

MINUTES

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

November 14, 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, Mark Weiss, Erik Rankin, Curt Aardema, Cecile Mutch, Nikki Miller, James Woodruff, Greg Hamelink, and Dave Buskirk

Staff Present: Amanda Woodin, Jessecia Harter, Eric Bjorkman, William Scamehorn, Matt Page, and Matt Mattison

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

ITEM 3. Approval of the September 12, 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 August and September financial reports. She stated that through September the operating revenues were at 80.4% and operating expenses were at 72.3%.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Approval of Pro-Tec Fire Services Contract Extension – Mr. Bjorkman sought approval of a one year contract extension with Pro-Tec Fire Services. The total for this one-year extension will be \$255,000, with all other terms remaining the same. On a motion made by Mr. Weiss, supported by Mr. Buskirk, the Pro-Tec Fire Services Contract extension has been approved.

AERONAUTICS BOARD AGENDA ITEMS

- A. Secretary & Assistant Secretary Appointment - The Aeronautics Board of Trustees secretary and assistant secretary positions were discussed. All members agreed that the Secretary will be the Airport Director or Acting Director and the Assistant Secretary will be the Administrative Assistant Jessecia Harter.
- B. 2020 Board Elections – The nominating committee discussed the election of officers. They stated that re-electing all officers is the recommendation. On a motion made by Mr. Buskirk, supported by Ms. Mutch, the re-election of officers was 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
 - c. Greg Hamelink
3. Nominating Committee
 - a. Mark Weiss
 - b. Greg Hamelink
 - c. Erik Rankin
4. Air Service Committee
 - a. Erik Rankin
 - b. Jim Woodruff
 - c. Cecile Mutch
 - d. Nikki Miller
5. Community Relations/Marketing
 - a. Jim Woodruff
 - b. Dave Buskirk
 - c. Nikki Miller
 - d. Curt Aardema
6. County Board of Commissioner Liasions
 - a. Commissioner John Gisler

- C. 2020 Meeting Calendar - The 2020 Aeronautics Board of Trustees meeting calendar was discussed. The dates are listed as follows:

January 9, 2020
March 12, 2020
May 14, 2020
July 9, 2020
August 13, 2020
September 10, 2020
November 12, 2020

On a motion made by Mr. Hamelink, supported by Ms. Miller, the 2020 Aeronautics Board of Trustees meeting calendar has been approved.

- ITEM 7. Unfinished Business: Mr. Collver discussed the Airport Director search process. He stated that after thorough review of many qualified candidates the executive committee recommended that an offer of employment be made to Mr. Craig Williams. The attached resolution to offer employment for the position of Airport Director was also read by the Chairman. Roll call was then taken and all attending members voted. The votes were unanimous; therefore, the motion carried.

- ITEM 8. New Business: There was no new business.

- ITEM 9. Airport Interim Director Report:

Ms. Woodin presented to the board the interim directors report. She stated that September enplanements were up 11% and down 3% year to date. Both Mr. Rankin and Ms. Woodin attended The Take Off Air Service Conference which went very well. They were able to meet with Allegiant, Spirit, Sun Country, American, and Skywest. Skywest requested incentive information and Sun Country invited AZO to visit in January. Ms. Woodin also discussed conference organizers approaching them regarding the possibility of hosting the conference in Kalamazoo in the future. The board was receptive to the idea, and exploring partnerships with community organizations to bring the conference to Kalamazoo. Jaqua Realtors will be moving out of the terminal in December. The Air Zoo will be setting up a temporary display to fill the office space by baggage claim. Ms. Woodin has been reaching out to other terminal tenants to see if they are interested in renting the other open space. Early next year a bottle filling station will be installed post TSA. Ms. Woodin is expecting to bring City of Portage water main easement and runway land swap intent to the board in early 2020. Before year end hangar 2 electrical upgrades will be made. Staff is working on an overall maintenance/repair plan for all hangars. Ms. Woodin wanted to thank all staff and first responders for the job well done at the November 1st airplane accident. She stated that there are a few things that need improvement in the future but overall everything went well.

- ITEM 10. Member's Time:

Mr. Aardema expressed his concerns about the condition of the center island on Airport Boulevard. He mentioned that Kalamazoo Bloom may be a possible option to take care of the island. Ms. Woodin has made contact with the City of Kalamazoo regarding the condition. He thanked Ms. Woodin and Mr. Rankin for their hard work at the air service conference. He also mentioned that the new Stryker facility has Metro bus service which may mean more frequent connections at the airport.

Mr. Rankin stated that he had a nice time at the Take Off Conference and he felt that it went very well.

Ms. Miller stated that she is very impressed by the video that Kalamazoo Aerial Media did for the AZO air service marketing.

Mr. Weiss wanted to thank the director search committee for all of their time and hard work. He is looking forward to working with the new director.

Ms. Mutch stated that she had an advisory meeting with American Airlines. She met American Airlines president and was able to discuss routing options for AZO.

Mr. Gisler stated that the state budget is going to impact the Kalamazoo County Government by about 4 million dollars. This could mean reductions in road patrol, jail employees, and foster care. He is encouraging everyone to get into contact with the state governor to voice their concerns.

Mr. Hamelink expressed his concern regarding traffic when the new FedEx facility is completed.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 12:10 a.m.

Introduced by the Airport Director Search Committee of the:

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES

RESOLUTION TO OFFER EMPLOYMENT FOR THE POSITION OF AIRPORT DIRECTOR

WHEREAS, the Open Meetings Act, Public Act 267 of 1976, as amended, requires that all decisions of a public body shall be made at a meeting open to the public; and

WHEREAS, the Kalamazoo County Board of Commissioners, pursuant to Public Act 347 of 1945, has vested in this Board of Trustees the power to employ an Airport Director, including the establishment of the terms and conditions of the Airport Director's employment; and

WHEREAS, after publicly posting the position as approved by this Board of Trustees, the Kalamazoo County Human Resources Department forwarded twenty-nine (29) resumes of qualified candidates for consideration; and

WHEREAS, after considering all forwarded resumes, a search committee of three (3) trustees interviewed a first round of eleven (11) candidates via video/teleconference and onsite interview; and

WHEREAS, this same search committee then conducted a second round of interviews in person consisting of the following highly qualified candidates: Ms. Amanda Woodin, Mr. Gordon Rowell, and Mr. Craig Williams; and

WHEREAS, after a thorough review and vetting of the many qualified candidates, the search committee recommends that an offer of employment be made to Mr. Craig Williams.

THEREFORE, BE IT RESOLVED that the Kalamazoo County Aeronautics Board of Trustees accepts the search committee's recommendation and intends to offer the position of Airport Director to Mr. Craig Williams.

BE IT FURTHER RESOLVED that the search committee is authorized to enter into employment negotiations with Mr. Williams in accordance with Kalamazoo County personnel policies and the guidelines established by this Board of Trustees.

Yays: 9

Nays: None Absent: None

Approved on: November 14, 2019


Chairman