

MINUTES

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

**March 9, 2017
10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:32 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Greg Hamelink, Dave Buskirk, Mark Weiss, John Jones, Nikki Miller, and Cecile Mutch arrived at 10:35 a.m.

Staff Present: David Reid, Amanda Woodin, Eric Bjorkman, William Scamehorn, Jessecia Harter, Matt Mattison, Ian Stamp, and Matt Page

Also Present: County Commissioner Liaison John Gisler, County Assistant Legal Counsel Amber Beebe, and Standard Parking Plus Regional Manager Kristen Statler.

ITEM 3. Approval of the January 12, 2017 Board Minutes: There being no changes made to the minutes, the minutes were approved as published.

ITEM 4. Citizen Comments: Mr. Vanderoost, a commercial rated flight instructor, stated that he was disappointed with the airport because of an incident that happened earlier in December where his daughter's flight was cancelled due to icy conditions on the runway. He feels that a better job could have been done by the airport so that her flight wasn't cancelled.

ITEM 5. Financial Reports: Ms. Woodin reviewed the revenue and expense reports for January. She indicated that through January operating revenues were at 6.0% which was a bit higher than anticipated. Operating expenses for January were at 10.0% which included the annual insurance premium, rolling over inventories, de-icing fluid, and diesel gas. Ms. Woodin also stated that PFC revenues were at 1.2% of the budget.

ITEM 6. Customer Facility Charges Discussion: Ms. Woodin discussed the possibility of the car rental companies charging CFC's. CFC fees will be collected by the rental car companies and then remitted to the airport. The current CFC fee recommendation is \$1 per transaction per day. This will generate approximately \$170,000 annually and will start to generate a reserve that can be used for a study on the feasibility and ramifications of a cleaning/service facility for the rental car companies. The aeronautics board suggested to continue the conversation when a representative of the car rental companies is present.

ITEM 7. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Resolution Adopting the Federal Aviation Administration Grant Agreement for FY17 Projects – Mr. Reid discussed the resolution for adopting the FAA grant agreement for the FY17 Projects. The following projects would be included in this grant: runway and taxiway pavement markings, Runway 17/35 pavement and lighting rehabilitation design, and the terminal and general aviation ramp pavement rehabilitation. Mr. Reid stated that the funding for the grant will be 90% FAA AIP funds, 5% State, and 5% from the airport. The total estimated cost for the project is \$2,780,000. On a motion made by Mr. Jones, supported by both Mr. Buskirk and Ms. Miller the resolution adopting the FAA Administration Grant for the FY17 projects has been approved.

- B. Resolution for Adopting the MDOT Contract for FY17 FAA Projects– Mr. Reid discussed the resolution for adopting the MDOT contract for FY17 FAA projects. This resolution allows for the State of Michigan to cover their share in the FY17 annual projects. These projects include the terminal and general aviation ramp pavement rehabilitation, Runway 17/35 pavement and lighting rehabilitation design, and the runway and taxiway pavement markings. On a motion made by Mr. Jones, supported by both Mr. Buskirk and Ms. Miller the resolution for adopting the MDOT contract for FY17 FAA Projects has been approved.

- C. Resolution for Adopting the State of Michigan ARFF Training Contract – Mr. Bjorkman discussed the resolution for adopting the State of Michigan ARFF Training Contract. This contract will allow financial assistance from the State of Michigan for up to \$2000 for the annual ARFF training. On a motion made by Mr. Jones, supported by Mr. Buskirk the resolution for Adopting the State of Michigan ARFF Training Contract has been approved.

- D. Agreement with Advanced Access Systems for ATM Services – Ms. Woodin requested approval of a five year lease with Advanced Access Systems for one ATM that will be located in the terminal. The surcharge for each transaction is \$2.95 with \$0.50 of each surcharge paid to the airport as rent. On a motion made by Mr. Hamelink, supported by Mr. Weiss the agreement with Advance Access Systems for ATM services has been approved.

ITEM 8. Unfinished Business:

There was no unfinished business.

ITEM 9. New Business:
There was no new business.

ITEM 10. Airport Director's Report: Director Reid presented the following Report:

1. Market Share
 - a. End of 2016
 - i. 29% enplanement increase
 - b. Great start to 2017
 - i. 9% increase in January
 - c. United is still doing well
2. Air Service Committee
 - a. Held meeting last week
 - b. Improve existing service within community
 - c. If numbers continue to increase United is very interested in direct flight to Newark
3. Grant Updates
 - a. Final application is in for AIP
4. Miscellaneous
 - a. Talons Out Honor Flight
 - i. Saturday, April 22, 2017
 - ii. Veterans flying with American Airlines
 - iii. Great exposure for airport
 - b. TSA Check Point
 - i. Full body scanners
 - ii. Very thorough technology
 - c. Signage Ideas
 - i. Backlit logo that you can see from road
 - a. Preliminary cost \$7000

ITEM 11. Member's Time:

Mr. Gisler is very pleased to be a part of the Aeronautics Board of Trustees.

Mr. Buskirk stated that he has great respect for the crews that keep the airport open and safe during hazardous weather.

Mr. Jones feels that the current weather operation system works and he stands behind the operation technicians and equipment operators weather decisions 100%.

Mr. Hamelink commends the airport for always keeping safety a priority especially since weather is always a factor and hard to control.

Ms. Miller would like to thank Mr. Reid for the great communication.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:52 a.m.