

**MEETING MINUTES**  
**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD**  
**Wednesday, August 26, 2020**

A quorum being present and in accordance with notice being duly given, Chair Koorndyk called the meeting of the Authority Board to order on August 26, 2020 at 8:32 a.m.

**Board Members Present:** Dan Koorndyk, Floyd Wilson, Jr., Ted Vonk, Birgit Klohs, Doug Small

**Board Members Present via Audio Conferencing:** Peter Beukema, Roger Morgan

**Staff Present:** Tory Richardson - President and CEO  
Alex Peric - Vice President and COO  
Mary Kay Shaver – Airport Attorney  
Margie Witbeck – Executive Assistant  
Jon Couchenour – IT Support

**Also Present via Audio Conferencing:**

Casey Ries – Engineering and Planning Director  
Mary Ann Sabo – Sabo PR  
Tim Haizlip – Director of Maintenance  
Dan Villalobos - Ground Transportation Supervisor  
Moe Khattak – Business Analyst  
Clint Nemeth – Engineering Manager  
Tom Cizauskas – Purchasing Manager  
Michelle Baker – Environmental Manager  
Matt Zeilstra – Controller  
Stephen Clark – Business Development Manager  
Pat Howe – Network & Security Administrator  
Ann Biafore – Administrative Specialist  
Mary Ann Sabo – Sabo PR

Mr. Koorndyk welcomed everyone to the GFIAA Board meeting. He confirmed the Board Members that were onsite, and the members who were joining via phone. He shared that the Airport Full Scale Emergency Exercise took place on August 14<sup>th</sup> with the help of surrounding agencies. He thanked staff and the surrounding partner agencies for their role in the training. He also thanked Mary Ann Sabo and her team for their continued partnership.

**8-1 Approval of the Agenda**

Motion by Mrs. Klohs, supported by Mr. Wilson, to approve the agenda. Motion carried.

**8-2 Public Comment**

No public comment.

**8-3 Consent Agenda**

a) Approval of Authority Board Minutes – July 29, 2020

***FINANCE AND LEGISLATIVE COMMITTEE***

b) **Resolution 20-33:** 2020 Airfield Pavement Repairs – Budget Increase

**OPERATIONS AND MARKETING COMMITTEE**

- c) **Resolution 20-34:** Janitorial Management Services
- d) Reports

- Project/Construction Report
- Public Safety and Operations Report
- Aviation Activity Report
- Board Financials

Motion by Mr. Small, supported by Mr. Wilson, the approval of Consent Agenda items a - d. Motion carried.

Yeas: Mr. Koorndyk, Mr. Wilson, Mrs. Klohs, Mr. Small, Mr. Beukema, Mr. Morgan, Mr. Vonk – 7  
Nays: 0

- 8-4 **Resolution 20-35:** Delegating Authority to President/Chief Executive Officer to Resolve Claims

Mr. Richardson said that Section 142 of Act 95, Article X of the Authority's Articles of Incorporation, and Section 5.1 of the Authority's Bylaws permit the Board of the Authority to delegate duties and responsibilities to the Chief Executive Officer. The delegation of authority from the Board to the President/Chief Executive Officer of the authority to resolve certain claims would improve overall operating efficiency. Such settlement authority would not exceed \$200,000 in the aggregate for all claims, and the Board would have the capability of revoking the delegation at any time. In addition, the Chair of the Board and the chair of the applicable committee with oversight over the subject matter would be required to provide their consent, in consultation with the Authority's legal counsel on the matter, prior to the President/Chief Executive Officer executing any settlement agreement and/or paying any compensation to resolve the claims.

Motion by Mr. Wilson, supported by Mrs. Klohs, the approval of Resolution Delegating Authority to the President/Chief Executive Officer to Resolve Claims. Motion carried.

Yeas: Mr. Koorndyk, Mr. Wilson, Mrs. Klohs, Mr. Small, Mr. Beukema, Mr. Morgan, Mr. Vonk – 7  
Nays: 0

- 8-5 **Resolution 20-36:** Resolution Approving First Amendment to Reimbursement Agreement with BMO Harris and Extension of Letter of Credit

Mrs. Shaver said that on September 11, 2015, the Kent County Board of Commissioners executed the Reimbursement Agreement and delivered a Letter of Credit to BMO Harris Bank to fulfill its obligation to fund a debt service reserve fund for the County's outstanding Bonds issued for the benefit of the Airport. The original Letter of Credit expires on September 11, 2020 and with the extension it will expire on December 1, 2023.

Motion by Mr. Wilson, supported by Mr. Small, the approval of a First Amendment to Reimbursement Agreement with BMO Harris Bank to extend the Letter of Credit issued

to provide liquidity for the debt service reserve fund for the outstanding Authority Bonds, and the County's Airport Bonds, and to amend the letter of credit fees to market rates.  
Motion carried.

Vote by roll call:

Yeas: Mr. Koorndyk, Mr. Wilson, Mrs. Klohs, Mr. Small, Mr. Beukema, Mr. Morgan, Mr. Vonk – 7

Nays: 0

8-6 President and CEO Report

Mr. Richardson presented the President and CEO report to the Board.

8-7 Closed session under Section 8(h) of the Open Meetings Act

Motion by Member Wilson, supported by Member Beukema, to recess to a closed session pursuant to Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute, specifically a written legal opinion by legal counsel regarding certain claims.

Vote to recess to a closed session by roll call:

Yeas: Mr. Koorndyk, Mr. Wilson, Mr. Vonk, Mrs. Klohs, Mr. Small, Mr. Beukema<sup>1</sup>, Mr. Morgan<sup>2</sup> – 7

Nays: 0

Motion carried.

Vote to resume to open session by roll call:

Yeas: Mr. Koorndyk, Mr. Wilson, Mr. Vonk, Mrs. Klohs, Mr. Small, Mr. Beukema<sup>1</sup>, Mr. Morgan<sup>2</sup> – 7

Nays: 0

1 - Member Beukema was present via Teleconferencing.

2 - Member Morgan was present via Teleconferencing.

8-8 Other Business

No other business.

8-9 Adjournment

The meeting was adjourned at 9:54 a.m.

APPROVAL: \_\_\_\_\_  
Ted Vonk, Recording Secretary to the Board

maw