

MINUTES

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

September 10, 2020

10:30 a.m.

ITEM 1. Call to Order: Vice Chairperson James Woodruff called the meeting to order at 10:34 a.m. via Zoom.

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

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

Also Present via Zoom: Deputy County Administrator – External Services Lisa Henthorn, County Commissioner Liaison John Gisler, Standard Parking Plus Regional Manager Kristen Statler, and Pro-Tec Fire Chief Paul Vosburg

ITEM 3. Approval of the August 13, 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 July financial report. She stated that through July operating revenues were at 26.8% of budget and operating expenses were at 50.6% of budget. A budget amendment is expected in November.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Airport Rules and Regulations Amendment – Mr. Williams is seeking approval of an amendment to the Airport Rules and Regulations. This amendment would add language to the Rules and Regulations for the temporary aeronautical business permit for aircraft maintenance. A motion was made by Mr. Rankin, supported by Ms. Mutch, and a roll call vote of all members present via Zoom was taken. All members

voted in favor, and the amendment to the Airport Rules and Regulations has been approved.

- B. 2020 Airport Rates and Charges Amendment - Mr. Williams is seeking approval of an amendment to the 2020 Airport Rates and Charges. The amendment is to allow the collection of fees in 2020 from temporary specialized air service operators. The fees would include 4% of the first \$500,000 of gross sales, 2% of gross sales in excess of above \$500,000, and a permit application fee of \$25. A motion was made by Mr. Collver, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the amendment to the 2020 Airport Rates and Charges was approved.

- C. 2021 Airport Rates and Charges Amendment - Mr. Williams is seeking approval of an amendment to the 2021 Airport Rates and Charges. The amendment would allow the continuation of temporary specialized air service operator fees from 2020, as well as, introduce a \$20 annual parking fee for tenant employees to coincide with operational changes to employee parking. Mr. Hamelink made a motion, it was supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the amendment to the 2021 Airport Rates and Charges was approved.

- D. Extension of ARFF Services Contract with Pro-Tec – Mr. Bjorkman is seeking approval of a one year contract extension with Pro-Tec Fire Services, LTD for ARFF services. The total cost for the one year extension will be \$260,000. This includes a full time (M-F) certified fire chief and one certified firefighter on duty 24 hours per day, 7 days per week, and 365 days per year. A motion was made by Mr. Aardema, supported by Mr. Hamelink, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the ARFF Services Contract extension with Pro-Tec Fire Services, LTD 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 Director Report:

Mr. Williams presented to the board the directors report. He stated that United Airlines is still on the schedule to come back October 1st and several United employees are already

back. American Airlines advised the airport that they do not plan to fly from October 6th thru November 3rd but are still taking reservations for future flights at AZO. He wanted to thank the board for supporting the changes to the Airport Rules and Regulations for the temporary maintenance of aircraft on airport property.

Part 139 inspection went very well. The inspector will be onsite late September.

Leisure Limousine informed the airport that they are closing their business as of this week. An RFP is currently being worked on for a new ground transportation provider.

The Visioning session started last Wednesday and will continue next week with the leadership team.

He also stated that the City of Portage started the water main project on the Southside of the airfield.

ITEM 10. Member's Time:

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

Mr. Hamelink expressed the importance of having ARFF on site and having good equipment for them to use.

Mr. Collver agreed with Mr. Hamelink about the importance of having on site fire service. He also wanted to remind everyone that the election of officers and nominating committees are coming up.

Mr. Gisler stated that all of the Aeronautics Board meetings seem very productive and he is pleased to be a part of them.

Ms. Henthorn wanted to thank everyone for such a good meeting. She also wanted to let Mr. Collver, Mr. Rankin, and Mr. Buskirk know that they will be getting an invitation later this month for a Zoom meeting interview for their Aeronautics Board membership renewal.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:32 a.m.