**MINUTES**

**KALAMAZOO COUNTY AERONAUTICS**

**BOARD OF TRUSTEES**

**REGULAR MEETING – Available in Person & Via Zoom**

**November 18, 2021**

**10:30 a.m.**

ITEM 1. Call to Order: Vice Chairperson James Woodruff called the meeting to order at 10:32 a.m.

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

Staff Present: Craig Williams, Eric Bjorkman, Jessecia Harter, Nicole Gerber, and intern Shaline Abuga. Staff present via Zoom: Matt Mattison.

Also present via Zoom: County Commissioner Liaison Dale Shugars, Interim Deputy County Administrator of Internal Services Amanda Woodin, Standard Parking Plus Regional Manager Kristen Statler, RS&H Senior Aviation Engineer Nick Patterson, and Kalamazoo County Airport Sergeant Deb Harrick.

ITEM 3. Approval of the September 9, 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: Mr. Williams reviewed the August and September financial reports. He stated that through September operating revenues were at 81.8% of the budget and operating expenses were at 72.7%.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

1. Consideration of Rental Car Concession Contract 1-Year Extension –

A motion was made by Mr. Aardema, 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 1-Year Rental Car Concession Contract was approved.

**AIRPORT NON-CONSENT AGENDA ITEMS**

1. Board Elections – The nominating committee discussed the 2022 election of Officers. They stated that the recommendation is to re-elect all Officers. A motion was made by Mr. Weiss, 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 the 2022 Board Elections were approved.
2. Secretary and Assistant Secretary Appointments – The Secretary and Assistant Secretary appointments were discussed. It is recommended that Craig Williams will be the Aeronautics Board of Trustees Secretary and the new Administrative Assistant, Nicole Gerber, will be the Assistant Secretary. A motion was made by Mr. Weiss, 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 the Secretary and Assistant Secretary appointments were approved.
3. 2022 Meeting Calendar – The following 2022 Meeting Calendar dates were discussed.

January 13, 2022

March 10, 2022

May 12, 2022

July 14, 2022

August 11, 2022

September 29, 2022 (Last Thursday)

November 10, 2022

A motion was made by Ms. Miller, supported by Mr. Rankin, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and the 2022 Aeronautics Board of Trustees meeting calendar was approved.

1. Land Use Agreement with C&M Drobny Farms – Mr. Williams is seeking approval of a Land Use Agreement with C&M Drobny Farms. The lease is for $150 an acre to farm 68 acres for operations in 2022. A motion was made by Mr. Weiss, 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 the Land Use Agreement with C&M Drobny Farms was approved.
2. 2022 Rates and Charges Resolution – Mr. Williams is seeking approval of the 2022 Rates and Charges Resolution. The resolution is substantially the same as the 2021 resolution; however, there are a few minor changes. Those changes include: streamlining the repetitive language and badging fees, rates for overnight parking of disabled aircraft, an increase of $10 per day for long-term parking, Appendix 1 addition, and the creation of individual permit fees for ground transportation providers. A motion was made by Mr. Weiss, 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 2022 Rates and Charges Resolution was approved.
3. 2021 Budget Adjustment Request – Mr. Williams is seeking approval of a 2021 Budget Adjustment Request. The amendment requests are as follows: increasing the AIP Capital by $97,900 to fund the FAA reimbursement agreement for the ILS design work, the purchase of a Badge printer for $9,000, Duncan Hangar Door Design for $15,000, Jet Bridge #4 Repair for $6,700, $33,000 for AFFF foam replacement, $258,000 in spill fines, removal of $10,000 from the budget for the Air Fair, Airfield subscriptions of $8,600, and legal expenses of $20,000. A motion was made by Mr. Aardema, supported by Mr. Weiss, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and the 2021 Budget Adjustment Request was approved.
4. Creation of 2 Airport Positions and Elimination of 1 Position – Mr. Williams is seeking approval of eliminating the full time Administrative Assistant position and creating a part time Administrative Assistant position and a full time Finance and Administration Specialist. A motion was made by Mr. Weiss, 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 the creation of 2 Airport positions and elimination of one position 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 directors report.

There have been some additions to airport staff. Deb Harrick, Airport Sergeant, Operations Technicians Marvin Potter and Dylan Radliff, and Airport Intern, Shaline Abuga.

He stated that the strategic framework is still doing well and will continue to work on all elements.

United Airlines plans to depart January 3rd.

Delta had a 66% load factor and plans to add seats in January.

He met with American Airlines after finding out about United Airlines and they stated that they are not able to add any flights at this time.

Air Service is down 44% from 2019.

Airport digital marketing ad had 80% delivered impressions.

There were over 200 people for the TSA Precheck event.

ITEM 10. Member’s Time:

Mr. Aardema thanked everyone for their hard work on the Talon’s Out Honor Flights.

Ms. Miller stated that she thought the TSA Precheck Event was a great idea. She also stated that she went to the Travel Advisor Conference and a global entry bus was brought in.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:59 a.m.