

# MINUTES

## KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

July 13, 2023

10:30 a.m.

ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:40 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Jim Woodruff, Curt Aardema, Dave Buskirk, Greg Hamelink, and Nikki Miller.

Members in Attendance via Zoom: Cecile Mutch

Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Bill Scamehorn, and Josh Hill

Members Absent: Erik Rankin, and Mark Weiss

Also Present: County Commission Liaisons John Gisler and Wendy Mazer, RS&H Aviation Engineer Alex DeHaan, and Jim Michalka of Kalamazoo Aircraft

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 May 11, 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. Financial Report:

The PFC Audit was presented. After a question from member Buskirk, Mr. Williams confirmed that the airport receives \$4.11 per seat. Mr. Gisler said he was impressed with this audit compared to the rest of the main audit. Mr. Buskirk said, considering how complicated PFCs are, this was a job well done.

ITEM 7. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Terminal Fire Panel Monitoring Agreement – Approve and authorize Chairperson’s signature of agreement with Riverside Integrated Systems, Inc. to provide 24-hour cellular central station monitoring of the terminal building’s fire control system panel. A motion was made by Mr. Buskirk and supported by Mr. Aardema. All members voted in favor, and the agreement with Riverside Integrated Systems, Inc. was approved.
  
- B. Duncan Aviation Building & Site Lease Addendum #4, Employee Parking Lot Access – Approve and authorize Chairperson to sign Addendum #4 of Duncan Aviation’s Building & Site Lease to grant access to additional parking area. A motion was made by Mr. Hamelink and supported by Mr. Buskirk. All members voted in favor, and Addendum #4 was approved.

**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 including rules and regulations update, continuing the land release process, and revamping the Air Service Committee.

*Air Service* – Mr. Williams reviewed the June air service statistics and indicated that Avelo, American and Delta had a combined load factor of 83.1% compared to a combined load factor of 91% for American and Delta in June 2022.

American Airlines will have three flights in August and Delta will add a third flight in September. Average airfare in the market dropped \$44 due to the addition of Avelo Airlines.

*Day-to-Day* – Mr. Williams indicated TSA will be having a precheck event the week of October 2<sup>nd</sup>. The airport’s new website is live. FAA and TSA inspections have been completed. The artwork around the airport will now have QR codes to give further information. Mr. Williams thanked the staff for helping while he was on vacation and then out with an arm injury.

ITEM 11. Member’s Time:

Mr. Aardema would like a tour of the airport facilities. Mr. Williams indicated he will schedule something for September after the Board Meeting. He also thanked Mr. Bjorkman for touring with him for landscaping with KVCC landscaping/horticulture program.

Mr. Buskirk noted that Avelo is advertising for Lansing to Orlando in the Kalamazoo area. People do not know that Avelo is at Kalamazoo.

Mr. Gisler noted that Mr. Williams presented to Kalamazoo Citizens for Responsible Government and did a great job. Mr. Williams offered to speak to any group.

Ms. Miller indicated that Ms. Mutch wondered about sustainable alternative fuel. Mr. Hamelink said there are programs and a push, but nothing is available to Kalamazoo yet as the nearest facility is in Louisiana. Mr. Mihalka added that fuel has been tested in the airplanes for use but not yet for the fuel to be transported on the general aviation side.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:51 a.m.