

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

November 10, 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, Jim Woodruff, Curt Aardema, Greg Hamelink, Cecile Mutch, Erik Rankin, and Mark Weiss.

Staff Present: Craig Williams, Anton Bjorkman, Amanda Woodin, Bill Scamehorn, Nikki Gerber, Amy Langworthy, Paul Vosburg and Marvin Potter.

Members Absent: Dave Buskirk and Nikki Miller

Also Present: County Commission Liaison Dale Shugars, Stuart Vieth and Jack Janiga of LAZ and RS&H Aviation Engineer Alex DeHaan.

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 August 11, 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. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

- A. CARES Project – Cargo Apron Design Work Order Addendum – Mr. Bjorkman requested approval of an amendment to the Cargo Apron Design CARES Project with RS&H to include a taxiway extension to the north of the apron. Discussion ensued. A motion was made by Mr. Woodruff and supported by Mr. Hamelink. All members voted in favor, and the CARES Project Cargo Apron Design Work Order Addendum was approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. 2023 Meeting Calendar – The following 2023 Meeting Calendar dates were discussed.

January 5, 2023
March 9, 2023
May 11, 2023
July 13, 2023
August 10, 2023
September 28, 2023 (Last Thursday)
November 9, 2023

A motion was made by Mr. Hamelink and supported by Mr. Aardema. All members voted in favor, and the 2023 Aeronautics Board of Trustees meeting calendar was approved.

- B. Board Elections – The nominating committee discussed the 2023 election of Officers. They stated that the recommendation is to re-elect all Officers. A motion was made by Mr. Weiss and supported by Ms. Mutch. All members voted in favor, and the 2023 Board Elections were approved.

The nominating committee also discussed the appointment of committees. The committees are listed as follows:

1. Budget/Finance Committee
 - a. Dave Buskirk
 - b. Mark Weiss
 - c. Cecile Mutch

2. Compensation/Evaluation
 - a. Curt Aardema
 - b. Gil Collver
 - c. Greg Hamelink

3. Nominating Committee
 - a. Mark Weiss
 - b. Greg Hamelink
 - c. Erik Rankin

4. Air Service Committee

- a. Erik Rankin
- b. Jim Woodruff
- c. Cecile Mutch
- d. Nikki Miller

5. Community Relations/Marketing

- a. Jim Woodruff
- b. Dave Buskirk
- c. Nikki Miller
- d. Curt Aardema

6. County Board of Commissioner Liaison

- a. Commissioner to be Determined

- C. 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 Administrative Assistant, Nikki Gerber, will be the Assistant Secretary. A motion was made by Mr. Hamelink and supported by Mr. Rankin. All members voted in favor, and the Secretary and Assistant Secretary appointments were approved.
- D. Land Use Agreement with C&M Drobny Farms – Ms. Woodin is seeking approval of a Land Use Agreement with C&M Drobny Farms. The lease is for \$150 an acre to farm 63 acres for operations in 2023. Discussion ensued. A motion was made by Ms. Mutch and supported by Mr. Aardema. All members voted in favor, and the Land Use Agreement with C&M Drobny Farms was approved.
- E. 2023 Rates and Charges Resolution – Ms. Woodin is seeking approval of the 2023 Rates and Charges Resolution which includes the following recommended changes from the 2022 resolution: 5% increase to hangar rents and several airline rates, an addition of a per-turn fee option for airlines and streamlining badge fees. Discussion ensued. A motion was made by Mr. Aardema and supported by Mr. Rankin. All members voted in favor, and the 2023 Rates and Charges Resolution was approved.
- F. 2022 Budget Adjustment Request – Ms. Woodin is seeking approval of a 2022 budget adjustment that reflects changes to the operating and non-operating revenues as well as operating and capital expenses. Discussion ensued. A motion was made by Ms. Mutch and supported by Mr. Aardema. All members voted in favor, and the 2022 Budget Adjustment Request was approved.

G. EGLE Grant Acceptance – Mr. Bjorkman is requesting approval to accept the State of Michigan grant and authorize the Chairperson to sign the grant agreement and consulting team contract amendment. Discussion ensued. A motion was made by Mr. Woodruff and supported by Mr. Weiss. All members voted in favor, and the EGLE Grant Acceptance was approved.

H. Lease Agreements with Incumbent Rental Car Companies – Ms. Woodin is requesting approval of the lease agreements between the Airport and Avis/Budget Car Rental, LLC, Enterprise Leasing Company of Detroit (Alamo Rent a Car, National Car Rental), and The Hertz Corporation (Dollar Rent A Car, Thrifty Car Rental). Discussion ensued. A motion was made by Ms. Mutch and supported by Mr. Hamelink. All members voted in favor, and the lease agreements with the incumbent rental car companies were approved.

ITEM 8. Unfinished Business: There was no unfinished business.

ITEM 9. New Business: There was no new business.

ITEM 10. Airport Director Report:

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

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

Avelo Airlines – Mr. Williams discussed Avelo Airlines' inaugural flight to Orlando, Florida on October 26th and how excited and pleased all the passengers were. He also presented a map of Michigan showing all the zip codes where Avelo Airlines tickets have been purchased.

Air Service - In September, Delta and American had a combined load factor of 88% compared to a combined load factor of 82% in September 2021.

Day-to-Day – The October 17th parking transition went well with no issues. The airport recently hired a new Business and Financial Analyst, Amy Langworthy. The County Compensation and Classification Study was briefly discussed. The website is currently being updated. An airport meeting with House T&I staff members and DOT was also briefly discussed.

ITEM 11. Member's Time:

Mr. Aardema appreciated the staff's hard work with the Avelo Airlines' inaugural flight festivities. He also thanked County Commission Liaison Dale Shugars for his service.

Mr. Hamelink indicated that Wikipedia shows old photos of the airport and suggested staff find a way to update the site with present day pictures. He also announced that he is now working for Whirlpool.

Mr. Woodruff congratulated staff on the newly finished airport entrance. He also suggested the benches inside the terminal be repainted.

Ms. Mutch presented, per Ms. Miller, an idea of adding signs in all bathroom stalls promoting awareness of human trafficking.

Mr. Shugars congratulated Mr. Hamelink on his new position. He indicated he appreciated Craig always answering his questions via email.

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