

MINUTES

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

**May 12, 2016
10:30 a.m.**

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:34 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Greg Hamelink, Cecile Mutch, John Jones II, Ken Hazelrigg, James Woodruff, and Mark Weiss

Staff Present: David Reid, Amanda Woodin, Eric Bjorkman, William Scamehorn, Jessecia Harter, Ian Stamp, Steve Lumetta, and Matt Neyens

Also Present: Airport County Liaison Commissioner Mike Seals and Regional Standard Parking Plus Manager Kristin Statler

ITEM 3. Approval of the March 10, 2016 Board Minutes: There being no changes made to the minutes, the minutes were approved as published.

ITEM 4. Citizen Comments: There were no citizen comments.

ITEM 5. Financial Reports: Ms. Woodin reviewed the revenue and expense reports for February and March. She indicated that through March operating revenues were at 22.8%. She stated that she has done an analysis of the first quarter revenue and found that PFC, parking, restaurant concessions, and car rentals are doing better than last year at this time. Ms. Woodin indicated that operating expenses through March were at 25.4% which she feels is right on target. Ms. Woodin also stated that the 2017 budget is in the early stages of being processed.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Approve Service Agreement with CTS Communications-Mr. Reid is seeking approval of a three year Service Agreement with CTS Communications. This agreement states that CTS will provide point-to-point fiber connection to the County of Kalamazoo at a rate of \$450 per month. On a motion made by Mr. Woodruff, supported by Mr.

Jones and carried by all, the service agreement with CTS Communications has been approved.

B. Approve the Agreement with Drobny Farms- Mr. Reid is seeking approval of a one year Land Use Agreement with C & M Drobny Farms, Inc. This agreement will let Drobny Farms continue to farm the 68 acres of land purchased from Pfizer in 2014 at a rate of \$150/acre. On a motion made by Mr. Woodruff, supported by Mr. Jones, the Agreement with Drobny Farms has been approved.

C. Approve Agreement Extension with Speedbird X, LLC- Ms. Woodin is seeking approval of the site and concession lease renewal with Speedbird X, LLC. This renewal will keep the annual amount of the ground lease at \$6,711, the fuel flowage fee at 0.075 cents per gallon, and will extend the lease for 10 years. On a motion made by Mr. Jones, supported by Mr. Weiss, the renewal agreement with Speedbird X, LLC has been approved.

D. Approve Service Agreement with Dematic Corporation-Mr. Bjorkman is seeking approval of a one year service agreement with Dematic Corporation. This service agreement is for preventative maintenance on the powered units and fire doors in the baggage handling system. It includes regularly scheduled visits, inspections, testing, lubrication, reporting, identifying potential failures, repairing/replacing components, and training of county employees to reduce risk of downtime on this system. The annual price will be \$15,934 and is scheduled to be paid on a quarterly basis. On a motion made by Mr. Jones, supported by Mr. Woodruff, the Service Agreement with Dematic Corporation has been approved.

E. Approve Amendment for Mead & Hunt Professional Services Agreement for Taxiway C Rehabilitation Project- Mr. Reid is seeking approval of an \$110,542 amendment for Mead & Hunt's Professional Services Agreement for the Taxiway C Rehabilitation Project. According to the original signed contract date with the project's prime contractor, Reith Riley, phase 2 of the Taxiway C Rehabilitation Project exceeded the allotted days/time to complete. This extension resulted in Mead & Hunt to have \$110,542 in additional costs for testing, supervision, etc. These costs were also reviewed and approved by MDOT Bureau of Aeronautics. Per the prime contractor contract, the additional costs will be covered by liquidated damages collected from Reith Riley. On a motion made by Mr. Jones, supported by Mr. Hazelrigg, the amendment for the Mead & Hunt Professional Services Agreement for Taxiway C Rehabilitation Project has been approved.

F. Approve Agreement for Professional Consultant Services with Mead & Hunt for Runway Incursion Mitigation Study – Mr. Reid is seeking approval of a professional services agreement with Mead & Hunt for the Runway Incursion Mitigation Study. In November 2015, the FAA identified an airfield issue as part of their new Runway Incursion Mitigation Program. They advised that there was an issue at the intersection of Taxiway C and Runway 17. The Runway Mitigation Study will try to find alternatives to the existing airfield layout at this location. The cost of this study is \$269,677.50 and may be eligible for grant funding. On a motion made by, Mr. Hamelink, supported by Ms. Mutch, the Professional Consultant Services Agreement with Mead & Hunt for the Runway Incursion Mitigation Study has been approved.

