

**MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
September 30, 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 September 30, 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
Phillip Johnson – Deputy Executive Director
Brian Picardat – Finance and Administration Director
Robert Benstein – Public Safety and Operations Director
Thomas Ecklund, Facilities Director
Bruce Schedlbauer – Marketing and Communications Manager
Robert Buchanan – Airport Attorney
Donna Thomas – Recording Secretary
Joel Burgess – Properties Administrator
Ward Walters – Civil Engineer
Roy Hawkins – Planning Engineer
Bob Kreps – Financial Supervisor
Dan Villalobos – Parking and Ground Transportation Supervisor
Dave Wills – Chief Law Enforcement Officer
Myron Huebner – Engineering Technician
Susan Sherman – Community Relations Coordinator
Eric Vander Stel – Field Maintenance Supervisor
Jon Denhof – Kent County Purchasing
Kevin Mersman – Century A/E
Ben Orange – Continental Airlines
Chris Reed – Northern Air
Charles McArdle – Gresham, Smith, & Partners
Les Holwerda – L3 Communications
Bruce Temple – L3 Communications
Kyla King – *The Grand Rapids Press*
Mike Ingram – WOOD-TV 8

9-1 Approval of Minutes – Meeting of August 26, 2009

Motion by Mr. Vander Molen, supported by Mr. Wilson, to approve the minutes of the meeting of August 26, 2009 as printed. Motion carried.

9-2 Public Comment

There was no public comment.

9-3 Special Recognition

Mr. Koslosky recognized the following KCDA staff for their various achievements.

- Mr. Eric Vander Stel was awarded his 25-year service pin for Kent County.
- Mr. Schedlbauer and Mrs. Sherman were awarded the Airports Council International 2009 Excellence in Airport Marketing Communication Award - 3rd Place Newsletters External.
- Mr. Johnson was presented with a plaque signifying his recent tenure as President of the Great Lakes Chapter of American Association of Airport Executives (AAAE). He was also presented with his 15-year service pin for Kent County.
- Mr. Picardat was recognized as the new President of the Michigan Association of Airport Executives (MAAE).

Mr. Van Laar congratulated all the recipients on behalf of the Board.

9-4 Introduction of 2010 Rates & Charges Resolution

Mr. Picardat explained that staff developed the preliminary Rates & Charges utilizing the methodology developed per Board policy. Staff distributed the information to the passenger and cargo airlines and met to consult with them on August 13, 2009 and received their comments. He noted the increases in landing and apron fees and a decrease in the terminal rental rate. There was no change in the fuel flowage fee and parking rates were adopted at the August Board meeting. He indicated that after introduction of the proposed rates, staff will again distribute the proposed rates to all tenants for additional comments to be submitted by October 13, 2009.

Mr. Wilson noted the decrease in the terminal rental rate. Mr. Picardat explained this was due to reductions in the Department's Operating Budget. He said the other fees increased due to reductions in the airlines' landed weight.

The Finance, Administration & Public Relations Committee met September 9, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Wilson, to approve introduction of the Rates & Charges Resolution for 2010 as follows:

Landing Fee \$ 2.85 per thousand pounds

Apron Fee	\$ 1.83	per thousand pounds
Terminal Rental Rate	\$48.98	per square foot
Fuel Flowage Fee	\$.085	per gallon

Motion carried.

9-5 2009 Airport Liability Insurance

Mr. Burgess reported staff worked with Kent County Risk Management to solicit proposals for the Department's Airport Liability Insurance policy which expires October 28, 2009. Three proposals were received from Chartis/AIG, Ace Property and Casualty/Lloyd's London and Old Republic. Risk Management reviewed the proposals and recommended the one submitted by Ace Property and Casualty/Lloyd's London at an annual premium of \$69,020. Ace will provide the first \$100 million of coverage (with a \$1,000 deductible), while Lloyd's will provide the last \$50 million of excess liability coverage (deductible not applicable).

Mr. Vander Molen noted liability premium levels are decreasing and approaching 2001 levels. Mr. Burgess replied the bidding environment was very competitive and added the winning proposal contains a premium discount as Ace is the designated insurance carrier of ACI-NA, of which the Airport is a member.

The Finance, Administration & Public Relations Committee met September 9, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to accept the layered \$150 million Airport Liability proposal received from Ace Property and Casualty Insurance and Underwriters at Lloyd's, London with a 12-month premium of \$69,020. Motion carried.

9-6 Airport Profile – Request for Qualifications

Mr. Schedlbauer explained this item requests authorization to issue an RFQ for the 2010, 2011, and 2012 annual Airport Profile and assign a Board member to the selection committee. He noted Mr. Van Laar will participate on the selection committee. He indicated the Airport Profile, produced annually since 1996, is used to generate awareness and understanding of airport finances, operations, services and facilities, as well as current and future capital development activities. The annual budget for production of the 2010, 2011, and 2012 profiles is \$53,000 per issue.

