

**MEETING MINUTES  
KENT COUNTY AERONAUTICS BOARD  
December 16, 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 December 16, 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  
Robert Buchanan – Airport Attorney  
Donna Thomas – Recording Secretary  
Bruce Schedlbauer – Marketing and Communications Manager  
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  
Cal Brinks – Kent County Purchasing  
Kevin Mersman – Century A/E  
Mark Serbenski – Northern Air  
Kyla King – *The Grand Rapids Press*

**12-1 Approval of Minutes – Meeting of November 25, 2009**

Motion by Mr. Agee, supported by Mr. Tomaselli, to approve the minutes of the meeting of November 25, 2009 as printed. Motion carried.

**12-2 Public Comment**

There was no public comment.

**12-3 Passenger Loading Bridge Infrastructure Improvements (C-232) – Change Order #1 (Final)**

Mr. Hawkins reported this is the final change order for the first phase of the Passenger Loading Bridge infrastructure. Two significant changes involved the installation of a more efficient electrical system and the removal and replacement

of concrete. The total change order is an increase of \$2,085.42 bringing the new contract amount to \$161,515.42.

Mr. Van Laar asked if Phase II will be incorporated into this change order. Mr. Hawkins said no, that this is the final change order for this phase of PLB installation and the four initial bridges are installed and functioning.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Agee, to approve Change Order No. 1 (Final) with Windemuller Electric, Inc. for changes in required work associated with the infrastructure improvements to accommodate the Phase I passenger loading bridges and authorizing the Chair to sign. Motion carried.

#### **12-4 Terminal Area and Parking Improvement Program, Contract C-194, Change Order #27**

Mr. Ecklund explained this change order includes additional work items, unforeseen conditions, and deleted items. Major unforeseen conditions include: roof drains and trap primers. He noted there were some code-related issues and items that staff added and the architect missed. The change order is an increase in the amount of \$205,754.

Mr. Agee called attention to the fact the project continues to be on time and under budget.

Mr. Picardat reported the second level of the parking garage filled up last week and there were about 1,700-1,800 cars at that time. 1,400 cars were parked in Long Term on Tuesday, 12/15. He stated he has been receiving very positive comments.

Mr. Vander Molen asked about the change items that list "work required by code" and questioned if these were in the original plan. Mr. Ecklund said some items might not be caught, but other items should have been in the drawings.

Mr. Vander Molen questioned the quality of the City of Grand Rapids project review and noted the considerable cost. Mr. Ecklund said staff provided a detailed plan review set of documents prior to beginning TAPIP, but the City may not conduct a thorough review at that time.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Tomaselli, to approve Terminal Area and Parking Improvement Program, Contract C-194, Change Order #27 in the

amount of \$205,754.00 to The Christman Company, and authorizing the Chair to sign. Motion carried.

#### **12-5 Passenger Loading Bridge Infrastructure**

Mr. Ecklund said this item is for the second phase of the PLB installation to be completed prior to April 1, 2010. Staff received approval from Jon Denhof of Kent County Purchasing to negotiate with Windemuller Electric who performed Phase I infrastructure. He noted pricing was very reasonable and Mr. Denhof was supportive of the negotiated contract for this amendment. The cost for Phase II work is \$139,900 and includes an allowance of \$10,000 for unforeseen conditions. He said bridges will be installed at gates A4, B5 and B6.

Mr. Van Laar confirmed the actual cost of the contract including the \$10,000. Mr. Ecklund said it is \$139,900, but that the \$10,000 will only be used if necessary for those unforeseen conditions.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve a contract amendment with Windemuller Electric, for Phase II of the PLB infrastructure project, in the amount of \$139,900.00, and authorizing the Chair to sign. Motion carried.

#### **12-6 Terminal Window Replacement – Phase II**

Mr. Ecklund explained Terminal remodeling was completed in 2000 and included the installation of Visionwall windows. He indicated staff noticed deterioration in the coating beginning in 2002-2003. Approximately 240 windows were replaced in 2007 due to the deterioration in the Grand Hall and both concourses. Per the warranty under the Terminal Remodeling project, Visionwall will provide replacement units for windows that have deteriorated, but the warranty does not include the cost of installation. He noted in order for the warranty to remain in place for the new windows, an approved Visionwall installer must be used. Architectural Glass & Metal is the approved Visionwall installer for the State. This phase will include replacement of glass units near the ticket counters and the former rental car area.

Mr. Vander Molen asked if the windows that have been installed due to the deterioration will have a warranty. Mr. Ecklund said yes, the warranty is for ten years.

Mr. Van Laar confirmed the warranty begins at installation. Mr. Ecklund said it would.

Mr. Tomaselli asked if the glass specifications were the same as the original glass. Mr. Ecklund said the glass was supplied by Visionwall and is of very high quality. The problem was with the coating supplied by a subcontractor who is no longer used.

Mr. Ecklund noted staff will pursue the performance bond for installation costs and the contractor has been put on notice of this fact.

