

MINUTES

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

**MAY 14, 2015
10:30 am**

ITEM 1. Call to Order: Chairperson Gil Collver called the meeting to order at 10:40 a.m.

ITEM 2. Roll Call: Members in attendance – Gil Collver, John Jones, Jim Woodruff, William Duggan, Mark Weiss, Greg Hamelink, and Ken Hazelrigg.

Also Present: County Liaison Michael Seals.

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

ITEM 3. Approval of the March 12, 2015 Board Minutes: There being no changes made to the minutes, the minutes were approved.

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

ITEM 5. Financial Reports: Mr. Reid reviewed the reports as distributed. He stated they were within projections. He stated the 2014 County-wide audit was still underway.

Mr. Weiss indicated 23% of operating expenses was a good place to be.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

A. Renewal of Standard Parking Agreement – Director Reid reviewed his memo. He stated he was seeking approval for a one-year contract extension. On a motion made by Mr. Jones, supported by Mr. Hamelink, the motion was approved.

B. Approve the Agreement with Drobny Farms – Director Reid stated Mr. Drobny had farmed the land for years with the previous owners, Pharmacia. He stated Mr. Drobny would lease the property for one year in the amount of \$10,200. On a motion made by Mr. Duggan, supported by Mr. Hazelrigg, the motion was approved.

C. Approve Lease Agreement with DMA Real Estate for Hangar Construction and Land Lease – Director Reid stated he previously had asked input from the Board concerning this lease. He stated DMA would construct the hangar, and would make numerous site improvements at the expense of DMA Real Estate and would be beneficial for the Airport. On a motion made by Mr. Jones, supported by Mr. Weiss, the motion was approved.

D. Approve the Agreement with Sixel Consulting – Director Reid indicated the Agreement with Sixel Consulting was for Air Service Consult and indicated the Airport had been pleased with their services. On a motion made by Mr. Duggan, supported by Mr. Jones, the motion was approved.

E. Resolution Adopting the Federal Aviation Administration Grant Agreement for the FY15 FAA Projects – Airport Director explained that this is a request for authorization to execute a FAA grant agreement for the airport's federal, state and local projects using FAA Airport Improvement Program (AIP) funds. It is a standard annual grant agreement for projects with the AIP type of funding. He stated that he typically requests approval for these in advance due to the quick turn-around time for these grants. On a motion for Items E. and F. made by Mr. Jones, supported by Mr. Woodruff, the motion was approved.

F. Resolution Adopting the MDOT Contract for FY15 FAA Projects – see Item E.

G. Agreement with Mead & Hunt for Construction Administration for the Taxiway C & South Hangar Taxiway Rehabilitation Under the Airport Improvement program (AIP) Grant - Director Reid indicated the Agreement was for taxiway rehab and had been reviewed and approved by the State. On a motion made by Mr. Duggan, supported by Mr. Woodruff, the motion was approved.

H. Agreement with Mead & Hunt for Construction Administration for the Terminal Apron Rehabilitation Design A Under the Airport Improvement program (AIP) Grant – Director Reid indicated the Agreement was for design work for the ramp. On a motion made by Mr. Jones, supported by Mr. Duggan, the motion was approved.

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:

1. Personnel

- a. Linda Bunting departure and replacement update
- b. New hire in operations department, Larry Curtis
- c. Tim Beaupre' promoted to Lead Equipment Operator

- d. Admin WMU Intern, Nathan Douglas
- 2. Market Share
 - a. April Market Share
 - i. Preliminary numbers indicate traffic is down approximately 6% from 2014.
- 3. Air Service/Air Service Committee
 - a. Air Service Committee's next meeting will be June 16 @ 8:30a
 - i. Visit to United Airlines Headquarters in Chicago, April 27
 - ii. Discussing the direct Florida route with two airlines/charters
 - iii. Partnership with Sixel; upcoming Air Service Conferences
- 4. Miscellaneous
 - a. Old Terminal Update
 - i. In the process of developing the bid packets for the demolition/site work for the old terminal
 - ii. Environmental testing early summer
 - iii. Tentative plan to create an airport park and green space
 - iv. Jet Transit is uncertain as to their future needs
 - b. Talon review
 - i. Successful April 25 (pics)
 - ii. Next Mission scheduled for September 26, 2015

ITEM 10. Member's Time:

Mr. Hamelink inquired about the taxiway Charlie and Mr. Reid indicated the project was moving ahead as planned.

Mr. Collver stated with the resignation of Ms. Bunting Airport Administration had reviewed the position description and worked with Human Resources with revising it. He also wanted to know about the old terminal, the long-term plan and the best way to utilize it. Mr. Reid indicated it would be green space for now, but there was room for development. Discussion ensued on security and use for the land.

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