

**MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
November 3, 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 November 3, 2009 at 2:30 p .m.
This meeting replaces the originally scheduled meeting of October 28, 2009.

Board Members Present: John Van Laar, Dean Agee, Joseph Tomaselli, and Richard Vander Molen - 4

Absent: Theodore Vonk and Floyd Wilson, Jr. - 2

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
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
Kevin Mersman – Century A/E
Charles McArdle – Gresham, Smith, & Partners
Stuart Kutshce, Jr.
Kyla King – *The Grand Rapids Press*

10-1 Approval of Minutes – Meeting of September 30, 2009

Motion by Mr. Agee, supported by Mr. Vander Molen, to approve the minutes of the meeting of September 30, 2009 as printed. Motion carried.

10-2 Public Comment

There was no public comment.

10-3 Public Hearing on the 2010 Rates and Charges

Mr. Koslosky opened the Public Hearing on the 2010 Rates & Charges at 2:33 p.m.

There was no public testimony.

Mr. Koslosky closed the Public Hearing on the 2010 Rates & Charges at 2:34 p.m.

10-4 Adoption of 2010 Rates & Charges Resolution and Airport Operating and Terminal Building Occupancy Permit

Mr. Picardat stated the Aeronautics Board introduced the 2010 Rates & Charges Resolution on September 30, 2009. The proposed rates were sent to all tenants on October 1, 2009 including the airlines with whom the Department met on August 13, 2009. He noted the Department received no written or verbal comments.

Mr. Van Laar asked Mr. Picardat to summarize the changes to the 2010 Rates & Charges. Mr. Picardat replied the landing fee increased from \$2.66 to \$2.85; the apron fee increased from \$1.63 to \$1.83; and the terminal rental rate decreased from \$50.00 to \$48.98.

The Finance, Administration & Public Relations Committee met October 16, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Tomaseeli, to adopt the 2010 Rates & Charges Resolution and approve the 2010 Airport Operating and Terminal Building Occupancy Permit. Motion carried

10-5 Rental Car – Concession and Lease Agreement Amendments

Mr. Burgess reported the agreements with the rental car companies were written with the intention of bringing amendments to the Board when the operators transitioned their operations from the customer service counters in the terminal building and temporary ready/return spaces in the East lot, into the parking structure. He noted the individual agreements are modified to indicate the assigned space for each rental car company.

Mr. Tomaselli commented that the Department should give careful thought to the appearance of the empty service counters in the terminal building in light of the new improvements to the terminal and the opening of the new garage facility.

The Finance, Administration & Public Relations Committee met October 16, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Agee, to approve the Rental Car Concession and Lease Agreement Amendment with Avis Rent A Car System, LLC; The Hertz Corporation; Vanguard Car Rental USA, LLC; Budget Rent A Car System, Inc.; and Enterprise Leasing Company of Detroit, LLC. Motion carried.

10-6 Interspace Airport Advertising – Concession Agreement Amendment

Mr. Burgess explained the current Interspace advertising agreement allows for exclusive rights to sell advertising solely within the terminal building. The proposed amendment will change the scope to include ten locations in the main pathways of the garage and in the new passenger loading bridges.

Mr. Agee asked if the Department can determine the type of advertising in the loading bridges. Mr. Burgess said yes, the Department has exclusive control over what advertising will be approved for the bridges.

The Finance, Administration & Public Relations Committee met October 16, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve a Concession Agreement Amendment between the Kent County Aeronautics Board and Interspace Airport Advertising. Motion carried.

10-7 Shoeshine – Concession Agreement Amendment

Mr. Burgess indicated the Airport's shoeshine concession is currently under a month-to-month agreement. Staff recently met with the owner of the concession and determined that the \$3,000 minimum annual guarantee is no longer applicable under the month-to-month agreement. He explained Cyndee's Shoeshine will continue to pay the 10% concession fee to operate in the terminal building.