Mr. Van Laar asked how long the performance bond is in effect. Mr. Ecklund said it is effective for the life of the warranty.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to award a contract to Architectural Glass & Metal in the amount of \$176,410.00 for the installation of replacement windows, and authorize the Chair to sign, and approval of a capital budget amendment to include this project in the 2010 capital budget. Motion carried.

#### **12-7 Terminal Window Replacement – Construction Engineering**

Mr. Ecklund said this construction engineering contract with Century A&E is \$11,500 and services include supervision of the window replacement project, 50-60 days of work, coordination of pay estimates, security and project phasing, and record drawings.

Mr. Agee stated that while he reluctantly moved this item to the Board from committee, he felt that staff could perform the work internally and that money could be saved.

Mr. Ecklund indicated that this recommendation would balance staff workload which includes the PLB project, NPDES permit negotiations with MDEQ, Taxiway Z reconstruction and projects that could come up.

Mr. Vander Molen confirmed staff had to make a choice regarding workload. Mr. Ecklund agreed.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Vander Molen, to approve a contract with Century A&E in the amount of \$11,500.00 for construction engineering services in conjunction with phase II of the Terminal Window Replacement project, and authorizing the Chair to sign. (Three in favor; one opposed.) Motion carried.

(Mr. Wilson joined the meeting.)

## **12-8 Authorization to Purchase 2010 CIP Equipment**

Mr. Ecklund indicated this item allows staff to take bids and purchase equipment approved in the 2010 CIP. Equipment includes a snow blower to be purchased with AIP funds, a mower/tractor unit, and a 4X4 crew cab. He noted staff will work with Purchasing and if any of the items come in over 10% of the estimate, staff will return to the Board for approval.

Mr. Agee asked if the tractor has a bi-directional feature which is a Ford exclusive. He also asked if this is part of the specifications and if the Department is limited to that brand of tractor, how will staff ensure bids come from others besides Grandville Tractor. Mr. Brinks said Purchasing will look at the specs and insure good participation. Mr. Ecklund added Purchasing works with the Department to ensure it does not get too exclusive in the bidding process. He said the exception would be with the large snow equipment. Oshkosh is the preferred vendor because of parts availability and service which is critical to maintaining the equipment during the snow season.

Mr. Agee indicated the process should include as many vendors of a particular model/brand of equipment as possible.

Mr. Tomaselli asked the life of the equipment. Mr. Ecklund said the snow blower could last 15-20 years, the tractor will exceed 15 years, and the crew cabs typically last 10-15 years.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Tomaselli, supported by Mr. Agee, to authorize staff to advertise and purchase equipment that is approved in the 2010 Capital Budget. Motion carried.

## **12-9 Taxiway Z Reconstruction**

Mr. Ecklund reported a temporary taxilane will be constructed during Taxiway Z renovation to allow tenants access to the runway. The estimated cost of the improvements is \$2.1 million and is eligible for AIP funding at 95%. He said staff anticipated work will start in April 2010 and be completely by early September.

Mr. Van Laar asked if the taxilane will be permanent. Mr. Ecklund said it will not.

Mr. Koslosky added AIP funding comes from the Airport and Airway Trust Funds which is funded by user fees. No tax funds are used for these projects. He noted there has been some misunderstanding in the local media.

Mr. Tomaselli asked about the AIP process and if the Department has ever been turned down for AIP funding. Mr. Koslosky replied the Airport typically gets about \$4 million per year. Staff applies for the money each year and works with MDOT and the regional FAA on the application.

Mr. Vander Molen asked if there is anything else on the Airport that needs to be reconstructed. Mr. Ecklund said the airfield has been completely rebuilt over the last 12-15 years. He indicated the next big project would be resurfacing of 8L/26R.

Mr. Agee asked if 8L/26R would be moved or reconstructed on the existing footprint. Mr. Koslosky said environmental issues and capacity issues do not warrant moving the runway at this time. It will only be resurfaced.

Mr. Agee has how long the runway would last. Mr. Koslosky estimated that with good maintenance it could last about 20 years or longer. He noted the Department follows an annual Pavement Management program which indexes pavement life scientifically. Pavement that scores below 50% needs to be replaced and it was noted 8L/26R is at about 60%.

Mr. Vander Molen asked if resurfacing will improve pavement ratings. Mr. Ecklund said yes.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Tomaselli, to authorize staff to advertise and receive bids for the reconstruction of Taxiway Z. Motion carried.

## **12-10 Air Service Consulting Services – Contract Renewal**

Mr. Schedlbauer explained that the Board entered into a one-year contract with Sabre Airline Solutions for air service consulting services in January 2009. The contract is due to expire January 2010. Staff recommends pursuing a one-year renewal of the contract to begin January 2010 with a total budget not to exceed \$125,000.

Mr. Agee noted it is estimated the 2009 cost has been only \$85-90,000.

