

**MEETING MINUTES**  
**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD**  
**July 27, 2016**

A quorum being present and in accordance with notice being duly given, Chair Morgan called the meeting of the full Authority Board to order on July 27, 2016 at 8:30 a.m.

**Board Members Present:** Roger Morgan, Floyd Wilson, Jr., Steven Heacock, Ted Vonk, Birgit Klohs, David Slikkers, and Richard VanderMolen – 7

**Absent:** None

**Also Present:**

Phil Johnson – Acting President and Chief Executive Officer  
Robert Buchanan – Airport Attorney  
Brian Picardat – Vice President and Chief Financial Officer  
Tom Ecklund, Facilities Director  
Lisa Carr – Public Safety and Operations Director  
Dan Villalobos – Ground Transportation Supervisor  
Tara Hernandez – Marketing and Communications Director  
Casey Ries – Civil Engineering Manager  
Lisa Rauch – Office Manager  
Roy Hawkins – Planning Engineer  
Myron Huebner – Engineering Technician  
Robert Wilson – Maintenance Manager  
Joni Laming – Kent County Purchasing  
Susan Sherman – Community Relations Coordinator  
Jim Toth – Superior Project Services  
Lisa Verhil – Experience Grand Rapids  
Steven Cok – Northern Jet Management  
Drew Helder – Drew Helder Technical Consulting, LLC  
Jaxyn Ryks – Intern  
John Oliver – Citizen  
Sharon Townsend – Grand Valley State University

**7-1 Approval of the Agenda**

Mr. Vonk indicated that Ms. Klohs will make the motion on Item 7-4. The agenda was approved and adopted.

**7-2 Public Comment**

None

### 7-3 Consent Agenda

- a) Approval of Airport Board and Authority Board Minutes – June 29, 2016
- b) **Resolution 16-23:** Gateway Transformation – Construction Change Order No. 5
- c) **Resolution 16-24:** Runway 8L/26R Reconstruction – Change Order No. 3
- d) Travel
- e) Reports
  - Project/Construction Report
  - Project Status Report
  - Public Safety and Operations Report
  - Aviation Activity Report
- f) Bills for Approval

Motion by Mr. Wilson, supported by Mr. Slikkers, that Consent Agenda items a – f be approved. Motion carried.

### 7-4 Resolution 16-22: Assumption of Debt

Mr. Picardat explained that per the legislation and the Airport Lease and Transfer Agreement, the Authority Board is required to assume all of the debt previously issued by the Airport Board that is outstanding. This should have been done when the Authority was first created, but was missed.

There are five Outstanding Obligations that consist of the following:

- \$23,430,000 Airport Revenue Bonds Series 2007, two years left
- \$30,110,000 Revenue Refunding Bonds Series 2009 (Runway 17/35)
- \$38,675,000 Revenue Refunding Bonds Series 2011 (Terminal Building Bonds)
- \$93,930,000 Revenue Refunding Bonds Series 2015 (Parking Garage)
- \$14,595,000 Airport Revenue Bonds Series 2015 (Parking Roof)

Mr. VanderMolen asked what the total of the accumulated debt is. Mr. Picardat indicated that it is approximately \$165 million over the next 25 years.

Mr. Heacock asked how we benchmark regarding our debt with similar sized airports. Mr. Picardat indicated that we are fairly high, at the top end of small hub airports. However, we have completed many projects over the last several years.

Motion by Ms. Klohs, supported by Mr. VanderMolen, to approve Resolution 16-22 assuming all of the lawful obligations, promises, covenants, commitments, and other requirements of Kent County with respect to the Airport in accordance with the Bond Resolutions. Motion carried.

#### **7-5 Chair's Appointment of Master Plan Advisory Committee**

An informational sheet listing the names of the Master Plan Update Advisory Committee was provided to the Board members.

Mr. Morgan appointed the Master Plan Advisory Committee. He asked Mr. Wilson and Mr. Heacock to participate from the Authority Board.

#### **7-6 President and CEO Report**

Mr. Johnson presented the President and CEO report:

##### Personnel

- We are currently recruiting for three new positions: Fire Chief which has been vacant for approximately one year, and two Law Enforcement Officers.

##### Projects

- The Gateway Transformation Project continues to move along well. Restrooms should be completed and opened in August. At the end of this week, the plan is to remove the walls that are currently up and move to the next phase which will include the International Room. The August Board meeting will be held in the Ford Room. Construction will begin on the second floor and Concourse A mid-August.
- Signature started operating in their new hangar this past Monday. An open house is planned for August 16.
- The North Lot Reconstruction Project is going well. The base coat of pavement has been completed and work continues on the canopy and sidewalk. The lot is scheduled to be open in August.
- The third level of the parking structure was shut down on Monday in preparation for the work that needs to be done which begins on August 22.
- The bids that were received for the monument signs at the entrance and cargo area came in high. Staff is going to redesign those signs to see if costs can be reduced. We will most likely rebid in the winter and start construction in the spring.
- We were hoping to bring bids to the Board next month for the viewing area, but ran into issues with the City of Grand Rapids and Kent County Health Department regarding our permanent restroom facility and the ability to put in a sewer system. We hope to start construction next spring.

### Passenger Statistics

- Passenger numbers are up 2.5% from June of last year and up 3.5% year-to-date.
- Seat capacity varies from 8-13% from September through the end of the year which should give us another record breaking year.
- Brad DiFiore, our air service consultant, is completing an update to the catchment analysis study that was done three years ago. We plan to bring the results of that study to the next Board meeting.

### Public Relations

- The parking garage roof project has been named the 2016 New Heights Design Award winner in the transportation category for excellence in quality and design.
- Mr. Johnson and Ms. Belt met with Pat Cwayna at the Aviation Academy to kick off discussions on starting a student internship program with academy students. This summer, Jaxyn Ryks has joined us as an intern and is assisting Operations and Marketing staff on projects.
- An all-Airport appreciation BBQ will take place on Wednesday, August 10 from 11:00 am until 1:00 pm.

### Legislative

- Authorization for the FAA Bill has been extended through September 2017.

### Governance

- We have started to take a new approach to the appearance with our logo and design. Phil invited members to check out the new design in the reception area which includes a mural on one wall and logo on the other. There are some other elements to the wall that have not been installed yet. Next year, the office will be renovated to include new security measures.

### Miscellaneous

- The next Legislative and Finance Committee will be held August 16.
- The next Operations and Marketing Committee will be held August 17.
- The next Authority Board meeting will be held August 31 in the Ford Room.
- A meeting was held with Dave Thompson to discuss placement of a life-size bronze sculpture of Roger Chaffee within the Airport.

## **7-7 Other Business**

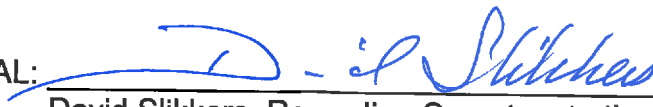
- Mr. Wilson mentioned that the event held at the Downtown Market to celebrate the transition was very well done.

- Mr. Slikkers complimented staff on fundraising efforts as he has heard many positive comments. Mr. Morgan asked Ms. Klohs to provide a capital campaign update at the next Board meeting. Ms. Klohs indicated that either she or Curt Pullen will provide the update.

**7-8 Adjournment**

The meeting was adjourned at 8:50 a.m.

APPROVAL:



David Slikkers, Recording Secretary to the Board

lmr