

**MINUTES**

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

**November 8, 2018**

**10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:33 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Mark Weiss, Erik Rankin, Dave Buskirk, Greg Hamelink, Curt Aardema, Jim Woodruff, and Cecile Mutch.

Staff Present: Dave Reid, Eric Bjorkman, William Scamehorn, Amanda Woodin, Jessecia Harter, and Shane Peterson.

Also Present: County Commissioner Liaisons John Gisler and Mike Seals, Deputy County Administrator-External Services Lisa Henthorn, Standard Parking Plus Regional Manager Kristen Statler, ARFF Fire Chief Paul Vosburg, and hangar tenant Dennis Laskowski.

ITEM 3. Approval of the September 13, 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 August and September 2018 financial reports. She stated that through September the total operating revenues were at 74.4% and the total operating expenses were at 71.4%.

Ms. Woodin discussed the current Passenger Facility Charge application status, and its expected March 2019 expiration as a result of the amendment in process with the FAA. She also discussed the new PFC application that is currently being worked on. It will be for the reimbursement of several years of local share of the AIP grant program. There will most likely be a subsequent application for local share of future AIP grants relating to the anticipated runway extension.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Approval of Updated Airline Crew Parking Rates for 2019 – Ms. Woodin is seeking to approve the 2019 airline crew parking rates. The rates would increase from \$30 to \$120 per year for long term parking beginning January 1, 2019. On a motion made by Mr. Woodruff, supported by Mr. Weiss, the 2019 airline crew parking rates have been approved.

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

ITEM 8. New Business: The nominating committee discussed the election of officers. They stated that re-electing all officers is the recommendation. On a motion made by Mr. Weiss, supported by Mr. Rankin the re-election of officers has been approved.

The nominating committee also discussed the appointment of committees. The committees are listed as follows:

1. Budget/Finance Committee
  - a. Dave Buskirk
  - b. Mark Weiss
  - c. Cecile Mutch
2. Compensation/Evaluation
  - a. Curt Aardema
  - b. Gil Collver
3. Nominating Committee
  - a. Mark Weiss
  - b. Greg Hamelink
4. Air Service Committee
  - a. Erik Rankin
  - b. Jim Woodruff
  - c. Cecile Mutch
  - d. Curt Aardema
5. Community Relations/Marketing
  - a. Jim Woodruff
  - b. Dave Buskirk
  - c. Nikki Miller

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

1. Aeronautics Board of Trustees
  - a. New member - Curt Aardema
  - b. Jim Woodruff – reappointed
  - c. Cecile Mutch – interviewed yesterday

2. Market Share
  - a. September up 7% compared to 2017
  - b. Up 3% year to date
3. Air Service Development
  - a. Attended "Take Off Conference" in October
    - i. Met with American, United, Allegiant, SkyWest, and Frontier
4. Federal Grants/Projects
  - a. Gave an update on next 5 years of ACIP projects
    - i. Grant year 2018-Runway 17/35 Rehabilitation
    - ii. Grant year 2019 & 2020 Runway extension/RIM Prep
    - iii. Grant year 2021 & 2022 Runway extension/RIM Construction

ITEM 10. Member's Time:

Mr. Seals wanted to thank Mr. Woodruff and Ms. Mutch for their Aeronautics Board of Trustees interviews. He also mentioned that central dispatch is now open with few glitches.

Mr. Gisler mentioned that his grandson will be flying out of AZO for the holidays. He has asked him to make a list of the pros/cons of the airport and he will discuss at the next meeting.

Mr. Aardema stated that he is excited to be part of the board and is looking forward to working with everyone.

Mr. Hamelink and Mr. Weis welcomed Mr. Aardema to the board.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 12:03 p.m.