

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

March 9, 2023

10:30 a.m.

- ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:30 a.m.
- ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Curt Aardema, Nikki Miller, Cecile Mutch, Erik Rankin, Mark Weiss (in at 10:45 a.m.), and James Woodruff. Members in attendance via Zoom: Dave Buskirk.
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Nikki Gerber, Bill Scamehorn, and intern Jack Overstreet.
- Members Absent: Greg Hamelink
- Also Present: County Commission Liaisons John Gisler and Wendy Mazer, RS&H Aviation Engineer Alex DeHaan, Ben Hammond and Jessie Klein of Duncan Aviation and Sean Thompson of Mead & Hunt.
- ITEM 3. Changes or Additions to the Agenda: The CARES Development Project, Snow Removal Equipment Facility Construction Contract Revision was added.
- ITEM 4. Approval of the Agenda: There being no changes made; the agenda was approved as published.
- ITEM 5. Approval of the November 10, 2022 Aeronautics Board Minutes: There being no changes made; the minutes were approved as published.
- ITEM 6. Approval of the February 22, 2023 Aeronautics Board Minutes: There being no changes made; the minutes were approved as published.
- ITEM 7. Citizen Comments: There were no Citizen Comments.

ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

- A. MDOT – Aeronautics Blanket Grant Authorization – Mr. Bjorkman requested approval of a resolution allowing the Board Secretary to execute MDOT grants through December 31, 2023 per state recommendation. A motion was made by Mr. Aardema and supported by Mr. Rankin. All members voted in favor, and the MDOT Aeronautics Blanket Grant Authorization was approved.
- B. Flip Flow Security Doors Preventative Maintenance Agreement – Mr. Bjorkman requested approval of the updated agreement with Record – USA for the planned maintenance and service agreement of the terminal “flip flow” security doors. A motion was made, all members voted in favor, and the Flip Flow Security Doors Preventative Maintenance agreement was approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- C. South Apron Ramp Bid – Mr. Bjorkman is requesting approval of the construction bid contract and construction administration services work order for the Airport’s Cargo Apron Construction Project. A motion was made by Mr. Aardema and supported by Mr. Rankin. All members voted in favor, and both the contract and work order were approved.
- D. Repeal/Replace the Airport’s “Administrative Rules and Regulations for the Operation of the Kalamazoo/Battle Creek International Airport” – Mr. Williams is requesting the Board repeal the 2009 Ordinance adopting administrative rules and regulations for the operation of the Airport and replace it with the version shared today. A motion was made by Mr. Aardema and supported by Ms. Mutch. All members voted in favor, and the action was approved.
- E. CARES Development Project, Snow Removal Equipment Facility Construction Contract Revision - Approve and authorize Chairperson signature of the revised construction contract Airport’s new Snow Removal Equipment (SRE) Facility Project.

AERONAUTICS BOARD AGENDA ITEMS

There were no Aeronautics Board Agenda Items.

ITEM 9. Unfinished Business: There was no unfinished business.

ITEM 10. New Business: 2023 Capital Improvement Program Update – Mr. Bjorkman reviewed the Airport Capital Improvement Projects. Potential large projects include: SRE Building (CARES), Cargo Apron Construction (CARES), Snow Removal

Equipment (2) (AIP), Security Infrastructure Update (PFC), GA Hangar Maintenance – Roof Replacements (Local), and Parking Lot Revenue Control System (ARPA). Other local projects include Jet Bridge “HMI” Updates, Training Software Updates, Operation Vehicle Replacement, Board Room Technology Update, TSA Checkpoint Gate Replacement, and Maintenance Building Gutter Improvements.

ITEM 11. Airport Director Report:

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

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

Air Service – Delta had an 89%, American had an 88% and Avelo had a 70% load factor in January. American has the Air Wisconsin jets in service. Delta is starting the CRJ-700 service today and the CRJ-900 in next schedule after notification.

Day-to-Day – Mr. Williams indicated the parking transition is going smoothly. Staffing is everchanging with Amanda and Amy departing, Blair Brindley joining the team as Deputy Director of Finance and Administration, Shaline Abuga (former intern) starting in the Airport Operations role, Stephen Eshuis hiring on as an Equipment Operator and our new intern, Jack Overstreet joining the airport for the semester.

ITEM 12. Member’s Time:

Mr. Aardema indicated that, as a member of the CCTA, he recommended moving the Portage Street/Portage Road bus route to catch the airport. He also stated staff did a nice job with the Air Service Meeting and CARES program.

Ms. Mutch indicated she received a \$2,500 scholarship to attend the Global Business Travel Convention and will share the speaking points with Mr. Williams.

Ms. Miller indicated travel is on the upswing.

ITEM 13. Adjournment: There being no further business presented, the meeting adjourned at 11:43 a.m.