

MINUTES

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

March 8, 2018

10:30 a.m.

ITEM 1. Call to Order: Chairperson Gilbert Collver called the meeting to order at 10:31 a.m.

ITEM 2. Roll Call: Members in attendance: Gilbert Collver, Mark Weiss, Erik Rankin, Dave Buskirk, and Nikki Miller

Staff Present: David Reid, Eric Bjorkman, William Scamehorn, Amanda Woodin, Jessecia Harter, and Shane Peterson

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

ITEM 3. Approval of the January 11, 2018 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: Ms. Woodin reviewed the January financial reports. She stated that through January the total operating revenues were at 5.1% and the operating expenses were at 11.0%. She also stated that the books for 2017 were recently closed and getting ready for audit.

ITEM 6. For Consideration:

AIRPORT CONSENT AGENDA ITEMS

There were no Airport Consent Agenda Items.

AIRPORT NON-CONSENT AGENDA ITEMS

- A. Agreement with Knight Watch, Inc. for Security Systems Updates – Mr. Bjorkman is seeking approval for the agreement with Knight Watch to upgrade the airport security systems. The upgrade would include 8 workstations replacing XP with Dell Precision software and hardware. The total cost for the security system updates is \$45,405.17. On a motion made by Mr. Weiss, supported by Mr. Rankin, the

agreement with Knight Watch, Inc. for security system updates has been approved.

- B. Amended Resolution Adopting the Federal Aviation Administration Grant Agreement for FY18 Projects – Mr. Reid discussed the amended resolution for adopting the FAA grant agreement for the FY18 projects. This grant agreement uses AIP funds and will cover the Rehabilitation Runway 17/35 Pavement Project. The total project is estimated to cost \$6,030,000 with 90% of the project paid for by AIP funds. On a motion made by Mr. Buskirk, supported by Mr. Weiss, the amended resolution adopting the FAA grant agreement for FY18 projects has been approved.

- C. Amended Resolution Adopting the MDOT Contract for FY18 FAA Projects – Mr. Reid discussed the amended resolution for adopting the MDOT contract for the FY18 FAA projects. This resolution allows for the State of Michigan-Department of Transportation to cover their share in the FY18 annual projects using AIP funds. This contract covers the Rehabilitation Runway 17/35 Pavement Project. On a motion made by Mr. Buskirk, supported by Mr. Weiss, the amended resolution adopting the MDOT contract for FY18 FAA projects has been approved.

- D. Amended Agreement of Contract for Professional Service with Mead & Hunt for Preliminary Design of Runway 17/35 RIM, Extension and Rail Relocation – Mr. Reid is seeking approval of the amended professional service contract with Mead & Hunt for the preliminary design of the Runway 17/35 RIM, extension, and rail relocation projects. This agreement will provide professional services for the preliminary design of the Runway 17/35 extension. It will also address the FAA RIM items. This contract is needed to begin the design work and to keep the extension project on schedule. After reviewing the scope of work for these projects, there was a total increase in cost of \$50,825 to cover insurance. On a motion made by Mr. Buskirk, supported by Ms. Miller, the amended professional service contract with Mead & Hunt for the preliminary design of Runway 17/35 RIM, Extension, and the rail relocation has been approved.

- E. Contract for Professional Services with Mead & Hunt for Environmental Assessment for Runway 17/35 RIM, Extension, and Rail Relocation- Mr. Reid is seeking approval of the professional services agreement with Mead & Hunt for the environmental assessment for Runway 17/35 RIM, extension, and rail relocation. This agreement is pending MDOT approval. Approval is necessary to begin preliminary design work to keep the project on schedule. The airport may initially be required to cover these costs but will be eligible for reimbursement under the 2019 grant. On a motion made

by Mr. Weiss, Supported by Mr. Rankin, the contract for professional services with Mead & Hunt for the environmental assessment for Runway 17/35 RIM, extension, and rail relocation has been approved.

- F. Contract for Professional Services with Mead & Hunt for Design and Construction Administration for Trench Drain Repair at the Airport's Deice Pad – Mr. Reid is seeking approval of the professional services agreement with Mead & Hunt for the design and construction administration to repair the trench drain, located at the airport's deicing pad. The cost for this project is estimated at \$17,275 and will be added to the 2017 AIP Grant Project. On a motion made by Mr. Weiss, supported by Mr. Buskirk, the contract for professional services with Mead & Hunt for the design and construction administration for the trench drain repair at the airport's deice pad has been approved.

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

ITEM 8. New Business: Mr. Collver stated that Mr. Reid has had his annual performance review. It was an excellent review with good comments from everyone.

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

1. Market Share
 - a. January down 2% compared to 2017
 - b. Delays were doubled compared to last January
2. Air Service
 - a. Volaire Conference-South Carolina
 - i. Scheduled to meet with United, Elite, Sun Country, Spirit, Frontier, Allegiant
 - ii. South West Michigan First and Battle Creek Unlimited representatives joining AZO at conference
 - b. Jumpstart Conference
 - i. Scheduled for June
3. Grants
 - a. State Grants
 - i. Airport Awareness and Education Program
 - a. Received \$10,000
 - ii. Market Study
 - a. Received \$6,000
4. Miscellaneous
 - a. Partnership with WMU
 - i. Website and Social Media
 - b. PFAS

- i. Foam used at ARFF
- ii. Use about 5 gallons per month to test equipment
- iii. Required by FAA

ITEM 10. Member's Time:

Mr. Seals stated that he flew out of AZO and had a 6 hour delay due to inclement weather. When he finally arrived in Detroit his flight was cancelled. So, he was put on standby and flew back home. When he arrived back at AZO he stated that only one person was working the evening flight. He suggested that the airlines have more than one person working just in case there is an issue. Mr. Seals also stated that even though his flight was cancelled he was treated extremely well and was impressed.

Mr. Buskirk stated that he recently flew with Delta. His luggage was lost but they did a fantastic job making sure that he was compensated for it. Mr. Buskirk also stated that it's time that people get involved to help market AZO.

Ms. Miller stated that TSA at Kalamazoo is fast, easy, and friendly and she loves to fly out of AZO.

ITEM 12. Adjournment: There being no further business presented, the meeting adjourned at 11:28 a.m.