

## MINUTES

### KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES

November 13, 2025  
10:30 a.m.

- ITEM 1. Call to Order: Greg Hamelink called the meeting to order at 10:30 AM
- ITEM 2. Roll Call: Members in attendance: Greg Hamelink, Gilbert Collver, Curt Aardema, Cecile Mutch, Dave Buskirk, John Gisler, Curtis Whitaker, Keith Hearit & Doug Johnson.
- Members Absent: Nikki Miller
- Staff Present: Craig Williams, Anton Bjorkman, Blair Brindley, Connie Lehmoine, Thomas Larthridge, Megan Ianni, Bill Scamehorn, Matt Mattison & Kylee Horstmann (Intern)
- Also Present: Lewis Smith, Corp. Counsel (Kalamazoo County), Keith Hooker and Steven Williams (ARFF), Mark Weiss, Director of EHS, (Western)
- ITEM 3. Approval of the Agenda: There were no changes made; the agenda was approved as published.
- ITEM 5. Approval of the August 14, 2025, Aeronautics Board Minutes: There were 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 October financial report. She stated that through October operating revenues were at 80.4% of the budget and operating expenses were at 88.1% of the original and 83.33% through 2025 budget.
- ITEM 8. For Consideration:

#### **AIRPORT CONSENT AGENDA ITEMS**

- A. Approval of the Board Meeting Calendar
- B. Water Main Easement Agreement – Approve and authorize Chairperson signature of an agreement with the City of Portage granting a permanent easement and right-of-way to construct watermain facilities to serve the Stryker Corporation hangar.

- C. Hampton Inn Temporary Use Agreement – Approve and authorize Chairperson signature of an agreement with the Hampton Inn allowing temporary use of limited parking spaces in the old employee parking lot

A roll call vote was taken, and all Consent Items were unanimously approved:

**AIRPORT NON-CONSENT AGENDA ITEMS -**

- A. Board Approval of 2025 Budget Adjustment – A motion was made by Mr. Aardema and supported by Ms. Mutch: All members voted in favor and the 2025 Budget Adjustment was approved.
- B. Approve the 2026 Rates and Charges Resolution – A motion was made by Ms. Mutch and supported by Curt Aardema: All members voted in favor and the 2026 Rates and Charges Resolution was approved.
- C. RAI Access and Concessionaire Agreement – A motion was made by Mr. Aardema and supported by Mr. Whitaker: All members voted in favor and the RAI Access & Concessionaire Agreement was approved.
- D. Kalamazoo Hangars Lease Agreement – A motion was made by Mr. Collver and supported by Mr. Aardema: All members voted in favor and the Kalamazoo Hangars Lease Agreement was approved.

ITEM 9. Unfinished Business: None

ITEM 10. New Business: Mr. Collver will step down as Vice Chairman and the roll will be taken over by David Buskirk. New committee members were selected.

ITEM 11. Airport Director Report: Airport Director Craig Williams shared September 2025 statistics with the Board and shared examples of the Airport contributing toward Goal #5 of the Strategic Plan (The Community Has a Positive Perception of the Airport). He also recognized staff member accomplishments over the past three months.

ITEM 12. Member's Time: Mr. Mark Weiss was thanked for his 13 years of service to the Board and well wishes for future endeavors. A welcome was made to Mr. Doug Johnson for joining the board.

ITEM 13. Adjournment: There being no further business presented; the meeting adjourned at 11:40 AM.