Mr. Van Laar asked how the profile is used. Mr. Schedlbauer said it is distributed to 700-800 individuals such as elected officials, airport industry and business professionals, and local community organizations such as The Right Place, Chamber of Commerce and the Convention and Visitor's Bureau.

Mr. Tomaselli asked who produced the last profile and how the contract is constructed. Mr. Schedlbauer said Felder Communications created the last edition and noted the contract has a one-year term with two one-year extensions.

Mr. Vander Molen suggested the possibility of having two profiles in three years to save approximately \$50,000 in costs. Mr. Koslosky replied the profile also functions as the Department's annual report and is published with unaudited financial data to ensure timely publication of the profile. Mr. Schedlbauer added that some community organizations were polled on the timing of publication and a number of them preferred an annual profile.

The Finance, Administration & Public Relations Committee met September 9, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Agee, to authorize staff to issue an RFQ for the selection of an agency to produce the 2010, 2011, and 2012 annual Airport Profile and return to the Board with a selected agency and agreement for approval; also, assign a Board member to the selection committee. Motion carried.

9-7 Parking Ramp Welcome Wall – Photo Mural Printing and Installation

Mr. Schedlbauer reported the parking ramp Welcome Wall will feature 16 large format photo murals promoting West Michigan. Department staff worked with Kent County Purchasing in the selection of Agio Imaging as the recommended vendor because of their qualifications and experience in the production of high-resolution, large-format graphics.

Mr. Tomaselli asked where the pictures will be located. Mr. Schedlbauer stated they will be at the center of the garage facing the terminal and will contain varying sizes of images. Agio can print a seamless product which is more desirable. He added installation will take place sometime in mid-October.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Wilson, to approve the selection of Agio Imaging to produce and install the photo murals that will appear on the parking ramp Welcome Wall. Motion carried.

9-8 Terminal Area and Parking Improvement Program, Contract C-194, Change Order #24

Mr. Ecklund noted this change order is an increase in the amount of \$17,080 and includes additional work items, deleted work items and unforeseen conditions. Two major additional work items are the signage and pavement markings, and changes in the location of the bollards in the rental car center.

Mr. Agee called attention to the summary page and noted the project is still under budget and close to being on schedule.

The Aeronautical, Facilities & Marketing Committee met September 10, 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 #24 in the amount of \$17,080.00 to The Christman Company, and authorizing the Chair to sign. Motion carried.

9-9 Airport Improvement Program Grant Acceptance – Various Projects (#3-26-0039-4209)

Mr. Ecklund explained a federal grant offer has been received for the federal share of the following projects: Taxiway Y reconstruction; Perimeter Road reconstruction; Taxiway Z design; and acquisition of snow removal equipment. The grant agreement needed to be signed and returned no later than September 22, 2009. The Chair and Board Attorney signed the agreement and this item ratifies the grant offer. He reported the grant offer will indicate the use of 2009 AIP funds totaling \$2,589,462, and a local and State share of \$68,144 each.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Tomaselli, to ratify an FAA grant offer for various projects (Fed. Project #3-26-0039-4209). Motion carried.

9-10 Engineering Services – Contract Amendment

Mr. Ecklund indicated The Board approved a contract with Prein & Newhof to provide construction engineering services for the Perimeter Road project. Additional sections of the Perimeter Road were reconstructed during the project due to lower than expected bids. This work was reviewed and approved by the FAA and MDOT. He said Prein & Newhof have submitted an amendment increasing their contract budget by \$4,525 for inspection, surveying and contract administration. He added AIP funds total \$4,298.75 for the federal share, \$113.12 for the State, and \$113.13 for the local share.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Tomaselli, to approve a contract amendment with Prein & Newhof for construction engineering services on the Perimeter Road project, and authorizing the Chair to sign. Motion carried.

9-11 Landside Snowplow Contract Award

Mr. Ecklund said proposals were received for landside snowplow services for surface parking lots and roads on August 26, 2009. Three proposals were received and were rated by Department staff and Kent County Purchasing in the areas of cost, equipment, references and experience. He noted staff wanted to know the size of the snow equipment and its appropriateness for the size of the Airport and expected snowfall, as well as the equipment reliability and the hourly rate. The recommendation was to award the contract to Grandville Tractor Services who have been plowing the Airport for the past five years. He added the contract is for three years with two additional one-year renewals. The total cost of the contract is estimated at \$175,000 and is included in the 2009 and 2010 Operating Budgets.

