**MINUTES**

**KALAMAZOO COUNTY AERONAUTICS**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**March 3, 2022**

**10:30 a.m.**

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

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Curt Aardema, Dave Buskirk,

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

Staff Present: Craig Williams, Eric Bjorkman, Amanda Woodin, Nikki Gerber, Bill Scamehorn, and Josh Hill.

Also Present: Standard Parking Plus Regional Manager Kristen Statler, RS&H Senior Aviation Engineer Nick Patterson, and RS&H Aviation Engineer Alex DeHaan.

ITEM 3. Changes or Additions to the Agenda: Mr. Collver asked if there were any

additions or corrections to the agenda. Mr. Williams requested to add an item to the Non-Consent Agenda: Duncan Elevator.

ITEM 4. Approval of the Agenda: The agenda was approved with the addition to the Non-

Consent Agenda item.

ITEM 5. Approval of the November 18, 2021 Aeronautics Board Minutes: There being no

changes made; the minutes were approved as published.

ITEM 6. Citizen Comments: There were no Citizen Comments.

ITEM 7. Financial Report: Ms. Woodin presented the financial report. She indicated the

October and November 2021 financial statements were included in the board packet. She discussed closing the 2021 fiscal year. She indicated she expects operating revenues to be approximately 116% of budget and operating expenses approximately 94% of budget once the audit is complete. The CRRSA grant will cover $636,900 in operating expenses for the year. This will leave approximately $980,000 for operating expenses through the remainder of the grant program. She indicated a resolution to pay the balance of the outstanding bonds will be presented to the board of commissioners soon.

She also indicated that board members will see information regarding the County’s new stipend program for participating in the board in their email soon.

ITEM 8. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

1. MDOT Aeronautics Grant for ARFF Training – Ms. Woodin is requesting approval of a resolution allowing the Board Secretary to execute MDOT grants through December 31, 2022 per state recommendation. A motion was made by Ms. Mutch and supported by Ms. Miller. All members voted in favor, and the resolution was approved.
2. ARFF Station – Mr. Bjorkman is requesting approval of an agreement with Owens-Ames-Kimball to renovate the AZO ARFF building. A motion was made by Mr. Buskirk and supported by Mr. Aardema. All members voted in favor, and the Owens-Ames-Kimball agreement was approved.
3. Restaurant and Retail Concession – Mr. Williams is requesting the Board accept the recommendation by Airport staff to contract with Tailwind Kalamazoo, LLC for the purpose of providing terminal food, beverage and retail concessions and authorize staff to negotiate the contract and authorize the Chair to sign once ready. A motion was made by Mr. Weiss and supported by Mr. Hamelink. All members voted in favor, and the acceptance of the Tailwind Kalamazoo, LLC contract recommendation was approved.
4. Heavy Equipment T & M Services – Mr. Bjorkman is requesting approval of time and material agreements with Emergency Vehicle Products and Restoration Diesel, LLC to perform routine maintenance and as-needed repair services on various airport-owned heavy equipment. A motion was made by Ms. Mutch and supported by Mr. Aardema. All members voted in favor, and the Emergency Vehicle Products and Restoration Diesel, LLC agreements were approved.
5. Duncan Elevator – Ms. Woodin is requesting approval of a contract amendment with Duncan Aviation to address an inoperable freight elevator in the portion of the facility owned by the airport in a form to be approved by Council. The contract amendment will allow for Duncan Aviation to immediately address the issue, and the airport will provide rent credits through the contract amendment. A motion was made by Mr. Buskirk and supported by Mr. Weiss. All members voted in favor, and the contract amendment with Duncan Aviation was 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: 2022 Capital Improvement Program Update – Mr. Bjorkman

reviewed the Airport Capital Improvement CARES projects. Potential projects include: Entrance Drive Rehabilitation, Duncan Hangar 2 – Door Modifications, ARFF Truck (Purchase), ARFF Building Modification, Parking Lot Revenue Control System, Terminal PA System Update, Airfield Mower Replacement (Purchase), Equipment Fuel Facility Update, and Electric Vehicle Charging Stations & Airfield Lighting Control System Update for a total of $4,366,545.

ITEM 9. Airport Director Report:

Mr. Williams presented to the Board the Director’s Report.

*Strategic Framework* – Mr. Williams briefly reviewed the strategic framework.

*Air Service* – Delta had a 63% and American had a 78.38% load factor in January. Mr. Williams briefed the Board on average airfares of airports around the region. The Airport had 81,067 enplanements in 2021 compared to 156,010 in 2019. Unless something changes in 2022, we will be at about the same number as 2021, as we only have 60% of the seats that we had in 2019.

*Day-to-Day* – Staffing is growing with Amanda returning, Nikki having started in November in the Administrative Assistant role, and the new addition of Josh Hill as Business Financial Analyst.

*Legislation* – Mr. Williams discussed legislation at the federal level that includes funding for the runway extension in the amount of $1,500,000. This funding was included in the legislation at the request of Representative Upton.

ITEM 10. Member’s Time: Greg Hamelink commented on with pilot and maintenance

shortages, there’s been an uptick in airplane ownership. Curt Aardema commented on the airport needing to have a sense of urgency and be proactive in following the trend of leisure. Ms. Miller discussed her recent experience traveling from Lansing on a charter and commented on the automated concessions.

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

at 12:22 p.m.