenance visits per year. The maintenance visits will include inspections, testing, and replacement of approved parts. This program could proactively identify potential problems with the Flip Flow doors which would help reduce cost and downtime. Also included would be 52% discount on spare parts and 20% off labor. On a motion made by Mr. Buskirk, supported by Mr. Aardema, the service agreement with Record USA has been approved.
- E. Approve Elimination of Lead Equipment Operator Position – Mr. Bjorkman is seeking to approve the elimination of the Lead Equipment Operator position and reinstate the Equipment Operator II position. Mr. Bjorkman feels that by doing this it will be the best way to achieve the team’s highest level of efficiency. The salary for the Equipment Operator II position will be between \$34,652.80-\$37,980.80. On a motion made by Mr. Buskirk, supported by Mr. Aardema, the

Elimination of the Lead Equipment Operator position and reinstatement of the Equipment Operator II position has been approved.

- ITEM 7. Unfinished Business: There was no unfinished business.
- ITEM 8. New Business: Mr. Collver stated that Mr. Reid has had an outstanding annual performance review. There was a motion made by the committee for a step increase to step K15F. The motion passed unanimously.
- ITEM 9. Airport Director's Report: Mr. Reid presented the following report:
1. Market Share
 - a. Total passenger traffic down 1% compared to January 2018
 - b. January 2019 Market Share Report coming out this week
 2. Air Service
 - a. Volaire Spring Conference-Tucson, AZ
 - i. Scheduled to meet with Delta, United, American, and Allegiant
 - ii. Also attending will be Aeronautics Board of Trustees member Mr. Rankin and Ms. Bland from Southwest Michigan First
 3. Miscellaneous
 - a. PFAS
 - i. State of Michigan will be organizing a pickup/drop off center for old foam product
 - b. Marketing Partners
 - i. Currently interviewing new marketing partners
 - c. Tim Beaupre will be retiring in April after 30+ years of service

ITEM 10. Member's Time:

Mr. Gisler wanted to thank Mr. Reid for his quick response regarding a question from a passenger about the Runway 17/35 Rehabilitation Project.

Mr. Hamelink wanted to compliment the operations and maintenance departments for their great work during the Winter months.

Ms. Miller suggested doing a 5K run on the runway during the closure for the Runway 17/35 Rehabilitation Project.

Mr. Weiss suggested putting a live time camera up during the 17/35 Rehabilitation Project so that everyone can see the progress being made.

Mr. Aardema stated that when he traveled to South Carolina he noticed that the airport had an outdoor park area on the secured side which he thought was very unique.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:32 a.m.