

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
December 21, 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 December 21, 2016 at 8:30 a.m.

Board Members Present: Roger Morgan, Richard VanderMolen, Steven Heacock, David Slikkers, Ted Vonk, and Floyd Wilson, Jr. – 6

Absent: Birgit Klohs – 1

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
Ryan Schaner – Engineering Technician
Robert Wilson – Maintenance Manager
Dave Wills – Police Chief
Dan Villalobos – Parking Supervisor
Matt Zeilstra – Financial Supervisor
Roy Hawkins – Planning Engineer
Joel Burgess – Properties Manager
Bruce Applebach – Operations Manager
Cal Brinks – Kent County Purchasing
Spencer Gillette – Steven Baldwin Associates
Lisa Verhil – Experience Grand Rapids
Susan Sherman – Community Relations Coordinator
Brian Camp – Host
Steve Jenkins – Host
Tim Wondergem – IIA
Bryan Loden – Host
Mario Scorcio – Hudson Group
Jim Munslow – Former ATCT
Kevin Hanson – ATCT
James Nurman - ATCT
John Oliver – Citizen
Sharon Townsend – Grand Valley State University

12-1 Approval of the Agenda

The agenda was approved and adopted.

12-2 Public Comment

None

12-3 Consent Agenda

- a) Approval of Authority Board Minutes – November 30, 2016
- b) **Resolution 16-69:** Equipment Purchase – Snow Removal Equipment
- c) **Resolution 16-70:** Gateway Transformation – Construction Change Order No. 9
- d) **Resolution 16-71:** Gateway Transformation – TSA Equipment Relocation Contract
- e) **Resolution 16-72:** Consumers Energy Company Easement for Airport Viewing Park
- 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. VanderMolen, supported by Mr. Slikkers, that Consent Agenda items a – h be approved. Motion carried.

12-4 **Resolution 16-65: Host International, Inc. – Food and Beverage Concession Agreement**

Mr. Loden mentioned that he is very excited about the program and the transformation of the Airport. He thanked the Board for the partnership.

Motion by Mr. Heacock, supported by Mr. VanderMolen, to approve a Food and Beverage Concession Agreement between the Gerald R. Ford International Airport Authority and Host International, Inc. Motion carried.

12-5 Resolution 16-66: HG Grand Rapids Retailers, JV – Retail Concession Agreement

Motion by Mr. Heacock, supported by Mr. VanderMolen, to approve a Retail Concession Agreement between the Gerald R. Ford International Airport Authority and HG Grand Rapids Retailers, JV. Motion carried.

12-6 Resolution 16-67: Purchasing Policy

Motion by Mr. Heacock, supported by Mr. Wilson, to approve the Gerald R. Ford International Airport Authority Purchasing Policy. Motion carried.

12-7 Resolution 16-68: Aviation Video Documentary

Motion by Mr. Slikkers, supported by Mr. Wilson, to approve an agreement with Integrated Issues Advisors to produce and deliver an aviation video documentary. Motion carried.

12-8 Acting President and CEO Report

Mr. Johnson presented the President and CEO report:

Personnel

- Seth Thrasher has been hired as an Operations Officer and will start on January 9.
- We are currently recruiting for an Administrative Assistant and a Building Maintenance Technician.
- Mr. Johnson mentioned that Police Chief Dave Wills will be retiring February 1. He presented him with an employee recognition award for stepping in as the temporary Fire Chief and doing an outstanding job. A retirement lunch will be held for him in January 20.
- Mr. Morgan and Mr. Johnson presented Jim Munslow with an aerial photo and thanked him for his service. Jim was our Air Traffic Manager for the FAA for over 22 years and retired in October 2016.
- Mr. Johnson recognized Anthony Gutierrez, Fire Fighting Captain, for achieving his Michigan Professional Emergency Manager Certification.

Projects

- The Gateway Transformation Project continues to move along well. The temporary walls in the Grand Hall have been removed. The new temporary walls will be in place until the checkpoint is completed. Concourse A restrooms will be open on December 23. The large crane is scheduled to be removed today.
- The kickoff meeting for Phase 2 was held on December 7. Bids are planned to be sent in November 2017.
- Staff is in the process of finalizing the forecasting phase of the Master Plan.
- Completion is scheduled for January 31 for Phase I of the security system enhancements.

Passenger Statistics

- Passenger numbers were up almost 7% in November, and year-to-date numbers are up almost 4%.
- Double digit increases are expected for the first quarter of 2017.

Legislative

- Federal funding has been extended through April 28.
- At the State level, we were successful in getting new legislation that regulates the transportation network companies which includes a provision for airports that allow us to enact ordinances and regulations with those companies.

Miscellaneous

- Several of our Law Enforcement Officers and Firefighters participated in "Shop with a Cop" where they partnered with disadvantaged youngsters to shop for Christmas.
- There will not be any Committee meetings during the month of January.
- The next Authority Board meeting will be held January 25.
- Mr. Johnson thanked Chair Morgan and the Authority Board for the opportunity to act in the interim President and CEO role. He also thanked the Executive staff for their support and exceptional work during this time. Mr. Morgan thanked Phil for his willingness to step up.

12-9 Other Business

- Mr. Morgan acknowledged Mr. VanderMolen's role on the Authority Board and thanked him for his service. He was very helpful in moving the Airport to an Authority and appreciates his efforts.
- Mr. Johnson and staff presented Mr. VanderMolen with a taxiway light and congratulated him on his retirement.
- Mr. VanderMolen thanked everyone for their support.
- A celebratory lunch will be held for Mr. VanderMolen in January.

- Mr. Morgan indicated that he will be establishing a Committee with a mission to find opportunities to construct an aviation flight training facility. The Committee will consist of Mr. Morgan, Mr. Burgess, Pat Cwayna, Bob Buchanan, Rick Fidler, Jim Gill, Brian Picardat and Mike Trout.

12-10 Adjournment

The meeting was adjourned at 8:55 a.m.

APPROVAL: _____
David Slikkers, Recording Secretary to the Board

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