

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
Wednesday, June 30, 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 June 30, 2021, at 8:30 a.m.

Present: Tory Richardson - President and CEO
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
Mo Lynch – Human Resources Director
Tom Hatfield – Interim Maintenance Director
Stephen Clark – Director of Commercial Development
Dan Villalobos – Terminal Operations Supervisor
Moe Khattak – Manager of Business Analytics & Strategy
Tom Cizauskas – Purchasing Manager
Clint Nemeth – Engineering Manager
Ann Biafore – Administrative Specialist
JJ Swain – IT Manager
Jon Couchenour – IT Helpdesk Technician
Michelle Baker – Environmental Manager
Laura Feigel – Executive Assistant
Pat Howe – Network & Security Administrator
Ashley Lucas – Airport Operations Manager
David Cripps – Facilities Manager
John Oliver
Kelly Jost
Daniel Hart – Plante Moran
Pamela Hill – Plante Moran
616-233-6045
616-460-4590
616-375-4496

Mr. Koorndyk asked for a roll call for Board members in attendance.

Present On-site: Mr. Koorndyk, Mr. Wilson, Mr. Small, Mr. Morgan, Mr. Beukema, Mrs. Brieve - 6

Present Virtually: Mrs. Klohs (present from Glen Arbor, Leelanau County, Michigan)-1

Absent: 0

6-1 Approval of the Agenda

Motion by Mr. Wilson, supported by Mr. Small, the approval of the agenda. Motion carried.

Yeas: Mr. Koorndyk, Mr. Wilson, Mrs. Klohs, Mr. Small, Mr. Morgan, Mrs. Brieve, Mr. Beukema - 7

Nays: 0

6-2 Public Comment

No public comment.

6-3 **Consent Agenda**

- a) Approval of Authority Board Minutes – May 26, 2021

OPERATIONS AND MARKETING COMMITTEE

- b) **Resolution 21-15:** Wi-Fi Upgrades
c) **Resolution 21-16:** Checked Baggage Inspection System Pre-Design: TSA Other Transaction Agreement
d) **Resolution 21-17:** Checked Baggage Inspection System Resolution: Design Consultant Agreement
e) **Resolution 21-18:** Economy Surface Lot Rehabilitation
f) **Resolution 21-19:** Flying Colors Artwork Case
g) Reports
- Project/Construction Report
 - Federal Inspection Station – Phase 1 Dashboard
 - Public Safety and Operations Report
 - Aviation Activity Report
 - Media Report

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

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

6-4 **Resolution 21-20:** Approval of the 2020 Annual Comprehensive Financial Report (ACFR), Review and File Audited Financial Statements, and Accept Auditor's Report

Mr. Zeilstra introduced the auditors from Plante & Moran and stated they completed the 2020 audit of GFIAA's financial statements and annual consolidated financial report.

Mrs. Pam Hill said the audit took approximately 400 hours to complete. Mr. Dan Hart reviewed the in-depth auditors report. He said the highest level under audit standards was received for GFIAA.

Mrs. Pam Hill said that there was one finding of material weakness with respect to segregation of duties. In response to the finding, Mr. Zeilstra said that his journal entries will be reviewed by Tory and/or Alex for an additional level of risk mitigation. He added that GFIAA will be seeking a temporary, part-time, accountant that would potentially transition into a full-time position.

Motion by Mrs. Brieve, supported by Mr. Beukema, the approval of the 2020 Annual Comprehensive Financial Report (ACFR), Review and File Audited Financial Statements, and Accept Auditor's Report. Motion carried.

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

6-5 **Legislative Update**

Mr. Turch provided a legislative update to the Board.

6-6 President and CEO Report

Mr. Richardson presented a high-level overview of the President and CEO report to the Board.

6-7 Other Business

No other business was discussed.

6-8 Adjournment

The meeting was adjourned at 9:15 a.m.

APPROVAL: _____
Birgit Klohs, Recording Secretary to the Board

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