Mr. Tomaselli asked about Sabre's performance this past year. Mr. Koslosky said Allegiant service is new and it has added five cities and, although GFIA has lost some air service, other Michigan airports have lost as much as 40% of their service. With Sabre's contribution, GFIA is only down about 2-3% for the year.

Mr. Koslosky referred to the recent survey by the Bureau of Transportation statistics which compared fares among the top 100 airports only (over 400

commercial service airports and noted that GFIA fares are nowhere near the highest in the county with respect to airfares.

Mr. Agee cited the increase of 9.6% in activity numbers for November, which is the fifth consecutive monthly increase. Mr. Koslosky commented this may signal that the economy is turning around.

Mr. Agee indicated his recent airfare to Gulfport from GFIA, which was purchased two weeks prior, was reasonable.

Mr. Van Laar referred to the link to AirfareWatchdog.com on the flygrandrapids.com homepage. Mrs. Sherman said this is a free widget that is scanned daily by the AirfareWatchdog staff and changed each time there is a significant change in airfares. She noted there were 5,700 hits to that widget on the home page last month.

Mr. Vander Molen asked of the 100 other airports GFIA is compared with, which one is closest. Mr. Koslosky said Detroit, and added that although the media reports otherwise, GFIA is a low-fare airport with the lowest airfares in West Michigan.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Agee, supported by Mr. Tomaselli, to approve a one-year renewal of the contact with Sabre Airline Solutions to provide professional air service development consulting services with a budget amount up to, but not to exceed, \$125,000. Motion carried.

#### **12-11 Standard Parking Corporation – Express Parking Amendment**

Mr. Burgess indicated Standard Parking has asked that their existing agreement for the Express Parking operation be clarified for their relationship as an operating agent on behalf of the Airport. This amendment adds language which defines Standard's role as a revenue collection and purchasing agent on behalf of the Airport and that all revenues collected under the agreement are delivered to and are the property of the Airport.

Mr. Van Laar confirmed the State has been trying to collect taxes from them and this would clarified the issue for them. Mr. Burgess said yes.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Wilson, supported by Mr. Tomaselli, to approve a Third Amendment to the Express Parking Lot and Associated Shuttle Bus Operating

Agreement between the Kent County Aeronautics Board and Standard Parking Corporation. Motion carried.

#### **12-12 Standard Parking Corporation – Valet Agreement Amendment**

Mr. Burgess said this item is identical to the previous one and covers the Valet Parking Operation.

The Aeronautical, Facilities & Marketing Committee met December 15, 2009 and recommends approval.

Motion by Mr. Vander Molen, supported by Mr. Tomaselli, to approve a Third Amendment to the Valet Parking Management Parking Agreement between the Kent County Aeronautics Board and Standard Parking Corporation. Motion carried.

#### **12-13 Travel**

- A. Three staff to attend the 2010 Michigan Airport Conference in East Lansing, Michigan February 17-18, 2010.
- B. Three staff and any Board member to attend the AAAE Conference and Exposition in Dallas, Texas, May 16-19, 2010.

Mr. Koslosky called attention to the AAAE meeting in Dallas and indicated this conference is a good opportunity for Board members to network and gain understanding of airport industry issues.

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

#### **12-14 Reports**

Mr. Van Laar noted the Financial Statement would be e-mailed to Board members today or Thursday of this week.

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

#### **12-15 Bills for Approval**

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

#### **12-16 Other Business**

- Mr. Agee asked that the worn orange cone marking the pedestrian crosswalk in front of the Terminal be removed.

- Mr. Koslosky asked Board members if they would like to have their annual Organizational meeting the second week in January or wait until January 27 and combine it with their regular Board meeting. Board consensus was to combine both meetings on January 27. Mr. Koslosky noted the Board will elect officers and standing committees at that time. Staff will contact the Board if any committee meetings will be needed prior to that date.
- Mr. Tomaselli asked for a report on Valet Parking numbers. Mr. Picardat said he went back to 2006 numbers, prior to TAPIP and said counts have been down somewhat. He was not sure how much is due to the economy and how much is due to the garage being open. Staff will continue to monitor numbers. He added that the majority of parkers are choosing the garage and that only about 440 cars are parked in the North and Economy Lots.
- Mr. Wilson commented that he has received very positive comments about GFIA from physicians being recruited at Metro Hospital.

#### **12-17 Executive Session for the Purpose of Discussing Opinion of Legal Counsel**

Motion by Mr. Agee, supported by Mr. Wilson, at 9:16 a.m. to adjourn to executive session for the purpose of discussing opinion of Legal Counsel.

Motion carried: Yeas: Agee, Vander Molen, Tomaselli, Wilson and Chair  
Van Laar – 5  
Nays: 0

Motion by Mr. Agee, supported by Mr. Vander Molen, to return to regular session at 9:41 a.m.

Motion carried: Yeas: Agee, Vander Molen, Tomaselli, Wilson and Chair  
Van Laar – 5  
Nays: 0

#### **12-18 Adjournment**

The meeting was adjourned at 9:41 a.m.

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