

MINUTES

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

**OCTOBER 9, 2008
9:00 am**

ITEM 1. Call to Order: Chairperson Gil Collver called the meeting to order at 9:10 a.m.

ITEM 2. Roll Call: Members in attendance – Gil Collver, Bill Duggan, Dan Hope, Greg Kurdys and Jim Woodruff.

Also Present: County Liaisons Deb Buchholtz-Heimstra.

Staff Present: Clifton Moshoginis, Ron Shutler, Linda Bunting, Karen Wolff, Marjorie Smith, Thom Canny and Michelle Tombro-Tracy.

ITEM 3. Approval of the September 11, 2008 Meeting Minutes: There being no corrections, the minutes were approved as published.

ITEM 4. Citizen Comments: No comments were presented.

ITEM 5. For Consideration:

AIRPORT AGENDA ITEMS

A. Recommendation to County Board for Rules & Regulations for the Operation of the Kalamazoo/Battle Creek International Airport – Legal Counsel Bob Buchanan gave a brief executive summary of and highlighted the most current changes made to the Rules & Regulations for the airport. He suggested that these rules be reviewed on an annual basis. Some discussion followed regarding various areas covered by the Rules and Regulations such as firearms, insurance and aircraft management. Mr. Buchanan stated that legal counsel adheres to what the risk managers for airports advise them to do when developing the Rules and Regulations.

B. Adoption of Minimum Standards for the operation of the Kalamazoo/Battle Creek International Airport – Mr. Buchanan gave a brief executive summary of the Minimum Standards for the airport. He stated that provisions for ground handlers were added to the Minimum Standards. Previously provisions were lacking in order to effectively govern such entities. He said they tried to stay current with the current usage and provide for an aircraft management category. Mr. Buchanan stated that insurance minimums were bumped so as to keep in line with current trends that risk managers are advising airports to follow. Mr. Collver voiced concern over some of the language in the Minimum Standards being too all encompassing with regard to the 6,000 square foot threshold, especially when there are so many entities within the airport that are of different dimensions and have different needs in terms of space. He suggested that some provisions had to be made to make the language more specific. Mr. Moshoginis said

there has to be a minimum standard with regard to space to ensure fairness to all interested parties. Mr. Buchanan suggested that the board might want to separate Fixed Based Operator's (FBO's) from aeronautical services. Mr. Collver expressed that he felt the Instrument Flight Rules (IFR's) requirement was also too restrictive and he feels that the Minimum Standards should adhere to what the Federal Aviation Administration (FAA) requires, which does not require IFR training. He also stated that he would like a clearer definition as to who can be an FBO. Mr. Buchanan stated that he, Ron and Cliff will discuss these provisions for the Minimum Standards and return another draft to the board for approval. On a motion made by Mr. Kurdys to approve a recommendation to the Kalamazoo County Board of Commissioners for the approval of the Rules and Regulations, and seconded by Mr. Duggan, the motion carried.

AERONAUTICS BOARD AGENDA ITEMS

A. Approval of 2009 Budget – Mr. Hope referred to a 2009 Budget Request Executive Summary that was previously distributed to the board. He explained that the format of this summary gives everyone perspective on the income lost on Operations. He explained that the biggest revenue comes from Passenger Facility Charges (PFC's). Mr. Moshoginis pointed out that on the proposed 2009 budget that was passed out last month, the 2007 actual numbers column was incorrect but has been corrected. On a motion made by Mr. Duggan to approve the 2009 budget, seconded by Mr. Kurdys, the motion carried.

B. Terminal Committee Update – Mr. Collver stated that the Terminal Committee met an hour prior to the board meeting. Mr. Collver stated that the committee reviewed changes made in the floor plans for the first and second floor, which have been driven by the meetings with the stakeholders. There will be more changes and the committee will keep up to date on the changes. Mr. Collver stated that RS&H is heading in the right direction and they are making the appropriate changes. The committee discussed the process of obtaining a company to handle the construction management of the project and there is a lot of interest among several companies in submitting qualifications. It will most likely be around the first part of the year that the Request for Proposals (RFQ's) will begin in order to make a selection. He added that this is not a low bid process; it is a selection process where the committee will be looking at qualifications and past experience, etc. Mr. Kurdys added that the project is moving forward at a favorable rate given the financial considerations. Mr. Moshoginis stated that appropriations through Congress are only at six months, which is keeping the pace of the process. He said the middle of next year will most likely be when the process really starts moving. The largest part of the timing of the project is based on the additional federal funds for the project. Mr. Hope inquired about the RFQ's. Mr. Moshoginis responded that the airport has to seek RFQ's first and then a designated selection committee will evaluate them and narrow it down to two or three of them. Mr. Collver added that there will be two more stakeholder's meeting at the end of this month. Mr. Woodruff inquired if the airport needs to look into general aviation with regard to possible new provisions for security when the new terminal is up and running. Mr. Moshoginis said that it is not pertinent to this terminal. Mr. Hope mentioned that the new terminal security area needs to be big enough to house any new equipment in the future for security. Mr. Moshoginis said the plan is to build the area so that expansion can be accounted for if needed.

ITEM 6. Unfinished Business: No unfinished business was presented.

ITEM 7. New Business: No new business was presented.

ITEM 8. Airport Director's Report: The market share report will be sent via email.

The Rates and Charges Resolution for 2009 will be up for approval at the November board meeting now that the budget has been approved.

On September 18 the Michigan Association of Airport Executives (MAAE) elected a new president so Mr. Moshoginis will no longer be president, which will free up much of his time.

Mr. Moshoginis commented that Direct Air is moving forward in their operations. He stated a layout was sent to Direct Air so they can determine the space they will be occupying in the terminal. The opening date is November 29 and there may be an inaugural event for the first flight that day, however it is the holiday weekend so it may be difficult to arrange it.

January 8, 2008 the airport is sponsoring a Chamber of Commerce after hours at 5:00 p.m. at the Air Zoo.

ITEM 9. Member's Time: There were no topics brought up by board members.

ITEM 10. Adjournment: There being no further business presented, the meeting adjourned at 10:10 a.m.