

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
April 26, 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 April 26, 2017 at 8:30 a.m.

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

Absent:

Also Present:

Jim Gill – President and Chief Executive Officer
Phil Johnson – Senior Vice President and Chief Operating Officer
Bob Buchanan – Airport Attorney
Tom Ecklund – Engineering and Facilities Director
Brian Picardat – Vice President and Chief Financial Officer
Lisa Carr – Public Safety and Operations Director
Lisa Rauch – HR Administrator
Dianne Brady-Peters – Office Administrator
Ryan Schaner – Engineering Technician
Robert Wilson – Maintenance Manager
Dan Villalobos – Parking Supervisor
Rick Aro – Police Chief
Matt Zeilstra – Financial Supervisor
Stan Felder – Felder Communications
Spencer Gillette – Steven Baldwin Associates
Susan Sherman – Community Relations Coordinator
Lisa Verhil – Experience Grand Rapids
Cheryl Bush – Signature Flight
John Oliver – Citizen
Roger Dubuc – TSA
Joni Laming – Kent County Purchasing
Jody Naimo – Airport Operations Officer
Sharon Townsend – Grand Valley State University
Steven R. Walz – Metro Cab
Bruce Temple – L3
Yolanda Heard – Diverse Facility Solutions
Melissa Zagorac – Diverse Facility Solutions

4-1 Approval of the Agenda

The agenda was approved and adopted.

4-2 Public Comment

None

4-3 Consent Agenda

- a) Approval of Authority Board Minutes – March 29, 2017
- 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. Koorndyk, supported by Ms. Klohs, that Consent Agenda items a – d be approved. Motion carried.

4-4 Resolution 17-8: Janitorial Services Contract

Motion by Mr. Wilson, supported by Mr. Koorndyk, to approve a Purchase Order with Diverse Facility Solutions in the amount of \$751,209 for janitorial services beginning July 1, 2017 through June 31, 2018. Motion carried.

4-5 President and CEO Report

Mr. Gill presented the President and CEO report:

Personnel

- Allyson Schuler is on military assignment through October. Wendy Cloud and Shelby Snyder have been hired as part-time Communication Specialists to fill in that role while Allison is away.
- John Cranmer, a new Electrician started last month which is the first time in 6 months that building maintenance is at full staff.
- IT manager position has been posted. We are working closely with the County during the transition process and they have been a great assistance. The posting will close at the end of the week and we anticipate interviews late May.
- Roger from Federal Security of Detroit is in attendance at today's meeting.
- Dianne Brady-Peters started on April 10 as our new Office Administrator and is in attendance at today's meeting.

Projects

- Gateway Transformation Project Phase 1: Next week the passengers will begin using the new entrance to Concourse B.

- The new consolidated checkpoint will be opening in two phases. The first Phase will be open the weekend of June 2 through June 4, 2017. Concourse A will be opening June 22 - June 24, 2017. We are planning the transition to take place during least busy time to minimize impact for business passengers. Extra staff will be on hand to assist with directions.
- The viewing area will be closed May 1 and 2 for tables to be replaced. The Ribbon Cutting is scheduled for May 31st at 11:00 am.
- Last night Roy Hawkins accepted a national award from the American Council of Engineering for the storm water project.
- The annual FAA 139 Inspection is scheduled for June 13.
- The airport staff will be hosting Charlotte Douglas International Airport and their engineering consultant to learn about canopy over the roadway system.
- There will be a bid opening in the next few weeks to replace the entry monument signs. We intend to have a recommendation to the Board next month.

Airline Information

- Passenger levels were up 11.2% from March 2016 to March 2017.
- Year to Date passenger levels are up 8.99%.
- All Carriers are up.
- Year to date airport aircraft operations are up 72%.
- Cargo is up 6.29%.
- Our independent auditors will be completing their work. Mr. Gill thanked our staff, the County, and the auditors for their work through this transition.

Public Relations

- We are very pleased to be receiving the Community Honoree Award from Make-a-Wish Foundation at their May 12, 2017 Gala.

Training

- The TruGroup will be coming in to follow up with the Airport Leadership team on goal metrics. There will be a Strategic Planning follow-up meeting after the May Authority Board meeting.
- Mr. Gill and Tara Hernandez will be travelling today to meet with Allegiant Airlines.
- The DCA flight to Washington D.C. started April 4 and has been well received in the community.
- We have an RFP that is going out in next few weeks for software solutions.
- Our full scale emergency drill will take place on Thursday, May 18. We will have mutual aid training for our partners the day before. This simulation is required every three years. The Michigan Firefighters Training Council has given us a \$2,000 grant to help with the training. MDOT has given us a \$2,000 grant for the mobile trainer.
- We will be hosting a public meeting for MDOT on May 22, 2017 regarding the Michigan Aviation System Plan.

Upcoming Meetings

- The Finance and Legislative Committee will be held Tuesday, May 16, 2017 at 8:00am in the Golden Eagle Room.
- The Operations and Marketing Committee will be held on Wednesday May 17, 2017 in the Golden Eagle Room.
- The Airport Authority Board meeting will be held on May 31, 2017. Immediately following the meeting there will be an information session for the Board to follow-up on Strategic Planning.
- The Viewing Park Ribbon Cutting is scheduled for Wednesday, May 31, 2017 at 11:00 am.
- Mr. Gill recognized Dianne Brady-Peters, Laura Feigel, and Ann Biafore for Administrative Professionals Day.

Mr. Vonk asked if the lighting could be checked at the entrance of 36th Street and I96 as it is dark at those locations. Mr. Gill indicated that we will look into it and check with the Road Commission and MDOT if it is not our issue.

Mr. Morgan thanked Mr. Koorndyk for working with him rearranging employee's schedules for meetings.

4-6 Other Business

None

4-7 Adjournment

The meeting was adjourned at 8:50 a.m.

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

dbp