

**MINUTES**

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

**January 14, 2021**

**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 participating from Galesburg, Michigan, James Woodruff participating from Richland, Michigan, Erik Rankin participating from Chandler, Arizona, Curt Aardema participating from Portage, Michigan, Cecile Mutch participating from Galesburg, Michigan, Greg Hamelink participating from Kalamazoo, Michigan, Mark Weiss participating from Kalamazoo, Michigan, Nikki Miller participating from Portage, Michigan, and Dave Buskirk participating from Summerfield, Florida.

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

Also Present via Zoom: Deputy County Administrator – External Services Lisa Henthorn, County Commissioner Liaison John Gisler, Pro-Tec Fire Chief, Paul Vosburg, Mead & Hunt representative, Sean Thompson, Duncan representative Don Benn, and United Airlines Station Manager, JD Brazil.

ITEM 3. Approval of the November 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 October and November financial reports. She stated that through November operating revenues were at 95.2% of the budget and operating expenses were at 84.6% 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. MDOT/Kilgore Road Easement & Consent Items – Mr. Bjorkman is seeking approval of a recommendation to the Board of Commissioners to execute an easement and supporting consent agreement with MDOT for the Kilgore Road Adjustment. A motion was made by Mr. Woodruff, supported by Ms. Mutch, and a roll call vote of all members present via Zoom was taken. All members voted in favor to approve the recommendation to the Board of Commissioners.
- B. Architectural Support Services Selection and Contract – Mr. Bjorkman is seeking approval of an agreement with Tower Pinkster for architectural support services. As mentioned at the last meeting an RFQ was published in September and seven firms responded. The review committee evaluated all of the firms and recommended Tower Pinkster as the best fit. A motion was made by Mr. Woodruff, supported by Mr. Hamelink, and a roll call vote of all member present via Zoom was taken. All members voted in favor, and the Architectural Support Services Selection and Contract with Tower Pinkster was approved.
- C. Grant Development Services for the Small Community Air Service Development Program – Mr. Williams is seeking approval of an amended professional services agreement with Volaire Aviation in the amount of \$15,000. Volaire Aviation will provide grant consulting services for the Small Community Air Service Development Program which supports funds for airline recruiting and retention efforts of airports. A motion was made by Ms. Mutch, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the professional services agreement with Volaire Aviation was approved.
- D. Approval of Purchase: Subscription to Airline Data Inc. – Mr. Williams is seeking approval of funds for an annual subscription to Airline Data Inc. Airline Data Inc. provides detailed data that assess the health of the existing and future markets. The annual subscription amount is \$9,000. A motion was made by Mr. Woodruff, supported by Ms. Miller, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the Airline Data Inc. subscription was approved.
- E. Blanket Approval for Airport Advertising Agreements – Mr. Williams is seeking approval for the authorization to execute agreements with advertisers to place advertisements on airport owned property. 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 authorization to execute agreements with advertisers has been approved.
- F. Assignment of Airport Access Agreement at 5829 Portage Road –

Mr. Williams is seeking approval of the assignment and assumption of the Airport Access and Concessionaire Agreement with Angel Wings Aviation, LLC for access to airport property. The current owners of 5829 Portage Road are in the process of selling the property to Angel Wings Aviation, LLC. 5829 Portage Road has an Airport Access and Concessionaire Agreement and would like a new agreement with Angel Wings Aviation, LLC that would become effective on the closing of the transfer of assets. A motion was made by Mr. Hamelink, supported by Mr. Rankin, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the new assignment of Airport Access Agreement with Angel Wings, LLC has been approved.

- G. Approval of Airport Terminal Lease with Optimed, Inc. – Mr. Williams is seeking approval for a lease agreement with Optimed to use office space in the terminal. Optimed, Inc. plans to conduct COVID-19 testing for passengers arriving and departing the airport. The lease is a month to month lease and the total monthly rental amount will be \$343. A motion was made by Ms. Mutch, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the airport terminal lease with Optimed, Inc 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. Williams reviewed the airport capital improvement CARES projects. He stated that the FAA wants to issue one grant for all possible developments. Mr. Williams is also looking into the CARES 2 Act to see if AZO is eligible.

Mr. Collver stated that a review package will be sent out shortly for Mr. Williams annual review.

ITEM 9. Airport Director Report:

Mr. Williams presented to the board the directors report. He stated that it has been a great year and he has really enjoyed working with the Aeronautics Board and all of the AZO staff.

American Airlines returned to AZO on January 6<sup>th</sup>.

AZO numbers are currently down about 64% year over year. Lagging national average by 1%.

Elemental Media was here in December to film for commercials which should be out in February.

Airport operations and maintenance have been doing a fantastic job.

Sergeant Jim Harrison received his ACE certification on airport security.

ITEM 10. Member's Time:

Mr. Aardema wanted to thank Craig for all of his hard work during the past year.

Mr. Hamelink stated that he thinks it is a huge benefit of having a COVID-19 testing site located in the airport.

Mr. Buskirk stated that he would like to keep focused on Fed Ex to try to get cargo service at AZO.

Mr. Rankin agreed with Mr. Buskirk regarding cargo service and suggested setting up a cargo sub-committee. He also wanted to thank Craig for all of his hard work.

Ms. Miller stated that she has noticed a rise in leisure travel and hopes that this will continue.

Ms. Mutch thanked Craig for all of the great work this past year.

Mr. Weiss also thanked Craig for the great work.

Mr. Collver set up a cargo sub-committee and recommended Mr. Rankin, Mr. Buskirk, and Mr. Hamelink be on the committee.

Mr. Gisler stated that the county is taking pre-registrations for the COVID-19 vaccination on the county website.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 12:22 p.m.