

MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
May 25, 2011

A quorum being present and in accordance with notice being duly given, Chair Tomaselli called the meeting of the Aeronautics Board to order on May 25, 2011 at 8:30 a.m.

Board Members Present: Joseph Tomaselli, Ted Vonk, Terri Lynn Land, Roger Morgan, Richard Vander Molen and Floyd Wilson, Jr. – 6

Also Present:

James Koslosky – Executive Director
Phillip Johnson – Deputy Executive Director
Brian Picardat – Finance and Administration Director
Thomas Ecklund – Facilities Director
Robert Benstein – Public Safety and Operations Director
Bruce Schedlbauer – Marketing Communications Manager
Robert Buchanan – Airport Attorney
Joel Burgess – Properties Administrator
Dan Villalobos – Parking and Ground Transportation Supervisor
John Van Laar – Former Aeronautics Board Chair
Cal Brinks – Kent County Purchasing
Ben Orange – Continental/United Airlines
Dan Conner – Delta Airlines
Brian Camp – HMS Host
Steve Jenkins – HMS Host
James Munslow – FAA ATCT
Max Harnish – Transportation Security Administration
Roger Dubuc – Transportation Security Administration
Chris Sobieck – Golf Club at Thornapple Pointe
Paul Heule – Grand Rapids Air Center
Michael Krzciok – Grand Rapids Air Center
Nyal Deems – Grand Rapids Air Center/Varnum Law
Charles Cox – Northern Air
Mark Serbenski – Northern Air
J. Fisher – Northern Air/Fisher & Dickinson, PC
Tim Wondergem – Wondergem Consulting, Inc.
Kate Washburn – Wondergem Consulting, Inc.
Brent Wheatley – Metro Cars
Gary Siegfried – Mead & Hunt
Bob Koller – C&S Engineers, Inc.
Terry Boer – Executive Air
Rex Vanderlinde – Executive Air
Dan Horne – Executive Air
Alison Albright – Executive Air
AJ Veneklasen – Executive Air

Rick Kamel – RK Public Relations
John Sorenson – Citizen
Daren Bower – WZZM 13
Rick Wilson – *The Grand Rapids Press*

Chair Tomaselli recognized former Board Chair and Honorary Lifetime Board Member John Van Laar and thanked him for his many years of service and contributions. He explained to those in attendance that there will be a special meeting following at approximately 9:00 a.m. to discuss the Executive Air proposal.

5-1 Approval of Minutes – Meetings of April 27, 2011 and May 11, 2011

Motion by Mr. Vonk, supported by Mr. Vander Molen, to approve the minutes of the meetings of April 27, 2011 and May 11, 2011 as printed. Motion carried.

5-2 Public Comment

Mr. Benstein introduced Intern Justin Guth to the Board. He noted Mr. Guth is a recent graduate of Western Michigan University's Aviation Flight Science and Administration program and will be a part of the Department throughout the summer.

5-3 Airport Security/Concession Consultant - Selection

Mr. Picardat said the Board authorized staff to issue a Request for Qualifications (RFQ) for the Airport's concession program and, initially, due to the urgent issue with congestion at the checkpoints, staff asked the recommended proposer, Leigh Fisher Management Consultants, to provide costs for an expanded scope of work dealing with these security issues. At the May 17 Finance, Administration and Public Relations Committee, committee members asked that second interviews be conducted with the top two proposers on the added security scope of work. Mr. Picardat said these interviews were conducted on May 20 by a panel consisting of Ms. Land, Mr. Burgess, Mr. Cal Brinks of Kent County Purchasing, Mr. Benstein and himself. This team recommended the selection of Leigh Fisher to perform the combined scope of work. He reported that a special meeting of the Finance, Administration and Public Relations committee was held this morning at 8:00 a.m. and the committee recommends the selection of Leigh Fisher Management Consultants to the full Board.

Ms. Land said the selection process was close and Leigh Fisher was challenged to consider solutions from a global perspective. Mr. Picardat informed the Board that staff will give an update to TSA and the airlines this afternoon at 1:30 p.m.

