

MINUTES

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

**November 9, 2017
10:30 a.m.**

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, Mark Weiss, John Jones, David Buskirk, Erik Rankin, and Cecile Mutch.

Staff Present: David Reid, Eric Bjorkman, William Scamehorn, Jessecia Harter, Chris Van Meter, Lance Gary, Matt Page, Tim Beaupre, Matt Mattison, Steve Lumetta, and Shane Peterson.

Also Present: County Commissioner Liaison John Gisler, Deputy County Administrator - External Services Lisa Henthorn, and Standard Parking Plus Regional Manager Kristen Statler

ITEM 3. Approval of the August 10, 2017 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 Report: Mr. Reid reviewed the July, August, and September financial reports that were prepared by Ms. Woodin. He stated that through September the total operating revenues were at 77.8% and the operating expenses were at 68.7%. He feels that the operating expenses are a bit behind but will increase once the winter months arrive.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Approval of Temporary Employee Position – Mr. Bjorkman is seeking approval of one temporary Equipment Operator II employee. The additional employee will be Non-Union and work up to 40 hours per week as needed during the winter months. On a motion made by Mr.

Jones, supported by Mr. Weiss the temporary employee position has been approved.

- B. Approval of Budget Adjustment – Mr. Reid is seeking approval of a 2017 budget adjustment request that was prepared by Ms. Woodin. The adjustment request allocates funds for the following items: Duncan building repair, SRE plumbing, temporary Equipment Operator II position, ARFF rig repair, and hydraulics for one of the snow plows. Removing the budgets for the new SRE breakroom, an electric car charger, and a new shed, along with increased parking revenues will fund all of the items mentioned above. On a motion made by Mr. Jones, supported by Ms. Mutch, the 2017 budget adjustment request has been approved.
- C. Approval of Agreement with Jaqua Realtors – Mr. Reid is seeking approval of a revenue lease agreement with Jaqua Realtors expiring in November 2020. The agreement provides Jaqua Realtors with 739 square feet of office space in the terminal at a current rate of \$1,743.42 per month. This rate is subject to be adjusted accordingly with the Rates and Charges Resolution. On a motion made by Mr. Jones supported by Mr. Rankin the revenue lease agreement with Jaqua Realtors has been approved.

ITEM 7. Unfinished Business: There was no unfinished business.

ITEM 8. New Business: There was no new business.

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

- 1. Staff Update
 - a. New Operations Technician
 - i. Bryan Hughey
- 2. Market Share
 - a. September enplanements down 16%, 7% year to date
 - b. Delta
 - i. Numerous delays
 - c. 5 year trend
 - i. Moving in right direction
- 3. Air Service
 - a. Elite
 - i. Had three calls
 - ii. Direct service to Newark
 - iii. Part of 2018 evaluation
 - b. Headquarter Visits
 - i. American & United
 - ii. United looking for SCASD Grant extension

- 4. Grant Updates
 - a. Annual FAA meeting
 - i. Discussed 2021 runway extension
 - b. USDOT Grant
 - i. Seeking extension to Small Community Air Service

- 5. Miscellaneous
 - i. Rates & Charges Conference
 - a. Amanda currently attending
 - i. Gathering additional CFC information
 - ii. Will share information at January's board meeting

ITEM 10. Member's Time:

Mr. Jones stated that he flew out of Kalamazoo numerous times this past year and is very pleased with the AZO.

Mr. Gisler shared Kalamazoo County's taxable value trends from 2009-2017. He stated that Kalamazoo County's taxable value is almost back to where it was in 2009 but the cities seem to be lagging.

Ms. Mutch stated that she has a customer conference meeting scheduled with American and wanted to know if there was anything that she could bring up for us. Mr. Reid stated that she could mention something about American starting Charlotte to Toledo service.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:08 p.m.