**MINUTES**

**KALAMAZOO COUNTY AERONAUTICS**

**BOARD OF TRUSTEES**

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

**September 9, 2021**

**10:30 a.m.**

ITEM 1. Call to Order: Vice Chairperson James Woodruff called the meeting to order at 10:33 a.m.

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

Staff Present: Craig Williams, Eric Bjorkman, and Jessecia Harter.

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 Engineers Nick Patterson and Erich Thiel, and Pro-Tec Fire Chief Paul Vosburg.

ITEM 3. Approval of the August 12, 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 July financial report. He stated that through July operating revenues were at 62.2% of the budget and operating expenses were at 53.7%.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

1. Consideration of Rental Car Concession Contract 1-Year Extension – Will be voted on at the November 18, 2021 Aeronautics Board of Trustees meeting.

**AIRPORT NON-CONSENT AGENDA ITEMS**

1. Airport Rescue & Firefighting Contracted Services – Mr. Bjorkman is seeking approval of Airport Rescue & Firefighting contracted services with Pro-Tec Fire Services, LTD. The contract is a requirement of FAR Part 139. The 2022 contracted amount will be $295,000 with a 3% annual increase for the life of the contract. A motion was made by Mr. Aardema, 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 Pro-Tec Fire Services, LTD contract for ARFF services was approved.
2. 17/35 Runway Extension Reimbursable Agreement-Instrument Landing System Modeling Design/Review- Mr. Bjorkman is seeking approval of a reimbursable agreement with the FAA to perform a preliminary design/engineering review of the ILS modeling for the Runway 17/35 extension project. 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 Runway Extension Reimbursable Agreement-ILS Modeling was approved.
3. Entrance Road Reconstruction Design Services – Mr. Bjorkman is seeking approval of a work order agreement with RS&H to provide environmental, design, and bidding services for the Airport Entrance Road Reconstruction project. The fee proposal for these services will amount to $186,849. A motion was made by Ms. Mutch, 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 Entrance Road Reconstruction Design Services with RS&H was approved.
4. Hangar Door Replacement Engineering Services – Mr. Bjorkman is seeking approval of a service order agreement with Tower Pinkster to provide engineering, surveying, and schematic design services to replace an inoperable door at the Duncan facility. The proposed cost for these services will not exceed $15,000. 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 service order agreement with Tower Pinkster for the hangar door engineering services at the Duncan facility was approved.
5. Temporary Parking of Vehicles in Airport Parking Lot – Mr. Williams is seeking approval for the authority to sign a license agreement with Eminent Auto Group for the temporary parking and storage of passenger vans in the airport parking lot. The airport would receive $3,500 per month for the storage of the vans and either party may end the agreement with a 30-day notice. A motion was made by Mr. Aardema, supported by Mr. Hamelink, and a roll call vote of all members present in person and via Zoom was taken. All members voted in favor, and the approval to sign a license agreement with Eminent Auto Group for the temporary parking of vehicles in the airport parking lot 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.

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

The airlines all have had a strong couple of months and he has noticed a pick-up in business travel.

He stated that there have been a few staff changes. Ms. Woodin is taking an opportunity to work as the Interim Deputy County Administrator of Internal Services. Steve Lumetta from Airfield Maintenance moved into the Airfield Technician position. Jim Koss from Operations is moving to Airfield Maintenance, and Dylan Ratliff joined the team as a new Operations Technician.

The FAA’s Airport Part 139 Certification Inspection is complete and everything went well.

ITEM 10. Member’s Time:

Mr. Aardema thanked Mr. Williams and Mr. Bjorkman for walking the airport grounds with him. He suggested that the airport bring in someone from the lakeshore to take a look at leisure travel marketing ideas.

Mr. Hamelink stated that there is an Honor Flight coming up on September 18th and another one in October.

Ms. Miller stated that she has noticed an increase with passengers wanting to travel with smaller and local airports rather than the larger ones.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:43 a.m.