

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
February 20, 2017

A quorum being present and in accordance with notice being duly given, Chair Morgan called the meeting of the full Authority Board to order on February 20, 2017 at 1:00 p.m.

Board Members Present: Roger Morgan, Dan Koorndyk, Steven Heacock, and David Slikkers – 4

Absent: Birgit Klohs, Ted Vonk, and Floyd Wilson, Jr. – 3

Also Present:

Jim Gill – President and Chief Executive Officer
Phil Johnson – Senior Vice President and Chief Operating Officer
Mary Kay Shaver – Airport Attorney
Brian Picardat – Vice President and Chief Financial Officer
Lisa Carr – Public Safety and Operations Director
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
Joe Dancz, Chief Firefighter
Dan Villalobos – Parking Supervisor
Rick Aro – Police Chief
Bruce Applebach – Operations Manager
Matt Zeilstra – Financial Supervisor
Roy Hawkins – Planning Engineer
Joel Burgess – Properties Manager
Ron Arnon – Operations Officer
Seth Thrasher – Operations Officer
Susan Sherman – Community Relations Coordinator
Spencer Gillette – Steven Baldwin Associates
Joni Laming – Kent County Purchasing
Lisa Verhil – Experience Grand Rapids
Stan Felder – Felder Communications
Bob Pykosz – Customs and Border Protection
Robert Young – Customs and Border Protection

2-1 Approval of the Agenda

The agenda was approved and adopted.

2-2 Public Comment

None

2-3 Consent Agenda

- a) Approval of Authority Board Minutes – January 25, 2017
- b) **Resolution 17-2:** Parking Structure Second Level Light Replacement
- c) **Resolution 17-3:** Parking Garage – 2017 Structural Maintenance Construction Contract
- d) **Resolution 17-4:** Gateway Transformation – Construction Change Order No. 10
- e) **Resolution 17-6:** Human Resources Position
- f) Travel
- g) Reports
 - Project/Construction Report
 - Project Status Report
 - Public Safety and Operations Report
 - Aviation Activity Report
- h) Bills for Approval

Motion by Mr. Koorndyk, supported by Mr. Slikkers, that Consent Agenda items a – h be approved. Motion carried.

2-4 Resolution 17-5: Fraternal Order of Police CBA

Motion by Mr. Heacock, supported by Mr. Slikkers, to approve the Fraternal Order of Police Collective Bargaining Agreement and authorize the President and CEO to sign. Motion carried.

2-5 President and CEO Report

Mr. Gill presented the President and CEO report:

Passenger Statistics

- For the month of January, our total number of passengers was 212,015 compared to January 2016 at 200,271, 5.86% higher than last year and our highest January to date.
- Cargo is up 6.1% over the same period as last year.
- Passenger landed weight is up 1.04% from last year.

Projects

- The Gateway Transformation Project continues to move along well. Mr. Gill reminded the Board that they are welcome to tour the project. New glass is being installed which separates the Grand Hall from the ramp.
- We are currently working with the design team and construction manager on finalizing Phase 2 conceptual design.
- The pavilion has been constructed at the viewing area. The parking area is currently being expanded and graded. There will be a ribbon cutting ceremony in May in conjunction with the Cascade Community Foundation.
- Phase I of the security improvements have been completed which included card reader replacements on the landside portion of the terminal as well as at the security gates. Phase 2 is underway which includes work within the project area. Phase 3 has also begun which includes the post-security area.
- Tom Ecklund will be speaking at the AAE Customer Service Symposium in regards to our hearing loop system.

Air Service

- Mr. Gill and Ms. Hernandez attended the Routes Conference last week. They had some good meetings with current airlines and discussions with airlines that currently do not have service with us. Many of the airlines did not know a lot about Grand Rapids, but were pleasantly surprised with our data.
 - ✓ Mr. Heacock asked what the follow up will be with the airlines. Mr. Gill indicated that we will stay in touch with them and give them copies of our presentations that show specific information. We may touch base with them again at the June JumpStart Conference. We will continue to make annual visits with our incumbent airlines.

Personnel

- Mr. Gill introduced our new Police Chief, Rick Aro. Mr. Morgan welcomed Chief Aro to the Airport Authority.
- Two other new employees started this month – Kevin Waller, Maintenance Technician and Tim Taylor, Mechanic
- We continue to recruit for an Electrician and Mechanic. We will also be recruiting for two part-time Communications Specialists, due to one of our employees who received military orders and will not return until February 2018.
- We will be hiring a summer intern through the academy as well as a college intern during the months of May to August.

Miscellaneous

- Negotiations continue with the UAW and the Command Officers. We hope to have the UAW contract to the Board next month for approval
- The Board's Strategic Planning Session will be held on March 10 starting at 8:00 am in Holland. Tru Group will be the facilitator for this meeting.

2-6 Other Business

- Mr. Morgan thanked Ms. Shaver for joining the meeting who is filling in for Mr. Buchanan.
- Mr. Koorndyk indicated that he had a positive experience at the Airport this morning. He had a dead car battery upon his return and staff was there within five minutes to assist him.
- Mr. Morgan had an opportunity to sit in on a Board meeting at the Academy and appreciates having the facility here. They talked about a Flight Training Center. He looks forward to discussing opportunities that the airport can assist with.
- Mr. Morgan recommended touring the construction site with Mr. Ries as we are making good progress.

2-7 Adjournment

The meeting was adjourned at 1:17 p.m.

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

lmr