The Finance, Administration & Public Relations Committee met October 16, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve a Concession Agreement Amendment between the Kent County Aeronautics Board and Cyndee's Shoeshine. Motion carried.

10-8APCOA/Standard Parking – Second Amendment to Express Shuttle Lot Operating Agreement

Mr. Burgess reported the current Agreement with APCOA/Standard Parking will expire on February 28, 2010. Staff would like to extend the contract one more year through February 28, 2011 to allow the Department an opportunity to determine which parking operations the Board should offer. A Request for Proposals would be issued late in 2010 for continued operation of the existing parking lots currently operated by Standard Parking.

The Finance, Administration & Public Relations Committee met October 16, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve the Second Amendment to the Operating Agreement between the Kent County Department of Aeronautics and APCOA/Standard Parking for the Express Shuttle Lot operation. Motion carried.

10-9 Standard Parking – Second Amendment to Valet Parking Management Agreement

Mr. Burgess noted, as in the above item, staff would like to extend the current management agreement with Standard Parking one more year, for its Valet service, to determine the impact of the new parking garage on the Valet Parking operation.

Mr. Koslosky noted Standard Parking will have a section to store Valet cars in the new parking garage.

The Finance, Administration & Public Relations Committee met October 16, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve the Second Amendment to the Management Agreement between the Kent County Department of Aeronautics and Standard Parking for the Valet Parking operation. Motion carried.

10-10 CCTV Upgrade Project, Approval to Purchase

Mr. Benstein reported the Transportation Security Administration (TSA) would like to add 44 cameras to the Airport's CCTV system for the benefit of both the TSA and the Department. The Department will also add three cameras, upgrade six others and upgrade the servers with the latest software versions and added storage capacity for archival purposes. He said the Board previously approved an Other Transaction Agreement (OTA) with the TSA which will reimburse the Department for the cost of the project (\$429,004) as well as a five-year extended warranty (\$341,105). Funding for the project is through the American Recovery and Reinvestment Act (stimulus program). He noted staff worked with County Purchasing and Legal Counsel to negotiate an agreement with Johnson Controls, Inc., the Airport's current access control/CCTV vendor, and recommend approval to issue a Purchase Order to Johnson Controls, Inc.

Mr. Vander Molen questioned the amount of the warranty in light of the cost of the project. Mr. Benstein explained the warranty would provide on-call maintenance and software upgrades for the system. Mr. Koslosky added the project and warranty will be 100% funded by the TSA.

Mr. Van Laar asked what brand of camera would be purchased. Mr. Benstein said the project will utilize Panasonic cameras, and JCI Access Control software. CCTV management and video software will be provided by Genetec.

Mr. Tomaselli asked about the camera surveillance in the parking garage and who will maintain the system. Mr. Benstein said 60 cameras have been installed and are integrated with the call-box system. The system can call up a camera and locate someone using a call box. He noted the system would be under the vendor's warranty for one year and would then be the responsibility of the Department once the warranty expires.

Mr. Van Laar asked if additional staff would be needed to monitor the extra cameras. Mr. Benstein said there are no plans to hire an extra person at this time, but the Department will monitor this.

The Aeronautical, Facilities & Marketing Committee met October 20, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve the issuance of a Purchase Order to Johnson Controls, Inc. in the amount of \$770,109 for the purchase of the proposed upgrade to the airport's CCTV system and a five-year extended warranty, and authorize the Chair to sign. Motion carried.

10-11 Terminal Area and Parking Improvement Program, Contract C-194, Change Order #25

Mr. Ecklund explained the change order is an increase in the amount of \$27,260 and includes major additional work items. Two particular items are the addition of galvanized fittings in lieu of black iron for the fire protection piping in the light wells, and the addition of breakaway sign base covers at locations in the pedestrian travel paths.

Mr. Agee commented on how impressive the structure looks especially at night. Mr. Ecklund noted GSP did a good job architecturally in planning the site.

