

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
January 25, 2017

A quorum being present and in accordance with notice being duly given, Mr. Gill called the meeting of the full Authority Board to order on January 25, 2017 at 8:30 a.m.

Board Members Present: Roger Morgan, Dan Koorndyk, Steven Heacock, David Slikkers, Ted Vonk, Birgit Klohs, and Floyd Wilson, Jr. – 7

Absent: None

Also Present:

Jim Gill – President and Chief Executive Officer
Phil Johnson – Senior Vice President and Chief Operating Officer
Robert Buchanan – Airport Attorney
Brian Picardat – Vice President and Chief Financial Officer
Tom Ecklund, Engineering and Facilities Director
Lisa Belt – Human Resources Director
Tara Hernandez – Marketing and Communications Director
Lisa Rauch – Office Manager
Casey Ries – Civil Engineering Manager
Ryan Schaner – Engineering Technician
Robert Wilson – Maintenance Manager
John VanLaar – Former Board Chair
Joe Dancz, Chief Firefighter
Dan Villalobos – Parking Supervisor
Matt Zeilstra – Financial Supervisor
Roy Hawkins – Planning Engineer
Joel Burgess – Properties Manager
Cal Brinks – Kent County Purchasing
Lisa Verhil – Experience Grand Rapids
Cheryl Bush – Signature Flight
Mary Kay Shaver - Varnum
Sharon Townsend – Grand Valley State University

1-1 Approval of the Agenda

The agenda was approved and adopted.

1-2 Public Comment

None

1-3 Election of Officers – President and CEO

- Mr. Gill opened nominations for the office of Chair of the Gerald R. Ford International Authority Board per Authority Board Standing Rules.

Motion by Mr. Vonk, supported by Mr. Heacock, to nominate Roger Morgan as Chair of the Gerald R. Ford International Authority Board. Motion carried.

Mr. Morgan was declared elected Chair of the Authority Board.

- Mr. Morgan opened nominations for the office of Vice Chair.

Motion by Mr. Vonk, supported by Ms. Klohs, to nominate Dan Koorndyk as Vice Chair of the Gerald R. Ford International Authority Board. Motion carried.

Mr. Koorndyk was declared elected Vice Chair of the Authority Board.

- Mr. Morgan opened nominations for the office of Secretary.

Motion by Mr. Koorndyk, supported by Mr. Vonk, to nominate David Slikkers as Secretary of the Gerald R. Ford International Authority Board. Motion carried.

Mr. Slikkers was declared elected Secretary of the Authority Board.

1-4 Adopt 2017 Board Meeting Schedule

Motion by Mr. Wilson, supported by Mr. Slikkers, to adopt the 2017 Board meeting schedule. Motion carried.

1-5 Committee Appointments and Meeting Schedules

- **Finance and Legislative Committee (Standing)**
- **Operations and Marketing Committee (Standing)**
- **Human Resources Committee (Ad Hoc)**

Mr. Morgan made the following appointments to the committees:

Finance and Legislative Committee

Mr. Vonk, Chair
Mr. Heacock
Ms. Klohs

Operations and Marketing Committee

Mr. Koorndyk, Chair
Mr. Slikkers
Mr. Wilson

Human Resources Committee

Mr. Wilson, Chair
Mr. Heacock
Mr. Vonk

1-6 Other Committee Appointments

- **Statutory Committee – Airport Zoning Board of Appeals**

Mr. Morgan indicated the following reappointment will be made to the 2017 Airport Zoning Board of Appeals:

Authority Board Chair
Chair, Finance and Legislative Committee
Chair, Operations and Marketing Committee

Motion by Ms. Klohs, supported by Mr. Heacock, to approve the appointment of the Authority Board Chair, the Chair of the Finance and Legislative Committee and the Chair of the Operations and Marketing Committee to the Airport Zoning Board of Appeals. Motion carried.

1-7 Special Recognition

Mr. Gill recognized Mr. Picardat, Mr. Zeilstra, and staff for receiving the Government Finance Officers Association award for the 23rd consecutive year.

