**MINUTES**

**KALAMAZOO COUNTY AERONAUTICS**

**BOARD OF TRUSTEES**

 **REGULAR MEETING**

**July 14, 2022**

**10:30 a.m.**

ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:28 a.m.

ITEM 2. Roll Call:

Members in Attendance: Gilbert Collver, Curt Aardema, Dave Buskirk,

Greg Hamelink, Nikki Miller, Cecile Mutch, Erik Rankin, and Mark Weiss.

Staff Present: Craig Williams, Eric Bjorkman, Amanda Woodin, Nikki Gerber, Josh Hill, Shane Peterson, Matt Page, and Matt Mattison.

Members Absent: Jim Woodruff

Also Present: County Commission Liaison Dale Shugars, Standard Parking Plus Regional Manager Kristen Statler, RS&H Senior Aviation Engineer Nick Patterson, RS&H Aviation Engineer Alex DeHaan, Duncan Aviation Chief Operating Officer Andy Richards, Jim Michalka and Rob Michalka, both from Kalamazoo Aircraft, Stuart Vieth of LAZ, and Mark Breuking of Mead & Hunt.

ITEM 3. Changes or Additions to the Agenda: There were no changes made to the agenda.

ITEM 4. Approval of the Agenda: There being no changes made; the agenda was approved as

published.

ITEM 5. Approval of the May 12, 2022 Aeronautics Board Minutes: There being no

changes made; the minutes were approved as published.

ITEM 6. Citizen Comments:

Andy Richards from Duncan Aviation presented a proposal that would upgrade the broken hangar door to increase the size of aircraft that are able to be housed in the hangar for maintenance. The proposal would replace the existing hangar door with larger bi-parting sliding doors. Board Chair Collver directed staff to work with Duncan Aviation to get more information and make a presentation/recommendation at a future Board meeting.

ITEM 7. Financial Report:

Ms. Woodin presented the financial report. The April and May reports were included in the packet. She stated May marks 41.67% of the way through the year. Operating revenues were at 42.1% of budget with strong rental car commissions, fuel flowage, and parking revenues. Billboard commissions came in at 147% of budget for the year, and airfield commissions were at 835% of budget so far this year. Operating expenses were at 42% of budget. Airfield expenses are still a little high but are expected to level out over the second half of the year. PFC revenues were at 42.2% of budget with collections through April.

Ms. Woodin also presented the 2021 PFC audit that was included in the packet.

ITEM 8. For Consideration:

 **AIRPORT CONSENT AGENDA ITEMS**

1. Airfield Paint Markings T & M Contract – Mr. Bjorkman requested approval of an agreement with P.K. Contracting to provide the Airport services to apply airfield paint markings. A motion was made by Mr. Buskirk and supported by Mr. Aardema. All members voted in favor, and the P.K. Contracting agreement was approved.

 **AIRPORT NON-CONSENT AGENDA ITEMS**

1. Runway 17/35 Environmental Assessment Contract Amendment No. 4 – Mr. Bjorkman requested approval of an amendment to the Runway 17/35 Extension Project Environmental Assessment Contract with Mead & Hunt to incorporate services to further address cultural resources impacts as well as updated noise analysis requirement. A motion was made by Mr. Hamelink and supported by Ms. Mutch. All members voted in favor, and the Mead & Hunt Amendment No. 4 was approved.
2. Airport Terminal Advertising – Ms. Woodin requested approval of an agreement with Community Connection for airport terminal advertising. A motion was made by Ms. Miller and supported by Mr. Weiss. All members voted in favor, and the Community Connection agreement was approved.
3. Parking Management Contract – Ms. Woodin requested approval of an agreement with LAZ Parking for the parking lot management services. After discussion about the selection process, Board Chair Collver recommended a committee be formed to review the decision-making process with a recommendation to come to the full Board at the August meeting. A motion was made by Mr. Hamelink and supported by Mr. Rankin. All members voted in favor, and the recommendation to form the committee was approved.

**AERONAUTICS BOARD AGENDA ITEMS**

There were no Aeronautics Board Agenda Items.

ITEM 9. Unfinished Business: There was no unfinished business.

ITEM 10. New Business:

Mr. Buskirk recommended amending the following Aeronautics Board by-laws:

1. Trustee compensation
2. Board meeting attendance via Zoom or phone
3. Board member term reapplication requirements

After discussion about the potential amendments, the Board directed staff to create an amended set of by-laws to be brought to the August meeting for consideration.

ITEM 11. Airport Director Report:

Mr. Williams presented to the Board the Director’s Report, which covered air service and capital projects update.

ITEM 10. Member’s Time:

Mr. Hamelink discussed the aircraft mechanic shortage and how companies are recruiting through colleges and the military.

Mr. Aardema appreciated all the work behind-the-scenes on the agenda items. He also shared that he serves on the Metro Transit Authority Board, and they are working to bring the Portage Road bus past the airport on a more frequent basis.

Mr. Rankin discussed the pilot shortage and the difficulties the training facilities are having keeping up with all the recent hires.

Ms. Miller indicated that with delays and cancelled routes at an all time high, waiting in Kalamazoo is easier than a larger airport like Detroit or Chicago. We provide better customer service for leisure travelers, which makes Kalamazoo more favorable over Detroit or Chicago.

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

12:26 p.m.