

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
May 31, 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 May 31, 2017 at 8:30 a.m.

Board Members Present: Roger Morgan, Dan Koorndyk, David Slikkers and Ted Vonk – 4

Absent: Birgit Klohs, Steven Heacock, Floyd Wilson, Jr.

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
Tara Hernandez – Marketing and Communications Director
Lisa Carr – Public Safety and Operations Director
Lisa Belt – Human Resources 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
Joe Dancz – Fire Chief
Joel Burgess – Properties Manager
Casey Ries – Engineering Manager
Bruce Applebach – Operations Manager
Stan Felder – Felder Communications
Spencer Gillette – Steven Baldwin Associates
Lisa Verhil – Experience Grand Rapids
Mary Key Shaver – Varnum
Umet Oztekin - Intern
Cal Brinks – Kent County Purchasing
Sharon Townsend – Grand Valley State University
Bruce Temple – L3
John Oliver - Citizen

5-1 Approval of the Agenda

The agenda was approved and adopted.

5-2 Public Comment

None

5-3 Consent Agenda

- a) Approval of Authority Board Minutes – April 26, 2017

OPERATIONS AND MARKETING COMMITTEE RESOLUTIONS

- b) **Resolution 17-12:**
Gateway Transformation – Construction Change Order No. 12
(Casey Reis)

FINANCE AND LEGISLATIVE COMMITTEE RESOLUTIONS

- c) **Resolution 17-14:**
In-Ter-Space Services – Concession Agreement Amendment
(Joel Burgess)

- d) **Resolution 17-15:**
Swissport SAUSA, LLC – Lease Amendment
(Joel Burgess)

- e) Travel

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

- g) Bills for Approval

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

5-4 Resolution 17-10: Terrazzo Floor Services Contract

Motion by Mr. Slikkers, supported by Mr. Vonk, to approve the Terrazzo Floor Services Contract. Motion carried.

5-6 Resolution 17-11: Monument Entry Signs

Motion by Mr. Slikkers, supported by Mr. Koorndyk to approve the Monument Entry Signs. Motion carried.

5-7 Resolution 17-13: MDOT Contract – Air Service Grant

Motion by Mr. Slikkers, supported by Mr. Vonk, to approve the MDOT Contract – Air Service Grant. Motion carried.

4-5 President and CEO Report

Mr. Gill presented the President and CEO report:

Mr. Gill invited Phil Johnson to the podium to say a few words. Mr. Johnson indicated that he will be retiring and this will be his last board meeting as a member of the airport team. He thanked the Board for the blessing of being involved with the Airport for 20 years. He has enjoyed working with the staff and thanked the staff for the excellent job that they do. He looks forward to being a member of the community and watching all the good things that will be happening at the airport in the future.

Mr. Morgan thanked Mr. Johnson for his dedicated service over the last 20 years. Mr. Gill also thanked Mr. Johnson on behalf of the staff for all that he has contributed for the last 20 years, most recently as Sr. Vice President and COO.

Personnel

- Our college intern, Umed Oztekin, started yesterday.
- Gabrielle Brugger will be joining us as a summer intern on the 5th. She is from the WMAA.
- We are currently recruiting for seasonal maintenance positions.
- The new IT Manager will be starting on June 12. We would like to thank the County for their help during the interview process. Craig from County IT was a great help during the process.
- Other current openings are for a law enforcement officer and field maintenance equipment mechanic.

Projects

- We are on schedule for the transition of Concourse B on June 9-11. Concourse A passengers will move to the new checkpoint on June 23-25. We are updating signage and working with Experience Grand Rapids to communicate and assist passengers during the transition.
- The new post security Hudson gift shop is scheduled to open June 11.
- Starbucks is scheduled to open the weekend of June 23-25. There will still be a Starbucks pre security.
- The Viewing Park ribbon cutting is today at 11:00am. Our partner, Cascade Community Foundation, will also have a ribbon cutting in June to recognize their donor.

- The three main entry way signs are scheduled to be completed September 8. The remaining signs at Cargo, Field Maintenance and AARF will be completed early October.
- We are expecting a report from the consultant on the Master Plan preliminary facility needs. It will be presented to the advisory committee on June 22, 2017 and we will be updating the board at next month's meeting.

Airline Information

- Passenger levels were up 4.17% from April 2016 to April 2017.
- Year to date passenger levels are up 7.75%.
- Allegiant and Delta are down in April.
- All of our carriers have experienced passenger increases year to date. This ranges from Delta at just over 1% to Southwest who has an increase of almost 16%.
- Carrier seats year to date are up over 20%.
- Year to date airport aircraft operations are down .25%.
- Freight is up 4.5%.

Training

- The ACI-NA Annual Conference in Ft. Worth, TX will be September 17-20, 2017. Any Board members who are interested in attending may please let Dianne or Jim know.
- Tara Hernandez and Jim Gill are headed to ACI Jumpstart this week for airline meetings.

Projects

- We are looking to close out the Gateway Campaign in the next several months.

Other News

- The Ford Airport will have its annual Family Day on June 22 for employees, staff and Board members.
- The annual FAA certification will be June 15-18.
- Our annual drill took place on May 18. Staff is in the process of reviewing and putting together an after action report. We would like to thank to our mutual aide partners, firefighting units, locally as well as emergency services teams and our "victims" from the WMAA.
- The Authority Leadership Team continues to work on strategic planning and has developed a draft of organizational goals. Some of the goals we are focusing on are customer satisfaction, innovation, air service, and business development and employee engagement.

- The American City Business Journal has published a report on power rankings of the top 89 airports in country. The Ford Airport ranked #32. The ranking took into account operating efficiently, passenger revenue, debt and expenses and another of other factors. We outranked larger airports and it is a testament to the board and staff.

Upcoming Meetings

- The Finance and Legislative Committee meeting will be held Tuesday, June 20, 2017 at 8:00am in the Golden Eagle Room.
- The Operations and Marketing Committee meeting will be held on Wednesday May 21, 2017 in the Golden Eagle Room.
- The Airport Authority Board meeting will be held on June 28, 2017 at 8:30am in the International Room.
- Reminder to join us at the Ribbon Cutting today at 11:00am at the Viewing Park.

4-6 Other Business

Mr. Slikkers congratulated Mr. Johnson on his retirement and wished him well in this new chapter of his life. Mr. Morgan also thanked Mr. Johnson for his leadership and service.

4-7 Adjournment

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

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

dbp