Mr. Morgan asked for a clarification of the security project timeline. Mr. Picardat said that, initially, the RFQ for just the concession piece would be issued in the

fall with a new concession agreement in place by June 1, 2012. He said this timeline may be pushed back due to the security work that Leigh Fisher will be doing but he added he hoped to have both their concession and security staff on site within the next two weeks. He said it was difficult to pinpoint a completion date for the security project at this time, but noted there would be immediate, short-term and long-term solutions analyzed. Ms. Land added that the temporary, short-term solution might not be as attractive as a more permanent solution would be.

Mr. Tomaselli confirmed that all parties are being updated on the project. Mr. Picardat said yes, and said because Leigh Fisher has worked with the Airport on other projects over the last twenty years, they will be able to begin work quickly.

Ms Land indicated there is currently no airport or TSA best practices model for this type of project, but said this project can give GFIA an opportunity to set the standard.

The Finance, Administration and Public Relations Committee met in special session on May 25, 2011 and recommends approval.

Motion by Ms. Land, supported by Mr. Wilson, to approve the selection of Leigh Fisher Management Consultants to provide security and concession consulting services to the Department, and authorize the Board chair to execute the consultant agreement. Motion carried.

5-4 Wondergem Consulting Contract

Mr. Schedlbauer reported that the Board entered into a contract with Wondergem Consulting on June 1, 2005. The Board most recently extended the contract in June 2010 and this contract extension is due to expire May 31, 2011. He said staff recommends a new, three-year contract with Wondergem for the purpose of providing advice and counsel to the Board and staff in the areas of strategic communications, government and community relations, and issues management. He added the budgeted amount is a not-to-exceed amount of \$75,000 per year.

The Finance, Administration and Public Relations Committee met May 17, 2011 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Vander Molen, to approve a three-year contract with Wondergem Consulting for professional services with a budget amount up to, but not to exceed, \$75,000 per year. Motion carried.

5-5 TSA Cooperative Agreement, Modification P00007

Mr. Benstein explained the Board executed the Law Enforcement Officer Reimbursement program Cooperative Agreement with the TSA. The initial term of the agreement was for the period October 1, 2007 through September 30, 2008 and the agreement also provided for four one-year options. He said TSA has notified the Department of its intent to provide partial funding for FY2011. In this modification, TSA is proposing the addition of \$74,014.36 for the period October 1, 2010 through February 28, 2011. He indicated the cumulative amount of the agreement is increased from \$567,543.61 to \$641,557.97. In addition, TSA is proposing minor changes to the Terms and Conditions of the agreement. Staff and Legal Counsel have reviewed the agreement and recommend approval. Mr. Benstein added that these agreements are subject to appropriation by Congress and another modification may come for the remainder of FY2011.

Mr. Morgan noted the TSA agreement provides for 75% of the cost and asked if that was in the Department's best interest. Mr. Benstein said the TSA could mandate Law Enforcement Officers at the checkpoints without providing reimbursement and all of the cost could fall into the rate base. Mr. Koslosky added that we spent several years to gain this agreement and noted not all airports receive reimbursement. He indicated the remaining 25% goes into the rate base as an unfunded federal mandate.

The Aeronautical, Facilities & Marketing Committee met May 17, 2011 and recommends approval.

Motion by Mr. Morgan, supported by Mr. Wilson, to approve the modification to the Law Enforcement Officer Reimbursement Program Cooperative Agreement with the TSA and authorize the Board Chair to execute the agreement. Motion carried.

5-6 Concourse B Ramp Expansion

Mr. Ecklund reported that seven sets of qualifications were received for this project and the following three firms were interviewed on May 5: C&S Engineers, Mead & Hunt, and Reynolds, Smith & Hills. He said the firms were ranked based on design and construction administration experience, qualifications of personnel assigned, experience with FAA personnel and regulations, project approach, QA/QC plan, environmental planning/experience, and overall impression. He noted environmental capability was important as an FAA-required air emissions analysis will be performed. He explained that this item is for the ramp only and staff expects to return to the Board in about a year to select an architect for the expansion of the concourse itself. The project is estimated at \$1.5 million and is

AIP-eligible. He said a scope of work from C&S is expected to come before the Board at either the June or July 2011 meeting.

Mr. Morgan asked if staff worked with C&S before. Mr. Ecklund said no, but that references were checked and staff is comfortable with the selection. He added they are a national firm with offices located in Livonia, Michigan.

