

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

September 28, 2023

10:30 a.m.

- ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:33 a.m.
- ITEM 2. Roll Call: Members in attendance: Gilbert Collver, James Woodruff, Curt Aardema, Nikki Miller, Cecile Mutch, Mark Weiss, Dave Buskirk, Erik Rankin, and Greg Hamelink.
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Nikki Gerber, Bill Scamehorn, Josh Hill, and Paul Vosburg.
- Also Present: RS&H Aviation Engineer Aimee VanWalbeck, Mark Brenkirk of Mead & Hunt, Jim Michalka, owner of Kalamazoo Aircraft, and Alan Sylvester of LMC.
- 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 10, 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: Blair Brindley presented the financial report for 2023 through August which represents 66.67% of the year. Revenues in total are at 66.4% while expenses are at 68.3%. Blair indicated that it is normal for expenses to lead revenues due to timing.
- ITEM 7. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

- A. Contract Extension for Volaire Aviation – Approve and authorize the Airport Director to extend air service consulting services with Volaire Aviation

Consulting for a one-year period. A motion was made by Mr. Aardema and supported by Ms. Miller. All members voted in favor, and the Contract Extension for Volaire Aviation was approved.

- B. TSA Security Checkpoint Gate Design – Approve and authorize Chairperson to execute an agreement with Tower Pinkster to provide design, bid, and construction administration services to replace an existing overhead gate at the TSA checkpoint. A motion was made by Mr. Aardema and supported by Ms. Miller. All members voted in favor and the TSA Security Checkpoint Gate Design project was approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- C. Illinois Tool Works, Inc. Access Agreement – Approve and authorize Chairperson to execute an agreement with Illinois Tool Works, Inc. to allow regular access to airport property for sampling environmental monitoring wells. A motion was made by Mr. Buskirk and supported by Ms. Mutch. All members voted in favor and the Illinois Tool Works, Inc. Access Agreement was approved.
- D. Hangar 12 Roof Replacement – Accept and authorize Chairperson signature of Great Lakes Systems, Inc. proposal to furnish and install a new roof system on Hangar Building 12. A motion was made by Mr. Weiss and supported by Mr. Aardema. All members voted in favor and the Roof Replacement project for Hangar 12 was approved.
- E. Security Access Control & Camera System Design Services – Approve and authorize Chairperson to execute an agreement with Tower Pinkster to provide design, bid, and construction administration services to update the existing airport security access control and closed-circuit television (CCTV) systems. A motion was made by Mr. Hamelink and supported by Mr. Buskirk. All members voted in favor and the Security Access Control & Camera System Design Services project was 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 stated that he and staff are reviewing and developing an updated schedule for core documents and the first will be airport rules and regulations which needs to address ground transportation and the freelance flight instruction that's happening around the airport.

The airport will continue the land release process. The FAA is reviewing the airport's request for releasing parcels of land so there is more flexibility for future development.

Airport Operations – Mr. Williams indicated that there was a significant drop for June, July, and August which he feels is due to WMU being caught up with the COVID demand.

Day-to-Day – Mr. Williams announced long-time Operations Technician, Jeff Gardener will be retiring.

ITEM 11. Member's Time:

Mr. Rankin thanked everyone and explained he's stepping down because he can't give 100% to the Board.

Mr. Gisler shared that The Crew is taking over the building where Meli Café used to be on Portage Road.

Mr. Aardema introduced a neighbor to the Airport, Mr. Alan Sylvester who owns LMC. Mr. Aardema said it's important for the Airport to have good relationships with its neighbors.

Mr. Hamelink spoke about the need for an assessment of the T-hangars and wondered if bidding out to a private entity would be

Ms. Mutch shared that November 2nd is Capital Day

Ms. Miller shared that she is asked frequently about Avelo flights to Ft. Myers. She feels people need to reach out to Avelo because the "squeaky wheel...". She also spoke about a 3-hour train ride that goes from Orlando to Miami with 3 stops. Ms. Miller also wanted to thank Mr. Rankin for all he's done for the airport.

Mr. Collver thanked Mr. Rankin for his service while on the Board. He also spoke about the Avelo flight to Ft, Myers and wondered how many people would take the flight.

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