

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

November 11, 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 and Keith Hearit.
- Members Absent: Greg Hamelink
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Nikki Gerber, Bill Scamehorn, Josh Hill, and Matt Mattison.
- Also Present: ARFF Fire Chief Paul Vosburg, Mark Breukink of Mead & Hunt, Jim Michalka of Kalamazoo Aircraft, Jeff Rogers of Kalamazoo Pilots Association, Hilary Kerkstra of Let There Be Flight, Zachary Ganton of Kalamazoo Flight Instruction, and Basem Abdel-Messieh of Fly Cosah.
- 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 September 28, 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: Ms. Brindley presented the financial report. She indicated that September is three quarters of the way through the year. Operating revenues are at 73.8% of the budget with strong rental car commissions, fuel flowage, and parking revenues. Operating expenses are at 77.2% of the budget, before depreciation. Administrative is high due to annual expenses, while Parking is high due to a need for budget amendment to reflect when the new revenue control system was installed.

ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

A. 2024 Board Meeting Calendar – The following 2024 Meeting Calendar dates were discussed.

January 18, 2024 (3rd Thursday)
March 14, 2024
May 9, 2024
July 11, 2024
August 8, 2024
September 26, 2024 (Last Thursday)
November 14, 2024

A motion was made and supported. All members voted in favor, and the 2024 Aeronautics Board of Trustees meeting calendar was approved.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Board Elections – The nominating committee discussed the 2024 election of Officers. They stated that the recommendation is to re-elect all Officers. A motion was made by Mr. Buskirk and supported by Ms. Mutch. All members voted in favor, and the 2024 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
- d. Keith Hearit

2. Compensation/Evaluation

- a. Keith Hearit
- b. Gil Collver
- c. Greg Hamelink
- d. Cecile Mutch

3. Nominating Committee

- a. Mark Weiss
- b. Greg Hamelink
- c. Dave Buskirk
- d. Nikki Miller

4. Air Service Committee
 - a. Curt Aardema
 - 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. Real Estate
 - a. Gil Collver
 - b. Jim Woodruff
 - c. Curt Aardema
 - d. Mark Weiss

 7. County Board of Commissioner Liaison
 - a. Commissioner John Gisler
- B. 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. Buskirk and supported by Ms. Mutch. All members voted in favor, and the Secretary and Assistant Secretary appointments were approved.
- C. Board Chair & Vice Chair Grant Signing and Execution – Approve and authorize the Chairperson or Vice Chairperson to sign and execute grant contracts with the Michigan State Department of Aeronautics and/or the Federal Aviation Administration (FAA) from November 9, 2023 through December 31, 2028. A motion was made by Ms. Mutch and supported by Mr. Aardema. All members voted in favor and the Board Chair & Vice Chair Grant Signing and Execution was approved.
- D. Pro-Tec Fire Services Contract Amendment – Approve and authorize the Chairperson or Vice Chairperson to execute an amendment to the ARFF Services contract with Pro-Tec Fire Services to implement an increase to the scheduled service rates. A motion was made by Mr. Aardema and supported by Ms. Miller. All members voted in favor and the Pro-Tec Fire Services Contract Amendment was approved.

- E. Drobny Farms Farming Lease - Approve the Land Use Agreement with C&M Drobny Farms, Inc for the purpose of farming operations on airport property and authorize the Chairperson or Vice Chairperson to sign. A motion was made by Ms. Mutch and supported by Mr. Aardema. All members voted in favor and the Drobny Farms Farming Lease was approved. It was noted that we will do an RFP for the lease next year.

- F. Rates and Charges Resolution – Approve and authorize the Chairperson or Vice Chairperson to approve the 2024 Rates and Charges Resolution which includes the following recommended changes from the 2023 resolution: 6% increase to hangar rents and several airline rates, an updated per-turn fee option for airlines, streamlining badge fees, increase in lock core replacements and additional fee structure for air stair usage. A motion was made by Mr. Buskirk and supported by Ms. Mutch. All members voted in favor, and the Rates and Charges Resolution was approved.

- G. Budget Adjustment – Approve and authorize the Chairperson or Vice Chairperson to approve the 2023 Budget Adjustment which reflects changes to the operating and non-operating revenues as well as operating expenses. A motion was made by Mr. Aardema and supported by Mr. Weiss. All members voted in favor and the Budget Adjustment request was approved.

- H. Airport Leasing - Approve and authorize the Chairperson or Vice Chairperson to approve the newly created Airport Leasing Policy. A motion was made by Mr. Aardema and supported by Mr. Weiss. All members voted in favor and the Airport Leasing request was approved.

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

ITEM 10. New Business: There was no new business.

ITEM 11. 2023 Capital Projects Year in Review:

Mr. Bjorkman provided the Board an update on the 2023 Capital Projects which includes the new SRE Building project, the Cargo Apron Construction Project, two (2) New Snow Removal Equipment Vehicles, Security Infrastructure Update, the GA Hangar Roof Replacement Project and the Parking Lot Revenue Control System. Other local projects include the Jet Bridge “HMI”, Training Software Update, Operations Vehicle Replacement, Board Room Technology Update, the TSA Checkpoint Gate Replacement and the Maintenance Building Gutter Improvements.

ITEM 12. Airport Director Report:

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

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. Mr. Williams indicated he spoke at the Portage Rotary Club meeting. The airport held another TSA pre-check event which ran from November 6th through November 10th.

ITEM 13. Member's Time:

Mr. Hearit indicated that he is on the faculty of Western Michigan University, and he is glad to be here.

Ms. Miller shared that Mr. Williams spoke at the Rotary Club meeting and gave a good presentation.

ITEM 14. Adjournment: There being no further business presented, the meeting adjourned at 12:01 p.m.