

**MINUTES**

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

**August 8, 2019**

**10:30 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, Cecile Mutch, Nikki Miller, and Dave Buskirk.

Staff Present: Amanda Woodin, William Scamehorn, Jessecia Harter, Steve Lumetta, Shane Peterson, Matt Mattison, Zack Schwehofer, and Airport Intern Rodrigo Castellanos.

Also Present: Deputy County Administrator - External Services Lisa Henthorn, Assistant County Corporate Counsel Andrew Wright, Standard Parking Plus Regional Manager Kristen Statler, and County Commissioner Liaison John Gisler.

ITEM 3. Approval of the July 11<sup>th</sup> 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 June financial reports. She stated that through June operating revenues were at 50.6% and operating expenses were at 48.7%.

She also stated that PFC collections will resume September 1<sup>st</sup>.

The 2018 Annual Financial report was also discussed. Ms. Woodin stated that net position decreased mainly due to two factors. Those factors are the delay of the 2018 AIP grant project until 2019 and grant funded studies that are expected to be reimbursed in the fiscal year 2019. She also discussed Cash/investments which increased due to operating revenues and expenses outperforming budget expectations. Operating revenues and expenses, non-operating revenues, capital, the PFC audit, and the upcoming 2020 budget request were also reviewed.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Approval of 2020 Rates and Charges Resolution – Ms. Woodin is seeking approval of the 2020 Rates and Charges Resolution. The resolution is substantially the same as the 2019 resolution; however, there is a request change to increase hangar rents by roughly 10% with the exception of building 2. The requested change will increase hangar revenue by approximately \$30,000. On a motion made by Mr. Buskirk, supported by Mr. Weiss, the 2020 Rates and Charges Resolution has been approved.
  
- B. Approval of 2020 Budget – Ms. Woodin is seeking approval of the 2020 budget. She reviewed the 2020 budget priorities, performance metrics, and the financial & budget summary. The 2020 budget includes operating revenues of \$4,501,500, operating expenses of \$3,942,200, Non-operating revenues of \$4,265,000, and several capital budget requests including: a pickup truck with snow plow, IT equipment, airfield markings and crack sealing, SRE building updates, and the AIP local share. On a motion made by Mr. Weiss, supported by Mr. Aardema, the 2020 budget has been approved.

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

ITEM 8. New Business: Mr. Collver stated that Nikki Miller, Greg Hamelink, and Mark Weiss all have been reappointed as Aeronautic Board of Trustee members.

ITEM 9. Airport Interim Director Report:

Ms. Woodin presented to the board the interim directors report. She stated that June enplanements were down 64% due to the runway rehab project and down 8% year to date. She had a meeting with Jim, Curt, and Mark regarding Air Service. It was decided that there needs to be more focus on air service development and an update to the marketing materials. She also mentioned that the next air service conference is the Take Off Conference, held in October, where Sun Country and other airlines will be pursued. The Runway 17/35 rehabilitation milling and paving portion of the project has been complete for 30 days. The 2019 Federal AIP Grant was announced by the FAA. This grant is for the reimbursement of runway extension studies. We are waiting for the grant contract to come in so that we can pursue reimbursement. Ms. Woodin wanted to thank everyone that helped with the 4<sup>th</sup> annual Air Fair. It was a huge hit with over 1500 attendees.

ITEM 10. Member's Time:

Mr. Rankin inquired about passengers who may become injured and if the airport is responsible to help them. He was told that if there was an injured passenger that needed assistance ARFF would be called to assess the situation.

Mr. Aardema stated that he appreciated the meeting regarding air service. He also stated that he feels a business survey would be a great idea.

Mr. Hamelink stated that it was neat to see everything set up for the Air Fair. One suggestion that he had was to make everything handicap accessible. He also recommended that the airport look into the say something see something saying.

Ms. Miller wanted to thank everyone for doing an awesome job at the Air Fair. She also stated that Midwest Express was returning to Milwaukee.

Ms. Mutch stated that Kellogg's Board of Directors flew into AZO and had a great experience.

Mr. Gisler stated that Ron Kendall's resignation was accepted as of August 5<sup>th</sup>.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:38 p.m.