

**MEETING MINUTES**  
**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD**  
**Gerald R. Ford International Airport, International Room**  
**5500 44<sup>th</sup> Street SE, Grand Rapids, MI, 49512**  
**Wednesday, April 24, 2024**

A quorum being present, and in accordance with notice being duly given, Chair Koorndyk called the meeting of the Authority Board to order on April 24, 2024, at 8:30 a.m.

Chair Koorndyk welcomed everyone and asked for Board Member attendance by roll call:

Board Present: Birgit Klohs, Doug Small, Dan Burrill, Pete Beukema, Emily Brieve, Dan Koorndyk – 6

Board Absent: Mike Verhulst - 1

Staff Present: Tory Richardson – President and CEO  
Alex Peric – Vice President and COO  
Maria Kim – Chief Financial Officer  
Lisa Carr – Public Safety & Operations Director  
Haley Meyer – Executive Assistant  
Madyson Mansfield – HR Generalist  
AJ Nye – Procurement Specialist  
Matt Zeilstra – Controller  
Dan Villalobos – Terminal Operations Supervisor  
Tom Cizauskas – Business Administration Manager  
Tony Gutierrez – Fire Chief  
Rich Feigel – Field Maintenance Supervisor  
J.J. Swain – IT Manager  
Jon Couchenour – IT Support Analyst  
Brett Groth – IT Support Analyst  
Eli Cohen – Helpdesk Technician

Others Present: Mary Kay Shaver (Varnum), Walter Bujak (KCC), Christian Glupker (GVSU), Parker Bradford Millard (Paradies), Anani Chaffin (Paradies), Pam Brown (Paradies), Lori Ballard (Paradies), Courtney Ballard (Paradies), Todd Stuart (HMS Host), Steve Jenkins (HMS Host), Nathan Jeruzal (NOAA), Bruce Smith (NOAA), Stephen Freibrun (ICF), Eric Friedman (ICF), David Turch (Turch and Associates), Mary Ann Sabo (Sabo PR), John Oliver, Tom Moerdyk

4-1 Approval of the Agenda

Motion by Mr. Small supported by Mrs. Klohs, the approval of the agenda.

4-2 Public Comment

No public comment.

4-3 Special Presentation

Mr. Richardson introduced Nathan Jeruzal and Bruce Smith with the National Weather Service. Mr. Jeruzal recognized GFIAA as a StormReady supporter and acknowledged our participation with a certification in the Storm Ready program.

4-4 Consent Agenda

- a) Approval of Authority Board Minutes – March 27, 2024

OPERATIONS AND MARKETING COMMITTEE

- b) Resolution 24-5: Economy Parking Lot Expansion – Phase 3

c) Reports

- Project/Construction Report
- Public Safety and Operations Report
- Maintenance and Asset Management Report

- Aviation Activity Reports
- Media Report

Motion by Mr. Small, supported by Mrs. Klohs, the approval of Consent Agenda items a – c. Motion carried.

#### 4-5 Disclosure Relating to Real Estate Transaction

**Member Dan Burrill** stated the following:

In full disclosure as a Member of the Board, I would like to take this opportunity to place on the record that I am a Member and Manager of Southwood LLC ("Southwood"), and Southwood is involved in transaction that the Board of the Gerald R. Ford International Airport Authority (the "Authority") is considering.

The specifics of the transaction if approved by the Board are as follows:

The Authority is considering the acquisition of the vacant the real property (the "Real Property") located at 5314 Kraft Ave SE, 5292 Kraft Ave SE & 5312 Kraft Ave SE Grand Rapids, MI 49512 (the "Real Property") pursuant to that certain Buy and Sell Agreement for Vacant Land (the "Purchase Agreement"), between the Authority and Oiland LLC (the "Seller"), (the "Transaction"). The Purchase price for the Real Property is \$3,200,000 and the Transaction if approved is scheduled to close by July 2, 2024.

The listing broker for the Seller is Five Star Real Estate. Southwood is the listing agent and licensed through Five Star Real Estate. Upon closing of the Transaction, the listing agent for the Seller (Southwood) shall receive a broker's fee equal to 3% of the purchase price for the Real Property (\$96,000) (the "Commission"). The Commission shall be paid by the Seller to the Seller's listing broker, Five Star Real Estate. Five Star Real Estate will then remit the Commission less \$345 in administrative fees to Southwood.

Neither I nor any entity with which I am affiliated, including Southwood, is paid for my services as a Member of the Board. To the best of my knowledge, the Authority is engaging Varnum LLP and Richter Realty to represent the Authority in the Transaction and is assigning employees to assist Varnum LLP as is typical in a transaction like this. Neither I nor Southwood is representing the Authority in any capacity with respect to the Transaction. Neither I nor Southwood has any affiliation with Richter Realty.

I hereby recuse myself from any and all of the Board's decisions, discussions, considerations, and negotiations relevant to the Transaction.

There was no further discussion or board action.

#### 4-6 Second Resolution Amending Supplemental Authority Resolution Authorizing the Issuance of Revenue Bonds

Mrs. Kim presented the supplemental resolution to update the final maturity date of bonds issued under the 2022 Resolution ( including our Series 20224 Bonds) to indicate 30 years from the date of issuance and that underwriter is determined by Authority in Sale Order . The Authority is seeking approval of the Second Resolution Amending Supplemental Authority Resolution Authorizing the Issuance of Revenue Bonds.

Motion by Mr. Beukema, supported by Mrs. Brieve, the approval of the Second Resolution Amending Supplemental Authority Resolution Authorizing the Issuance of Revenue Bonds. Chair Koorndyk asked for votes by roll call.

Yeas: Dan Koorndyk, Doug Small, Birgit Klohs, Dan Burrill, Pete Beukema, Emily Brieve – 6  
Nays: 0  
Motion carried.

#### 4-7 Concession Program Update

Mrs. Kim introduced our concessionaire partners, Paradies and Avolta that covers HMS Host and Hudson. Mrs. Kim provided a concession update of our current program alongside Stephen Freibrun with ICF.

4-8 Economic Impact Study Update

Mr. Richardson introduced Christian Glupker, Clinical Professor of Economics from Grand Valley State University. Mr. Glupker presented the economic impact of GFIAA on Kent County and the West Michigan Economic Development regions.

4-9 President and CEO Report

Mr. Richardson reviewed the CEO report.

4-10 Other Business

David Turch provided an update on communication with public officials.

Chair Koorndyk inquired about the status of a potential hotel development. Mr. Peric explained that we did not receive responses to our Request for Information (RFI) issued last year. We are working on a market feasibility study which will help us better understand and evaluate demand, economics, and forecast occupancy and average rates. This information will help us determine size, quality and type of hotel, and an optimal brand chain scale for the hotel. We hope to have this work completed by the end of May 2024.

4-11 Adjournment

The meeting was adjourned at 9:37 a.m.

APPROVAL: \_\_\_\_\_  
Birgit Klohs, Secretary to the Board

Hm