

# MINUTES

## KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

May 9, 2024  
10:30 a.m.

ITEM 1. Call to Order: Vice Chair James Woodruff called the meeting to order at 10:31 a.m.

ITEM 2. Roll Call: Members in attendance: James Woodruff, Curt Aardema, Nikki Miller, Cecile Mutch, Mark Weiss, Dave Buskirk, Greg Hamelink, Keith Hearit and John Gisler. (Gilbert Collver by Zoom)

Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Connie Lehmoine, William Scamehorn, Justin Ripka, Matt Mattison, Ben Higgins (Operations Intern)

Also Present: Alex DeHaan and Pat Frame of RS&H and Mark Breukink, of Mead & Hunt

ITEM 3. Changes or Additions to the Agenda: No changes were made.

ITEM 4. Approval of the Agenda: There being no changes made; the agenda was approved as published.

ITEM 5. Approval of the March 14, 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 April financial report. She stated that through April operating revenues were at 34.9% of the budget and operating expenses were at 25.2% of the original and 33.33% through 2024 budget.

ITEM 8. For Consideration:

### AIRPORT CONSENT AGENDA ITEMS

- A. Environmental Consulting Services, Work Order 1 – Approve and authorize Chairperson signature of “Work Order 1” with LimnoTech to provide general on-call environmental consulting tasks. A motion was made by Ms. Mutch and supported by Mr. Hamelink. All members voted in favor, and the Consulting Services work order was approved.

## AIRPORT NON-CONSENT AGENDA ITEMS

- A. CCTV & Access Control System Update – Award and authorize Chairperson to execute an agreement with SecurAlarm, LCC to furnish the Airport with replacement CCTV & access control equipment and software. A motion was made by Mr. Aardema and supported by Mr. Weiss. All members voted in favor, and the CCTV & Access Control System Update was approved.
- B. Continuous Friction Measuring Equipment (CFME) Bid – Approve the purchase of the one “RT# Flight Winter” continuous friction measuring equipment from Halliday Technologies. All members voted in favor, and the Continuous Friction Bid was approved.
- C. Runway 17/35 RIM & Extension Design Contracts – Approve contract with Mead & Hunt to provide design services related to Runway 17 RIM and Runway 35 extension projects All members voted in favor, and the Runway 17/35 RIM Extension 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 and informed the Board that he would include money in the 2025 budget for an update to begin early next year.

*Air Service* – Mr. Williams reviewed the March air service statistics which showed that Avelo, American and Delta had a combined load factor of 76% compared to a combined load factor of 85% in March 2023.

*CARES Progress* - Mr. Williams, reviewed the following projects being completed. ARFF Renovation, Entrance Rd., South Apron, and SRE Facility that will be completed in June.

*Day-to-Day* – Mr. Williams introduced the new operations intern Ben Higgins

ITEM 12. Member’s Time: No Member comments.

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