

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
October 26, 2016

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 October 26, 2016 at 8:30 a.m.

Board Members Present: Roger Morgan, Richard VanderMolen, Steven Heacock, David Slikkers, and Ted Vonk – 5

Absent: Floyd Wilson, Jr., and Birgit Klohs – 2

Also Present:

Phil Johnson – Acting President and Chief Executive Officer
Robert Buchanan – Airport Attorney
Brian Picardat – Vice President and Chief Financial Officer
Tom Ecklund, Engineering and Facilities Director
Lisa Carr – Public Safety and Operations Director
Lisa Belt – Human Resources Director
Tara Hernandez – Marketing and Communications Director
Lisa Rauch – Office Manager
Casey Ries – Civil Engineering Manager
Myron Huebner – Engineering Technician
Ryan Schaner – Engineering Technician
Robert Wilson – Maintenance Manager
Dave Wills – Police Chief
Dan Villalobos – Parking Supervisor
Matt Zeilstra – Financial Supervisor (Temp)
Joni Laming – Kent County Purchasing
Susan Sherman – Community Relations Coordinator
Spencer Gillette – Steven Baldwin Associates
Stan Felder – Felder Communications
Lisa Verhil – Experience Grand Rapids
John Oliver – Citizen
Mike Finch – Northern Jet Management
Bruce Temple – L3 Communications
Nathan TenBrink – Southwest Airlines
Denny VerStrat – Metro Cab
Sharon Townsend – Grand Valley State University

10-1 Approval of the Agenda

The agenda was approved and adopted.

10-2 Public Comment

None

10-3 Consent Agenda

- a) Approval of Authority Board Minutes – September 28, 2016
- b) **Resolution 16-45:** Swissport – Lease Agreement
- c) **Resolution 16-46:** Global Aviation Services – Lease Agreement
- d) **Resolution 16-50:** Parking Garage – 2016 Structural Maintenance Construction Change Order No. 1
- e) **Resolution 16-51:** Parking Garage – 2016 Structural Maintenance Engineering Amendment No. 1
- f) **Resolution 16-52:** North Lot Reconstruction – Change Order No. 2
- g) **Resolution 16-53:** Airfield Pavement Maintenance
- h) **Resolution 16-54:** MDOT Contract No. 2016-0494
- i) **Resolution 16-55:** MDOT Contract No. 2016-0506
- j) Travel
- k) Reports
 - Project/Construction Report
 - Project Status Report
 - Public Safety and Operations Report
 - Aviation Activity Report
- l) Bills for Approval

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

10-4 Resolution 16-43: Introduction of the 2017 Rates and Charges Resolution

Mr. Picardat mentioned that the rates are being introduced. They will then be sent to all the tenants affected by the rates for comments and brought back to the Board for a public hearing and adoption in November. Staff met with the airlines last week and provided them with the rates. The rates will actually be lower than first presented since health care rates are lower than budgeted for 2017.

Motion by Mr. Heacock, supported by Mr. VanderMolen, to introduce the Rates and Charges Resoltuion for 2017 as follows:

Landing Fee - \$2.90 per thousand pounds
Apron Fee - \$1.81 per thousand pounds
Terminal Rental Rates - \$48.59 per square foot
Fuel Flowage Fee - \$.085 per gallon
Long-Term Parking Garage - \$13.00 per day, maximum

Motion carried.

10-5 Resolution 16-44: Gateway Transformation Sponsorship – Spectrum Health System

Mr. Morgan extended the Board’s appreciation for the sponsorship opportunity.

Mr. Heacock indicated that this sponsorship is a big deal for Spectrum and not something they typically do; however, they view the Airport as the front door to the community and it is very important to them. He will abstain from the vote.

Motion by Mr. VanderMolen supported by Mr. Slikkers, to approve a Gateway Transformation Sponsorship Agreement between the Gerald R. Ford International Airport Authority, and Spectrum Health System. Motion carried.

10-6 Resolution 16-47: 2017 Capital Budget Amendment

Mr. Ecklund explained this is an amendment to the 2017 Capital Budget that was approved by the Board last year. Priorities changed throughout the year due to the addition of Phase 2 of the Gateway Transformation Project.

Motion by Mr. Heacock supported by Mr. Slikkers, to approve an amendment to the 2017 Capital Budget. Motion carried.

10-7 Resolution 16-48: 2018 Capital Budget

Motion by Mr. Heacock supported by Mr. Vonk, to approve the 2018 Capital Budget. Motion carried.

10-8 Resolution 16-49: 2018-2022 Capital Improvement Plan (CIP)

Motion by Mr. Heacock supported by Mr. Slikkers, to approve the 2018-2022 Capital Improvement Plan. Motion carried.

