

**MEETING MINUTES
KENT COUNTY AERONAUTICS BOARD
November 25, 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 25, 2009 at 8:30 a .m.

Board Members Present: John Van Laar, Dean Agee, Richard Vander Molen and Floyd Wilson, Jr. - 4

Absent: Joseph Tomaselli and Theodore Vonk - 2

Also Present:

James Koslosky – Executive Director
Phillip Johnson – Deputy Executive Director
Brian Picardat – Finance and Administration Director
Thomas Ecklund, Facilities Director
Robert Buchanan – Airport Attorney
Donna Thomas – Recording Secretary
Bruce Schedlbauer – Marketing Communications Manager
Joel Burgess – Properties Administrator
Ward Walters – Civil Engineer
Bob Kreps – Financial Supervisor
Dan Villalobos – Parking and Ground Transportation Supervisor
Dave Wills – Chief Law Enforcement Officer
Paul Beauchamp – Airport Security Coordinator
Patsy Rhines – Clerk/Typist II
Myron Huebner – Engineering Technician
Susan Sherman – Community Relations Coordinator
Bruce Applebach – Operations Manager
Mary Bernthal – Operations Supervisor
Joe Dancz – Airport Rescue Fire Fighter
Pat Dejong – Airport Rescue Fire Fighter
Max Harnish – Transportation Security Administration
Kevin Mersman – Century A/E
Chris Reed – Northern Air/The Company Jet
Diana Weiss – United Air Lines
Brent Wheatley – Metro Cab/Cars
Steve Walz – Metro Cab/Cars
Jon Denhof – Kent County Purchasing
Kyla King – *The Grand Rapids Press*

11-2 Public Comment

There was no public comment.

11-3 Special Recognition

- Mr. Koslosky presented Mr. Applebach with the Airport Partnership Award which was given to him by the FAA Great Lakes Region in recognition of his participation in the FAA's Takeoff and Landing Performance Assessment (TALPA) Aviation Rulemaking Committee (ARC) and his contributions to the resolution of safety issues in the area of airport winter operations.

Mr. Applebach noted GFIA participated in this project with the Minneapolis and Traverse City airports. He noted the FAA expressed its appreciation to the respective Boards and sponsors for allowing this team to complete the necessary project work.

- The following KCDA employees achieved service milestones this year and several were present to receive awards from Mr. Koslosky and Chair Van Laar.

5 Years:

Ron Arnon	Operations Supervisor
Mary Bernthal	Operations Supervisor
Susan Sherman	Community Relations Coordinator
Cynthia Stawasz	Parking Operations Attendant

10 Years:

Harold Kettner	Parking Operations Attendant
Trina Palmer	Parking Supervisor
Patricia Rhines	Clerk Typist II
Cherri Westhouse	Parking Operations Attendant

15 Years:

Kenneth Blakeslee	Communications Specialist
Patrick Dejong	Aircraft Rescue Firefighter
Kelly Felker	Communications Specialist
Phillip Johnson	Deputy Executive Director
Jody Naimo	Operations Supervisor
Charles Watson	Aircraft Rescue Firefighter

20 Years:

Joseph Dancz	Aircraft Rescue Fire Fighter Captain
Paul Beauchamp	Airport Security Coordinator

25 Years:

Eric Vander Stel	Airfield Field Maintenance Supervisor
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30 Years:

Bryan Kimble	Chief Aircraft Rescue Firefighter
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11-1 Approval of Minutes – Meeting of November 3, 2009

Motion by Mr. Agee, supported by Mr. Wilson, to approve the minutes of the meeting of November 3, 2009 as printed. Motion carried.

11-4 AOA Gate Access Control System, Request for Proposals

Mr. Ecklund reported that the access control system associated with twelve vehicle gates that provide access to the AOA is obsolete and parts and access cards are unavailable. The estimated cost of a new system is approximately \$85,000 and is part of the 2010 Capital Budget.

The Aeronautical, Facilities & Marketing Committee met November 17, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Vander Molen, to authorize staff to advertise a Request for Proposals for an AOA gate access control system. Motion carried.

11-5 Terminal Area and Parking Improvement Program, Contract C-194, Change Order #26

Mr. Ecklund indicated this change order is an increase in the amount of \$386,917 and includes major additional and deleted items and unforeseen conditions. He noted staff expects two additional change orders in December 2009 and January 2010.

