

MEETING MINUTES
GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY BOARD
Gerald R. Ford International Airport, 5500 44th Street, Grand Rapids, MI 49512;
International Room
Wednesday, May 25, 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 May 25, 2022, at 8:30 a.m.

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

Board Present: Dan Koorndyk, Birgit Klohs, Roger Morgan, Emily Brieve, Doug Small, Pete Beukema – 6

Staff Present: Tory Richardson - President and CEO
Alex Peric - Vice President and COO
Matt Zeilstra - Controller
Casey Ries - Engineering and Planning Director
Lisa Carr - Public Safety and Operations Director
Tom Cizauskas – Business Administration Manager
Margie Witbeck - Executive Assistant

Others Present John Oliver (Northern Jet), Mary Ann Sabo (Sabo PR), Kelly Jost (C&S), Ali Hijazi (Plante & Moran), Daniel Hart (Plante & Moran), Allan Shock (FAA)

5-1 **Approval of the Agenda**

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

Roll Call: Dan Koorndyk, Birgit Klohs, Roger Morgan, Emily Brieve, Doug Small, Pete Beukema – 6

5-2 **Public Comment**

Mr. Scott Atchison said he recently flew out of GRR and said he was impressed with the airport operations. He said the TSA interactions and wait times, the short wait for his baggage, and the cleanliness of the airport was all great.

5-3 **Consent Agenda**

- a) Approval of Authority Board Minutes – April 27, 2022

FINANCE AND LEGISLATIVE COMMITTEE

- b) **Resolution 22-17:** Authority Policy Review

c) **Reports**

- Project/Construction Report
- Project Status Report
- Public Safety and Operations Report
- Aviation Activity Report
- Media Report

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

Roll Call: Dan Koorndyk, Birgit Klohs, Roger Morgan, Emily Brieve, Doug Small, Pete Beukema – 6

5-4 Resolution 22-18: Paradies Lagardere Concession Agreement

Mr. Peric said that an RFP was issued for a retail concession partner and after interviewing 9 firms, Paradies Lagardere was selected. Mr. Peric introduced Ms. Pam Brown from Paradies Lagardere and she shared a few concepts that Paradies would like to explore on both Concourse A and Concourse B. The share of revenue terms are identical to Host and Hudson's current terms.

Motion by Mrs. Klohs, supported by Mr. Beukema, the approval to authorize the President and CEO to enter into a concessions agreement between the Gerald R. Ford International Airport Authority and Paradies Lagardere Travel Retail. Motion carried.

Roll Call: Dan Koorndyk, Birgit Klohs, Roger Morgan, Emily Brieve, Doug Small, Pete Beukema – 6

5-5 Resolution 22-19: Acceptance of 2021 Audited Financial Statements

Mr. Zeilstra said the financial auditors from Plante & Moran have completed the 2021 audit of GFIAA's financial statements and have compiled the annual consolidated financial report. He introduced Mr. Ali Hijazi and Mr. Daniel Hart. Mr. Hijazi said the GFIAA is experiencing a recovery faster than the nationwide recovery rate. Mr. Daniel Hart reviewed the in-depth auditor's report and said there were two findings from the audit.

He said that there was one finding of segregation of duties within the finance department. As of now, there is not a secondary check-in process for the cash account reconciliation or the change of vendor information. With the hiring of a CFO and staff accountant, this will be corrected going forward. Secondly, there is not a process in place to have federally funded project contractor payroll information reviewed by airport staff, but said that management is working to put the necessary process in place. Overall, it was a clean audit report.

Motion by Mrs. Klohs, supported by Mrs. Brieve, the approval, and acceptance of the 2022 Annual Comprehensive Financial Report (ACFR), including the audited 2021 Financial Statements and the audited 2021 Federal AIP program. Motion carried.

Roll Call: Dan Koorndyk, Birgit Klohs, Roger Morgan, Emily Brieve, Doug Small, Pete Beukema – 6

5-6 President and CEO Report

Mr. Richardson reviewed the CEO report.

5-7 Other Business

No other business was discussed.

5-8 Adjournment

The meeting was adjourned at 9:43 a.m.

APPROVAL: _____
Birgit Klohs, Secretary to the Board