

# MINUTES

## KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

May 11, 2023

10:30 a.m.

- ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:31 a.m.
- ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Curt Aardema, Cecile Mutch, Erik Rankin, Mark Weiss, Greg Hamelink, and Dave Buskirk.
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Nikki Gerber, Bill Scamehorn, Josh Hill, and intern Jack Overstreet.
- Members Absent: Nikki Miller and James Woodruff
- Also Present: County Commission Liaisons John Gisler and Wendy Mazer, RS&H Aviation Engineer Alex DeHaan, Mark Breukink of Mead & Hunt, Larry Bowron (Independent Consult), Jim Michalka of Kalamazoo Aircraft, and Andy Richards of Duncan Aviation.
- ITEM 3. Changes or Additions to the Agenda: The Airport Governance Study and Hangar Maintenance & Repair T&M Agreement items were added, and the Terminal Fire Panel Control Monitoring Agreement was moved from a consent to a non-consent agenda item.
- ITEM 4. Approval of the Agenda: The additions in ITEM 3 were added, and the agenda was approved.
- ITEM 5. Approval of the March 9, 2023 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. There were no Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. South Side Landfill Lease Addendum – Approve and authorize Chairperson to execute a lease extension with South Side Landfill. A motion was made by Mr. Hamelink and supported by Mr. Weiss. All members voted in favor, and the lease extension with South Side Landfill was approved.
- B. Approval of Snow Removal Equipment Bids – Approve and authorize Chairperson to execute contract(s) with M-B Companies Inc. to provide the Airport two (2) new snow removal equipment vehicles. A motion was made by Ms. Mutch and supported by Mr. Buskirk. All members voted in favor, and the contracts with M-B Companies were approved.
- C. Airport Governance Study – Approve and authorize Chairperson to execute a contract with Mead & Hunt to research airport governance options. A motion was made by Mr. Buskirk and supported by Mr. Aardema. All members voted in favor, and the contract with Mead & Hunt was approved.
- D. Hangar Maintenance & Repair T&M Agreement – Approve and authorize the Chairperson to sign an agreement with Speed Wrench to perform routine and on-call maintenance and repairs to Airport-owned hangar facilities. A motion was made by Mr. Hamelink and supported by Mr. Aardema. All members voted in favor, and the agreement with Speed Wrench was approved.
- E. Terminal Fire Panel Control Monitoring Agreement - Approve and authorize Chairperson signature of agreement with Riverside Integrated Systems, Inc. (Riverside) to provide 24-hour central station monitoring of the terminal building’s control system panel. A motion was made by Mr. Hamelink to table the agreement to give the airport time to gather more information and was supported by Mr. Buskirk. All members voted in favor, and the agreement was tabled.

**AERONAUTICS BOARD AGENDA ITEMS**

There were no Aeronautics Board Agenda Items.

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 updated the Board on progress made to date on items within the Airport’s strategic plan.

*Air Service* – Mr. Williams reviewed the March and April air service statistics and gave an update on the Routes conference he attended.

*Day-to-Day* – Mr. Williams updated the Board on new employees and other day-to-day business at the Airport.

ITEM 11. Member’s Time:

Mr. Aardema spoke about the additional flight from American and bigger planes from Delta in relation to growth for the airport. He also indicated the “extras” in the airport (hanging planes and sculptures) were of great interest to his nephews who flew with he and his wife.

Mr. Hamelink indicated Duncan’s Hangar 2 door looks great. He apologized for being double-booked and not able to attend the March board meeting. He encourages hangar roof improvements and notifying hangar tenants. He said the airport entry road looks “awesome”. He added on to Mr. Williams’ highlighting of airport staff response to the aircraft incident and added the support of Duncan Aviation and Kalamazoo Aircraft to support the removal of the aircraft. Mr. Hamelink also mentioned the evolution of the flight training conducted on and around the Kalamazoo Pilots Association.

Ms. Mutch indicated that she attended the Michigan Travel Business Association meeting with Mr. Williams. She said she will also attend the Global Business Travel Legislative Summit June 13-15.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:43 a.m.