G. Approve Agreement for Professional Engineering Services with Mead & Hunt for Runway 17/35 Rehabilitation Project – Mr. Reid is seeking approval of a professional engineering services agreement with Mead & Hunt for the Runway 17/35 Rehabilitation Project. This agreement will provide professional services for the design of this project along with preliminary surveying, testing, and design work to keep the project on schedule. The initial preliminary costs may have to be paid by the airport but may be eligible for reimbursement under the 2017 grant. On a

motion made by, Mr. Jones, supported by Mr. Hazelrigg and Mr. Woodruff, the Professional Engineering Services Agreement with Mead & Hunt for the Runway 17/35 Rehabilitation Project has been approved.

H. Resolutions Adopting the Federal Aviation Administration Grant Agreement & the MDOT Contract for FY16 Projects- Mr. Reid is seeking approval for the resolutions that adopt the Federal Aviation Administration Grant Agreement and the MDOT Contract for FY16. Both of these resolutions are FAA agreements for the Federal/State/Local projects that use the FAA Airport Improvement Program (AIP) funds. The projects that will be using these types of funding will be the Runway IncurSION Mitigation Study, Runway17, and Taxiway C. On a motion made by, Mr. Woodruff, supported by Mr. Hazelrigg, the resolutions that adopt the Federal Aviation Administration Grant Agreement and the MDOT Contract for FY16 have been approved.

AERONAUTICS BOARD AGENDA ITEMS

ITEM 7. Unfinished Business:

There was not any unfinished business.

ITEM 8. New Business:

There was not any new business.

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

1. Personnel

- a. Eric Anton Bjorkman, former Airport Operations Supervisor, was promoted to Assistant Director of Operations and Maintenance in early April
 - i. Since his promotion Eric received his ACE certification
- b. Bill Scamehorn, former Equipment Operator II, was promoted to Airport Operations Supervisor
- c. Steve Lumetta, former Security Badging/Operations Technician was promoted to Equipment Operator II
- d. Matt Neyens, night Operations Technician, transferred into the Security Badging/Operations Technician position
- e. Currently searching for night Operations Technician

2. Market Share

- a. Trend
 - i. Numbers up 20% in March
 - ii. Up 20% overall in first quarter

- b. United 6,000 passengers during first quarter
 - i. Above 50% full
 - c. Delta up 12%
 - i. Lowered rated to be competitive
 - d. American was down a bit
 - 3. Air Service/Air Service Committee
 - a. Next meeting June 28th at 8:30am
 - b. Attending Air Service Conference in Denver June 13-15
 - i. Scheduled to meet with United & American to discuss expanding their services
 - c. Allegiant, Elite, Spirit, & Orange Air requested a meeting to discuss the Florida market
 - 4. Miscellaneous
 - a. Taxiway Charlie Project
 - i. Should be completed within the next couple of weeks
 - b. Old Terminal Project
 - i. Nearing completion
 - ii. Growing grass
 - iii. Next step is to turn into aeronautical park
 - c. Talons Out Honor Flight
 - i. Successful flight for WWII vets on April 23
 - ii. Next flight is scheduled for June 4th
 - iii. Another one scheduled for September

ITEM 10. Member's Time:

Mr. Hazelrigg wanted to follow up on the events that were discussed at the Community Outreach meeting. He wondered if there were any scheduled plans for an event. Mr. Bjorkman responded to Mr. Hazelrigg that ARFF is planning a health station on May 18th. He also stated that he had met with Kim Robinson from the Air Zoo regarding a drone event for the fall. Once there are more details or other events scheduled Mr. Bjorkman will pass them along.

Mr. Hazelrigg also mentioned the possibility of getting the airport's website updated. He feels that a travel calculator and a mobile version of the website would be beneficial to many travelers. He also stated that the map on our current website is hard to read. Mr. Reid told Mr. Hazelrigg that we will look into our website and the possibility of a mobile version.

Mr. Weiss wanted to know if there were any concerns with Western's Medieval Festival participants coming through the airport. Mr. Reid stated that there have not been any issues but he will let Mr. Weiss know if it becomes a problem.

Mr. Jones wanted to thank Mr. Collver for passing along Wings of Mercy's contact information. He stated that Wings of Mercy would like to reach out to the community to discuss what all they have to offer. He also stated that Wing's of Mercy is a great network for those that are ill and don't have the resources to either leave the area or bring others in. Mr. Hamelink, also wanted mentioned to Mr. Jones, that the Corporate Angel Network is another organization that helps ill patients.

Mr. Seals stated that he has received a lot of positive community response regarding the airline prices coming down. He also stated that HCS is possibly going to put on another disaster symposium and he feels that it would be very beneficial for some airport employees to attend.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:39 a.m.