

**MEETING MINUTES**  
**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD**  
**Wednesday, August 25, 2021**

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 25, 2021, at 8:22 a.m.

**Present:** Tory Richardson - President and CEO  
Alex Peric – Vice President and COO  
Matt Zeilstra – Interim CFO  
Mary Kay Shaver – Airport Attorney  
Margie Witbeck – Executive Assistant  
Casey Ries – Engineering and Planning Director  
Lisa Carr – Public Safety & Operations Director  
Kevin Delaney – Maintenance & Asset Management Director  
Stephen Clark – Director of Commercial Development  
Jon Couchenour (virtually) – IT Helpdesk Technician  
Bill Laborie – Willis Towers Watson

Present On-site: Mr. Koorndyk, Mr. Morgan, Mrs. Klohs, Mrs. Brieve, Mr. Small (arrived at 8:23 a.m.), Mr. Wilson (arrived at 8:26 a.m.) - 6

Absent: Mr. Beukema, – 1

**8-1 Approval of the Agenda**

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

Yeas: Mr. Koorndyk, Mrs. Klohs, Mr. Morgan, Mrs. Brieve - 4  
Nays: 0

**8-2 Public Comment**

No public comment.

**8-3 Consent Agenda**

- a) Approval of Authority Board Minutes – June 30, 2021

***OPERATIONS AND MARKETING COMMITTEE***

- b) **Resolution 21-21:** Authority Policy Review  
c) **Resolution 21-22:** Concourse A Expansion – Passenger Boarding Bridges  
d) **Resolution 21-23:** Canopy Fall Protection Repairs  
e) **Resolution 21-24:** Building 401/402 Parking Lot Resurfacing  
f) **Resolution 21-25:** Perimeter Gate Replacement  
g) **Resolution 21-26:** 2021 Airfield Pavement Repairs  
h) Reports
- Project/Construction Report
  - Public Safety and Operations Report
  - Aviation Activity Report
  - Media Report

Motion by Mr. Morgan, supported by Mrs. Klohs, the approval of Consent Agenda items a - h. Motion carried.

Yeas: Mr. Koorndyk, Mrs. Klohs, Mr. Small, Mr. Morgan, Mrs. Brieve - 5  
Nays: 0

**8-4 Resolution 21-27:** Ratification of President/Chief Executive Officer executing grant agreement under the American Rescue Plan Act

Mr. Richardson said that the FAA has a short turnaround time for executing grant agreements. Existing policy allows for the President and CEO to execute the grants, so we don't miss the funding opportunity and requires the grants agreements be brought to the board for ratification. Approval of this resolution authorizes execution of this grant and other grant agreements issued under the ARPA program.

Motion by Mrs. Klohs, supported by Mrs. Brieve, the ratification of President/Chief Executive Officer executing grant agreements under the American Rescue Plan Act.

Vote by Roll Call:

Yeas: Mr. Koorndyk, Mrs. Klohs, Mr. Small, Mr. Morgan, Mrs. Brieve - 5

Nays: 0

Motion carried.

**8-5 Resolution 21-28:** Notice of Public Hearing & Plan of Finance for a Bond Issue

Mr. Zeilstra said that to pay for the construction of Concourse A, the Authority is planning to issue bonds. The public hearing is currently scheduled for September 3<sup>rd</sup>, 2021 at 10:00 a.m.

Motion by Mrs. Klohs, supported by Mrs. Brieve, the approval to publish the Notice of Public Hearing & Plan of Financing for a bond Issue and authorize the staff to request the Kent County Board of Commissioners to pledge the County's full faith and credit and to approve the issuance of the Series 2021 Bonds.

Vote by Roll Call:

Yeas: Mr. Koorndyk, Mrs. Klohs, Mr. Small, Mr. Morgan, Mrs. Brieve, Mr. Wilson - 6

Nays: 0

Motion carried.

**8-6 Resolution 21-29:** 2021 Bond Issue

Mr. Zeilstra said that on February 26, 2020, the Board adopted a resolution authorizing the issuance of the Bonds but because the Bonds were not issued in 2020, the resolution needs to be amended to revise references to the "2020" Bonds to refer instead to "2021" Bonds.

Motion by Mrs. Klohs, supported by Mrs. Brieve, to approve the First Resolution to the 2020 Supplemental and Amending Resolution regarding the issuance of Revenue Bonds, Series 2021.

Vote by Roll Call:

Yeas: Mr. Koorndyk, Mrs. Klohs, Mr. Small, Mr. Morgan, Mrs. Brieve, Mr. Wilson - 6

Nays: 0

Motion carried.

8-7 **Resolution 21-30: Authority Insurance Renewal**

Mr. Clark said that this resolution will allow the President and CEO to bind insurance coverage through Willis Towers Watson.

Motion by Mrs. Brieve, supported by Mr. Small, the approval of a resolution allowing the Authority President and CEO to bind insurance coverage for the period effective September 1, 2021, through September 1, 2022. Motion carried.

8-8 **Resolution 21-31: Grant Offer Acceptance – 2021 Airport Improvement Program**

Mr. Ries said the grant offer will include the standard Grant Terms and Conditions and will be funded at 100% federal cost. The FAA has provided a grant offer amount of \$4,882,136.

Motion by Mrs. Brieve, supported by Mr. Morgan, the acceptance of a 2021 FAA Airport Improvement Program (AIP) entitlement funds grant offer and authorize the President & CEO to sign all associated documents. Motion carried.

8-9 President and CEO Report

Mr. Richardson reviewed the CEO report.

8-9 Other Business

No other business was discussed.

8-10 Adjournment

The meeting was adjourned at 9:19 a.m.

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

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