10-9 Stormwater Project – Performance Update Presentation

Mr. Ecklund gave the Board an update on the 2015-2016 performance of the Stormwater Detention and Treatment System.

Starting in the fall of 2010, the project goal was to identify and design a comprehensive stormwater and deicing management system to address environmental concerns and ensure long-term NPDES permit compliance.

Mr. Ecklund pointed out that one of the main features of the system was to reconfigure the Airport's west air carrier apron stormwater system to consolidate all stormwater deicing area runoff and direct that runoff to a new Natural Treatment System. He mentioned that they were able to capture some of the flow that was exiting on the south perimeter of the airport as well as to Plaster Creek and to redirect that flow into the new treatment system.

Another unique feature of the design was the fact that they were able to complete the project with no mechanical systems or pumps, all gravity flow.

Mr. Ecklund mentioned that there is an area identified for future expansion, if necessary.

There were some maintenance issues this past spring with surface ponding. They found that a gel-like substance forming in the distribution system which has happened with other natural treatment systems caused by a lack of nutrients. The design team found a way to add the nutrients based on the volume of the flow which should solve the issue.

Staff and the DEQ are very satisfied with the performance of the system. A number of mitigation accomplishments have been made including the improved water quality, consolidated flow from three drainage districts to the natural treatment system, 100% gravity flow, and no energy use. Prein&Newhof did a good job of using site contours to minimize hauling off-site.

The total cost of the project was \$20,028,000. With the cooperation of the FAA and MDOT, local funding was only 4.3%.

Mr. Vonk asked how much maintenance costs would be each year. Mr. Ecklund indicated the cost will be approximately \$100,000 - \$125,000. The treatment beds have to be mowed two to three times per year to make sure the growth does not get too high. They are also monitoring the stage 3 treatment channel to make sure nothing builds up there.

Mr. Ecklund mentioned that staff met with the Stakeholders Advisory Committee and they were happy with the performance.

Mr. Ecklund thanked the Board for all of their support and also recognized Mr. Hawkins for all of his efforts. Mr. Morgan congratulated the team on the project.

10-10 President and CEO Report

Mr. Johnson presented the President and CEO report:

Personnel

- Myron Huebner, Engineering Technician, is retiring on Friday with 15 years of service. A lunch will be held for him today at 11:00 am which Board members are invited to. There will also be an Open House tomorrow from 2:00 pm to 4:00 pm. Mr. Huebner addressed the Board and thanked them for their dedication to making the Airport the best it can be.
- Mr. Ries introduced Myron's replacement, Ryan Schaner, a graduate of Michigan State.
- We continue to recruit for various positions; Firefighter, Law Enforcement Officer, Controller, and Assistant Building Maintenance Supervisor.
- Mr. Johnson introduced Nate TenBrink, the new Southwest Airlines General Manager. He indicated that we value the relationship we have with our business partners at the Airport and look forward to his contributions.
- Mr. TenBrink addressed the Board and mentioned it is an honor to be working with this Airport and he looks forward to serving the West Michigan community. He presented the Board and the Authority with a model Boeing 737-800 series aircraft.

Projects

- The Gateway Transformation Project continues to move along well. Work has begun on the Grand Hall ceiling and lighting. Discussions have begun with TSA on screening equipment location. Work continues on the second floor restrooms as well as Concourse A. If Board members would like a tour, contact Mr. Ecklund or Mr. Ries.
- The first Advisory Committee meeting for the Master Plan Update was held last week which went well.
- The groundbreaking for the Viewing Area was held last week. Mr. Johnson thanked Mr. Morgan and members of the Board who attended that ceremony. A majority of the construction should be completed this year.

Passenger Statistics

- Passenger numbers were up 7.75% over September of last year, and year-to-date numbers are up 3.25%
- Seat capacity is up 9.5%.
- Double digit increases are expected for October, November and December so we should have another record year.

Miscellaneous

- The Stormwater Stakeholder Advisory meeting met on October 11 which went well.
- The Federal Inspection Station Analysis kick off meeting was held this week and is off to a good start.
- The next Legislative and Finance Committee will be held November 15.
- The next Operations and Marketing Committee will be held November 16.
- The next Authority Board meeting will be held November 30 in the International Room, after Thanksgiving.

10-11 Other Business

- Mr. Morgan mentioned that the Foundation Board for the Viewing Area is very appreciative of the efforts made by the Airport to get involved in the project and the Board's willingness to donate funds.
- Mr. Vonk mentioned that he had an opportunity to spend time with Mr. Ries in Montreal and he appreciates his positive attitude as it reflects on the Airport.

10-12 Adjournment

The meeting was adjourned at 9:05 a.m.

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

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