

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

August 8, 2024
10:30 a.m.

- ITEM 1. Call to Order: Gil Collver called the meeting to order at 10:30 AM
- ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Curt Aardema, Cecile Mutch, Mark Weiss, Dave Buskirk, Greg Hamelink, and John Gisler. Nikki Miller, James Woodruff, Keith Hearit (remote)
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Connie Lehmoine, Matt Mattison, Bill Scamehorn, Ben Higgins (Operations Intern),
- Also Present: Alex DeHaan and Pat Frame of RS&H and Mark Breukink & Stephanie Ward of Mead & Hunt, and Jim Michalak.
- ITEM 3. Changes or Additions to the Agenda: Addition to the Agenda. Non-Consent Item added: Approval of the Airport's Title VI Non-Discrimination Plan – Request for approval of resolutions adopting the Airport's Title VI Non-Discrimination Plan
- ITEM 4. Approval of the Agenda: No further changes.
- ITEM 5. Approval of the July 11th, Aeronautics Board Minutes: The minutes were approved.
- ITEM 6. Citizen Comments: There were no Citizen Comments.
- ITEM 7. Financial Report: Ms. Brindley reviewed the April financial report. She stated that through June operating revenues were at 53.0% of the budget and operating expenses were at 39.2% of the original and 50% through 2024 budget.
- ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

Hangar Buildings 3 and 5 Facility Evaluations - Approval and authorization of chairperson signature to execute an agreement with Tower Pinkster to evaluate the conditions and code compliance of hangars 3 and 5. A motion was made by Mr. Aardema and supported by Ms. Miller - All members voted in favor and the Hangar Buildings 3 and 5 Facility Evaluations was approved.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Avigation Easement Purchase Agreements for RW 17/35 Project – Request for approval of a resolution allowing the Board Chair to sign purchase and avigation easement agreements on behalf of the full board after a review by the Airport Property Committee. A motion was made by Mr. Aardema and supported by Ms. Miller - All members voted in favor and the Avigation Easement Purchase Agreements was approved.
- B. Hangar 10 Roof – Approve and award the bid submitted by Great Lakes Systems, Inc. to furnish and install a new roof system on Hangar Building 10. A motion was made by Mr. Hamelink and supported by Ms. Mutch and the Hangar 10 Roof was approved.
- C. Request for approval of a resolution allowing the Board Secretary to execute Airport Improvement Program (AIP) and Michigan DOT-Aeronautics (MDOT) grants through December 31, 2024. Approval of a resolution allowing the Board Secretary to execute AIP and MDOT grants and associated paperwork through December 31, 2024, and authorizing the Board Chair to sign. A motion was made by Mr. Hamelink and supported by Mr. Aardema and the Request for Approval of a resolution allowing the Board Secretary to execute Airport Improvement Program (AIP) and Michigan DOT-Aeronautics (MDOT) grants through December 31, 2024, was approved.
- D. Planning Contract with Mead & Hunt for Land Release Services – Request for approval of a resolution allowing the Board Chair to sign a contract with Mead & Hunt to provide planning and land release services for the Airport. A motion was made by Mr. Buskirk and supported by Mr. Weiss and the Planning Contract with Mead & Hunt for Land Release Services was approved.
- E. Approval of the Airport’s Title VI Non-Discrimination Plan – Request for approval of a resolution adopting the Airport’s Title VI Non-Discrimination Plan. A motion was made by Mr. Aardema and supported by Mr. Hearit and the Approval of the Airport’s Title VI Non-Discrimination Plan was approved.

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

ITEM 10. New Business: Mr. Buskirk made a motion and was supported by Mr. Hearit to close the open session and move into closed session, to conduct annual review and performance of the Airport Director: Mr. Hearit and Mr. Weiss motioned to end the closed session and move into open session. The board gave Craig Williams a rating of exceeds expectations and recommend a step-in pay. Motioned approved by: Mr. Collver, Mr. Hamelink, Mr. Aardema, Ms. Miller, Ms. Mutch, & Mr. Weiss.

ITEM 11. Airport Director Report:

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

General Updates – Mr. Williams reminded the Board of two upcoming events. The first is the Airport Grill n Chill to be held on Thursday, August 15th. The second is the Community Air Service Update, which will be held on Friday, September 6th.

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 the 2025 budget included money for an update to the plan, which will be held in January.

Air Service – Mr. Williams reviewed the June air service statistics.

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.

ITEM 12. Member's Time: Discussion of the aircraft incident with the gear up landing that took place on August 6th. Member Hamelink asked questions about coordinating getting the aircraft off of the runway in a timely manner.

ITEM 13. Adjournment: There being no further business presented, the meeting adjourned at 1:02 PM.