

MINUTES

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

July 11, 2019

10:32 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, James Woodruff, Greg Hamelink, Mark Weiss, Erik Rankin, Curt Aardema, and Dave Buskirk.

Staff Present: Eric Bjorkman, Amanda Woodin, William Scamehorn, Jessecia Harter, Steve Lumetta, Shane Peterson, Matt Mattison, and Lance Gary.

Also Present: Deputy County Administrator - External Services Lisa Henthorn, and County Corporate Counsel Beth White, and Assistant County Corporate Counsel, Andrew Wright.

ITEM 3. Approval of the May 9, 2019 and May 29, 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. Adams Outdoor Marketing Presentation: Adams Outdoor Advertising presented to the board information on their capabilities as an advertising agency and outdoor advertising options. They presented examples of their work, and expressed their willingness to partner with the airport on future creative and advertising needs.

ITEM 6. Financial Report: Ms. Woodin reviewed the April and May financial reports. She stated that through May the operating revenues were at 43.4% and operating expenses were at 41.1%.

She stated that the new PFC application has been submitted and she is expecting everything to go smoothly.

The 2018 county audit has been completed and the financial report from the audit will be shared with the board at the August meeting.

The 2020 Rates and Charges Resolution, Capital Budget, and Operating Budget are all nearing completion. A meeting with the budget committee is scheduled for next week so that this can be discussed.

ITEM 7. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Approval of Mead & Hunt Miscellaneous Services Agreement Addendum – Ms. Woodin is seeking approval of the Mead & Hunt Miscellaneous Services Agreement Addendum. This addendum will add an additional \$30,000 to the agreement. The increase is due to the City of Portage utilizing the services of Mead & Hunt which will expedite the installation of a water main on airport property. The water main installation would increase the City’s water capacity. The portion of the contract utilized for water main work will be reimbursed by the City of Portage. On a motion made by Mr. Woodruff, supported by Mr. Weiss, the Mead & Hunt Miscellaneous Services Agreement Addendum has been approved.

- B. Approval of Air Zoo Land Lease Agreement - Ms. Woodin is seeking approval of the Air Zoo Land Lease Agreement. This is a 20 year land lease, with two, ten year lease extensions available. The lease rate coincides with the square footage rates found in the Rates and Charges Resolution. On a motion made by Mr. Hamelink, supported by Mr. Aardema, the Air Zoo Land Lease Agreement has been approved.

- C. Approval of Stryker Land Lease Extension – Ms. Woodin is seeking approval of a land lease extension with Stryker. Mr. Hamelink, Senior Manager Flight Operations & Maintenance for Stryker excluded himself from the discussion and voting on this consent agenda item. The land lease extension clarifies the self-insurance program, adds holdover language, clarifies the current rates, ties late fee interest to the prime rate, and contains language that it is not made to generate health care referrals. The lease extension is for 10 years and is the first of two available extensions. On a motion made by Mr. Rankin, supported by Mr. Weiss, the Stryker Land Lease Extension has been approved.

- D. Approval of MDOT PFAS Grant Agreement – Ms. Woodin is seeking approval of the MDOT PFAS Grant Agreement. This is the first of two grants that MDOT has authorized. The grant will assist in the purchase of equipment to test firefighting equipment. The equipment purchased will eliminate the need to discharge aircraft firefighting foam during the testing of the trucks. The total grant amount is up to \$8,000, with an MDOT share of \$4,000 and a local share of \$4,000. On a motion made by Mr. Hamelink, supported by Mr. Aardema, the MDOT PFAS Grant Agreement has been approved.

- E. Approval of Air Zoo Theatre Sponsorship – Ms. Woodin is seeking approval of an Air Zoo Theatre Sponsorship. The sponsorship will brand the exterior of the theatre with airport signage, play an airport commercial before each presentation, provide the airport with sponsorship recognition at the annual Science Innovation Hall of Fame Awards Gala, as well as, provide admissions coupons, family memberships, and invitations to special events and receptions. The requested sponsorship is for three years at \$20,000 per year. All of the Aeronautic Board of Trustees members present agreed to table the sponsorship until the marketing committee meets to discuss it.

ITEM 8. Unfinished Business: There was no unfinished business.

ITEM 9. New Business: Mr. Collver stated that the Board should consider appointing Amanda Woodin as the Board Secretary. On a motion made by Mr. Woodruff, supported by Mr. Aardema, the Board Secretary appointment of Amanda Woodin has been approved.

ITEM 10. Airport Interim Director Report:

Ms. Woodin presented to the board the interim directors report. She stated that May enplanements were up 9% and up 4% year to date. Three new staff members have been hired, intern Rodrigo Castellanos and operations technicians Jacob Kistka and Zachary Schwehofer. The next air service conference is the Take Off Conference held in October where Sun Country and other airlines will be pursued. The 2019 Federal AIP Grant was submitted last week. This grant is for the reimbursement of runway extension studies. She thanked everyone who worked so hard during the commercial service shut down. The first phase of the Runway 17/35 Rehabilitation Project has been completed and night grooving will start in late July or early August. Fred Upton visited the airport after the first phase the rehab project was complete. The Annual Part 139 inspection was complete, two issues were found and have already resolved. Jim, Curt, and Nikki are assisting with the process to evaluate the RFQ submittals. The 4th annual Air Fair is scheduled for Saturday, July 27th from 10-3pm.

ITEM 11. Member's Time:

Mr. Rankin spoke with the airline station managers and they all stated that the airport operations and maintenance staff does a great job.

Mr. Aardema wanted to thank everyone for doing a great job during the rehab.

Mr. Hamelink also wanted to thank everyone for doing a great job and for opening the runway after the rehab earlier than expected.

Ms. Miller was not at the meeting but had Mr. Aardema pass along that she would like to possibly see a drinking fountain with a water bottle filling station located in the airport. She also mentioned that it might be a good idea for security purposes to have the recording if you see something say something play occasionally.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 12:02 p.m.