

MINUTES

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

**August 13, 2015
10:30 am**

ITEM 1. Call to Order: Vice Chairperson Jim Woodruff called the meeting to order at 10:39 a.m.

ITEM 2. Roll Call: Members in attendance Jim Woodruff, Mark Weiss, and Gill Collver and Cecile Mutch (by phone)

Also Present:

Staff Present: David Reid, Chris Sieklucki, Amanda Woodin, Thom Canny, Dina Sutton.

ITEM 3. Approval of the July 9, 2015 Board Minutes: Due to lack of quorum, the Minutes could not be approved.

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

ITEM 5. Financial Reports: Ms. Woodin reviewed the reports as distributed. She indicated operating expenses were at 43%, which was on target. She indicated expenses were within budget. She did indicate they were monitoring the rental car commission as is it was down slightly. She stated with United returning in December she did not feel there would be any revenue impact.

Mr. Weiss inquired if there was a cause or explanation for the decrease income from rental cars and Mr. Reid indicated travel was down 10% and that may have some affect. Mr. Canny suggested Mr. Reid contact other Airports to see if there was a new accounting procedure being utilized by the rental car companies.

Ms. Woodin stated the Passenger Facility Charges report was completed by BDO based on FAA requirement. She stated the Airport received favorable findings.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Approval of 2016 Budget – Mr. Weiss stated he felt the proposed budget was prepared conservatively. He stated the budget committee did not go through the budget line by line, but did want to note for the record that he works for Western Michigan University, which the Airport did advertising work with, but there would be no financial impact to him. Due to lack of quorum approval of the budget could not occur; however the Aeronautics Board members present had no objections to the budget as presented. Mr. Woodruff moved and it was duly seconded to submit the 2016 budget to the Office of Finance and would formally approve at their September meeting.

Mr. Reid briefly reviewed the following agenda items; however, due to lack of quorum, no vote was taken on any of the following items and would be voted on at the September meeting:

- B. Approval of 2015 Rates & Charges Amendment
- C. Approval of Duncan Aviation Sublease Agreement
- D. Approval of Leisure Limousine Contract Extension
- E. Approval of State of Michigan ARFF Training Contract

AERONAUTICS BOARD AGENDA ITEMS

There were no Aeronautics Board Agenda Items.

ITEM 7. Unfinished Business: No unfinished business was presented.

ITEM 8. New Business: No new business was presented.

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

1. Personnel
 - a. Update on Admin Assistant replacement
 - i. Conducted initial and second interviews the past two weeks
 - ii. 6 initial/2 second
 - iii. Offer made this week; awaiting background checks
 - b. New Operations Technician staff; Nathan Douglas and Matt Mattison
2. Market Share
 - a. May Market Share numbers not available for July at this point
3. Air Service/Air Service Committee
 - a. United's return this December with 3 daily flights to Chicago
 - i. United team to be on-site 8/18 to review logistics issues
 - b. Next Meeting September 22, 2015 at 8:30a
 - i. Discuss upcoming Air Service Conference in Arkansas, October
4. Miscellaneous
 - a. Old Terminal Update
 - i. Bids due on August 27, 2015

- ii. Work could potentially begin within weeks after September Board approval
- b. Federal AIP Grant approval underway
 - i. Received notice from congressional staff
 - ii. No official word from the FAA/Notice to Proceed
 - iii. Twy C and South T work schedule to begin Sept 2, 2015

ITEM 10. Member's Time:

Mr. Weiss commended Ms. Woodin on her work on the budget. He stated she demonstrated a thorough knowledge of accounting procedures and presented a very conservative budget.

ITEM 11. Adjournment: There being no further business presented, the meeting adjourned at 11:09 a.m.