

**MINUTES**

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

**August 13, 2020**

**10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:33 a.m via Zoom.

ITEM 2. Roll Call: Members in attendance via Zoom: Gilbert Collver, Erik Rankin, Curt Aardema, Nikki Miller, Cecile Mutch, and Greg Hamelink. Dave Buskirk was present during roll call, but could not participate in the meeting due to technical issues.

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

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 July 9, 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 June financial report. She stated that through June operating revenues were at 22.5% and operating expenses were at 44.5%.

She also reviewed the 2019 PFC audit and the 2019 Annual Financial report. She stated that the overall 2019 net position is \$56,474,458.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

A. Air Service Consulting Services – Mr. Williams is seeking approval of an Air Service Consulting Agreement. An RFQ was published and

three firms responded to the request. Volaire Aviation was chosen to provide air service retention and development for a period of two years with the possibility of two one year renewals. The total monthly cost for their services will be \$3500. A motion was made by Mr. Hamelink, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the Air Services Consulting Agreement with Volaire Aviation has been approved.

- B. Airport Marketing Services - Mr. Williams is seeking approval of an Airport Marketing Agreement. An RFQ was published and three firms responded to the request. Elemental Media was chosen to provide marketing services for a two year period. A motion was made by Ms. Mutch, supported by Ms. Miller, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the airport marketing services agreement with Elemental Media was approved.
- C. MDOT Capital Grant - Ms. Woodin is seeking approval of an MDOT Capital Grant. This grant requires an airport match of funds in the amount of \$11,810. The grant is for the reimbursement of the water bottle filling station and installation of power outlets located in the boarding seating area. Ms. Mutch made a motion, it was supported by Mr. Hamelink, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the MDOT Capital Grant was approved.
- D. Approval of 2021 Rates & Charges Resolution – Mr. Woodin is seeking approval of the 2021 Rates & Charges Resolution. The only change to the 2021 resolution is the addition of fees for promotions, movies, and similar non-profit events. The fees for these activities are \$250/hour for public areas, \$350/hour for secured or sterile areas, and an additional \$75/hour if an escort is needed. A motion was made by Mr. Aardema, supported by Ms. Mutch, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the 2021 Rates & Charges has been approved.
- E. Approval of 2021 Budget – Ms. Woodin is seeking approval of the 2021 budget. She reviewed the 2021 budget priorities, performance metrics, and the financial & budget summary. The 2021 budget includes Operating Revenues of \$ 2,784,700, Operating Expenses of \$3,970,100, Non-Operating Revenues of \$4,685,800, and several capital budget requests including: SRE building improvements, airfield crack sealing and markings, pickup truck salt spreader and plow, and AIP local share for the R17/35 extension project components. A motion was made by Mr. Rankin, supported by Mr. Hamelink, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the 2021 budget has been 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:

Mr. Bjorkman is seeking approval for the MDOT, Department of Environment, and Great Lakes Energy PFAS Grant in the amount of \$196,250. This grant is a PFAS testing grant program sponsored jointly by MDOT and EGLE that will monitor and test for PFAS contamination. A motion was made by Mr. Aardema, supported by Ms. Miller, and a roll call vote of all members present via Zoom was taken. All members voted in favor and the MDOT, Department of Environment, and Great Lakes Energy PFAS Grant has been approved.

ITEM 9. Airport Director Report:

Mr. Williams presented to the board the directors report. He stated that in the month of July there were 3,243 enplaned passengers which is an increase from June but a decrease of 77.6% for 2019. United Airlines ran four flights through July and is still on the schedule to be back on October 1st. AZO is continuing to track ahead of the national average.

A mobile maintenance letter was sent out to all hangar tenants regarding the enforcement of the rules and regulations. Staff will be trained on how all of this will be handled within the next few weeks.

The parking booth opened back up on August 3<sup>rd</sup> and will continue to be monitored to make sure that money is not being lost.

Part 139 inspection is underway. All records are currently being submitted online. The inspector will be onsite in September.

Mr. Williams is continuing to work on the board orientation. He is trying to get everyone together at the same time and requests everyone to respond to the survey as soon as possible.

Sargent Roger William's is scheduled to retire in October. There is a meeting scheduled next week with his replacement.

ITEM 10. Member's Time:

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

Ms. Mutch stated that Kellogg started moving sales people throughout North America; however, when all of the Covid policies started coming they had to start holding off on travel due to the quarantine policies.

Mr. Hamelink appreciates all of the hard work during this pandemic. He also encourages the improvement of buildings and equipment.

Mr. Rankin wanted to thank everyone for all of their hard work during these trying times.

Mr. Gisler stated that the consolidated dispatch funding was approved. He also stated that Mike Seals was defeated in the primary and will not be returning as a County Commissioner in January.

Mr. Collver wanted to congratulate Ms. Mutch for her retirement from Kellogg's.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 12:31 a.m.