

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
November 30, 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 November 30, 2016 at 8:30 a.m.

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

Absent: None

Also Present:

Phil Johnson – Acting President and Chief Executive Officer
Robert Buchanan – Airport Attorney
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
Ryan Schaner – Engineering Technician
Robert Wilson – Maintenance Manager
Dave Wills – Police Chief
Dan Villalobos – Parking Supervisor
Matt Zeilstra – Financial Supervisor (Temp)
Roy Hawkins – Planning Engineer
Joel Burgess – Properties Manager
Bruce Applebach – Operations Manager
Cal Brinks – Kent County Purchasing
James Gill – President & CEO Candidate
Steve Baldwin – Steven Baldwin Associates
Spencer Gillette – Steven Baldwin Associates
Stan Felder – Felder Communications
Paul Beauchamp – Security Coordinator
Jody Naimo – Operations Officer
Doug Small – Experience Grand Rapids
Lisa Verhil – Experience Grand Rapids
John Oliver – Citizen
Charles Cox – Northern Jet
Steven Walz – Metro Cab
Larry Booker – SP+
Sharon Townsend – Grand Valley State University

11-1 Approval of the Agenda

The agenda was approved and adopted.

11-2 Public Comment

None

11-3 Consent Agenda

- a) Approval of Authority Board Minutes – October 26, 2016
- b) **Resolution 16-57:** The Golf Club at Thornapple Pointe – Lease Assignment
- c) **Resolution 16-59:** Environmental Services Contract Amendment
- d) **Resolution 16-60:** Gateway Transformation Phase 2 Design
- e) **Resolution 16-61:** Gateway Transformation Phase 2 Construction Management Services
- f) **Resolution 16-62:** Stormwater Treatment Additives
- g) **Resolution 16-63:** Gateway Transformation – Construction Change Order No. 8
- h) Reports
 - Project/Construction Report
 - Project Status Report
 - Public Safety and Operations Report
 - Aviation Activity Report
- i) Bills for Approval

Motion by Ms. Klohs, supported by Mr. Slikkers, that Consent Agenda items a – i be approved. Motion carried.

11-4 Public Hearing – Adoption of 2017 Rates and Charges Resolution and Airport Operating & Terminal Occupancy Permit

Motion by Mr. VanderMolen, supported by Ms. Klohs, to open the public hearing for the adoption of the 2017 Rates and Charges Resolution and Airport Operating & Terminal Occupancy Permit. Motion carried.

There were no comments.

Motion by Mr. VanderMolen, supported by Mr. Wilson, to close the public hearing for the adoption of the 2017 Rates and Charges Resolution and Airport Operating & Terminal Occupancy Permit. Motion carried.

11-5 Resolution 16-56: Adoption of 2017 Rates and Charges Resolution and Airport Operating & Terminal Occupancy Permit

Motion by Mr. Heacock, supported by Mr. Slikkers, to adopt the 2017 Rates & Charges Resolution and approve the 2017 Airport Operating and Terminal Building Occupancy Permit. Motion carried.

11-6 Resolution 16-58: Experience Grand Rapids – Visitor Information Staffing Agreement

Mr. VanderMolen mentioned that the program is working extremely well. He had an opportunity to speak with a couple of the employees at the desk and indicated that they are extraordinary in what they do.

Doug Small, EXGR, spoke to the Board and indicated that it has been a great relationship working with staff, Mr. Johnson, and Ms. Hernandez. The team takes the role very seriously and will continue to do so.

Motion by Mr. Wilson, supported by Ms. Klohs, to approve an agreement between Experience Grand Rapids (EXGR) Visitor Information Staffing and the Gerald R. Ford International Airport Authority. Motion carried.

11-7 Executive Session to Consider an Opinion of Counsel

Motion by Mr. VanderMolen, supported by Mr. Vonk, at 8:36 a.m. to adjourn to executive session for the purpose of discussing legal opinion of counsel.

Motion carried: Yeas: Heacock, Klohs, Slikkers, VanderMolen, Vonk, Wilson,
 and Chair Morgan – 7
 Nays: 0

Motion by Mr. VanderMolen, supported by Mr. Vonk, to return to regular session at 9:10 a.m.

Motion carried: Yeas: Heacock, Klohs, Slikkers, VanderMolen, Vonk, Wilson,
 and Chair Morgan – 7
 Nays: 0

11-8 Resolution 16-64: Resolution to Consider President and CEO Employment Agreement

Motion by Mr. Wilson supported by Ms. Klohs, to approve the President and CEO Employment Agreement for Mr. James Gill. Motion carried.

Mr. Morgan welcomed Mr. Gill to the Gerald R. Ford International Airport Authority.

Mr. Gill thanked the Board for their consideration. He is excited about joining the Airport, the community, and the staff. There are many great things happening in the region and he looks forward to making the Airport the best it can be for West Michigan and the Grand Rapids region.

11-9 Acting President and CEO Report

Mr. Johnson presented the President and CEO report:

Personnel

- Ryan Tursich and Gary Gagne have been hired as new Firefighters.
- Joe Brugnoli, Bryan Sniatecki, and Levi Curler have been hired as new Law Enforcement Officers.
- Matt Zeilstra has been hired as our new Financial Supervisor.
- Robert Waller has been hired as our new Assistant Building Maintenance Supervisor.
- Mershanda LaMar, previously our receptionist, has been promoted to Human Resources Specialist. We are currently recruiting for the Administrative Assistant position.

Projects

- The Gateway Transformation Project continues to move along well. Work continues on the Grand Hall ceiling and lighting and should be completed within the next couple of weeks. Work continues on the second floor restrooms and should be completed mid-December.

Passenger Statistics

- Passenger numbers were up 6.3% over October of last year, and year-to-date numbers are up 3.5%
- Seat capacity is up 13% in October.
- Double digit increases are expected for November and December so we should have another record year.
- It is anticipated that there will be an announcement next week on additional air service.

Miscellaneous

- We have been awarded the ACI-NA Marketing and Communications award for best digital advertising. Ms. Hernandez accepted this award on our behalf at the conference in Salt Lake City last month. Mr. Johnson congratulated Ms. Hernandez, Ms. Sherman, and to Mr. Felder from Felder Communications who helps us with advertising.
- We kicked off discussions with West Michigan Aviation Academy months ago regarding our summer internship program which has now been finalized. This will be presented to the students next month and applications will be due in January. Mr. Johnson recognized Ms. Belt and Ms. Carr for their work on this.
- The holiday music festival will be held in the Grand Hall next week, and Santa will make an appearance on Thursday, December 8.
- The Authority's holiday luncheon will be held on Wednesday, December 14 from 11:30 am to 1:30 pm.
- The next Legislative and Finance Committee will be held December 13.
- The next Operations and Marketing Committee will be held December 14.
- The next Authority Board meeting will be held December 21.

11-9 Other Business

- Ms. Klohs will not be attending the December Board meeting.
- Mr. Morgan thanked Mr. Johnson for stepping up and filling in as the Acting President & CEO. The Board appreciates his efforts and recognizes his hard work during this time.
- Mr. Heacock mentioned that the Make A Wish Foundation of Michigan provides wishes to sick children. The Foundation Gala is held in May and they honor three parties (private, corporation, and community partner) and they have selected the Ford Airport as a recipient for Community Partner of the Year.

11-10 Adjournment

The meeting was adjourned at 9:25 a.m.

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

lmr