

**MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
June 30, 2010**

A quorum being present and in accordance with notice being duly given, Chair Van Laar called the meeting of the Aeronautics Board to order on June 30, 2010 at 8:30 a.m.

Board Members Present: John Van Laar, Theodore Vonk, Joseph Tomaselli, and Richard Vander Molen – 4

Absent: Dean Agee and Floyd Wilson, Jr. - 2

Also Present:

James Koslosky – Executive Director
Phillip Johnson – Deputy Executive Director
Brian Picardat – Finance and Administration Director
Thomas Ecklund – Facilities Director
Robert Buchanan – Airport Attorney
Donna Thomas – Recording Secretary
Bruce Schedlbauer – Marketing and Communications Manager
Joel Burgess – Properties Administrator
Bob Kreps – Financial Supervisor
Roy Hawkins – Planning Engineer
Myron Huebner – Engineering Technician
Susan Sherman – Community Relations Coordinator
Ward Walters – Facilities Engineer
Dan Villalobos – Parking and Ground Transportation Supervisor
Dave Wills – Chief Airport Law Enforcement Officer
Jim Talen – Kent County Commissioner
Cal Brinks – Kent County Purchasing
Will Love – Rehmann Robson
Stephen Blann – Rehmann Robson
Brent Wheatley – Metro Cars/Metro Cab
David Reber – L-3 Communications
Jeff Anderson – Northern Air
Mike Borta – RW Armstrong
Bob Nelesen – URS
Jack Deter – URS
Roger Marks – C2AE
Chris Reese - Citizen
Kyla King – *The Grand Rapids Press*

6-1 Approval of Minutes – Meeting of May 26, 2010

Motion by Mr. Vonk, supported by Mr. Vander Molen, to approve the minutes of the meeting of May 26, 2010 as printed. Motion carried.

6-2 Public Comment

Chris Reese – Grand Rapids, Michigan

Ms. Reese indicated she is one of the Trout Creek neighbors and wanted to express her concern about the glycol run-off from the Airport.

Kent County Commissioner Jim Talen, 323 Paris SE, Grand Rapids, MI, 49503

Commissioner Talen noted this is the first time he has attended the Aeronautics Board meeting and congratulated the Board and staff on the recent TAPIP project and new airline service. He also expressed appreciation for the free WiFi service available at GFIA. He asked that the Board give consideration to a recycling program at the Airport in keeping with Grand Rapids' efforts to be a green city.

6-3 2009 Annual Audit

Mr. Picardat introduced Mr. Steven Blann from Rehmann Robson to present the 2009 Annual Audit.

Mr. Blann noted the four documents that comprise the audit:

1. Comprehensive Annual Financial Report containing the Audit Opinion
2. Passenger Facility Charges Report
3. Free-standing letter from Rehmann Robson
4. Letter from Rehmann Robson addressed to Aeronautics Board

Mr. Blann reported that all of these documents indicate this was a clean audit. He indicated the auditors appreciated the cooperation they received from Management and staff in preparing the audit.

Mr. Koslosky congratulated Mr. Picardat, Mr. Kreps and the Accounting staff for their work in managing the \$28 million enterprise at GFIA. Mr. Van Laar also expressed appreciation on behalf of the Board.

The Finance, Administration & Public Relations Committee met June 16, 2010 and recommends acceptance.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to accept the audited Financial Statements for the year ended December 31, 2009. Motion carried.

6-4 Art in the Airport – Policy Document

Mr. Schedlbauer explained that in anticipation of the Board being approached to display art on Airport property, staff prepared this policy document to establish fair and uniform conditions for accepting certain works of art for temporary or permanent display in the Terminal Building and Parking Ramp. He noted staff worked with Legal Counsel in drafting the document.

Mr. Tomaselli thanked Mr. Schedlbauer and expressed his hope that this is a step to broaden the Airport's relationship with the Arts Council and others in bringing traveling exhibits, local art and purchased art pieces to the Airport.

Mr. Koslosky noted that although this year's ArtPrize exhibits were limited to the downtown area, it would not preclude any future permanent displays at the Airport.

Mr. Vonk also expressed his hope that relationships could be formed possibly with Meijer Gardens for sculpture placement.

The Aeronautical, Facilities & Marketing Committee met June 15, 2010 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vonk, to approve the "Art in the Airport" policy Document. Motion carried.

6-5 AT&T Michigan Easement for Kent Intermediate School District (KISD) Building No. 424

Mr. Hawkins stated the communication lines would provide fiber service to KISD, Building 424. The proposed easement has been reviewed by Legal Counsel.

The Aeronautical, Facilities & Marketing Committee met June 15, 2010 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve granting of an easement to AT&T, and authorize the Chair to sign. Motion carried.

6-6 Equipment Bid Award - Sweeper

Mr. Ecklund stated that the April 2007 Operation and Maintenance Report for TAPIP included the need to purchase a small riding sweeper dedicated to the parking deck. The sweeper would be housed in the ramp and will be used to collect debris from the structure and various pedestrian walkways. He noted five bids were received and the specifications included a base bid for a riding sweeper and an alternate bid for a fully enclosed cab with heat and air conditions. Staff is recommending the enclosed cab not be included due to cost.

Mr. Vonk asked where Titan Equipment is located. Mr. Ecklund said the company is located near US 131 and M6. He added the specifications were generic and that all bidders but one are from the local area.

The Aeronautical, Facilities & Marketing Committee met June 15, 2010 and recommends approval.