Mr. Vander Molen confirmed the temporary short-term lot used in TAPIP would be eliminated and asked how far out the ramp would extend. Mr. Ecklund said that lot would be eliminated and the three firms had varied estimates of 150 to 200 feet depending on the turning movements of aircraft. A portion of the East Lot would also be taken up with the expansion.

Mr. Vander Molen confirmed staff will be able to add two more holdrooms. Mr. Ecklund said yes, noting construction of these holdrooms is planned for either 2013 or 2014. He added that the consultant who is selected to design the holdroom expansion will also look at concession space on the concourse.

The Aeronautical, Facilities & Marketing Committee met May 17, 2011 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Vonk, to approve the firm C&S Engineers to perform professional engineering services on the Concourse B Ramp Expansion project, and authorize staff to negotiate a contract including scope of work and fees. Motion carried.

5-7 Contract Award – Gateway/Walsh Reconstruction

Mr. Ecklund reported three bids were received on May 16 with the low bid of \$1,287,549.60 submitted by Kamminga & Roodvoets (K&R). There were no inconsistencies in the bids and all required bonds were provided by K&R. He added the project will be paid for 100% with local funding.

Mr. Vander Molen confirmed the cul-de-sac would be coming from the north. Mr. Ecklund said the cul-de-sac would be in front of the ARFF building. The road from the terminal to ARFF is being eliminated as part of the ramp project. He explained the extension from the front of the terminal through the west side of the East Lot will tie into Gateway Drive near Grand Rapids Air Center.

Mr. Vander Molen asked if the road will be resurfaced from ARFF to the FBOs. Mr. Ecklund said resurfacing would be done to the base and the project will include curb and gutter reconstruction.

Mr. Vander Molen said that, in essence, these FBOs will have a private road. Mr. Ecklund said it is a public road, but after Grand Rapids Air Center the only traffic would likely be to and from the FBOs.

The Aeronautical, Facilities & Marketing Committee met May 17, 2011 and recommends approval.

Motion by Mr. Vander Molen, supported by Ms. Land, to approve a contract with Kamminga & Roodvoets for the reconstruction of Gateway and Walsh Drives in the amount of \$1,287,549.60. Motion carried.

5-8 Construction Engineering Contract – Gateway/Walsh Drives Reconstruction

Mr. Ecklund explained that on September 29, 2010, the Board approved a contract with Prein & Newhof for professional engineering services for the Gateway/Walsh Drives reconstruction project. Staff reviewed the proposed scope or work and fee for construction engineering services which include inspection, construction staking, geotechnical/materials testing, and completion of as-built drawings. He indicated the cost of the contract amendment is \$119,000.

The Aeronautical, Facilities & Marketing Committee met May 17, 2011 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Wilson, to approve a contract amendment with Prein & Newhof in the amount of \$119,000 for construction engineering services on the Gateway/Walsh Drives reconstruction project, and authorizing the Chair to sign. Motion carried.

5-9 Travel

- A. Three staff to attend the AAAE Great Lakes Chapter Annual Conference in Alexandria, Minnesota, August 4-7, 2011.
- B. One staff to attend the Basic Aircraft Rescue Firefighting Class-South Carolina Fire Academy in Columbia, South Carolina, August 28 –September 2, 2011.
- C. Three staff to attend the 2011 National Airports Conference in Tucson, Arizona, September 18-20, 2011.
- D. One staff to attend the ARFF Working Group Annual Conference in Orlando, Florida, September 26-30, 2011.
- E. Three staff and any Board member to attend the ACI-NA Annual Conference and Exhibition in San Diego, California, October 16-19, 2011.

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

5-10 Reports

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

5-11 Bills for Approval

Motion by Mr. Wilson, supported by Ms. Land, to approve the bills as presented. (Attachment A). Motion carried.

5-12 Other Business

- Mr. Vonk asked Mr. Koslosky about the planned moved of Continental Airlines to Concourse B. Mr. Koslosky replied that staff is working locally with Mr. Ben Orange and indicated Continental is currently reviewing this change at their corporate headquarters for the positioning of their aircraft on Concourse B.

5-13 Adjournment

The meeting was adjourned at 8:57 a.m.

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

dmt