

MINUTES KALAMZOO COUNTY AERONAUTICS BOARD OF TRUSTEES REGULAR MEETING

MARCH 13, 2014

ITEM 1. <u>Call to Order</u>: Aeronautics Board Chair Gil Collver called the meeting to order at 10:31 a.m.

ITEM 2. <u>Roll Call</u>: Members in attendance – Gil Collver, Bill Duggan, Greg Hamelink, Greg Kurdys and Mark Weiss.

Staff Present: Dave Reid, Linda Bunting, Lisa Henthorn, Jay Waalkes and Heather Nelson.

Also Present: County Liaison Dave Buskirk, County Commissioner Mike Seals, County legal counsel Thom Canny and Deputy Finance Director Lisa Bradshaw.

- ITEM 3. <u>Approval of the February 13, 2014 Board Meeting Minutes</u>: There being no changes made, the minutes were approved as published.
- ITEM 4. <u>Citizen Comments</u>: Aeronautics Board Chair Collver went over the Citizen Comments process stating that any citizen present at the board meetings can address the board on a non-agenda item. They should address the board at the podium and state their name and their address and limit their remarks to four minutes. If someone would like to address an item that is on the consent agenda, they may request that the item be removed from the agenda.

ITEM 5. <u>For Consideration</u>

AIRPORT CONSENT AGENDA: None were presented.

AIRPORT NON-CONSENT AGENDA ITEMS:

A SUBLEASE AGREEMENT BETWEEN DUNCAN AVIATION AND THIRD COAST AVIATION – Airport Director David Reid explained that this is sublease between Duncan Aviation and Third Coast Aviation for the purpose of Duncan Aviation providing sublease space in their leasehold premises. Third Coast Aviation is now under new ownership. The County of Kalamazoo (Aeronautics Board of Trustees') and Duncan Aviation entered into a Lease Agreement dated August 8, 2013 for the purpose of allowing Duncan Aviation to operate an aviation-based business at the Kalamazoo/Battle Creek International Airport. Article XXII of the agreement prohibits Duncan Aviation from subleasing any portion of its leasehold premises without the written approval of Kalamazoo County. Duncan Aviation wishes to sublease a

portion of its leasehold premises to Third Coast Aviation for use as office space for a presence of a flight school. The sublease requires the sublease vendor to adhere to all the covenants of the Duncan lease and to report any financials directly to the airport. The space cannot be leased at a higher rate than what is charged Duncan Aviation by the airport. The agreement will expire at the end of Duncan Aviation's lease with the Airport on August 8, 2033. On a motion made by Trustee Duggan, supported by Trustee Kurdys, the motion was approved.

- B EXTENSION OF AGREEMENT WITH SIXEL CONSULTING FOR AIR SERVICE CONSULTATION SERVICES Mr. Reid explained that this is an extension of a contract with Sixel Consulting on a per project basis for independent air service consulting. This agreement expired on February 28, 2014. This extension would maintain the costs detailed in the original proposal, and is recommended by the Air Service Retention and Expansion Committee and airport administration. The agreement will expire on February 28, 2015. On a motion made by Trustee Kurdys, supported by Trustee Duggan, the motion was approved.
- C. RENEWAL OF TRANSPORTATION SECURITY CLEARINGHOUSE SERVICES AGREEMENT Mr. Reid explained that this is an amendment to the Service Agreement with the American Association of Airport Executive's (AAAE's) non-profit entity, the Transportation Security Clearinghouse (TSC). At the March 8, 2012 Board Meeting, a two-year agreement with the TSC was approved by the Board to conduct required Criminal History Record Checks and Security Threat Assessments per current TSA Regulations. The fee structure set forth in the Agreement offered a discounted amount compared to the current arrangement, requiring no additional or annual contract fees. This Amendment extends this agreement for one year, with automatic renewals occurring annually unless notification is given by either party. On a motion made by Trustee Hamelink, supported by Trustee Kurdys, the motion passed.

AERONAUTICS BOARD AGENDA ITEMS: None were presented.

- ITEM 6. <u>Unfinished Business</u>: None was presented.
- ITEM 7. New Business: Aeronautics Board Chair Collver recognized the airfield crew for their work with winter operations this past year considering the rough winter that was experienced.
- ITEM 8. <u>Airport Director's Report</u>: Mr. Reid stated that the January 2014 market share showed 77 cancelled flights, most primarily due to weather. He stated that according to an article he read, from December to mid February six percent of all domestic flights were cancelled also due to weather and this is the highest percentage since 1987. AZO's enplanements were down 11% and deplanements are down 37%. However, enplanements for February are up 10%.

The load factor for Atlanta continues to be high. So far flights are full or at about 80%. Delta is also staying with the Saturday schedule.

The Air Service Retention Committee met on March 6 and next month he will be going to Tulsa, Oklahoma for an Air Service Conference with Sixel Consulting. They will have the opportunity to meet with Frontier, Allegiant, US Air and Delta.

He recognized Jim Michalka owner of Kalamazoo Aircraft who received the 2014 General Aviation Maintenance Technician Award from the Federal Aviation Administration Great Lakes Region, Flight Standards Office.

On May 31 there will be a Talon Honor Flight at AZO, which takes WWII veterans to Washington, D.C. to tour all of the monuments and then brings them back. Their website address is http://talonsouthonorflight.org.

The cross country Air Race Classic will be taking place at some point this summer and they have chosen AZO as a reference point.

ITEM 10. <u>Member's Time</u>: Trustee Kurdys inquired as to the frequency of the escalator at the airport being down or being repaired. Mr. Reid responded that he believes that is the "nature of the beast," so to speak and typical of some escalators, however the airport has a maintenance agreement for repairs and this has saved money in the long run.

Trustee Hamelink inquired as to the status of the funding for the remainder of the Duncan project. County Liaison Dave Buskirk stated that the funding was approved by the County and the funds will be released on March 18, 2014.

ITEM 12. Adjournment: The meeting adjourned at 10:55 a.m.