Mr. Agee confirmed the project is still about \$500,000 under the original bid and that contingencies and charge backs will likely have the project coming in under budget. Mr. Ecklund said yes.

Mr. Koslosky commended the contractors and Department staff for a seamless transition to the opening of the new parking structure. He indicated he has received no negative comments, and has had many compliments on the facility.

The Aeronautical, Facilities & Marketing Committee met November 17, 2009 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Agee, to approve Terminal Area and Parking Improvement Program, Contract C-194, Change Order #26 in the amount of \$386,917.00 to The Christman Company, and authorizing the Chair to sign. Motion carried.

11-6 Janitorial Services – Contract Amendment

Mr. Ecklund stated Grand Rapids Building Services (GRBS) has the current contract for janitorial services. The new parking structure will require cleaning of

the parking deck cores, new terminal cores, pedestrian overhead walkways, and trash pickup similar in scope to their contract. He noted GRBS submitted a quotation to provide these services at a cost of \$2,975 per month or \$14,875 for the length of the contract which expires in April 2010.

The Aeronautical, Facilities & Marketing Committee met November 17, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Vander Molen, to approve a contract amendment with Grand Rapids Building Services increasing their monthly billing by \$2,975.00, and authorizing the Chair to sign. Motion carried.

11-7 Janitorial Services – Authorization to Advertise

Mr. Ecklund said the current janitorial contract expires in April 2010 and staff is proposing a schedule that brings a contract recommendation before the Board in February 2010.

Mr. Vander Molen asked how long Grand Rapids Building Services has had the airport contract. Mr. Ecklund estimated about nine years and noted they have been responsive to special requests and the Department has received positive comments about their service.

Mr. Van Laar asked whether a glass cleaning specialist was considered for the new garage. Mr. Ecklund said staff will review this with Kent County Purchasing and may bid these services separately from the rest of the contract.

The Aeronautical, Facilities & Marketing Committee met November 17, 2009 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Agee, to authorize staff to advertise and receive proposals for janitorial services. Motion carried.

11-8 Passenger Loading Bridge Installation – Phase II Contract Amendment

Mr. Ecklund explained that JBT Aero Tech was awarded the contract for the installation of four passenger loading bridges (PLBs) in May 2009. The contract called for unit prices to be adjusted by the CPI for future phases of the program. He said staff did an analysis of CPI data which indicated an adjustment of 1.28% should be made to current unit prices. The proposed amendment covers costs to install PLBs at Gates A4, B5 and B6. He noted the costs are programmed in the 2010 CIP and installation is expected by Spring 2010.

Mr. Vander Molen asked how many PLBs are being installed in total. Mr. Ecklund said thirteen PLBs will be installed by 2013. Every gate will have a bridge.

The Aeronautical, Facilities & Marketing Committee met November 17, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Agee, to approve Amendment I in the amount of \$1,721,717.00 to the contract with JBT AeroTech for Phase II of the Passenger Loading Bridge Program, and authorizing the Chair to sign. Motion carried.

11-9 Capital Improvement Plan (2010-2020)

Mr. Ecklund presented the annual update of the Capital Improvement Plan (CIP) and explained the FAA is now requiring airports to submit a 10-year CIP. Projects listed are subject to be delayed or accelerated depending on capacity, demand and available funding. He indicated the CIP emphasizes continuing the PLB program, anticipates a substantial investment in controlling stormwater deicing runoff, and receiving reimbursement for terminal bond debt. He explained \$10 million is budgeted in three phases for the stormwater program which is AIP eligible.

Mr. Vander Molen confirmed that once the terminal debt is paid down with AIP funds, savings will be passed on to the airlines. Mr. Koslosky said yes.

Mr. Koslosky informed the Board that an application for funding of the in-line baggage screening project was submitted to the TSA. The \$10-15 million program is eligible for 90-95% TSA assistance once it is approved. It was noted construction could start in 2011 and possibly earlier if the TSA receives stimulus funding and approves this project.

The Aeronautical, Facilities & Marketing Committee met November 17, 2009 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Agee, to approve the 2010 Capital Budget and Capital Improvement Plan for the years 2011-2020, and authorize staff to submit the plan to the County, State, and FAA. Motion carried.

11-10 Administrative Policy Review

Mr. Burgess reported staff reviewed and updated the following Administrative Policies: 1) Disadvantaged Business Enterprise Policy; 2) Use and Carriage of Department Issued Firearms Policy; 3) Smoking Policy; and 4) Alcohol and Controlled Substance Policy. He said changes were minor in nature and the remaining Administrative Policies were reviewed with no changes made.

