

**MEETING MINUTES**  
**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD**  
**Gerald R. Ford International Airport, 5500 44<sup>th</sup> Street, Grand Rapids, MI 49512;**  
**International Room**  
**Wednesday, September 28, 2022**

A quorum being present, and in accordance with notice being duly given, Mr. Koorndyk called the meeting of the Authority Board to order on September 28, at 8:30 a.m.

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

Board Present: Dan Koorndyk, Roger Morgan, Emily Brieve, Pete Beukema, Mike Verhulst- 5  
Board Absent: Birgit Klohs, Doug Small - 2

Staff Present: Tory Richardson - President and CEO  
Alex Peric - Vice President and COO  
Matt Zeilstra - Controller  
Casey Ries - Engineering and Planning Director  
Heather Day - Human Resources Director  
Tom Cizauskas - Business Administration Manager  
Clint Nemeth - Engineering Manager  
Laura Fiegel - Business Affairs Coordinator  
Heidi Groenboom - Communications and Events Associate  
Andrew Astells – Operations Officer  
AJ Nye - Procurement Specialist  
Jeff Berghage - Facility Design and Construction Project Manager  
Margie Witbeck - Executive Assistant

Others Present: Mary Kay Shaver (Varnum), John Oliver (Northern Jet), Mary Ann Sabo (Sabo PR), Kelly Jost (C&S)

9-1 Approval of the Agenda

Motion by Mr. Beukema, supported by Mrs. Brieve, the approval of the agenda. Motion carried.

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Pete Beukema, Mike Verhulst- 5

9-2 Public Comment

No public comment

9-3 **Consent Agenda**

- a) Approval of Authority Board Minutes – August 31, 2022

**FINANCE AND LEGISLATIVE COMMITTEE**

- b) **Resolution 22-29:** Policy Governing Use of Credit Cards  
c) **Resolution 22-30:** Virtual Participation of Meetings Due to Disability

**OPERATIONS AND MARKETING COMMITTEE**

- d) **Resolution 22-31:** Terminal International Room Renovation  
e) **Reports**
- Project/Construction Report
  - Project Status Report
  - Public Safety and Operations Report
  - Aviation Activity Report

• Media Report

Mr. Morgan requested to remove Resolution 22-29: Policy Governing Use of Credit Cards from the Consent Agenda.

Motion by Mr. Morgan, supported by Mrs. Brieve, the approval of Consent Agenda items a-e with removing agenda item 9-3b Resolution 22-29: Policy Governing Use of Credit Cards from the Consent Agenda. Motion carried.

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Pete Beukema, Mike Verhulst - 5

**9-3.1 Resolution 22-29: Policy Governing Use of Credit Cards**

Mr. Morgan asked for additional information regarding staff credit cards. Mr. Zeilstra said that there will be approximately 10 staff credit cards and we will have the ability to set spending limits on each credit card. There are no fees for the credit cards and there is an opportunity to receive cashback.

Motion by Mr. Morgan, supported by Mrs. Brieve, to approve by resolution a Policy Governing Use of Credit Cards for Authority business. Motion carried.

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Pete Beukema, Mike Verhulst - 5

9-4 President and CEO Report

Mr. Richardson reviewed the CEO report.

9-5 Other Business

No other business was discussed.

9-6 Adjournment

The meeting was adjourned at 9:04 a.m.

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

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