



**MINUTES
KALAMZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES
REGULAR MEETING**

MAY 15, 2014

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

ITEM 2. Roll Call: Members in attendance – Gil Collver, Bill Duggan, Greg Hamelink, Greg Kurdys, Mark Weiss and Jim Woodruff. Trustee John Jones, II arrived at 10.34 a.m.

Staff Present: Dave Reid, Linda Bunting, Chris Sieklucki, Lisa Henthorn, Airport Intern Spencer Losinski and Heather Nelson.

Also Present: County Liaison Dave Buskirk, County Commissioner Mike Seals, County legal counsel Thom Canny, Deputy Finance Director Lisa Bradshaw, Senior Accountant Julie Rooney and Finance employee Jenna LeRoy.

ITEM 3. Approval of the March 13, 2014 Board Meeting Minutes: On a motion made by Trustee Duggan, supported by Trustee Weiss, the minutes were approved.

ITEM 4. Citizen Comments: 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. Airport Financial Report: Assistant Director of Finance and Administration Lisa Henthorn provided the Board with a power point showing the airport's up to date statement of revenues and expenses. She stated that there are no projections for this year as it is too early to tell where the figures will fall primarily due to the increase in expenses due to the severe winter and due to many repairs that had to be completed on the terminal that were unexpected. Operating Revenues are at 21.2% and operating expenses are at 25.2% of the total budget. She added that the final 2013 figures are not ready yet but August is still the target for the 2015budget.

ITEM 6. For Consideration

AIRPORT CONSENT AGENDA: None were presented.

AIRPORT NON-CONSENT AGENDA ITEMS:

A. **AGREEMENT WITH ISERVE COMPANY** – Airport Director Dave Reid explained that this is a renewal agreement for local, national, international, toll free and dedicated internet telecommunications service. The renewal is for three years at the same cost remains unchanged. On a motion made by Trustee Jones, supported by Vice-Chair Woodruff, the motion was approved.

B. **APPROVAL OF FEDERAL AVIATION ADMINISTRATION (FAA) GRANT** - Mr. Reid explained that this is an FAA grant agreement for FY 2014 airport projects for the Federal/State/Local government share. It includes funds for the land acquisition with Pfizer, south T-hangars taxi lane rehabilitation, design for taxiway C pavement and lighting rehabilitation, taxiway C extension and runway and taxiway crack sealing and pavement marking. Federal airport improvement projects (AIP) pay for 90%, the state 5% and local 5%. On a motion made by Vice-Chair Woodruff, supported by Trustee Jones, the motion was approved.

C. **APPROVAL OF MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) CONTRACT FOR FY 2014 FAA PROJECTS** – Mr. Reid explained that this is a contract for Federal/State and Local government share for airport projects, which include the land acquisition with Pfizer, south T-hangars taxi lane rehabilitation, design for taxiway C pavement and lighting rehabilitation, taxiway C extension and runway and taxiway crack sealing and pavement marking. AIP pays for 90%, the state 5% and local 5%. On a motion made by Vice-Chair Woodruff, supported by Trustee Jones, the motion was approved.

AERONAUTICS BOARD AGENDA ITEMS:

A. **AIRPORT DIRECTOR’S CONTRACT** – Chair Collver explained that the Board approved the language of the contract for the Airport Director in March and authorized the Executive Committee to negotiate terms and salary in order to make the contract effective by April 1, 2014. On a motion made by Trustee Weiss to ratify the contract between the airport and Airport Director Dave Reid, supported by Trustee Jones, the motion was approved.

ITEM 7. Unfinished Business: None was presented.

ITEM 8. New Business: None was presented.

ITEM 9. Airport Director’s Report: Mr. Reid stated introduced the newest Western Michigan University’s airport intern, Spencer Losinski. Spencer is from Alpena, Michigan and is a senior majoring in Aviation Flight Science, Aviation Management and Operations and getting a minor in Business.

He introduced Chris Sieklucki who is the new Assistant Director of Airport Operations and Maintenance. Chris was an airfield technician at the airport previous to accepting this position.

The market share report for April showed enplanements are up 11%. Year-to-date shows an increase of 3%. He stated that the Atlanta flight is performing well, however it is being discontinued in June due to a pilot and aircraft shortage. Plans are to bring it back in December.

Mr. Reid stated that he attended the Western Airport Conference in Tulsa, Oklahoma with Greg Atkin from Sixel Consulting. They met with four different airlines including Delta, which they

discussed the Atlanta daily service. They spoke to US Air/American about a possible route to Dallas and Charlotte. They have a follow up meeting scheduled for next month to discuss forecasting. They also met with Frontier who is interested in a Florida route. He stated that they are in the midst of updating the marketing study. He had another meeting with Caesar's Entertainment who has a charter flight to Laughlin, Nevada near Los Vegas and they are interested in booking flights for the fall.

The Air Service Retention Committee meeting will be on May 28th.

The Talon Honor Flight will be taking place round trip at the airport on May 31st at 7:00 a.m.

He stated that the Pfizer land deal is in process and moving along.

ITEM 10. Member's Time: Trustee Hamelink informed everyone that Stryker will be conducting an Aviation Safety Forum event on June 13th.

ITEM 11. Adjournment: The meeting adjourned at 11:03 a.m.