

MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
January 27, 2010

Board Members Present: John Van Laar, Theodore Vonk, Dean Agee, Joseph Tomaselli and Richard Vander Molen - 5

Absent: Floyd Wilson, Jr. - 1

Also Present:

James Koslosky – Executive Director
Phillip Johnson – Deputy Executive Director
Brian Picardat – Finance and Administration Director
Robert W. Benstein – Public Safety & Operations Director
Thomas Ecklund - Facilities Director
Robert Buchanan – Airport Attorney
Donna Thomas – Recording Secretary
Joel Burgess – Properties Administrator
Ward Walters – Civil Engineer
Roy Hawkins – Planning Engineer
Myron Huebner – Engineering Technician
Susan Sherman – Community Relations Coordinator
Cal Brinks – Kent County Purchasing
Bruce Temple – L3 Communications
Bob Nelesen – URS
Brent Wheatley – MetroCab of Grand Rapids
Max Harnish – Transportation Security Administration
Brian Sikma – Highpoint Real Estate
Kyla King – *The Grand Rapid Press*

1-1 Call to Order

A quorum being present and in accordance with notice being duly given, the meeting of the Aeronautics Board was called to order on January 27, 2010 at 8:30 a.m.

1-2 Election of Officers

Mr. Koslosky opened nominations for the office of Chair of the Kent County Aeronautics Board per Aeronautics Board Standing Rules.

Mr. Vonk nominated John Van Laar. Mr. Vander Molen supported the motion.

There were no other nominations.

Motion carried to elect John Van Laar as Chair of the Kent County Aeronautics Board.

Mr. Van Laar was declared elected Chair of the Aeronautics Board.

Mr. Koslosky opened nominations for the office of Vice Chair.

Mr. Van Laar nominated Ted Vonk. Mr. Vander Molen supported the motion.

There were no other nominations.

Motion carried to elect Ted Vonk as Vice Chair of the Aeronautics Board.

Mr. Vonk was declared elected Vice Chair of the Kent County Aeronautics Board.

1-3 Approval of Minutes – Meeting of December 16, 2009

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve the minutes of the meeting of December 16, 2009 as printed. Motion carried.

1-4 Public Comment

There was no public comment.

1-5 Adopt 2010 Board Meeting Schedule

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to adopt the 2010 Board Meeting Schedule. Motion carried.

1-6 Standing Committee Appointments and Meeting Schedules

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve the Standing Committee Appointments and the 2010 Committee Meeting Schedules. Motion carried.

1-7 Other Committee Appointments

- **Statutory Committee – Airport Zoning Board of Appeals**

Mr. Van Laar indicated Mr. Ken Kranz of FedEx is being recommended to the Zoning Board of Appeals.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve the Airport Zoning Board of Appeals appointments. Motion carried.

(Mr. Agee joined the meeting.)

1-8 West Michigan Aviation Academy – Second Amendment to Lease

Mr. Burgess reported the assignment of the lease from Home Health Services (HHS) to West Michigan Aviation Academy (WMAA) was completed on December 30, 2009. The terms of the agreement are being amended to divide the remaining ten-year option into ten individual one-year options. The Use of Premises provision is also being amended to allow the facility to be used as a school.

Mr. Burgess introduced Mr. Brian Sikma of High Point Real Estate to answer real estate questions from the Board.

Mr. Van Laar and Mr. Tomaselli asked when the school would start, its focus and class size. Mr. Sikma explained WMAA would be a college prep high school which would begin with Grade 9 this coming September. This class would have approximately 50 students with a grade being added each year. At the end of four years, he estimated the school would have a capacity of about 200 students.

Motion by Mr. Tomaselli, supported by Mr. Vonk, to approve a Second Amendment to the Lease Agreement between the Kent County Aeronautics Board and West Michigan Aviation Academy. Motion carried.

1-9 Security Services – Approval to Solicit Bids

Mr. Benstein explained the Board has an agreement with D&R Security, now U.S. Security Associates, to provide security personnel at three vehicle gates and along the terminal curb. Due to TAPIP, the agreement with U.S. Security Associates was extended on October 29, 2008 and is set to expire on May 27, 2010. He indicated staff recommends security services continue to be used to supplement law enforcement staff. The estimated cost of the contract is \$640,000 for the first year.

Mr. Van Laar asked how many bids might be received and if there are any local firms that might participate. Mr. Benstein stated about 8-9 firms responded to the last bid in 2005 and some were local or had locally-based offices.

Mr. Tomaselli asked if this would be an RFQ/RFP process. Mr. Benstein said it would be a straight bid and he indicated staff might receive about six or more bids.

