

MINUTES

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

May 9, 2019

10:30 a.m.

ITEM 1. Call to Order: Vice Chairperson James Woodruff called the meeting to order at 10:34 a.m.

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

Staff Present: David Reid, Eric Bjorkman, Amanda Woodin, William Scamehorn, Jessecia Harter, Steve Lumetta, Matt Page, Shane Peterson, Matt Mattison, and Airport intern Mitchell Barry.

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

ITEM 3. Approval of the March 14, 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 February and March financial reports. She stated that through March the operating revenues were at 25.2% and operating expenses were at 24.9%. The 2018 annual financial audit is wrapping up, and as soon as statements are ready, she will prepare her report for the board. She also stated that the 2020 budget process has started.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Approval of 2019 Budget Adjustment – Ms. Woodin is seeking approval of the 2019 budget adjustment. This adjustment reduces the budgeted revenues and expenses by \$296,000.

Operating and non-operating revenue adjustments are as follows:
\$100,000 adjustment addition due to the LEO grant, PFC reduction
\$225,000, and carry over reduction \$171,000.

Operating, non-operating, and Capital expense additions include
commercial ramp lighting improvements \$16,000, ARFF Rescue 3
repair \$55,000, front drive concrete repair \$5,000, ARFF building air
handler \$10,000, and airfield markings \$10,000. The adjustment also
reduces the PFC reserve expense line by \$392,000 which is no longer
needed due to the changes in revenue use. On a motion made by Mr.
Buskirk, supported by Mr. Aardema, approval of the 2019 budget
adjustment has been approved.

- B. Approval of Michigan Department of Transportation Airport Awareness Grant – Mr. Reid is seeking approval of the MDOT Awareness Grant in the amount of \$6,000. This grant would give marketing financial assistance to bring airport awareness to the community. The grant requires that the airport match the marketing funds of up to \$6,000. On a motion made by Ms. Mutch, supported by Mr. Aardema, approval of the MDOT Awareness Grant 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: Mr. Reid presented the following report:

1. Staff
 - a. David is leaving AZO after 28 years total working at airport
 - i. Becoming Eagle County Regional Airport director
 - ii. Last day June 14th
 - b. Congratulations to Amanda Woodin for earning her A.A.E. accreditation.
2. Market Share
 - a. March up 9%
 - b. Up 2% YTD
3. Air Service
 - a. Volaire Spring Conference-Tucson, AZ
 - i. Aeronautics Board of Trustees member Mr. Rankin and Ms. Bland from Southwest Michigan First both attended
 - ii. Great meeting with Sun Country
 - iii. Need to get more involved with leisure travel
4. Runway 17/35 Rehabilitation Project
 - a. June 10th-26th

b. Staging will be done before start date

ITEM 10. Member's Time:

Mr. Weiss stated that WMU's annual Medieval Conference was currently going on. There are about 2000-4000 visitors that may travel in/out of the airport.

Mr. Gisler wanted to compliment the airport for making/printing the Runway 17/35 Rehabilitation Project flyers. He stated that the information provided has been very helpful.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:09 a.m.