Motion by Mr. Vonk, supported by Mr. Tomaselli, to approve issuing a Purchase Order to Titan Equipment in the amount of \$31,442.00 for the purchase of a riding sweeper. Motion carried.

6-7 Professional Engineering Services – Gateway and Walsh Drives

Mr. Ecklund reported qualifications statements were received on May 25, 2010 for professional engineering services for the reconstruction of Gateway Drive and Walsh Drive. It was noted Gateway Drive is scheduled for reconstruction in 2011 and Walsh Drive reconstruction will take place in the next few years. Six qualifications statements were received and reviewed by Mr. Walters, Mr. Hawkins and himself. He noted scoring criteria included roadway and pavement design, qualifications of the team and personnel to be assigned, FAA experience, and overall impression. The review committee is recommending the firms of Prein & Newhof, RW Armstrong, and URS be invited to interview.

Mr. Ecklund explained that the project was originally planned for 2009, but was delayed until after TAPIP because of the construction traffic on the pavement. A pavement analysis will also be done to allow staff to compare costs for concrete versus asphalt.

Mr. Vander Molen asked if Gateway Drive will be relocated. Mr. Ecklund said staff is looking to push the ramp behind Concourse B back to the north to allow for future holdrooms. This would use about 25-35% of the current East Lot.

The Aeronautical, Facilities & Marketing Committee met June 15, 2010 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve Prein & Newhof, RW Armstrong, and URS as the firms to interview for providing professional engineering services for the reconstruction of Gateway and Walsh Drives. Motion carried.

6-8 Airport Improvement Program Grant Acceptance

Mr. Ecklund said that due to continuing resolutions from the FAA, this is Part C of the 2010 AIP funds. This grant offer in the amount of \$2,657,196, for the federal share of the replacement of snow removal equipment and land acquisition, is to be executed and returned by this Friday, July 2, 2010.

The Aeronautical, Facilities & Marketing Committee met June 15, 2010 and recommends approval.

(Due to the delay in receiving the grant which is expected this Thursday, Mr. Ecklund asked that the motion be amended as follows. It was moved and supported with the change.)

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to accept an FAA grant offer for various projects and authorize the Chair and Board Attorney to sign.
Motion carried.

6-9 Amendment #4 to the Jacobs Consultancy Agreement

Mr. Picardat indicated the Aeronautics Board approved the original Professional Services Agreement with Jacobs Consultancy for financial advisory services on February 23, 2000. The most recent amendment was on June 24, 2009 and staff is requesting to increase the agreement, under Task #3-Alternate Funding, by \$43,000. Jacobs assisted the Department in 2009 under Amendment #3 in securing \$760,081 of VALE funds for ground power units and pre-conditioned air units for portions of the first six passenger loading bridges. He said Jacobs Consultancy and staff believe the Airport is eligible for VALE funding for these units plus some infrastructure on the remaining five passenger loading bridges. Legal Counsel has reviewed the 4th Amendment.

The Finance, Administration & Public Relations Committee met June 16, 2010 and recommends approval.

Motion by Mr. Vonk, supported by Mr. Vander Molen, to approve the 4th Amendment to the Professional Services Agreement between the Kent County Aeronautics Board and Jacobs Consultancy and increase the contract by \$43,000. Motion carried.

6-10 Travel

- A. Two staff to attend Great Lakes Chapter AAAE in Branson, Missouri, August 5-8, 2010.
- B. Three staff to attend the 2010 National Airports Conference in San Diego, California, September 19-22, 2010.
- C. Three staff and any Board member to attend the 2010 ACI-NA Annual Conference and Exhibition in Pittsburgh, Pennsylvania, September 24-29, 2010.
- D. One staff to attend the ARFF Working Group 21st Annual Conference in Phoenix, Arizona, October 5-8, 2010.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve the travel requests. Motion carried.

6-11 Reports

Mr. Picardat noted passenger activity is up 26% from May, 2009 and up 15% YTD. He also noted parking revenue is up 46% from last year.

Mr. Tomaselli asked about AirTran service to Baltimore. Mr. Koslosky said that information is not available yet, but staff will track load factors for those flights once they have the data.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to receive and file the reports. Motion carried.

6-12 Bills for Approval

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve the bills as presented. (Attachment A). Motion carried.

6-13 Other Business

- Mr. Van Laar asked Mr. Schedlbauer about the mural wall project in the terminal lobby and asked if a recommendation could be brought to the Board at its July meeting. Mr. Schedlbauer said he has been in talks with the Convention and Visitors Bureau about some options. He added he will provide further information for the Board in July.
- Mr. Vonk asked where wheelchairs are centralized. Mr. Koslosky said they are owned by the airlines and provided to passengers by the skycaps. Mr. Picardat added they are usually located near the baggage claim area and noted Allegiant and AirTran own wheelchairs for their use.

6-14 Executive Session for the Purpose of Discussing Pending Litigation.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, at 9:01 a.m. to adjourn to executive session for the purpose of discussing pending litigation.

Motion carried: Yeas: Tomaselli, Vander Molen, Vice Chair Vonk and Chair Van Laar – 4
Nays: 0

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to return to regular session at 9:19 a.m.

Motion carried: Yeas: Tomaselli, Wilson, Vander Molen, Vice Chair Vonk and Chair Van Laar – 5 (Mr. Wilson joined the Executive Session.)
Nays: 0

6-15 Adjournment

The meeting was adjourned at 9:21 a.m.

ADMINISTRATIVE APPROVAL: _____
James A. Koslosky, Secretary to the Board

dmt