Mr. Tomaselli asked if performance statistics are kept and used in the evaluation process. Mr. Koslosky said they are. Mr. Tomaselli added security personnel need to balance security responsibilities and hospitality. He also offered to participate on the bid evaluation team.

Motion by Mr. Agee, supported by Mr. Vander Molen, to approve staff to solicit bids for security services. Motion carried.

1-10 Contaminated Soils Removal – Approval of Invoice

Mr. Hawkins reported contaminated soils were discovered at the Bissell Hangar construction project. The total cost of testing and soil removal was \$33,119.10 and the operation was performed in compliance with MDEQ requirements.

Mr. Van Laar noted the cost of the soil removal was very reasonable.

Mr. Koslosky invited Board members to visit the Bissell Hangar construction project and said it will be a great addition to the Airport.

Motion by Mr. Tomaselli, supported by Mr. Agee, to approve payment to Sommers Engineering & Construction, Inc. for the removal of contaminated soils for the Bissell Hangar site. Motion carried.

1-11 Terminal Area and Parking Improvement Program, Contract C-194, Change Order #28

Mr. Ecklund explained the change order is an increase of \$78,060 and includes some additional work items. The most significant addition was the replacement of sign modules to allow for four-digit totals. He noted this was a design error.

Motion by Mr. Agee, supported by Mr. Tomaselli, to approve Terminal Area and Parking Improvement Program, Contract C-194, Change Order #28 in the amount of \$78,060 to The Christman Company, and authorizing the Chair to sign. Motion carried.

1-12 Contract Amendment – Gresham, Smith & Partners

Mr. Ecklund reported the initial preliminary design contract with Gresham, Smith & Partners (GSP) was signed in 2001. The construction phase services budget was based on the contractor reaching substantial completion no later than October 15, 2009. He noted that the contractor reached substantial completion on November 17, 2009 and GSP staff continued to perform project inspection, review of submittals and minor testing. Staff concurs the additional services were beyond their contractual scope of work and agrees that the fees are reasonable.

Motion by Mr. Agee, supported by Mr. Tomaselli, to approve Amendment No. 8 with Gresham, Smith & Partners for engineering services on the Terminal Area and Parking Improvement Program totaling \$89,713.28, and authorize the Chair to sign. Motion carried.

1-13 Travel

- A. One staff and one Board member to attend the 2010 AAAE/ACI-NA Spring Washington Conference in Washington, DC, March 2-4, 2010.
- B. One staff to attend the ARFF Chief's and Leadership School in San Antonio, Texas, March 14-17, 2010.
- C. Any Board member to attend the 2010 ACI-NA Commissioners' Conference in Savannah, Georgia, April 11-13, 2010.
- D. One staff to attend the ACI-NA Public Safety and Security Conference in Orlando, Florida, April 26-29, 2010.

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

1-14 Reports

Mr. Tomaselli asked for an update on 2009 activity and available seating numbers. Mr. Picardat reported activity was down 2% for the year. Mr. Koslosky indicated national activity levels are down as much as 10%. Mr. Johnson stated seat availability is down but has stabilized.

Mr. Van Laar asked about garage occupancy rates. Mr. Koslosky said the garage has been a success with high occupancy rates on the 2nd and 3rd floors. Mr. Picardat added Valet has been moved from Long Term to Short Term to provide more spaces in the Long Term area.

Mr. Tomaselli asked about the number of vehicles in the Blue Lot (Economy Lot). Mr. Picardat said numbers are a little behind pre-construction totals.

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

1-15 Bills for Approval

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

1-16 Other Business

- Mr. Tomaselli asked for an update on the in-line baggage screening project. Mr. Koslosky said the Department submitted an application, cost estimation and concept to the TSA. These are being reviewed by TSA and staff hopes to have approval this year.

Mr. Van Laar commented this was a scaled-down concept. Mr. Koslosky said the maintenance costs of the original design were prohibitive. The Department went to a smaller in-line system with two ticketing wings and smaller O&M costs.

- Mr. Agee reported on his recent conversation with leadership at Delta Connection and ASA and noted there will be upgrades to their aircraft which will benefit the business traveler.
- Mr. Koslosky reported the old Northern Air T-Hangars have been removed and the area is being restored to green space.
- Mr. Koslosky recognized Amway and L3 Communications for their participation in the current Haiti relief efforts.
- Mr. Vonk expressed his appreciation to the Board and staff for their prayers and support while he recovered from his accident.

1-17Adjournment

The meeting was adjourned at 8:56 a.m.

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

dmt