Mr. Tomaselli asked about the bid range and the evaluation point scale. Mr. Ecklund said the typical snowfall analysis cost ranged from \$6,360 to \$8,125. The hourly rate was also considered and those provided by Grandville Tractor were considered the best overall for the type of equipment they would provide, and made Grandville the selectee. He added each criterion was ranked on a scale of 1-25 points.

Mr. Van Laar asked how snow depth and plowing procedures are determined. Mr. Ecklund said Field Operations and Airport Operations confer and make the decision on plowing procedures during each snowfall event.

Mr. Vander Molen stated that with the new parking garage, former parking lots and the East lot will no longer be plowed which should lower costs. Mr. Ecklund said with the hourly rate built into the contract, staff expects costs to go down.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Wilson, to approve a contract with Grandville Tractor Services for landside snowplow services, and authorizing the Chair to sign. Motion carried.

9-12 Patterson Avenue and Oostema Boulevard Sweep Pavement Rehabilitation

Mr. Hawkins reported the Department had an opportunity to work with the Kent County Road Commission and Walter Toebe to obtain unit pricing for whitetopping of the sweeps. The work would be done in conjunction with the whitetopping of Patterson Avenue from 44th Street to Broadmoor Avenue. Walter Toebe provided a price for the sweep work at a cost of \$79,497.26. Mr. Hawkins noted the Road Commission would provide construction oversight of the project.

Mr. Van Laar confirmed the Department would save approximately \$25,000 if it completed the project itself. Mr. Hawkins said it would have cost the Department just over \$100,000 if it did the project independently.

Mr. Vander Molen commented this is a good example of the Department being flexible enough to be able to take advantage of these savings. Mr. Koslosky noted cooperation and collaboration between KCDA and the Road Commission makes this possible.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Wilson, to ratify approval to authorize KCDA staff to utilize a purchase requisition to Walter Toebe for whitetopping of the sweeps at Patterson Avenue and Oostema Boulevard. Motion carried.

9-13 Perimeter Road Reconstruction (C-1025) – Final Change Order/Contract Modification #1

Mr. Hawkins indicated this change order is in the amount of \$9,681.65 for the Perimeter Road reconstruction project. The new contract amount is \$677,401.15. He noted the project is being financed with AIP funds with federal funds paying 95% of the costs.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Agee, to approve Change Order No. 1 (Final) with Nagel Construction, Inc. for the reconstruction of portions of the Perimeter Road and authorizing the Chair to sign. Motion carried.

9-14 Taxiway Y Reconstruction (C-1027) – Final Change Order/Contract Modification #1

Mr. Hawkins reported this change order for Taxiway Y Reconstruction is a deduct amount of \$22,127.20 and brings the contract amount to \$1,190,588.80. He added this project is also being financed with AIP funds with federal funds paying 95% of the costs.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve Change Order No. 1 (Final) with Kamminga & Roodvoets for the reconstruction of Taxiway Y and authorizing the Chair to sign. Motion carried.

9-15 Voluntary Airport Low Emission (VALE) Grant Acceptance (#3-26-0039-4309)

Mr. Picardat explained that a federal grant offer for the purchase of pre-conditioned air and ground power units for the new passenger loading bridges was received and required to be returned to the FAA and MDOT by September 22, 2009. The grant offer is for \$804,296. He noted \$764,081 is the federal share and State and local shares are \$20,108 each. The grant was signed by the Board Chair and Board Attorney and returned to MDOT and the FAA by their requested date.

The Aeronautical, Facilities & Marketing Committee met September 10, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Vander Molen, to accept and ratify the VALE grant offer for the purchase of pre-conditioned air and ground power units. Motion carried.

9-16 Travel

A. Three staff to attend the 25th Annual Great Lakes Region Airports Conference in Schaumburg, Illinois, November 4-6, 2009.

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

9-17 Reports

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

9-18 Bills for Approval

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

9-19 Other Business

- Mr. Vander Molen suggested the possibility of sharing a portion of the Oostema Boulevard dune grass maintenance with another County department such as the Cooperative Extension's Master Gardening Program. Mr. Koslosky said staff will look at this option.
- Mr. Tomaselli asked about the phasing schedule for opening of the garage. Mr. Koslosky said the Department will test systems and clean the facility to customer service standards after substantial completion in October. A soft opening could occur in mid-November although the rental

car facility may not be completely ready at that time. He said there will be separate ribbon cuttings for the ITP transit station and the rental car facility. The formal garage dedication will take place December 1. He explained notices will be sent to certain members of the community and there will be an extensive media/billboard campaign from mid-November through February. He added the advertising will be handled by Seyferth & Associates under their contract

9-20 Adjournment

The meeting was adjourned at 9:11 a.m.

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

dmt