

**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY  
OPERATIONS AND MARKETING COMMITTEE MINUTES**

**Wednesday, June 19, 2019**

**8:00 a.m.**

Present: Roger Morgan, Floyd Wilson, Jr., Dan Koorndyk,

Also Present: Alex Peric Tara Hernandez, Casey Ries, Clint Nemeth, Tara Hernandez, Allan Fawcett, Stephen Clark, Moe Khattak, Tom Cizauskas, Roy Hawkins, Matt Zeilstra, Laura Feigel, Margie Witbeck, AJ Nye, Dan Villalobos

**Minutes**

The Authority Operations and Marketing Committee minutes of May 22, 2019 were approved as submitted.

**Public Comment**

No public comment.

**Resolution 19-24: Grant Offer Acceptance – Terminal Apron Reconstruction, 2019**

Mr. Cizauskas explained that staff submitted an application to MDOT/FAA to use AIP funds for the reconstruction the Terminal Apron. The Federal grant offer will include the standard FAA Grant Terms and Conditions, and will detail the split between federal, state, and local funds. The anticipated grant offer amount is \$12,283,403. (\$11,055,062 Federal; \$614,171 State; \$614,170 Local)

Motion by Mr. Morgan, supported by Mr. Koorndyk, to recommend to the Board the acceptance of an Airport Improvement Program (AIP) grant offer for the Terminal Apron Reconstruction project. Motion carried.

**Resolution 19-25: FBO Apron and Taxiway Connector Construction Project Contract**

Mr. Hawkins explained that C & S Companies was awarded the On-call Engineering Contract for airside projects in March 2019. The amendment included the design and production of Construction Documents (CD's) and bid phase services for the project. C & S Companies has been asked to produce a construction estimate considering the current bidding climate including area contractor workloads, construction employee shortages, and extremely high material costs. In June 2019, the Gerald R. Ford International Airport Authority (GFIAA) entered into a Fixed Base Operator (FBO) Development Agreement with AvFlight Grand Rapids Corporation ("AvFlight"). The development agreement outlines the GFIAA's obligation to construct a concrete aircraft parking apron at least 2 acres in size and the connection to Taxiway K. Project completion will be within the 9-month Fixed Base Operator Development Agreement with AvFlight obligation period. He said that staff is requesting an amendment of the 2019 capital budget in the amount of \$2,924,000 to complete the east side FBO apron.

Motion by Mr. Morgan, supported by Mr. Koorndyk, to recommend to the Board the approval of a contract with a contractor to be named for construction of the FBO Apron and Taxiway Connector Project to be built for the AvFlight FBO facility, a capital budget amendment and to authorize the Interim President and CEO to execute. Motion carried.

### **Resolution 19-26: FBO Apron and Taxiway Connector Contract Amendment No. 2- Construction Administration**

Mr. Hawkins explained that staff has negotiated a scope of work and fee schedule for Construction Administration phase services for the FBO Apron and Taxiway Connector project to be performed by C & S Companies including onsite construction representation. Mr. Hawkins explained that the ramp into the taxiway is not exclusive and will spur development. We can go back to FAA and apply for grant funds to recoup our costs.

Motion by Mr. Morgan, supported by Mr. Koorndyk, to recommend to the Board the approval of Contract Amendment No. 2 with C & S Companies for construction administration services for the Fixed Base Operator (FBO) Apron and Taxiway Connector Project, not to exceed \$264,346.00, and authorize the Interim President and CEO to execute. Motion carried.

### **Resolution 19-27: Alternate Communication Center (ACC) and IT Closet – Construction**

Mr. Nemeth explained that the administrative offices and Primary Communication Center (PCC) renovations have been scheduled. Both projects will require relocation of the Alternate Communications Center (ACC). He explained that working with Airport Operations, it was determined that the best location for an ACC is under Concourse A, in unused office space with quick access to the terminal apron. If the ACC had to be used, normal functions will be maintained.

Mr. Nemeth said that, in addition to the ACC relocation, an adjacent unused room will be converted to an IT Closet to support the ACC and future IT needs of Concourse A. Currently Concourse A is serviced entirely from one IT closet, TC2, and has very limited space for future IT needs. The new IT closet will provide capacity for future IT related to the expansion of Concourse A. He added that the 2019 Capital Budget funds are not to exceed \$285,000 and will be committed via purchase orders to procured vendors for this work. The 2019 capital budget included \$25,000 for ACC relocation. This budget only included equipment and furniture moves prior to the administrative office remodel project. Mr. Nemeth said that a 2019 capital budget amendment of \$260,000 is requested to complete a fully functional ACC with long-term Concourse A IT infrastructure at this time.

Motion by Mr. Morgan, supported by Mr. Koorndyk, to recommend to the Board the approval of purchase orders in accordance with procurement policies for construction services and furniture/equipment acquisition for relocation of existing ACC and construction of supporting IT closet below Concourse A, and a capital budget amendment. Motion carried.

### **Parking Pass**

Mr. Villalobos requested that Mr. Buchanan receive a parking validation proxy card for his 30 years of service as the airport attorney. Mr. Morgan and Mr. Koorndyk approved.

Mr. Koorndyk asked how many cards were currently being used and Mr. Villalobos said there are approximately 35 current and past board members that have parking validation cards.

### **Radio Station**

Mrs. Hernandez said that the GRR radio station began in 1996 and is now an outdated method of sharing information regarding the airport. She said that one year ago she learned that Ontario is on the same frequency as the airport which causes the two stations to sporadically cross. She added that it is inexpensive but upgrades and a new frequency would be needed to continue with radio station. Mr. Hernandez suggested getting rid of it entirely.

Mr. Morgan suggested going radio silence and keep the frequency to utilize it in the future if needed.

Mrs. Hernandez said that she will investigate whether other messages can be shared on the radio station i.e. website, upcoming events.

### **Major Contract Summary**

Mr. Nemeth reviewed the Major Contract Summary.

Mr. Ries explained that a year ago staff formally requested Customs Border Patrol (CBP) engagement to move forward with the Federal Inspection Station (FIS). At that time, they said that they didn't have the staff to support us. GFIAA staff proposed more plans and continued to be engaged. After reaching out again, CBP said that they understand the economic value that they would bring but CBP is still not able to commit at this time due to low staff.

Mr. Morgan said that we shouldn't take no for an answer. Mr. Peric said this will not stop us from moving forward.

Mr. Ries said that CBP has supported us though the planning of a two-phase build out. He proposed focusing on baggage claim and curbside with the \$5 million grant to show the CBP that we are invested.

### **Project/Construction Report**

Mr. Nemeth reviewed the Project/Construction Report

Meeting adjourned at 9:10 a.m.

maw