

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

March 14, 2024

10:30 a.m.

- ITEM 1. Call to Order: Chair Gilbert Collver called the meeting to order at 10:30 a.m.
- ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Curt Aardema, Nikki Miller, Cecile Mutch, Mark Weiss, Dave Buskirk, Greg Hamelink, Keith Hearit and John Gisler
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Connie Lehmoine, Josh Hill and William Scamehorn
- Also Present: Alex DeHaan of RS&H, Mark Breukink, of Mead & Hunt, Dennis Laskowski, Hanger Tenant, 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 January 16, 2024 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 February financial report. She stated that through February operating revenues were at 17.0% of the budget and operating expenses were at 14.5% of the original and 16.67% through 2024 budget.

ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

All members voted in favor of items A&B.

- A. Airport Director Nomination to International Association of Airport Executives (IAAE). – Confirm Board support for the Airport Director’s participation as a member of the International Association of Airport Executives Board of Directors.
- B. RS&H Contract Amendment for CARES Projects – Approve and authorize Chairperson signature to amend and execute an agreement with RS&H to perform professional services including design, bidding, construction and close out phases for all CARES projects.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Environmental Consulting Services Agreement – Approve and authorize the Chairperson signature of an agreement with Limno-Tech, Inc (LimnoTech) to provide environmental compliance and general on-call consulting services. A motion was made by Ms. Mutch and supported by Mr. Aardema. All members voted in favor, and the Environmental Consulting Services Agreement was approved.
- B. TSA Checkpoint Gate Construction Agreement - Conditionally approve and authorize the Chairperson signature of an agreement with River Town Painting & Construction Inc. (River Town) to construct a replacement TSA Checkpoint Gate. A motion was made by Mr. Hearit and supported by Mr. Weiss. All members voted in favor, with conditions. TSA Checkpoint Gate Construction Agreement 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: the CIP summary, Growing the annual passengers to 350,000. Airport property is fully utilized, Modern facilities

meet current and emerging customer's needs, the public has a positive perception of the airport.

Air Service – Mr. Williams reviewed the February air service statistics which showed that Avelo, American and Delta had a combined load factor of 74.6% compared to a combined load factor of 84% in February 2023.

Day-to-Day – Mr. Williams introduced Liam Halpin – Airport Operations and Connie Lehmoine, Administrative Assistant.

ITEM 12. Member's Time:

Mr. Hamelink made general comments on the runway extension project and tree removal.

Mr. Gisler, apologized for being late and missing the last meeting. He congratulated Dave and Gil for navigating the Board renewal process admirably.

Ms. Miller, mentioned the good turnout at the public meeting at the AirZoo for the Environmental Assessment for the runway extension project. The public seemed to like the format where they can go and get just the information they're looking for rather than having to sit through an hour and a half presentation on everything. She also added a note about the Facebook interaction

ITEM 13. Adjournment: There being no further business presented, the meeting adjourned at 12:04 PM