

**MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
June 24, 2009**

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 24, 2009 at 8:30 a.m.

Board Members Present: John Van Laar, Dean Agee, Joseph Tomaselli, Richard Vander Molen and Floyd Wilson, Jr. –5

Absent: Theodore Vonk - 1

Also Present:

James Koslosky – Executive Director
Brian Picardat – Finance and Administration 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
Bob Kreps – Financial Supervisor
Myron Huebner – Engineering Technician
Susan Sherman – Community Relations Coordinator
David Wills – Chief Law Enforcement Officer
Jonathan Brooks – KCDA Intern
Cal Brinks – Kent County Purchasing
Kevin Mersman – Century A/E
Charles McArdle – Gresham Smith and Partners
Mike Borta – RW Armstrong
Brad DiFiore – Sabre Airline Solutions
Stephen Blann – Rehmann Robson
Will Love – Rehmann Robson
Tona May – United Airlines
Chris Reed – Northern Air
Rick Wilson – *The Grand Rapid Press*

6-1 Approval of Minutes – Meeting of May 27, 2009

Motion by Mr. Vander Molen, supported by Mr. Wilson, to approve the minutes of the meeting of May 27, 2009 as printed. Motion carried.

6-2 Public Comment

There was no public comment.

6-3 Special Recognition

Mr. Koslosky recognized the GFIA Field Maintenance staff for the Idea Corner first place award which was won at the 2009 International Aviation Snow Symposium in Buffalo, New York. He explained that airport staff across the country are encouraged to submit ideas for improvements in snow removal procedures, equipment and weather-related improvements. Field Maintenance Supervisor Eric Vander Stel presented the sample safety ladder, railing and platform that was developed to attach to various Oshkosh trucks allowing operators to safely access windshield areas for maintenance. Mr. Vander Stel credited Mechanic Marc Angus for fabricating the sample.

6-4 2008 Annual Audit

Mr. Picardat explained that through the County's bid process, the firm of Rehmann Robson was selected to perform the Department's audit this year. He introduced Mr. Stephen Blann and Mr. Will Love to review the main audit, the PFC audit, as well as the internal control and SAS 114 letters.

Mr. Blann reviewed the main audit and noted the following highlights:

1. A clean or unqualified opinion by the auditors was issued.
2. An audit of the Department's administration of its grant program was also done and a clean opinion was also issued.
3. The internal control letter identified two issues, one being an audit adjustment which was identified and corrected, and the addition of a best practice to provide a review process for any manual journal entries that are not part of the normal review process.
4. The auditors noted there were no negative issues to report in the required SAS 114 letter.
5. The Department has complied with all aspects of the PFC program.

Mr. Blann said the auditors were very pleased with the first year process for this audit.

Mr. Vander Molen indicated the Finance, Administration & Public Relations Committee reviewed the audit at its meeting and congratulated staff for its good work.

Mr. Agee said a clean audit should not be taken for granted and also complimented staff.

The Finance, Administration & Public Relations Committee met June 10, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Agee, to accept the audited Financial Statements for the year ended December 31, 2008. Motion carried.

6-5 Air Service Presentation – Sabre Airline Solutions

Air Service Consultant Brad DiFiore of Sabre Airline Solutions presented Board members with an analysis of national trends in the airline industry and how GFIA compares with these trends. He noted airline industry profits are down as a result of several factors including the economy, fuel prices and declines in domestic travel. GFIA has not lost quite as much capacity, at -8.7%, as other airports due in part to new service. Mr. DiFiore reported that more airline service cuts in capacity are expected for the remainder of 2009. He noted he and staff have visited airlines at their headquarters, hosted another on site, and met with several airline representatives at the recent JumpStart Air Service Development Conference in Montreal. He indicated more meetings are planned for the rest of the year, but added the addition of a network low-fare carrier is the best option to effectively serve the West Michigan market. In the meantime, he and staff will work to retain and grow current air service, attempt to attract new air service and work with the Regional Air Alliance of West Michigan to develop a community support plan for air service initiatives.

6-6 Amendment #3 to the Jacobs Consultancy

Mr. Picardat explained that staff would like to amend the original Professional Services Agreement with Jacobs Consultancy for the third time. Staff working with Jacobs Consultancy, will submit an application for VALE (Voluntary Airport Low Emissions) funding through the Federal Aviation Administration to pay for ground power units and pre-conditioned air units on the passenger loading bridges. He said the cost of Jacobs Consultancy work, approximately \$35,000, will also be included in the application. The Department has been told the probability is very high that it will receive funding. Mr. Picardat indicated VALE funding could be approximately \$500,000 or 95% of the cost of the units.

The Finance, Administration & Public Relations Committee met June 10, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Wilson, to approve the 3rd Amendment to the Professional Services Agreement between the Kent County Aeronautics Board and Jacobs Consultancy and increase the contract by \$35,000. Motion carried.

6-7 Terminal Area and Parking Improvement Program, Contract C-194, Change Order #2

Mr. Ecklund stated this change order includes major additional work items and one deletion. The total change order is an increase in the amount of \$244,856. He noted one major additional work item – modifications to the parking deck light

well roof system. He noted additional material was required to raise one side of the light wells about 4 feet to achieve the necessary slope requested by the manufacturer. This slope was required to reduce the potential for long term maintenance costs with the Kalwall system. Mr. Ecklund added another work item involves the addition of precast panels to the terminal and deck cores.

Mr. Vander Molen noted the wording for the justification of the additional work item involving the light well slope. He questioned whether this was really the "Owner's" request. Mr. Ecklund said it was in that the Department agreed to the change. Mr. Buchanan added that although the Department made the request, the context of the statement makes it clear that the contractor would not provide the warranty if the slope was not 1:6.

Mr. Agee asked if the warranty on the slope of the light wells should have been known. Mr. Ecklund said it should have been discovered in the design phase and will be on the list of items to be negotiated at the end of TAPIP.

The Aeronautical, Facilities & Marketing Committee met June 24, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Wilson, to approve Terminal Area and Parking Improvement Program, Contract C-194, Change Order #21 in the amount of \$244,856.00 to The Christman Company, and authorizing the Chair to sign. Motion carried.

6-8 Airfield Lighting Consultant Selection

Mr. Ecklund indicated interviews for the Airfield Lighting Analysis took place on June 2, 2009 with an interview team comprised of John Van Laar, Roy Hawkins, Bruce Applebach and himself. Teams were judged on experience on similar projects, estimating experience, proposed project approach, personnel to be assigned, FAA knowledge/experience, schedule, and overall impression. He explained the firm of Burns & McDonnell is recommended for selection to perform the Airfield Lighting Analysis.

Mr. Tomaselli asked if the purpose of the project was to replace or add lighting. Mr. Ecklund said the analysis will provide energy efficiency, update the lighting control panel and segregate areas of the field to save energy costs.

Mr. Tomaselli confirmed that there are FAA standards and minimum requirements to be followed. Mr. Ecklund said yes.

The Aeronautical, Facilities & Marketing Committee met June 24, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Agee, to approve Burns & McDonnell as the consultant to perform the Airfield Lighting Analysis, and

authorizing staff to negotiate a professional services contract for future Board action. Motion carried.

6-9 Travel

- A. One staff to attend the AAAE Airport Facilities Management Conference in Reno, Nevada, August 1-5, 2009.
- B. Three staff to attend the 2009 National Airports Conference in San Antonio, Texas, September 20-23, 2009.

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

6-10 Reports

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

6-11 Bills for Approval

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

6-12 Other Business

- There were no other business items.

6-13 Adjournment

The meeting was adjourned at 9:51 a.m.

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