

**MINUTES**

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

**November 12, 2015  
10:30 am**

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, Ken Hazelrigg, John Jones II, and Mark Weiss

Staff Present: David Reid, Chris Sieklucki, Amanda Woodin, Eric Bjorkman, and Jessecia Harter

Also Present: County Legal Counsel Thom Canny and Regional Parking Lot Manager Kristin Statler

ITEM 3. Approval of the September 10, 2015 Board Minutes: There being no changes made to the minutes, the minutes were approved as published.

ITEM 4. Citizen Comments: Bruce Billedeaux would like the airport to support electric vehicle charging stations. He provided all board members with an informational sheet regarding the stations.

ITEM 5. Financial Reports: Ms. Woodin reviewed the revenue and expense reports for August and September. She indicated that through September operating expenses were under budget at 67.4%. She also indicated that the operating revenues were right on target at 67.2%. She stated that the year end projection has been completed and it looks as though the operating revenue will be under budget by 10%.

ITEM 6. For Consideration:

**AIRPORT CONSENT AGENDA ITEMS**

There were no Airport Consent Agenda Items.

**AIRPORT NON-CONSENT AGENDA ITEMS**

- A. Approval of Revised Restrictive Covenant for Duncan Aviation Fuel Farm Site - Mr. Reid discussed the July 9<sup>th</sup> approval of the Covenant for the Duncan Aviation Fuel Farm Site. He stated that the Michigan Department of Environmental Quality requested revisions be made to the Covenant. The revisions include the location of the spill; both in

verbiage of the Covenant and new diagrams that show the spill location. On motions made by Mr. Hamelink and Mr. Hazelrigg, supported by Mr. Weiss, the revisions of the Covenant for the Duncan Aviation Fuel Farm Site have been approved.

- B. Approval of 2016 Rates & Charges - Ms. Woodin discussed the 2016 Rates and Charges Resolution. She stated that the Resolution is very similar to the 2015 amended Rates and Charges Resolution with a few minor adjustments. The adjustments that were made are as follows: 15% increase in the commercial ground transportation rate, removal of hangar 4 information, not charging airport tenants and other county departments for the use of the boardroom, and the resolution would go into effect on the first of the year, rather than the date approved. On a motion made by Mr. Collver, supported by Mr. Jones, the 2016 Rates and Charges were approved.
- C. Approval of Wildlife Assessment Grant Agreement with MDOT - Mr. Sieklucki requested approval of a contract between the airport and the Michigan Department of Transportation. The contract is for a grant that can be up to \$20,000. It will reimburse the wildlife hazard assessment project by 90%. On a motion made by Mr. Jones, supported by Mr. Weiss, the Wildlife Grant Agreement with MDOT has been approved.
- D. Approval of Cooperative Service Agreement with USDA - Mr. Sieklucki requested approval of the Cooperative Service Agreement between the USDA and the airport. Mr. Sieklucki stated that the FAA recommends that the airport complete a wildlife survey every 10 years that evaluates the potential wildlife hazards to aviation. The cost for this survey would be \$15,792.03 and 90% of the cost would be covered under the wildlife hazard assessment project grant. On a motion made by Mr. Jones, supported by Mr. Weiss, the Cooperative Service Agreement with the USDA has been approved.
- E. Approval of Bid Proposal for Beacon Electric for New ARFF Generator - Mr. Reid requested approval of a \$9,713 bid proposal with Beacon Electric. The bid is to install a standby generator at the ARFF Facility. He stated that the ARFF facility requires standby power in order to maintain critical emergency functions during power outages. On a motion made by Mr. Weiss, supported by Mr. Hamelink the bid for \$9,713 has been approved.

### **AERONAUTICS BOARD AGENDA ITEMS**

- A. Resolution Honoring Bill Duggan – Aeronautics board chair Collver read a resolution honoring Bill Duggan for his 10 years of service on the Aeronautics board.
- B. Reappointment of Board Secretary and Assistant Secretary - Mr. Collver reappointed Mr. Reid as the board secretary and appointed Ms. Harter as the board assistant secretary. On a motion made by Mr. Jones supported by Mr. Hazelrigg the appointment of board secretary and assistant secretary have been approved.
- C. Board Elections - Mr. Collver discussed board elections. A report from the nominating committee was read. The committee stated that they would like all members of the board

to stay the same. On a motion made by Mr. Jones, supported by all members, the aeronautics board will remain the same.

- D. 2016 Meeting Dates - Mr. Collver discussed the board meeting dates for the upcoming 2016 board meetings. All dates were approved.

ITEM 7. Unfinished Business:

There was not any unfinished business.

ITEM 8. New Business:

Mr. Jones stated that he would like the airport to follow up on possibly getting electric charging stations. He would like to know what physical aspects are already in place and what operational things would need to be done to bring the stations to the airport.

ITEM 9. Airport Director's Report: Director Reid presented the following Report:

1. Personnel

- a. Mr. Reid recognized the following staff for their numerous years of service:
  - i. Tim Beaupre-36 years of service
  - ii. Mike Ballard-27 years of service
  - iii. Matt Page-18 years of service
- b. New Intern
  - i. Meghan Voisard
- c. United Station Manager
  - i. Robert Burnside

2. Market Share

- a. Trend
  - i. Enplanements 9% behind
- b. Delta behind 8%
  - i. Keeping 6 flights per day
- c. American behind 12%
  - i. Removed 1 flight

3. Air Service/Air Service Committee

- a. Next Meeting November 17th at 8:30am
- b. Discuss Air Service Conference in Arkansas and traffic trends

4. Miscellaneous

- a. Old terminal
  - i. Currently restoring site
  - ii. Detailing next Spring
  - iii. Adding cell phone lot

- b. Taxi Way Charlie
  - i. Multi phase project
  - ii. Finishing up phase one
  - iii. Project to be completed in Spring/Summer

5. United Airlines

- a. First flight December 9th
- b. Starting to advertise within next 3 weeks

ITEM 10. Member's Time:

Mr. Jones wanted to share with everyone that if you book a flight far enough in advance from Kalamazoo then the prices are comparable to the surrounding airports; however, if you wait, then prices can be a bit higher.

Mr. Weiss thanked Bill Duggan again for his service on the board.

Mr. Hazelrigg discussed the possibility of the airport doing something for the holidays throughout the community.

Mr. Collver stated that the executive committee was created to fill the gaps that were left on the board since Mr. Duggan has retired.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:16 a.m.