

West Michigan Airport Authority

MEETING MINUTES

December 14th, 2018

11:30am – 1:00pm

Airport Business Center, 60 Geurink Blvd. Holland, MI.

PRESENT: Hoekstra, Matthyse, Sylte, Klynstra, Blanton, Bos, Hoogland, Storey, Haverdink, Keeter.

ABSENT: Corbin

Others Present: Authority Manager Robinson, Communications Coordinator Scholten, Boer (FBO), Jeff Thoman (Mead & Hunt), Rehman Robson (Independent Financial Auditor)

Board Member Sylte called the meeting to order at 11:30 a.m.

18.12.01 Public Comments.

No Public Comments

18.12.02 Consideration of November 12th, 2018 Meeting Minutes.

Klynstra made a motion, supported by Bos to approve the November 12th Meeting Minutes as presented and was approved unanimously.

18.12.03 Presentation of FY18 Audit.

Authority Manager Robinson and the Authority's Independent Auditor (Rehman Robson) presented the findings of the FY18 Audit of the Airport Authority's finances and financial practices. In summary, the Auditor's report found the Airport Authority was in good financial standing and following standard accounting best practices.

Keeter made a motion, supported by Blanton to accept the findings of the FY18 Financial Audit. Motion passed unanimously.

18.12.04 Bid for Gate Card Readers.

On October 23rd, 2018 the Airport Authority Solicited Bids to (a) replace one non-functional security card reader located at a gate on the west-side of the airfield, (b) to bring all airfield

security card readers (3 total) onto a unified security system, serviced by a single vendor, and (c) install up-to-to date card reader models.

Of the three card readers on the airfield, one is currently serviced by Midstate Security LLC while the other two are serviced by Simplex Grinnell (JCI). Of those serviced by Simplex Grinnell, one is an obsolete model and no longer functioning. In the past, this unit had been serviced with scavenged parts from third party vendors and this solution is no longer a viable option.

The Bid specs released were presented in two parts. Option A reflected all requisite materials and equipment to meet the goals as described above. Option B was for strictly optional components which would allow for increased security functions at each gate as well as the ability to monitor gate access from anywhere on the airfield.

In total, Airport Authority staff identified and contacted four contractors with the ability to provide the services as described, inquiring about their interest in submitting an RFP. Staff only received one bid from Midstate Security LLC.

Midstate's bid is summarized below:

OPTION A (Required)

Midstate Security LLC:

- Three Security card readers located at vehicle gates
- Requisite hardware to support/connect card readers & open gates
- Installation of any required software systems

Installation of Software allowing Tulip City Staff to activate/reprogram security cards

Option A Total: \$17,167.86

OPTION B (Optional)

Midstate Security LLC:

- Integrated video system for driver ID
- Intercom at gate to request access from TC staff
- Mobile App, allowing TC Staff to monitor gates from anywhere on the airfield

Option B Total: \$19,227.55

Project Total: \$36,395.41

Midstate currently provides security monitoring systems for the Airport Business Center and the services outlined in this bid would be integrated into that system, creating one unified security system for the entire airfield. This project would be paid for out of the Airport's working capital. Option A would need to be installed & functioning before Option B could be installed.

It was recommended that the Airport Authority Board authorize the installation of both Option A and Option B as presented in Midstate LLC's bid and that this cost be funded through the Authority's working capital.

It was moved by Keeter, supported by Bos to approve only "Option A" with the intent to review "Option B" in six (6) months. The motion was approved unanimously.

18.12.05 EV Charging Station Purchase Agreement with HBPW

The Holland Board of Public Works (BPW) formerly owned and maintained a number of Electric Vehicle Charging Stations throughout the City of Holland; including one on Airport property, located adjacent to Tulip City Air Service's hangar.

Early in 2018, the BPW began moving away from administration of these charging stations, choosing to focus on incentivizing home charging stations over public charging ports. As such, the BPW began a process to sell the charging stations to the property owners where the stations are currently located. The sale price for each unit is \$1.00, which the BPW will waive. In exchange, the property owner will be responsible for all associated service costs, and upkeep.

The units currently installed across the City, and at the airport, are reaching the end of their service life and will likely need to be replaced with more state-of-the-art models. The BPW offers various incentives for upgrading these units.

Though not used on a daily basis, the charging station at the airport is used on a frequent basis and staff sees continuing to offer these stations as a valuable customer service amenity. Likely, the current charging station/model will remain in its current location. When it comes time to replace this model, staff will explore relocating the new model near the Airport Business Center.

It was recommended that the Airport Authority Board approve the Purchase Agreement with the Holland Board of Public Works for the Electric Vehicle Charging Station currently located on Airport property.

It was moved by Keeter, supported by Klynstra, and approved unanimously to approve the Purchase Agreement as presented.

18.12.06 FBO Report

18.12.07 Communication Update

18.12.08 Financial Reports

Authority Manager Robinson summarized the monthly financial statements of the Airport Authority outlining the current good standing of Authority funds. The authority is currently on-track for projected spending for FY19. It was moved by Klynstra, supported by Matthyse & approved unanimously to accept the financial reports as information.

18.12.09 2019 Board Meeting Schedule

Airport Authority Assistant Manager Thelenwood outlined the proposed 2020 Airport Authority Board Meeting Schedule:

Monday, January 14th, 2019 @ **Airport Business Center**
Monday, February 11th, 2019 @ **Airport Business Center**
Monday, March 11th, 2019 @ **Airport Business Center**
Monday, April 8th, 2019 @ **Airport Business Center**
Monday, May 13th, 2019 @ **Howard Miller Library, Zeeland**
Monday, June 10th, 2019 @ **Airport Business Center**
Monday, July 8th, 2019 @ **Airport Business Center**
Monday, August 12th, 2019 @ **Airport Business Center**
Monday, September 9th, 2019 @ **Park Township Offices**
Monday, October 14th, 2019 @ **Airport Business Center**
Monday, November 11th, 2019 @ **Airport Business Center**

Monday, December 9th, 2019 @ **Airport Business Center**

It was moved by Keeter, supported by Blanton, and approved unanimously to adopt the 2020 Airport authority Meeting Schedule as presented.

18.12.10 Other Business

11:45 AM – Airport Board Meeting entered into Strategic Planning Discussions

18.12.10 Strategic Plan Discussions

- A. Restaurant Analysis: Restaurant Consultant (Chris Hart) has determined that the area could support a sit-down dining restaurant. The location of the former Airport Office/Terminal would be a viable location.

- B. Crosswind Runway Report: Airport Consultant (Mead & Hunt) provided a summary of the possible funding avenues for supporting the north/south Crosswind runway and the current and near-term funding priorities of the FAA.

- C. New Hangar Report: Airport Consultant (Mead & Hunt) presented a number of possible hangar development models for various available airport parcels. In general, current economic climates favor corporate air travel and General Aviation communities are on the decline. Staff will continue to explore development of corporate hangar spaces on airport property.

- D. Board Member Priorities: Discussion tabled for next Board Meeting

- E. Additional Items for Discussion: Tabled for next Board Meeting

Meeting Adjourn – 1:00PM

Minutes Approved: _____ (Secretary)

Date: _____