

MINUTES

**KALAMAZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES
REGULAR MEETING – Via Zoom Web Meeting**

May 28, 2020

10:30 a.m.

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:42 a.m via Zoom.

ITEM 2. Roll Call: Members in attendance via Zoom: Gilbert Collver, Erik Rankin, Curt Aardema, Dave Buskirk, Nikki Miller, Mark Weiss, Greg Hamelink, and James Woodruff.

Staff Present via Zoom: Craig Williams, Amanda Woodin, Jesseca Harter, Eric Bjorkman, and William Scamehorn.

Also Present via Zoom: 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 March 12, 2020 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 operating revenues were at 16.6% and operating expenses were at 25.4%. She also stated the new PFC application has been approved.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Airport Stakeholder Support Plan – Mr. Williams is requesting approval of an airport stakeholder support plan. This support plan would give the airport director the ability to abate certain fees outlined in the 2020 Airport Rates and Charges from April-December 2020. The request would also allow the chairman to execute amendments to

leases and other agreements for the abatement. The funds received from the FAA CARES Act will support this plan. A motion was made by Mr. Weiss, supported by Mr. Buskirk, and a roll call vote of all members present via Zoom was taken. As a result, the airport stakeholder support plan has been approved.

- B. Airport Administrative Rules and Regulations Update - Mr. Williams is seeking approval to update the current Administrative Rules and Regulations. Mr. Williams would like to make several minor grammatical changes, as well as, change insurance amounts from \$5,000,000 to \$1,000,000. A motion was made by Mr. Hamelink, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. As a result, the Airport Administrative Rules and Regulations update was approved.
- C. RW 17/35 Environmental Assessment Amendment - Mr. Bjorkman is seeking approval of RW 17/35 Environmental Assessment Amendment No. 3. The amendment adds \$33,752.44 to the project due to the historic and cultural investigation that is now required for the Milwood subdivision. The Milwood subdivision is considered a post-WWII neighborhood and this amendment would allow a scope of work to be done to see what effects the runway extension project may have on historic properties. Mr. Weiss made a motion, it was supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. As a result, the RW 17/35 Environmental Assessment Amendment was approved.
- D. City of Portage Water Main Easement – Ms. Woodin is seeking approval to request the Board of Commissioners execute the City of Portage Water Main Easement. The FAA has approved the concurrent land use request for the easement which extends from Mastenbrook Drive to Milham Road. The FAA is requiring a fair market value payment of \$8,750 to the airport for this easement. The easement language states that the project must not interfere with airport operation and that the city is responsible for any damage caused in the airfield by the water main. A motion was made by Mr. Buskirk, supported by Ms. Miller, and a roll call vote of all members present via Zoom was taken. As a result, the City of Portage Water Main Easement was approved to request execution by the Board of Commissioners.
- E. City of Portage Land Letter of Intent – Ms. Woodin is seeking approval to request the Board of Commissioners execute a land letter of intent for the City of Portage. This letter formalizes that the City of Portage supports and will provide the land needed for re-routing the rail line for the runway extension project. A motion was made by Ms. Miller, supported by Mr. Rankin, and a roll call vote of all members

present via Zoom was taken. As a result, the City of Portage Land Letter of intent was approved.

AERONAUTICS BOARD AGENDA ITEMS

There were no Aeronautics Board Agenda Items.

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

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

ITEM 9. Airport Interim/Director Report:

Mr. Williams presented to the board via Zoom the directors report. He thanked all of the board members, the Finance Committee, Ms. Woodin, and Mr. Bjorkman for taking time to discuss and approve the Airport Stakeholder Support Plan. He feels that this plan will definitely help the airlines succeed at AZO during this crisis. He stated that United Airlines is temporarily pulling service from AZO through September but he is very optimistic that they will return.

Mr. Williams also stated that the County is currently working to stay updated on information regarding the Coronavirus. The virus has caused major impacts and work adjustments have been made accordingly. He thanked maintenance, police, fire, and all of the essential workers for their hard work during this crisis.

The visioning session that was scheduled for June 18th has been cancelled due to not being able to have in person meetings. He is hoping to reschedule this session later this Summer.

Mr. Williams also wanted to thank Kalamazoo County Administrator, Ms. Moored and Deputy County Administrator, Ms. Henthorn for helping him get a better understanding of how the County operates. He stated that he is looking forward to building many relationships throughout the County.

ITEM 10. Member's Time:

Mr. Aardema wanted to thank everyone for all of their hard work during this crisis.

Mr. Buskirk wanted to welcome everyone back and he also wanted to thank Mr. Williams for stepping in and doing such a great job.

Ms. Miller stated that there are several different travel regulations currently happening and that they are not the same in all countries. She also recommended before traveling to check the regulations because they are changing daily.

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