**MINUTES**

**KALAMAZOO COUNTY AERONAUTICS**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**May 12, 2022**

**10:30 a.m.**

ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:34 a.m.

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

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

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

Members Absent: Mark Weiss and 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, Jim Michalka and Rob Michalka, both from Kalamazoo Aircraft.

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 March 3, 2022 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 that

March is one quarter of the way through the year. Operating revenues are at 20% of the budget with strong rental car commissions, fuel flowage, and parking revenues. Operating expenses are at 24.7% of the budget, before depreciation. Administrative is high due to annual expenses, while Airfield is high due to seasonal overtime, fuel, and utilities. Both are expected to level out over the course of the year. PFC revenues are at 27.2% of the budget, with collections through February.

ITEM 8. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

1. Custodial Contract – Mr. Bjorkman requested approval of an agreement with United Commercial Services to provide janitorial services at the airport. Mr. Bjorkman recapped the bidding process. A motion was made by Mr. Aardema and supported by Ms. Miller. All members voted in favor, and the United Commercial Services agreement was approved.
2. Entrance Road Bids – Mr. Bjorkman requested approval of an agreement with Peter’s Construction Company to reconstruct the AZO Entrance Road. Discussion ensued. A motion was made by Mr. Buskirk and supported by Ms. Mutch. All members voted in favor, and the Peter’s Construction Company agreement was approved.
3. CARES Development Project Task Orders – Mr. Bjorkman requested approval of the task orders proposed by RS&H to provide construction administration and design phase services as applicable for each of the CARES Development Projects. Discussion ensued. A motion was made by Mr. Aardema and supported by Mr. Hamelink. All members voted in favor, and the acceptance of the CARES Development Project Task Orders 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: There was no new business.

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* – In March, Delta had an 82.99% load factor and is averaging 8.4 empty seats per flight, while American had a 92.66% load factor and is averaging just 3.6 empty seats per flight. Mr. Williams briefed the Board on average airfares of airports around the region and found the average is 15% lower for all carriers and 5% for the same carriers that fly out of AZO. This shows the impact of having a low fare carrier at other airports.

*But Are We Busy?* – Mr. Williams discussed that although commercial air traffic is down, the airport remains busy. In 2022, non-air carrier operation numbers through March were 9,532 compared to 9,020 in 2021.

ITEM 10. Member’s Time:

Mr. Hamelink discussed the current state of aircraft sales, fuel prices, and aircraft parts. He shared that Duncan is working vigorously with updates to Hangar 2 where there will be aircraft maintenance, something that hasn’t occurred for 15 years. He also mentioned the increased activity on the south side of the airport in the T-Hanger section and feels there is a need for more hangars and space as it gets quite congested.

Mr. Buskirk shared that he had acquired a picture of the airport from the 1920’s and a stock certificate purchased for $10 a share back in the day by Woody’s dad.

Mr. Shugars shared that Kevin Catlin started on May 2nd as the new County Administrator/Controller. He also stated proposals for the County’s American Rescue Plan Act exceeded $140 million and $52 million is available.

Mr. Aardema asked if the WMU property on Kilgore Road was still in use and if not, what was the best way to put it to good use. He also said he appreciated the updates on the GA side as some members of the Board are not exposed to it. He also appreciated the updates on the commercial air service as it helps to see the statistics. He feels there is a sense of urgency to rally the community around air service growth for the airport.

Ms. Miller asked if the airport was going to reinstate the Air Fair, and Mr. Williams answered that it is slated to return in 2023.

Ms. Mutch commented that Kellogg is back to 90% of its pre-pandemic ticketing levels.

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

at 11:51 a.m.