

MINUTES

KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES SPECIAL MEETING 1:30 p.m. April 23, 2007

ITEM 1. Call to Order: The meeting was called to order at 1:33 p.m. by Chairman Gil Collver.

ITEM 2. Roll Call: Members in attendance – Gil Collver, Bill Duggan, Kevin McGrath, David Tomko, Jim Woodruff

Also Present: County Liaisons Deb Buchholtz-Hiemstra and Nasim Ansari, Thom Canny

Staff Present: Clifton Moshoginis, Ron Shutler, and Lynn St. Clair

ITEM 3. Approval of Minutes: Mr. Collver asked if there were any additions or corrections to the minutes from February 14, and March 14, 2007. There were no comments. On a motion from Kevin McGrath, seconded by Bill Duggan, the minutes were approved.

ITEM 4. Citizen Comments: No comments were presented.

ITEM 5. For Consideration: Airport Agenda Items. Mr. Collver noted at the meeting of April 18, 2007, these items were discussed, however they can be reviewed.

A. Contract for Marie Frank Air Service Consulting – This had been on the January meeting and tabled for additional information regarding travel policy, termination, scope of services, and reporting. Those items were addressed. Ms. Frank will present information at the end of the year for each contracted item. Mr. Woodruff made the motion to approve the contract. It was seconded by Mr. Duggan. Mr. Collver noted that some information regarding air service development is sensitive, however the Board requires some information. Mr. Moshoginis will keep the Board apprised. The motion was approved.

Mr. Woodruff said if there is going to be a renewal for '08, the Board may prefer to consider a report prior to a new contract being presented. Mr. Moshoginis asked if the Board would like the report in December. Mr. Collver suggested considering the report at the November meeting, and it was agreed.

B. Contract with Canteen Vending - Mr. Moshoginis said two bids were received to provide vending at the terminal. K & S Vending and Canteen. Canteen provided a higher commission percentage to the Airport. The contract is for 2 years plus extensions. Mr. Tomko asked about the transition. Mr. Moshoginis said they would be exchanging machines on the same day. Ms. Buchholtz-Hiemstra asked about a provision for a level of service. Mr. Moshoginis said that was in the bid specs. They will respond quickly to refill and repair any machine. Mr. Duggan moved for approval, Mr. Woodruff seconded. All in favor, the motion carried.

C. Contract with Kalamazoo Amusement - Mr. Moshoginis reported that Kalamazoo Amusement was the only bidder. Mr. Woodruff moved to approve the contract, Mr. McGrath seconded. All were in favor, the motion was approved.

D. Agreement with Adopt-A-Watt - Mr. Moshoginis reviewed the presentation from Adopt-A-Watt, and noted that if Adopt-A-Watt received a sponsor, the Airport would benefit with about \$9,900 annually which would be used to purchase bio-diesel. The Airport's trucks can use bio-diesel without any modification. Adopt-A-Watt would place one solar panel at a location selected by the Airport, and approved by Adopt-A-Watt, probably on the entrance road since the sponsor would want visibility.

Mr. Duggan made a motion to approve the agreement. Mr. Woodruff seconded. Mr. Collver asked if there was any discussion. In response to a question from Mr. Tomko, Mr. Moshoginis explained the objectives. Adopt-A-Watt solicits a sponsor for the solar panel at \$15,000/year. The Airport receives \$9,900 to be used for alternative fuel. Mr. McGrath expressed concern about the size of the panel, 8 ft. x 10 ft., detracting from the appearance of the entrance road.

Mr. Canny related information concerning Adams Outdoor Advertising billboard on Airport property on Portage Road. They pay \$5,000/year for that space. He felt it was an economical advantage to the Airport. In response to a comment from Ms. Buchholtz-Hiemstra concerning the profit to Adopt-A-Watt and advertisers, Mr. Canny explained the control the Airport has over the time, place and manner of advertising. Mr. Moshoginis noted that other airports have approved agreements with Adopt-A-Watt; Louisville, Dubuque, and Detroit is considering the proposal. Any other requests for advertising will be considered on a case-by-case basis.

There was further discussion concerning the maintenance and installation responsibilities and payment process. There being no further discussion the motion to approve the agreement carried.

E. Recommendation to the County Board of Commissioners for a water main easement with the City of Portage across Airport property - The City of

Portage would like to increase capacity east of the Airport for fire protection and development. Mr. Shutler showed where the main would cross the Airport. Mr. Moshoginis explained the construction. They will jack and bore for the main, and it will be contained in a steel sleeve. The installation will be coordinated with the relocation of Taxiway B south. The Airport's engineers, Mead & Hunt will provide a letter saying they have no objections, and the engineering meets standard practices.

Mr. Woodruff asked about the cost of the easement . Mr. Canny said the Airport will receive \$19,700, higher than the initial offer of \$14,700. This amount was reviewed by Commissioner Maturen, President of a Right-of-Way organization.

There was further discussion concerning safety and security requirements and liability. Mr. Canny said that would be covered in the contract. In response to a question from Mr. McGrath, Mr. Canny added the Airport owns property to the east of the Airport in order to prevent building to a nuisance and then complaining about noise. Mr. Moshoginis noted that area is not zoned residential.

Mr. Collver said he would entertain a motion. In consideration of wording a motion, Mr. Canny suggested: The Aeronautics Board of Trustees determined that granting the water line easement to the City of Portage would have a neutral affect upon current and future Airport operations. The Trustees recognize that granting the easement will provide a significant benefit to the City's Northeast Transmission Line Project and acknowledge the City has offered to provide the County, and Airport, with just compensation for the conveyance of the easement.