Mr. Vander Molen noted officers can carry weapons home. Mr. Burgess said the policy already allowed for this, but this update states the policy applies only to sidearms.

The Finance, Administration & Public Relations Committee met November 18, 2009 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Agee, to approve the updated Kent County Department of Aeronautics Administrative Policies. Motion carried.

11-11 Northern Air – Memorandum of Agreement

Mr. Burgess indicated staff and Northern Air feel the West T-Hangar complex has reached its useful life and should be demolished. This Memorandum of Agreement (MOA) states Northern Air will demolish the West T-Hangar complex and restore the site to a greenfield condition. He said the MOA allows Northern Air to be reimbursed up to 50% of the demolition costs with a maximum reimbursement of \$64,000 handled through six monthly rental credits. Once the demolition and restoration is completed, Northern Air will be relieved of its West T-Hangar facility rental obligations. Land rental obligations will not be affected. He added the MOA was reviewed by Legal Counsel.

Mr. Burgess also noted all T-Hangar tenants were moved to Northern Air's east side facility. Mr. Agee commented that it is unfortunate GA activity has declined so much that new hangars cannot be built. Mr. Koslosky said the greenfield site does present development opportunities for the Airport.

The Finance, Administration & Public Relations Committee met November 18, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Agee, to approve a Memorandum, of Agreement between the Kent County Aeronautics Board and Northern Air. Motion carried.

11-12 Airport Profile – Agency Selection and Production Authorization

Mr. Schedlbauer stated an RFQ for creative services for the 2010 Airport Profile was issued in September 2009. Five responses were received and evaluated by a committee comprising Chair Van Laar, Grand Rapids/Kent County Convention and Visitors Bureau marketing director Janet Korn, Kent County Purchasing supervisor Cal Brinks and Mr. Schedlbauer. He reported the committee composite scoring determined two agencies would be interviewed and, based on the results of the interview phase, the committee recommends 834 Baba Design & Marketing be selected for the 2010 Airport Profile with an option to extend the contract two additional years for the 2011 and 2012 Profiles. Legal Counsel has reviewed the proposed agreement. He added the total project budget, including printing and distribution, of the 2010 Airport Profile is \$53,000, of which \$42,000 is budgeted for copywriting, design, photography, and pre-print production services to be provided by 834 Baba Design & Marketing.

The Finance, Administration & Public Relations Committee met November 18, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Wilson, to approve the selection of 834 Baba Design & Marketing to provide creative services for the 2010 annual Airport Profile, with an option for the 2011 and 2012 Profile, and authorization for staff to proceed with production of the 2010 Profile. Motion carried.

11-13 Travel

- A. One staff to attend the Airport Planning Design & Construction Symposium in Atlanta, Georgia, February 24-26, 2010.
- B. One staff to attend the AAAE GIS Conference and Exhibition in San Antonio, Texas, March 21-24, 2010.

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

11-14 Reports

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

11-15 Bills for Approval

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

11-16 Other Business

- Mr. Agee noted his recent ticket purchase from Grand Rapids to Gulfport Mississippi and reported that prices were not higher at GFIA. Mr. Koslosky referred to a recent statistical report and explained that airfares at GFIA are lower than at other regional airports, but those airports are not in the top 100 which were the focus of the report. He also noted the large walk-up business market which contributes to increased fares. He added the Department continues to pursue a low-fare network carrier.

Mr. Van Laar noted the Muskegon Airport will be losing a major carrier. Mr. Koslosky said Delta/NWA is leaving and United Express will fly to Chicago from the airport under a federal subsidy.

- Mr. Koslosky reminded Board members of upcoming events:
 - The formal dedication ceremony for the parking garage will be held Tuesday, December 1 at 10:30 a.m.

- The December Finance, Administration & Public Relations Committee meeting will be held on December 9 at 10:00 a.m.
- The Aeronautical, Facilities & Marketing Committee meeting will be held on December 15 at 2:30 p.m.
- The December Board meeting will be held on December 16 at 8:30 a.m.
- The Department Holiday Luncheon will take place December 17 from 11:30 a.m. to 2:30 p.m.

11-17 Adjournment

The meeting was adjourned at 9:32 a.m.

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

dmt