

MINUTES

**KALAMAZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES
REGULAR MEETING**

**JANUARY 8, 2009
10:30 am**

ITEM 1. Call to Order: Chairperson Gil Collver called the meeting to order at 10:35 a.m.

ITEM 2. Roll Call: Members in attendance – Gil Collver, Bill Duggan, John Jones, Dave Tomko and Jim Woodruff.

Also Present: County Liaisons Deb Buchholtz-Heimstra and Nasim Ansari.

Staff Present: Clifton Moshoginis, Ron Shutler, Linda Bunting, Karen Wolff, Thom Canny and Lisa Bradshaw.

Mr. Collver stated that the Agenda Item A, Administrative Staff Compensation Adjustments will not be discussed at this meeting today and will be addressed at a later date with a more appropriate time frame.

ITEM 3. Approval of the December 11, 2008 Minutes: Mr. Collver questioned Mr. Canny regarding the Executive Session minutes from the December 11, 2008 board meeting with regard to their inclusion in the regular board meeting minutes approval. Mr. Canny explained that they are separate, however they are a matter of public record. On a motion made by Mr. Duggan, seconded by Mr. Jones the minutes of the Executive Session and the regular board meeting minutes were approved.

ITEM 4. Citizen Comments: No comments were presented.

ITEM 5. 2009 Advertising/Marketing/Communication Plans: - Marketing Coordinator Karen Wolff presented the airport marketing plan to the board stating that the main objective is to increase the public's awareness of the airport and improve the airport's image. She stated that the advertising plan will consist of print, cable and broadcast television along with radio being used sporadically. The airport will continue with the Western Michigan Bronco sponsorship. Marketing plans include web development. The website will be evaluated which also includes a new terminal update. Several events will take place including an 80th airport anniversary event that could be tied in with the Michigan Air Tour who also has their 80th anniversary this year. Sponsorship opportunities for various community events will be included in the marketing plan. She stated that staff is in the early process of developing a customer service program, and a few surveys will be conducted to gain valuable data from our customers. She stated that the communications plan ties in with the overall marketing and advertising plan and is also viewed as the public relations plan. She suggested expanding the volunteer program and will meet with the CVB to create a messaging

strategy for all airport volunteers. She wants to further develop email news sign ups and suggested that the Aeronautics Board develop a vision statement.

ITEM 6. Terminal Project Update – RS&H: Martin Wander of RS&H updated everyone on the status of the new terminal stating that they are taking a stronger look at construction costs. He stated that at this point it is difficult to know what those costs will be in the future. For example the price of steel may change in the future market. They are also looking at reducing the size in a way that the heart of the terminal remains the same while allowing room for expansion if needed. Mr. Wander made a power point presentation showing the first floor, cutting out some of the ticketing and boiler room area, the car rental office spaces and the baggage belt. He pointed out that this reduces a portion of the checkpoint area and lobby of the administration area. This still allows two full baggage belts and five rental car spaces. He showed a reduction in the second floor with the queuing pushed back somewhat. The size of the board meeting room is reduced to a square shape. There is still ample parking for four large aircraft and three jet bridges. This reduces the cost of the apron while still allowing room for one commuter aircraft. They incorporated the same roof but lowered the height and reduced the central elevator. He stated that they took out the canopy over the street entrance but this could be added later. He showed that the footprint hold room is 9,800 square feet, ticket hall 2,654 square feet, the ticket counter includes 12 counters, the baggage claim is 7,600 square feet and the baggage frontage is 224 square feet. He stated that the size depends somewhat on how much is received in discretionary funds. If the airport receives the full \$20 million in discretionary funds, the 92,000 square foot larger building is affordable but if the airport has just the \$31 million, the 72,000 square foot smaller building is affordable. Discussion took place regarding funding for the project in discretionary funds and entitlements as they relate to building the larger building or slightly smaller building and expansion possibilities. Mr. Moshoginis stated that our request for discretionary funds would be answered after the second half of the fiscal year appropriations are enacted and that this project also fits well with the anticipated stimulus package being discussed at the Washington level. Mr. Collver and Mr. Jones pointed out the fact that the board has been requesting funding for the 92,000 square foot building, not the 72,000 square foot building. Mr. Moshoginis responded that the FAA is not particularly looking at square footage; they are looking at funds for the project. Mr. Canny stated that this is one of the frustrating facts of building a government building. If the money is received before the design, the construction must be suited to the funding. The ideal situation would be to receive discretionary funds from the FAA with harder numbers. Mr. Wander stated that they cannot go out for bid before it is known what the amount of the funding is. Mr. Moshoginis stated that it is more prudent and recommended to proceed with the 72,000 square footage as opposed to the 92,000 square footage and the final funding piece is a timing issue with regard to discretionary funding. Ms. Buchholtz – Heimstra asked what the real deadlines are with regard to construction documents. Mr. Cekin responded four months at a minimum. Mr. Jones asked why the board has to make a decision so quickly and Mr. Moshoginis responded that the timeline the airport has been given to be in the ground constructing is by October 1 or they will jeopardize any stimulus funding. On a motion made by Mr. Jones to approve the 92,000 square footage schematic design, seconded by Mr. Tomko with a yes vote from the chairman, the motion passed.

ITEM 7. For Consideration:

AIRPORT AGENDA ITEMS

A. Administrative Staff Compensation Adjustments –Discussion regarding this item has been postponed.

B. Stryker Fuel Storage Facility – Mr. Moshoginis requested approval for an agreement between Stryker and the airport pending payment of the default amount and a satisfactory soil boring report. This is a former Torco fuel storage facility that Stryker purchased. This contract would contain the same terms as the Torco contract. On a motion made by Mr. Tomko, supported by Mr. Duggan the motion passed.

AERONAUTICS BOARD AGENDA ITEMS

ITEM 8. Unfinished Business: Mr. Collver stated that he would not be able to attend the February Aeronautics Board meeting. Mr. Woodruff stated that he would attend the February meeting but not the March meeting. Both Mr. Collver and Mr. Woodruff will be at the April meeting. Discussion followed regarding the April meeting date scheduled during spring break and it was decided to move the meeting to April 16.

ITEM 9. New Business: No new business was presented.

ITEM 10. Airport Director’s Report: The market share report for December is not available to date.

Mr. Moshoginis mentioned the new Finance position in the airport administration office and requested the board to form an interview committee for that position.

Mr. Moshoginis reminded everyone of the airport sponsored Chamber of Commerce event taking place this evening at 5:00 p.m. He stated that the airport set a record for the anticipated attendance.

ITEM 11. Member’s Time: Mr. Tomko stated that his company National City is now PNC.

Mr. Collver stated that he would like to form a board committee for airport executive review and administrative staff compensation. He feels that they need to have a process in place and requested that Mr. Woodruff be the chair of the committee. Mr. Jones volunteered to be on the committee as well as Mr. Duggan.

Mr. Tomko volunteered to be on the interview committee and Mr. Collver appointed him the chair. Mr. Collver stated that possibly Mr. Kurdys and Mr. Hope could be on this committee as well.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 12:22 p.m.