

MINUTES

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

May 13, 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, Cecile Mutch, and Dave Buskirk.

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

Also Present via Zoom: County Commissioner Liaison Dale Shugars, Pro-Tec Fire Chief, Paul Vosburg, Duncan Representative Don Benn, C & S Aviation Consultant Michael Holdwick, Tower Pinkster Consultant Marika Hawks-Ruhrup, and Clark Communications Owner, Craig Clark.

ITEM 3. Approval of the March 11, 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 February and March financial reports. She stated that through March operating revenues were at 20.1% of the budget and operating expenses were at 23.8%.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

The following consent agenda items were considered:

1. ATM Machine Extension
2. Vending Machine Services Extension
3. Amendment No. 3 to RWY 17/35 Preliminary Design Services
4. Parking Management Services Extension

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 all consent agenda items were approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. C&M Drobny Land Lease Agreement – Ms. Woodin is seeking approval of a land lease agreement with C&M Drobny Farms, Inc. The lease is for \$150/acre to farm 68 acres for one year. Airport approval must be given to farm crops other than corn or beans and after harvest all crops must be knocked down. A roll call vote of all members present via Zoom was taken. All members voted in favor, and the C&M Drobny Land Lease Agreement was approved.
- B. Rosenbauer Minnesota, Inc. ARFF Truck Bid – Mr. Bjorkman is seeking approval of an agreement with Rosenbauer Minnesota, LLC which will supply ARFF with a new “Panther” 4x4 Rapid Intervention Vehicle. The new ARFF truck will be delivered 395 after approval of contract and will cost \$707,576. A motion was made by Ms. Mutch, supported by Mr. Buskirk, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the agreement with Rosenbauer Minnesota, Inc. for the ARFF Truck was approved.
- C. Advertising Management Services – Ms. Woodin is seeking approval of an agreement with The Quotient Group for terminal advertising. AZO will continue to own the terminal infrastructure and will continue to receive a commission from the advertising. 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 Advertising Management Services agreement with The Quotient Group was approved.
- D. Cargo Development Service – Mr. Williams is seeking approval of an Airport Cargo Development Consultant. In March an RFP was issued and three consultants responded. Airport staff and the Board Liaison carefully reviewed all interested consultants and decided to select Landrum & Brown, Inc. The cost for the requested services will be \$37,500 plus travel expenses. 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 Cargo Development Services Consultant with Landrum & Brown Inc. was approved.
- E. Extension Option on Restaurant Lease – Ms. Woodin is seeking approval of a one year lease extension with Tailwind Concessions. A motion was made by Mr. Hamelink, supported by Mr. Aardema, and a roll call vote of all members present via Zoom was taken. All

members voted in favor, and lease extension with Tailwind Concessions has been approved.

- F. Approval of ARINC Lease – Ms. Woodin is seeking approval of a five year Communications Rack Lease with ARINC. There will not be any extension options for this lease and approval will change the rental fee to the amount that will be approved in the Airport Rates & Charges. A motion was made by Mr. Woodruff, supported by Mr. Buskirk, and a roll call vote of all members present via Zoom was taken. All members voted in favor, and the Communications Rack Lease with ARINC has been approved.

- G. Airport Director Signature Authority – Ms. Woodin is seeking approval for authorization for the airport director to execute certain documents and agreements. 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 Airport Director Signature Authority has been approved.

- H. Blanket Resolution for Receipt of MDOT Grants – Ms. Woodin is seeking approval of a blanket resolution for the Board Secretary to execute MDOT grants through December 31, 2021. 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 Blanket Resolution for Receipt of MDOT Grants has been approved.

- I. Resolution on Addendum to Airport Rates & Charges – Ms. Woodin is seeking an addendum to the Airport Rates & Charges. This addendum will add the Communications Rack Fee of \$250/annually. 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, and the Resolution to add the Communications Rack fee to the Airport Rates & Charges 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: 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.

Through April 26th AZO numbers are down 55%, Nationally 53%.

He is planning to attend the Routes Conference in June.

Elemental Media took over social Media in April. Since takeover AZO has noticed social engagement up by 20% with page views up 71%.

An emergency drill will be held at AZO on May 21st.

The FAA Part 139 inspection will take place on June 9th.

Two operations staff received their AAAE certification.

ITEM 10. Member's Time:

Mr. Aardema stated that he appreciates all of the hard work on the strategic plan, air service, and cargo development.

Mr. Rankin stated that he is back to work and is looking for flights to keep improving throughout the summer.

Ms. Miller stated that she feels Elemental Media is doing a great job handling social media.

Ms. Mutch stated that she has been traveling frequently and is hoping that things will get back to normal soon.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 12:01 a.m.