

MINUTES

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

July 9, 2020

10:30 a.m.

ITEM 1. Call to Order: Vice Chairperson James Woodruff called the meeting to order at 10:31 a.m via Zoom.

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

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 and County Commissioner Liaison John Gisler

ITEM 3. Approval of the May 28, 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 April and May financial reports. She stated that through May operating revenues were at 18.7% and operating expenses were at 33.3%. She also stated that the 2019 audited financial report will be presented at the August meeting, and the 2021 budget request is being finalized with the Finance Committee.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Drobny Farms Land Use Agreement – Ms. Woodin is requesting approval of the Land Use Agreement with C & M Drobny Farms for the purpose of farming the 68 acres of airport land that was purchased from Pfizer in 2014. C & M Drobny Farms would pay the airport a lump sum of \$10,200 for their 2020 operations. A motion was made

by Mr. Hamelink, supported by Mr. Buskirk, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the C & M Drobny Farms Land Use Agreement has been approved.

- B. Extension of Custodial Services Agreement With United Commercial Services - Mr. Bjorkman is seeking approval of the Extension of Custodial Services with United Commercial Services. This extension is for one year, includes full janitorial services for the terminal, and will cost \$13,782.36 monthly. A motion was made by Mr. Buskirk, supported by Mr. Rankin, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the Extension of Custodial Services with United Commercial Services was approved.
- C. Extension of Management Agreement with SP+ for Parking Management - Ms. Woodin is seeking approval of the SP+ Parking Management Agreement extension. This contract extension extends the current agreement through June 30, 2021 with no contract changes made. Ms. Mutch made a motion, it was supported by Ms. Miller, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the SP+ Parking Management Agreement extension was approved.
- D. Approval of Agreement with Dams & Associates, Inc. for Development of an Airport Strategic Plan – Mr. Williams is seeking approval of an Agreement with Dams & Associates, Inc. for the Development of an Airport Strategic Plan. The strategic plan would take into consideration the evolution of the industry, the hiring of a new Airport Director, the Airport Staff and Aeronautics Board, as well as, the CARES Act funding. The agreement would cost \$10,500 and it would initiate the process for developing the strategic plan for the airport. 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 Agreement with Dams & Associates, Inc. for an Airport Strategic Plan 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: There was no new business.
- ITEM 9. Airport Interim/Director Report:

Mr. Williams presented to the board the directors report. He stated that in the month of May there were roughly 800 passengers. Delta is now flying three flights per day and American is flying two flights per day through August. Both airlines have month to

month schedules. United Airlines has temporarily pulled service from AZO as of July 7th through September. Mr. Williams is optimistic about their return in October.

The County is currently working to stay updated on information regarding the Coronavirus. The AZO office is slowly returning to normal. Masks are still required but temperature checks are not. The airport received 13,000 face masks through the FAA from FEMA and those are being dispersed accordingly.

Mr. Williams stated that he would like to get more proactive with press releases, so, he put together a media contact list with the help from Southwest Michigan First. He would also like to hire a marketing firm that the airport can work with consistently. There is currently an RFQ out for that.

Sargent Roger William's retirement is being pushed back until October to allow time for his replacement to be selected. Mr. Williams also wanted to give an early congratulations to Eric for being a first time father in a few weeks.

Mr. Williams thanked the board again for approving the Airport Stakeholder Support Plan. He has received great feedback from several stakeholders because of this plan. He read a letter from Duncan thanking the airport for enacting the plan.

Part 139 Inspection is scheduled for August 5th. He is expecting a great inspection just like in the past. Eric is doing a great job managing the Runway 17/35 extension project which is on track and moving forward.

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 out they had to start holding off on travel due to the quarantine policies.

Mr. Hamelink stated that he has also received great feedback for the Airport Stakeholder Support Plan and that he is very thankful for the plan.

Mr. Weiss wanted to know if there were safety protocols put into place for workers in regards to the heat.

Mr. Gisler stated that board meetings are still being held virtually. At the last Board of Commissioners Meeting, Board Chair Julie Rogers stepped down, Vice Chair Tracy Hall stepped up into her position, and Mike Seals took the Vice Chair position. County buildings are now open M-F from 9-3.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:18 a.m.