

**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY**  
**FINANCE AND LEGISLATIVE COMMITTEE MINUTES**  
**Wednesday, November 17, 2021**  
**7:30 a.m.**

Board Present: Birgit Klohs, Peter Beukema, Emily Brieve, Dan Koorndyk - 4

Staff Present: Tory Richardson, Alex Peric, Matt Zeilstra, Lisa Carr, Casey Ries, Tom Cizauskas, Stephen Clark, Margie Witbeck

Others Present: Jim, Sonja, and Lee (Prospect Airport Services, Inc.)

11-1 Review and Approval of Meeting Minutes

Motion by Mr. Beukema, supported by Mrs. Brieve, the approval of the Finance and Legislative Committee meeting minutes of October 27, 2021. Motion carried.

11-2 Public Comment

No public comment

11-3 **Resolution 21-46:** Prospect Airport Services - Skycap & Services Agreement Extension

Mr. Clark said that the fifth amendment to the Prospect contract will increase the staff hourly rate by 2.33%. He said that rates are dependent on actual passenger usage of service and that 50% of the direct costs will be shared with the airlines.

Motion by Mr. Beukema, supported by Mrs. Brieve, the approval to authorize the President and CEO to enter into a Fifth Amendment between the Gerald R. Ford International Airport Authority and Prospect Airport Services, Inc. Motion carried.

11-4 **Resolution 21-47:** EGLE EV Charger Grant Acceptance

Mr. Cizauskas said that staff is recommending a grant acceptance from EGLE for \$14,000 received for the installation of eight vehicle chargers in the parking garage.

Motion by Mrs. Brieve, supported by Mr. Beukema, the acceptance of EGLE Charge Up Michigan Grant from the State of Michigan and authorize the President & CEO to sign the grant agreement. Motion carried.

11-5 **Resolution 21-48:** Authority Policy Review

Mr. Cizauskas said that the Authority has 38 policies needing periodic review and Board approval of revisions. The six policies currently being reviewed are General Policy Regarding Revenue, Rates and Charges Policy, Grant Policy, Investment Policy, Leasing Policy, and Variance-Waiver Policy.

Motion by Mr. Beukema, supported by Mrs. Brieve, the approval of proposed revisions to Authority Board approved policies. Motion carried.

11-6 Concourse A Concessions

Mr. Peric provided a brief update on the Concessions program and shared that the Common Use Lounge will be located on the second level of Concourse A. The RFP was issued before COVID and Airport Dimensions was selected. An RFP for all the available concession spaces will be issued by January 2022.

11-7 Financial Update

Mr. Zeilstra provided a financial update.

11-8 Other

No other business was discussed.

Meeting adjourned at 8:02 a.m.

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