

MINUTES

**KALAMAZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES
REGULAR MEETING – Available in Person & Via Zoom**

July 15, 2021

10:30 a.m.

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:35 a.m.

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

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

Also Present: Dams & Associates Strategic Planning Consultant Peter Dams.

Also present via Zoom: Deputy County Administrator – External Services Lisa Henthorn, County Commissioner Liaison Dale Shugars, Standard Parking Plus Regional Manager Kristen Statler, C & S Aviation Consultant Michael Holdwick, Mead & Hunt Consultant Mark Breukink, RS&H Senior Aviation Engineers Nick Patterson and Erich Thiel, and Duncan Aviation Supervisor Trent Zwiers.

ITEM 3. Approval of the May 13, 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 April and May financial reports. She stated that through May operating revenues were at 40% of the budget and operating expenses were at 38.4%.

She also reviewed the 2020 Annual Financial report. She stated that the overall 2020 net position is \$55,303,416.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

The following consent agenda items were considered:

1. Duncan Sublease
2. Custodial Services Extension Agreement
3. Support Airport Director Candidacy to AAAE Board of Directors

A motion was made by Mr. Aardema, supported by Mr. Woodruff, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and all consent agenda items were approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Selection of Consulting Services for CARES Funded Projects – Mr. Bjorkman is seeking approval of a consulting agreement with RS&H to manage the development projects associated with funds received as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES). A motion was made by Mr. Woodruff, supported by Ms. Mutch, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and the Consulting Agreement with RS&H was approved.
- B. CRSSA Concession Plan – Ms. Woodin is seeking approval of the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) Concessions Plan. This plan will give funding benefits of \$1,303 to the food and retail vendors and \$30,444 to the car rental companies that are located at the airport. A motion was made by Mr. Woodruff, supported by Ms. Miller, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and the CRSSA Concession Plan was approved.

AERONAUTICS BOARD AGENDA ITEMS

There were no Aeronautics Board Agenda Items.

ITEM 7. Unfinished Business: Mr. Collver discussed Mr. Williams’s annual review which was completed in March. He stated that since The Kalamazoo County Government has now reinstated step increases, the Executive Committee along with the remaining board members recommended that Mr. Williams get a step increase from the K15 D band to the K15 F band effective August 1st. A motion was made by Ms. Mutch, supported by Mr. Aardema, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and Mr. Williams step increase was approved.

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 the strategic framework is doing well and will continue to work on all elements.

He thanked Discover Kalamazoo for sending gift packages out to airlines.

Through June, air service is down 49% from 2019 which is 85% full for 50 seat aircraft. Most flights out of AZO have been averaging only two empty seats.

He attended the Routes Conference in June and met with several different airlines. American seemed very pleased with the number of passengers.

Mr. Williams stated that he has been working on a few incentive plans to attract new air service. New airlines will get waived fees and assistance with other direct costs, existing carriers will get similar incentives for new markets, increased flights will give airlines seat credits which can be applied to the airlines bill, and cargo service will have landing fees waived.

ITEM 10. Member's Time:

Mr. Aardema stated that he appreciates all of the hard work on the incentive plan and that it is very nice to finally have in person meetings.

Ms. Miller stated that leisure travel is starting to pick back up.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:41 a.m.