

**MINUTES**

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

**March 11, 2021**

**10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:32 a.m. via Zoom.

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

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

Also Present via Zoom: Deputy County Administrator – External Services Lisa Henthorn, County Commissioner Liaison Dale Shugars, Pro-Tec Fire Chief, Paul Vosburg, and United Airlines Station Manager, JD Brazil.

ITEM 3. Approval of the January 14, 2021 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 January financial report. She stated that through January operating revenues were at 4.1% of the budget and operating expenses were at 6.9%.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

- A. Class “B” UST Operator Service Agreement with R.W. Mercer – Mr. Bjorkman is seeing approval of the Class “B” Underground Storage Tank Operator Service Agreement with R.W. Mercer. This agreement states that R.W. Mercer will perform regularly scheduled compliance inspections and other various duties required by Class “B” UST operators on airport owned UST’s for a \$250 recurring quarterly fee. A motion was made by Mr. Hamelink, supported by Mr. Woodruff, and a roll call vote of all members present via Zoom was taken. All members voted in favor to approve the Class “B” UST Operator Service Agreement with R.W. Mercer.

## **AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Norfolk Southern Preliminary Engineering Reimbursement Agreement – Mr. Bjorkman is seeking approval of a Reimbursement Agreement with Norfolk Southern Railroad for Preliminary Engineering. This agreement will reimburse NSR \$41,053 for the consulting services used to review the design proposal to relocate the rail line that is required to extend Runway 17/35. 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 Norfolk Southern Preliminary Engineering Reimbursement Agreement was approved.

Due to the nature of this agreement Mr. Williams requested that the Aeronautics Board grant Mr. Hamelink permission to sign the agreement with NSR. A motion was made by Mr. Buskirk, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and permission for Mr. Hamelink to sign the agreement with NSR was approved.

- B. Airport Rates and Charges – Ms. Woodin is seeking approval of an amendment to the 2021 Rates and Charges. This amendment will eliminate the \$20 per employee parking credential charge and will increase the SIDA/Sterile badge fee to \$65. A motion was made by Mr. Buskirk, 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 Rates and Charges was approved.
- C. Tower Pinkster ARFF Building Study – Mr. Bjorkman is seeking approval of an ARFF Building Study with Tower Pinkster. The study will include mechanical, electrical, and structural components of the existing ARFF building. The total cost for the study will be \$14,500. A motion was made by Mr. Buskirk, 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 building study with Tower Pinkster was approved.
- D. Tower Pinkster SRE Building Study – Mr. Bjorkman is seeking approval of a Snow Removal Equipment Building Study with Tower Pinkster. The study will include plumbing, electrical, structural, and mechanical engineering, as well as, architectural and interior design. A motion was made by Mr. Buskirk, supported by Mr. Hamelink, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the SRE Building Study with Tower Pinkster was approved.

- E. MDOT-Aeronautics Grant for ARFF Training – Ms. Woodin is seeking approval of an MDOT Aeronautics Grant for ARFF Training. The grant will provide funds up to \$2,000 to assist in annual ARFF training costs. A motion was made by Ms. Miller, supported by Mr. Weiss, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the MDOT-Aeronautics Grant for ARFF Training has been approved.
  
- F. Minimum Annual Guarantee Waiver Request – Ms. Woodin is seeking approval of a Minimum Annual Guarantee Waiver. This request will waive the 2021 minimum annual guarantee for concessionaires which include the restaurant and car rentals. A motion was made by Ms. Miller, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the Minimum Annual Guarantee Waiver has been approved.
  
- G. Elemental Media Contract Addendum – Mr. Williams is seeking approval of an amendment to the Elemental Media contract. This amendment will add the management of AZO’s social media to the contract. The total additional cost to the contract will be a one-time creation fee of \$400 and \$395 per month fee. A motion was made by Mr. Buskirk, supported by Mr. Woodruff, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the amendment to the Elemental Media contract has been approved.

**AERONAUTICS BOARD AGENDA ITEMS**

There were no Aeronautics Board Agenda Items.

ITEM 7. Unfinished Business: Mr. Collver discussed Mr. Williams review. He stated that the Executive Committee mutually agreed that they will continue with Mr. Williams current employment agreement with the current terms in place until Kalamazoo County unfreezes step increases.

ITEM 8. New Business: There was no new business.

ITEM 9. Airport Director Report:

Mr. Williams presented to the board the directors report. He wanted to thank the Aeronautics Board for his annual review.

He stated that staff had another meeting with the Strategic Planner. He felt that there were some successes and barriers but overall thinks that everyone is doing a great job.

Airport operations and maintenance have been doing a fantastic job especially with hosting the president.

Back to normal with number of airlines but still have limited seating capacity.

Started all digital ad campaign February 1<sup>st</sup> with Elemental Media. Feels that it is good to see the statistics on the ad.

ITEM 10. Member's Time:

Mr. Aardema wanted to thank everyone for doing a great job, especially with the presidential visit.

Mr. Buskirk also thanked everyone for doing a great job with the presidential visit.

Mr. Rankin stated that he was finally called back to train. He also wanted to let everyone know that there is a new airline called Breeze Airlines starting up. He feels that AZO should definitely try to fit into their network.

Ms. Miller has noticed that leisure travel is coming back strong and hopes that this will continue.

Mr. Hamelink wanted to know if there was any feedback regarding the Optimed startup.

Mr. Weiss also wanted to thank everyone for the great job with the presidential visit.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:50 a.m.