1-8 Consent Agenda

- a) Approval of Authority Board Minutes – December 21, 2016
- b) Travel

c) Reports

- Project/Construction Report
- Project Status Report
- Public Safety and Operations Report
- Aviation Activity Report

d) Bills for Approval

Motion by Mr. Vonk, supported by Mr. Wilson, that Consent Agenda items a – d be approved. Motion carried.

1-9 Resolution 17-1: American Airlines Air Service Incentive Program

Ms. Klohs explained that the Airport has been involved with incentive programs over the past several years as a way to increase air service. We are supporting American Airlines new flight to Washington Reagan International (DCA). The budget amount includes \$75,000 in marketing support as well as a maximum of \$66,586 in waived fee revenue.

Motion by Ms. Klohs, supported by Mr. Wilson, to approve the Air Service Incentive Program Agreement with American Airlines. Motion carried.

1-10 President and CEO Report

Mr. Gill presented the President and CEO report:

Personnel

- Three new employees started on January 9:
Seth Thrasher – Operations Officer
Ann Biafore – Administrative Assistant
Jim Gill – President and CEO
- Dave Wills retired as our Police Chief. An open house was held for him last Friday. A new Chief will be announced soon.
- A new Air Traffic Manager has been hired, Heath Honse.
- Offers of employment have been made to candidates for the position of Police Chief, Building Maintenance Technician, and Equipment Mechanic. Those employees will be starting employment in February.
- We are currently looking to post a college intern position for the summer.
- Contract negotiations with the UAW and Command Officers are ongoing. We do have a tentative agreement with the Fraternal Order of Police (FOP). The intention is to bring that agreement to the Human Resources Committee and the Board in February.

- A passenger in the ticketing area suffered a cardiac arrest event earlier this month. A number of airport personnel responded and the passenger regained breathing and was taken to the hospital. This is a testament to the hard work and desire of the staff.

Projects

- The Gateway Transformation Project continues to move along well. The temporary walls in the Grand Hall will continue to go up and will be in place until the checkpoint is completed. Concourse A restrooms have re-opened.
- Phase 2 conceptual design is underway.
- The steel in the structural roof components are up in the viewing area.
- A janitorial contract is coming up and a recommendation should be coming to the Board in April.

Passenger Statistics

- Passenger numbers were up 6.53% compared to December 2015.
- Aircraft operations were up 6.73% and cargo was up 19.92%.
- We once again broke the record for the number of passengers in 2016 – 2.65 million.

Public Relations

- The Airport hosted a “Pack Your Bags” event in partnership with WZZM and Allegiant Airlines. Ten finalists and their guests came to the Airport for a chance to win a trip to Las Vegas; however, all the finalists ended up winning.
- TSA conducted their annual campaign and worked with Tara to educate the public on items that cannot be brought through security.

Legislative

- Information has been received regarding a proposal that would approve \$30 billion for infrastructure improvements for airports; however, there is a lot of uncertainty with the new administration.

Miscellaneous

- Mr. Gill and Ms. Hernandez will be attending the Routes Conference. This is a chance for airports to meet with several airlines to discuss growth opportunities.
- Operations and Marketing Committee – February 15
- Finance and Legislative Committee – February 21
- Authority Board Meeting – February 22
- Board photos will be taken upstairs after this meeting.
- A lunch will be held to honor former Board member, Dick VanderMolen, at 11:30 am today.

Mr. Gill thanked the Board for the opportunity to serve and lead a great organization. He has felt welcomed from the staff and the Board and appreciates the support.

1-11 Other Business

- Ms. Klohs reminded the group that there will be a Regional Air Alliance meeting on March 1 as well as a Campaign Cabinet meeting.
- Mr. Buchanan introduced Mary Kay Shaver who has agreed to provide some back up for Mr. Buchanan. She will be attending future Board meetings. Her specialty includes public and private finance.
- Mr. Morgan mentioned that he will be out of town for the February 22 Board meeting.

1-12 Adjournment

The meeting was adjourned at 8:58 a.m.

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

lmr