

**MINUTES**

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

**November 12, 2020**

**10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:31 a.m. via Zoom.

ITEM 2. Roll Call: Members in attendance via Zoom: Gilbert Collver, James Woodruff, Erik Rankin, Curt Aardema, Cecile Mutch, Greg Hamelink, Mark Weiss, and Dave Buskirk was having technical difficulties.

Staff Present via Zoom: Craig Williams, Amanda Woodin, Eric Bjorkman, Jessecia Harter, Steve Lumetta, Shane Peterson, Matt Mattison, and Matt Page.

Also Present via Zoom: Deputy County Administrator – External Services Lisa Henthorn, County Commissioner Liaison John Gisler, Standard Parking Plus Regional Manager Kristen Statler, Pro-Tec Fire Chief Paul Vosburg, Mark Breukink from Mead & Hunt, Donnie Benn from Duncan, and Attorney Michael Deam from Rothberg Logan Warsco LLP.

ITEM 3. Approval of the September 10, 2020 and October 7, 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 August and September financial reports. She stated that through September operating revenues were at 32.9% of the budget and operating expenses were at 69% of the original 2020 budget.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. 2021 Secretary, Assistant Secretary Appointments, & Board Elections-  
The nominating committee discussed the election of Officers and the Secretary/Assistant Secretary appointments. They stated that the recommendation is to re-elect all Officers along with the

Secretary/Assistant Secretary. A motion was made from the nominating committee and a roll call vote of all members present via Zoom was taken. All members voted in favor and the 2021 Board Elections and Secretary/Assistant Secretary appointments were approved.

- B. 2021 Meeting Calendar – The following 2021 Meeting Calendar dates were discussed.

January 14, 2021  
March 11, 2021  
May 13, 2021  
July 15, 2021 (3<sup>rd</sup> Thursday)  
August 12, 2021  
September 9, 2021  
November 18, 2021 (3<sup>rd</sup> Thursday)

A motion was made by Mr. Woodruff, supported by Mr. Aardema, and a roll call vote of all member present via Zoom was taken. All members voted in favor, and the 2021 Meeting Calendar was approved.

- C. 2020 Budget Adjustment – Ms. Woodin is seeking approval of a 2020 budget adjustment. The adjustment incorporates the CARES act revenue and adjusts operating and non-operating revenues to be in line with the COVID-19 expectations and the AZO Stakeholder Support plan, as well as certain other operating adjustments. It also allocates capital reserves into project line items used or expected to be used in 2020. A motion was made by Mr. Woodruff, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the budget adjustment was approved.
- D. Architectural Consulting Service Selection with Tower Pinkster – Mr. Bjorkman is seeking approval of the Architectural Consulting Service selection with Tower Pinkster. A brief discussion was held regarding the process of selecting and negotiating with a firm. A motion to approve the selection of negotiating with Tower Pinkster with specific contract to be approved by the board at the January meeting was made by Mr. Woodruff, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor of the motion.
- E. Elemental Media Marketing Agreement Amendment – Mr. Williams is seeking approval of an amendment to the Elemental Media Marketing agreement. This amendment will update AZO’s creative program by rewriting radio spots, doing video production, photography, and

graphic design. A motion was made by Mr. Woodruff, supported by Mr. Weiss, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the Amendment to Elemental Media Marketing Agreement has been approved.

- F. CTS Agreement Amendment – Mr. Collver, Aeronautics Board of Trustees Chairperson, Officer of CTS Communications, read a Disclosure of Conflict of Interest-Agreement with CTS Communications Corporation dated November 12, 2020 as follows:

On the Items for Consideration for the Aeronautics Board's November 12, 2020 meeting is an agreement from my business enterprise, CTS Communications Corporation, a local telecommunications company. Since I have a conflict of interest as an officer of CTS Communications Corporation, I would like to make the following disclosure pursuant to 1968 P.A. 317, as amended:

The parties to this agreement are the Kalamazoo County Aeronautics Board of Trustees' and CTS Communications Corporation.

The purpose of the agreement is for CTS Communications Corporation to provide certain telecommunication services described as follows:

**A fiber ring to serve the terminal building and a 36-month agreement for point-to-point connectivity via the fiber ring to the Kalamazoo County network.**

The amount of the payment from the Kalamazoo/Battle Creek International Airport is:

A monthly recurring service fee of \$571.55 for 36-months for service connectivity to Kalamazoo County

I will not receive a direct financial benefit from this project.

The term of the agreement is for 36-months.

No County employees were assigned to this project.

Mr. Bjorkman is seeking approval of an amendment to the CTS agreement. This amendment will include VoIP and wireless internet and will replace the services of AZO's current provider. It will add an additional \$596.45 to the monthly invoice. A motion was made by Mr. Woodruff, supported by Mr. Rankin, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the amendment to the CTS Agreement has been approved.

G. Strategic Planning Support Services with Dams & Associates – Mr. Williams is seeking approval for the continued support with Dams & Associates for strategic planning. The support services will provide coaching of airport staff throughout the year and will conduct quarterly meetings to ensure accountability. The total amount for the support services agreement would be \$8,000. 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 Dams & Associates Strategic Planning Support Services has been approved.

### **AERONAUTICS BOARD AGENDA ITEMS**

There were no Aeronautics Board Agenda Items.

ITEM 7. Unfinished Business: Mr. Williams gave an update on the Airport Strategic Plan. He stated that a very productive and energizing meeting was held in October. Since that meeting the Leadership Team and the consultant conduct three additional meetings, where they worked together to come up with action plans and key metrics.

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 the he is very pleased with the Visioning Sessions.

American Airlines temporarily stopped service at AZO as of October 6<sup>th</sup> but plan to return January 5th. United has been operating one flight per day and Delta is operating 5 flights per day to both Detroit (4) and Minneapolis (1).

Mr. Williams stated that he attended the 2020 Takeoff Conference and met with six airlines. Two of the airlines met virtually. He stated that the airlines were focusing on opportunities for 2022/2023. AZO's presentation focused on selling Kalamazoo.

MIOSHA is prohibiting employees to work in the office if able to work from home. Most of the AZO administration staff is currently working from home. This order is effective through April 14, 2021.

ITEM 10. Member's Time:

Mr. Aardema wanted to thank everyone for all of their continued hard work during this crisis and for working so hard at the visioning sessions.

Mr. Hamelink stated that he appreciates the visioning session process and he is very pleased with all of the effort that is put into it.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:55 a.m.