

MINUTES

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

September 13, 2018

10:30 a.m.

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:31 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Mark Weiss, Erik Rankin, Dave Buskirk, Greg Hamelink, John Jones, Nikki Miller, and Cecile Mutch.

Staff Present: Amanda Woodin, Jessecia Harter, Matt Page, and Shane Peterson.

Also Present: County Commissioner Liaisons John Gisler and Mike Seals, and Deputy County Administrator-External Services Lisa Henthorn.

ITEM 3. Approval of the August 9, 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 July 2018 financial reports. She stated that through July the total operating revenues were at 56.2% and the total operating expenses were at 55%.

ITEM 6. Closed Session to Discuss Potential Acquisition of Real Estate-Mr. Weiss motioned for the session to be closed at 10:38 a.m. to discuss the potential acquisition of real estate, per Section 8d of the Open Meetings Act, Ms. Mutch supported the motion. A roll call vote was held, all voting yes. The following 8 of 9 members were present: Gilbert Collver, Mark Weiss, Erik Rankin, Dave Buskirk, Greg Hamelink, John Jones, Nikki Miller, and Cecile Mutch, along with County Commissioners Liaisons John Gisler and Mike Seals. At 11:05 a.m. the closed session meeting was complete and reopened to the public.

Once the meeting was reopened to the public, Mr. Weiss motioned for approval to let the airport administration pursue the acquisition of real estate that was discussed in the closed session meeting. He also stated that it could be brought to the Board of Commissioners at the appropriate time. Ms. Mutch supported the motion and all 8 of the 9 members that were present were in favor.

ITEM 7. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Amended Professional Services Agreement with Mead & Hunt for Design of the Runway 17/35 Runway Rehabilitation Project – Ms. Woodin is seeking approval of the amended professional services agreement with Mead & Hunt for the design of Runway 17/35 rehabilitation project. The amendment removes \$65,100 relating to the design of the runway lighting which will be addresses as part of the extension design work. On a motion made by Mr. Jones, supported by Mr. Rankin, the amended professional services agreement with Mead & Hunt for the design of Runway 17/35 runway rehabilitation project has been approved.

- B. Approval of Airport Lease Agreement with TDC Aviation – Ms. Woodin is seeking approval of a lease agreement with TDC Aviation to lease airport land. TDC Aviation is currently in the process of purchasing the aircraft hangar owned by DMA Real Estate, LLC. On a motion made by Mr. Jones, supported by Mr. Weiss, the airport lease agreement with TDC Aviation 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: Ms. Woodin presented the following report for Mr. Reid:

- 1. Market Share
 - a. July 2018 up 8% compared to 2017
 - b. Up 2% year to date compared to 2017

- 2. Air Service
 - a. Head Quarter Visits Scheduled
 - i. Scheduled in October
 - ii. United & American
 - b. Take Off North American Conference
 - i. Looking into possibly attending
 - ii. Waiting to see final airline participants

- 3. Miscellaneous
 - a. Holding preliminary meetings for Runway 17/35 extension
 - i. Focusing on Pfizer for environmental work and railway design
 - b. Talons Out Honor Flights

i. Saturday, September 15th & October 27th

ITEM 10. Member's Time:

Mr. Jones wanted to thank Mr. Gisler for passing out The Constitution of the United States booklet.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:18 a.m.