MINUTES

KALAMAZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES
SPECIAL MEETING

May 8, 2025
10:30 a.m.

ITEM 1. Call to Order: Greg Hamelink called the meeting to order at 10:31 AM

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

Members Absent: Curtis Whitaker

Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Connie Lehmoine, Megan Ianni, Bill Scamehorn, Kylee Horstmann (Intern)

Also Present: Deb Herrick, KCSO, Jim Michalka of Kalamazoo Aircraft, Mark Breukink of Mead&Hunt, Alex DeHaan and Erich Thiel of RS&H.

ITEM 3. Approval of the Agenda: There were no changes made. the agenda was approved as published

ITEM 5. Approval of the March 2025 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 27.7% of the budget and operating expenses were at 31.3% of the original and 33.33% through 2025 budget.

ITEM 8. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

A. Janitorial Services Agreement Amendment 1 - Approve and authorize Chairperson signature to extend the existing janitorial services agreement with United Commercial Services (UCS). A motion to support the Consent Agenda was made by Mr. Aardema and supported by Ms. Miller. All members voted in favor, and the Janitorial Services Agreement Amendment 1 was approved.

<u>AIRPORT NON-CONSENT AGENDA ITEMS</u>

A. <u>Rental Lot Facility and Landside Parking Study</u> - Approve and authorize Chairperson signature to approve the proposed agreement with RS&H. A motion was made by Mr. Aardema and supported by Mr. Weiss. All members voted in favor, and the Rental Lot Facility and Landside Parking Study was approved.

B. <u>Rental Lot Efficiency and Wayfinding Improvements Study</u> – Approve and authorize Chairperson signature to approve the proposed agreement with RS&H. A motion was made by Mr. Aardema and supported by Mr. Buskirk. All members voted in favor, and the Rental Lot Efficiency and Wayfinding Improvements Study was approved.

C. <u>Runway 17 Approach Clearing Project Phase 1: Construction Bid Award –</u> Approve and award the construction bid submitted by Alpine Tree Service to perform the tree removal services within Runway 17's approach path. A motion was made by Mr. Aardema and supported by Ms. Mutch. All members voted in favor, and the Runway 17 Approach Clearing Project Phase 1: Construction Bid Award was approved.

D. <u>Runway 35 Extension Project: Construction Bid Award</u> – Approve and award the construction bid submitted by M&M Excavating to construct the 450" Runway 35 extension. A motion was made by Ms. Miller and supported by Mr. Collver. All members voted in favor, and the Runway 35 Extension Project: Construction Bid Award was approved.

E. <u>Runway 17 Approach Clearing & Runway 35 Extension Project Construction Administration (CA) Agreements</u> – Approve and authorize Chairperson signature of agreements Mead & Hunt to perform construction administration services of both the Runway 17 Approach Clearing and Runway 35 Extension projects. A motion was made by Mr. Hearit and supported by Mr. Weiss. All members voted in favor, and the Runway 17 Approach Clearing & Runway 35 Extension Project Construction Administration (CA) Agreements was approved.

F. <u>Approval of Creation of Airport Marketing and Air Service Position</u> – Approve the Creation of a Full-Time Airport Marketing and Air Service Position. A motion was made by Mr. Aardema and supported by Ms. Miller. All members voted in favor, and the Approval of Creation of Airport Marketing and Air Service Position was approved.

ITEM 9. <u>Unfinished Business</u>: The strategic plan was talked about by Craig for board member comments.

ITEM 10. New Business: Mr. Aardema briefed the Board as the real estate committee representative on the progress to date of the purchase and signing of the avigation easements that are part of the Runway 17 Approach Clearing project.

ITEM 11. Airport Director Report:

Mr. Williams presented to the Board the Director's Report, which included an update on monthly air service statistics, air service grant status, an introduction of our new airport operations intern, and the sharing of a thank you from the Kalamazoo Area Newcomers Club for speaking at their monthly meeting.

ITEM 12. Member's Time: Mr. Aardema offered praise to airport staff efforts regarding projects as well as the support given to Western Michigan University during the return of the men's hockey team.

ITEM 13. Adjournment: There being no further business presented, the meeting adjourned at 12:01 PM.