

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

January 16, 2024

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, Greg Hamelink and Keith Hearit.
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Nikki Gerber, Bill Scamehorn, Josh Hill, Deb Herrick and Averil Cable (Marketing Intern)
- Also Present: Jim Michalka of Kalamazoo Aircraft, Jeff Rogers of Kalamazoo Pilots Association, Hilary Kerkstra of Let There Be Flight, Nick Patterson and Alex DeHaan of RS&H, Matt Smith and Brian Looney of Duncan Aviation and Dennis Laskowsky of Kalaire.
- 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 November 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. Financial Report: Ms. Brindley reviewed the December financial report. She stated that through December operating revenues were at 99.8% of the budget and operating expenses were at 100.2% of the original 2023 budget.

ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

- A. Duncan Elevator Maintenance Agreement – Approve and authorize the Chairperson to sign and execute an agreement with Schindler Elevator Corporation to perform required maintenance and inspections on the elevator located at the Duncan facility. A motion was made by Mr. Aardema and supported by Mr. Hamelink. All members voted in favor, and the Duncan Elevator Maintenance Agreement was approved.
- B. Flight Information Display System (FIDS) Service Agreement - Approve and authorize the Chairperson to sign and execute an agreement with Infax, Inc. to provide system support of the terminal FIDS network. A motion was made by Mr. Aardema and supported by Mr. Hamelink. All members voted in favor, and the Flight Information Display System Service Agreement was approved.
- C. Flip Flow PM Agreement – Approve and authorize the Chairperson to sign and execute an updated agreement with Record – USA for the planned maintenance and service agreement of the terminal “flip flow” security doors. A motion was made by Mr. Aardema and supported by Mr. Hamelink. All members voted in favor, and the Flip Flow PM Agreement was approved.
- D. FAA Reimbursable Grant Agreement for Runway 17/35 Extension Project – Approve and authorize the Chairperson to sign and execute reimbursable grant agreement with the Federal Aviation Administration (FAA) to perform preliminary design, engineering, construction/installation activities related to the Runway 17/35 Extension Project. A motion was made by Mr. Aardema and supported by Mr. Hamelink. All members voted in favor, and the FAA Reimbursable Grant Agreement for Runway 17/35 Extension Project was approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Airport Rules and Regulations Ordinance – Mr. Williams is seeking Board approval of an Airport Rules and Regulations Ordinance. A motion was made by Mr. Aardema and supported by Mr. Buskirk. All members voted in favor, and the Airport Rules and Regulations Ordinance was approved.
- B. Airport Commercial Minimum Standards Ordinance – Mr. Williams is seeking Board approval of an Airport Commercial Minimum Standards Ordinance. A motion was made by Mr. Aardema and supported by Ms. Mutch. All members voted in favor, and the Airport Commercial Minimum Standards Ordinance was approved.

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

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

ITEM 11. 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 Airport Rules and Regulations Ordinance approval, Airport Minimum Standards Ordinance approval, Ground Transportation Ordinance Creation and revamping the Air Service Committee.

Air Service – Mr. Williams reviewed the December 2023 air service statistics which showed that Avelo, American and Delta had a combined load factor of 78.6% compared to a combined load factor of 85% in December 2022.

Day-to-Day – Mr. Williams introduced Averi Cable, the Airport's new Marketing Intern.

ITEM 12. Member's Time:

Mr. Hamelink commented on the Rules & Regulations and Minimum Standards stating, "Good job by the Airport. It's long overdue and working with the stakeholders which is important."

Mr. Buskirk mentioned that Avelo isn't doing anything past April in Lansing too.

Mr. Ardema thanked everyone for the work on the updates.

Ms. Miller indicated there was a crack in the runway on Kona so they are currently closed but were hoping to reopen on January 16th. She also stated that Avelo did release their schedule past April for the east coast airports, just not the central airports.

ITEM 13. Adjournment: There being no further business presented, the meeting adjourned at 11:52 a.m.