The Aeronautical, Facilities & Marketing Committee met October 20, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve Terminal Area and Parking Improvement Program, Contract C-194, Change Order #25 in the amount of \$27,260.00 to The Christman Company, and authorizing the Chair to sign. Motion carried.

10-12 Contract Award – Mural Relocation

Mr. Ecklund indicated bids were received on October 16, 2009 for the relocation of the Ford Mural to the Grand Hall. The low bidder is The Bomhof Group with a bid of \$15,990.00. The engineer's estimate was \$20,000.00. He said the standard construction contract will be used, which has been approved by Legal Counsel.

Mr. Vander Molen asked the new location of the mural. Mr. Ecklund said it will be on the second floor façade of the Grand Hall along the South side.

Mr. Agee commented the Board has been careful about its placement of the Ford bust and mural in the terminal building.

The Aeronautical, Facilities & Marketing Committee met October 20, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to recommend a contract to The Bomhof Group in the amount of \$15,990.00 for the relocation of the Ford Mural from its present location to the Grand Hall, and authorizing the Chair to sign. Motion carried.

10-13 Environmental Services Contact – Amendment #1

Mr. Ecklund explained LimnoTech was approved by the Board in November 2008 as the selected consultant to provide general environmental services and National Pollution Discharge Elimination System (NPDES) permit administration along with on-call services. This item is a recommendation for an annual renewal at a cost of \$435,768. He said the 2010 Operating Budget includes \$369,400 for Stormwater Management and it is estimated the Stormwater Management item in the 2009 Operating Budget will have a balance of approximately \$132,000 due to DEQ permit negotiations being delayed.

Mr. Van Laar confirmed that this consultation service is necessary. Mr. Ecklund said it is due to the highly specialized and technical nature of their services.

The Aeronautical, Facilities & Marketing Committee met October 20, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve a contract with LimnoTech for Environmental Services and authorizing the Chair to sign, and approval of a budget amendment. Motion carried.

10-14 Marketing Communications Agency for Airport Marketing Campaign – Request for Qualifications

Mr. Koslosky said this item is presented because of a request by the Board to raise brand awareness beyond the opening of the garage. This marketing and advertising campaign will be ongoing.

Mr. Tomaselli asked if there is an annual advertising program. Mr. Koslosky said there is a minimal one. Ads are placed in a few local community publications. He noted staff will work with a selected agency to develop a scope and budget and will bring suggestions to the Aeronautical, Facilities & Marketing Committee for input.

The Aeronautical, Facilities & Marketing Committee met October 20, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to authorize staff to initiate a Request for Qualifications (RFQ) process to identify a marketing communications agency to assist the Department in the development and execution of a general airport marketing campaign, and return to the Board with a recommended agency and proposed contract, including scope of services and associated budget, for approval. Motion carried.

10-15 Travel

- A. One staff to attend the ACI-NA Marketing and Communications Steering Group Meeting and Seminar in Las Vegas, Nevada, January 27-29, 2010.
- B. Two staff to attend the Allegiant Air 2010 Airport Conference in Las Vegas, Nevada, February 16-18, 2010.

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

10-16 Reports

Mr. Koslosky said the Airport has experienced three straight months of increased activity and noted GFIA is down the least among other surrounding airports at about 4½% from last year.

Mr. Van Laar asked Mr. Picardat his feeling about October data. Mr. Picardat replied it is hard to estimate, but he imagined the October data could show another increase.

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

10-17 Bills for Approval

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

10-18 Other Business

- Mr. Agee noted security lines were backed up to Baggage Claim on Concourse A early Monday, November 2. He encouraged NWA/Delta and TSA to work to resolve this problem as quickly as possible for their customers.

10-19 Executive Session for the Purpose of Discussing Pending Litigation

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, at 3:10 p.m. to adjourn to executive session for the purpose of discussing pending litigation

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

Motion by Mr. Agee, supported by Mr. Vander Molen, to return to regular session at 3:16 p.m.

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

10-20 Adjournment

The meeting was adjourned at 3:20 p.m.

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

dmt