

MINUTES

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

**July 9, 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 – John Jones, Jim Woodruff, Mark Weiss, and Greg Hamelink, and Gil Collver.

Also Present: County Liaison Michael Seals.

Staff Present: David Reid, Chris Sieklucki, Amanda Woodin, Eric Bjorkman, Thom Canny, Dina Sutton and Lisa Bradshaw.

ITEM 3. Approval of the May 14, 2015 Board Minutes: There being no changes made to the minutes, the minutes were approved.

ITEM 4. Approval of the May 27, 2015 Board Minutes: There being no changes made to the minutes, the minutes were approved.

ITEM 5. Citizen Comments: There were no citizen comments.

ITEM 6. Financial Reports: Ms. Woodin reviewed the reports as distributed. Mr. Woodruff

Ms. Woodin presented the Annual Report as distributed and stated it was prepared from the County's Report as part of the Audit. She indicated the Airport had enough capital worth in its budget and felt very comfortable with the amount. She stated the older terminal will affect net worth but would be offset with operation expenses associated with the old terminal.

She indicated the 2014 revenue was higher due to the federal money allotted to purchase the new property and would level out. She also stated the investments were slightly low and she had been working with the Treasurer's Office to change some of the investments. She also mentioned the year to date traffic was down. Mr. Jones inquired as to why this might be the case and Mr. Reid indicated a lot had to do with Delta but was hopeful that additional flights would be added. On a motion made by Mr. Jones, the motion was approved.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Approval of Restrictive Covenant for Duncan Aviation Fuel Farm Site – Director Reid reviewed his memo. He stated there was a leak in the system and there was soil and water contamination according the MDEQ.

Mr. Weiss wanted clarification that the water was contaminated and Mr. Reid indicated that was correct. Mr. Weiss wanted to know who was doing the work and Mr. Reid indicated Envirologic was doing the work.

On a motion made by Mr. Jones, the motion was approved.

B. Approval of Amendment to the Fire Protection Services Agreement with Pro Tec Fire Services, LTD – Assistant Airport Director Sieklucki indicated the Airport would like to amen and extend its contract with Pro Tec Fires Services for fire protection at the Airport. It was indicated it would be a savings for 2016 and in 2016 the contract would be put out for bid. Discussion ensued on public perception and coverage and Mr. Reid assured the board that there would be adequate coverage. On a motion made by Mr. Jones, the motion was approved.

C. Approval of Equipment Lease with Ricoh – Ms. Woodin stated she was requesting the Board to approve a Lease Agreement with Ricoh for an office machine that would improve the function of the office and would eliminate current equipment. On a motion made by Mr. Jones, the motion was approved.

AERONAUTICS BOARD AGENDA ITEMS

A. Recommendation to Renew Terms for Trustees Duggan and Jones – Mr. Reid stated the County Board of Commissioners was seeking the Aeronautics Board recommendation on the renewal of Mr. Duggan’s and Mr. Jones’ terms the Aeronautics Board. On a motion made by Mr. Weiss, the motion was approved.

ITEM 8. Unfinished Business: No unfinished business was presented.

ITEM 9. New Business: No new business was presented.

ITEM 10. Airport Director’s Report: Director Reid presented the following Report:

1. Personnel
 - a. Update on Admin Assistant replacement
 - i. Awaiting wage review by HR/Consultant
2. Market Share
 - a. May Market Share
 - i. Enplanements down 12%; 9% ytd

- ii. Delta impact/reduced frequency of flights
- 3. Air Service/Air Service Committee
 - a. Met on June 16
 - i. Discussed Jump Start/Seattle meetings
 - ii. Reviewed approach to fall's air service conference in Arkansas
 - b. Next Meeting September 22, 2015 at 8:30a
- 4. Miscellaneous
 - a. 2016 Budget update
 - i. Committee to meet Friday July 10
 - ii. Expecting proposed 2016 Budget to be presented at August Aero Board Mtg
 - b. Old Terminal Update
 - i. Preliminary environmental studies completed
 - ii. Bid documents for demolition scheduled to be advertised by the end of this month; receive bids in early August
 - iii. Board Approval for project at the August meeting
 - c. Rule and Regulations Discussion
 - i. Proposed update for drone operations
 - d. Growlers Sponsorship
 - i. July 4th game/fireworks sponsor
 - ii. New airport radio spots now airing

ITEM 11. Member's Time:

Commissioner Liaison Seals indicated he had received a citizen complaint about loud planes making multiple trips over the Milwood Neighborhood. Mr. Reid indicated he had reached out to the citizen.

Mr. Hamelink inquired about the Taxiway Charlie and Mr. Reid stated he was waiting on word concerning the Grant; however staff was working on some items. He hoped he would hear by the end of July early August. He stated once word was received he planned on hosting a meeting with tenants. Discussion ensued.

Mr. Hamelink stated on July 24th the 2nd Annual Aviation Forum would be held from 9:30 a.m. to 4 p.m. Mr. Collver stated he attended last year and found it very beneficial.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:35 a.m.