Taking these factors into consideration, the Aeronautics Board of Trustees determined that it has no objections if the Kalamazoo County Board of Commissioners decided to grant a water main easement, over Airport property, to the City of Portage. Mr. McGrath made the motion, and it was seconded by Mr. Tomko and approved.

F. Ratify Letter of Support for Small Community Air Services Development Grant - Mr. Moshoginis said the Airport has solicited several letters of support for the Airport's application for the grant. This letter from the Board will be signed by the Chair. Mr. Duggan made the motion to ratify the letter. Mr. McGrath seconded the motion. All were in favor and the motion carried.

G. Salary Exception for Lynn St. Clair from the C Step to the G Step - Mr. Moshoginis explained that Ms. St. Clair has retired, but the County policy extends the Airport's option to retain her for 90 days until a replacement is selected and trained. Mr. Canny added that since no benefits are being paid the G Step is still lower than a regular employee at that level. Mr. Canny also said that the IRS requires a bonefide termination in order to protect the County's retirement system. Mr. Collver asked about any extensions. Mr. Canny said 90 days

should be sufficient, however 1 year would be maximum. There was a consideration of the County's policy and if the Aeronautics Board should have approved the 90-day policy before accepting the salary exception. Mr. Moshoginis noted that this would be the only County policy the Aeronautics Board would have approved. Mr. Canny said there is no problem handling it in this way. Mr. Duggan made the motion to accept the salary adjustment, Mr. Tomko seconded the motion and it carried.

Mr. Collver suggested a resolution of thanks and gratitude for the many years of service and the willingness to continue beyond retirement. The process for filling the position was reviewed.

Mr. Collver noted Aeronautics Board had two items to cover.

A. Vote to Revise the Kalamazoo County Board of Trustees' Bylaws - Mr. Collver explained that he and Mr. Duggan had gone through the bylaws that were presented to the Board. They had looked at items that may not have been consistent with the resolution establishing the Aeronautics Board. In January and February, there was considerable discussion. Mr. Canny reviewed and presented a strike through copy which accomplishes everything and in order. Mr. Tomko asked what does it take to change the bylaws. Mr. Collver said a majority is needed to approve the revised bylaws. What constitutes a quorum was one item that needed to be changed, since it has been difficult to get a quorum in order to approve the revised bylaws.

Mr. Collver said he would entertain a motion for approval. Mr. McGrath moved to approve revised bylaws, and Mr. Duggan seconded the motion. All were in favor and the motion carried. A copy will be provided to the County Board Office.

B. Nomination and Election of Vice-Chair - With the resignation of Marie Frank, the Aeronautics Board also lost its Vice Chair. Mr. Canny said the election would be based on the Nominating Committee, but having no Nominating Committee, you can proceed with the election of a Vice-Chair. Mr. Collver said Mr. Woodruff has agreed to serve. Mr. Duggan moved and Mr. McGrath seconded approving Mr. Woodruff as Vice-Chair of the Aeronautics Board.

There was some discussion concerning the bylaws process for filling the position. The motion was approved.

Mr. Collver said at the last meeting there had been discussion regarding the terminal and the proposal that was made to the Board of Commissioners and tabled. Mr. Moshoginis provided background regarding the previous terminal process. This is a new architectural/ engineering firm. Their task is to study the various ways to make improvements. This will provide a broad spectrum of cost analysis, cash flow analysis. We will be looking at anything from expansion of

this terminal to a new, smaller terminal. The phase 1 study will look at existing conditions, financial, electrical, mechanical. They will review the whole study. We will be looking at June for this Board to take action. Mr. Collver noted that this Board was organized following decisions about the previous terminal. Mr. Moshoginis said this is the beginning of a totally new project. Ms. Buchholtz-Hiemstra reviewed the past process with the Advisory Board and the County Board. The County Board will now look to this Board to move forward. Where do we want to be? What kind of a terminal will get us there? We have no preconceived ideas of what we want to do.

Mr. Collver thought the Board needed to look at a strategic plan and see how the terminal fits. Using a facilitator, the Aeronautics Board could look at the economic development and other aspects of the Airport. He asked the members to work with him to schedule a date. Possible dates were discussed. Mr. Canny reminded the members that when they meet to discuss Airport business that will be an open meeting, and will need to be posted, and a record of the meeting needs to be taken. Ms. Buchholtz-Hiemstra said with the nature of the meeting, would the record of the facilitator be sufficient. Mr. Canny said it would, but as an open meeting, and a public body, people do have the right to be there.

There was further discussion concerning a date and time to conduct a strategic meeting. It was determined to conduct the strategic session May 9, at 8:00 a.m. and the regular Aeronautics Board meeting will be rescheduled to May 16 at 9:00 a.m.

Item 7. Unfinished Business - No unfinished business was brought to the members for consideration.

Item 8. New Business - No new business was presented.

Item 9. Airport Director's Report – Mr. Moshoginis thanked the members for rearranging their schedule to accommodate the necessary business.

Item 10. Members' Time - Mr. Tomko said the Airport is an important community asset and needs to be managed wisely. He is happy to be a member of the Aeronautics Board.

Item 11. Adjournment – There being no further business to come before the Board, the meeting adjourned at 3:10 p.m.