

**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, November 16, 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 November 16, 2022, 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, Mike Verhulst, Birgit Klohs, Doug Small - 6

Board Absent: Peter Beukema - 1

Staff Present: Tory Richardson - President and CEO  
Alex Peric - Vice President and COO  
Matt Zeilstra - Controller  
Casey Ries - Engineering and Planning Director  
Kevin Delaney – Director of Maintenance and Asset Management  
Heather Day – Human Resources Director  
Lisa Carr - Public Safety and Operations Director  
Haley Abbas - Marketing and Communications Manager  
Travis Davis- Aircraft Rescue Firefighter  
Tony Gutierrez – ARFF Chief  
Tom Cizauskas – Business Administration Manager  
Heidi Groenboom – Communications and Events Associate  
Margie Witbeck - Executive Assistant

Others Present: Mary Kay Shaver (Varnum), Mary Ann Sabo (Sabo PR), John Oliver (Northern Jet), Karen Melton (EXGR), Dan Jonkman (EXGR), Nick Glaser (Kids Food Basket), Eric Schumann (Kids Food Basket)

11-1 Approval of the Agenda

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

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Mike Verhulst, Birgit Klohs, Doug Small - 6

11-2 Public Comment

No public comment

11-3 Special Presentation – Kid's Food Basket

Mr. Richardson announced that \$12,000 was raised from the Runway 5K for the Kid's Food Basket. He invited Mr. Nick Glaser and Mr. Eric Schumann from the Kid's Food Basket to join Mr. Koorndyk for a photo and presented them with a check.

11-4 Consent Agenda

a) Approval of Authority Board Minutes – October 26, 2022

FINANCE AND LEGISLATIVE COMMITTEE

b) **Resolution 22-33**: 2023 Annual Operating Budget

- c) **Resolution 22-34:** Adoption of 2023 Rates and Charges Resolution and Airport Operating and Terminal Building Occupancy Permit
- d) **Resolution 22-35:** 2023 Capital Budget
- e) **Resolution 22-36:** 2024 – 2028 Capital Improvement Plan

#### OPERATIONS AND MARKETING COMMITTEE

- f) **Resolution 22-37:** Environmental Services Contract Amendment Resolution
- g) Reports
  - Project/Construction Report
  - Project Status Report
  - Public Safety and Operations Report
  - Aviation Activity Report
  - Media Report

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

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Mike Verhulst, Birgit Klohs, Doug Small - 6

#### 11-5 **Resolution 22-32:** First Amendment to Airport Lease and Asset Transfer Agreement

Mr. Richardson said that he is happy to announce that the process for the First Amendment to Airport Lease and Transfer Agreement between Kent County and the Airport has been completed. He said this will allow the ability to partner with third-party developers to develop several sites around the airport that would ultimately contain several different end-users. He added that in order for developers to earn a return on their investment in making these sites shovel-ready, they need the ability to have up to 10 years as a development period without that time counting against their ability to have 40-year leases. Mr. Richardson worked with GFIAA general counsel and Kent County's counsel to clarify language in the Airport lease and Asset Transfer Agreement to allow for a development agreement as well as 40-year lease agreements.

Motion by Mrs. Klohs, supported by Mrs. Brieve, the approval of the First Amendment to Airport Lease and Asset Transfer Agreement between Kent County and the Gerald R. Ford International Airport Authority. Motion carried.

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Mike Verhulst, Birgit Klohs, Doug Small - 6

#### 11-6 **Resolution 22-38:** Experience Grand Rapids – Visitor Information Staffing Agreement

Mr. Richardson said that the Gerald R. Ford International Airport Authority (GFIAA) and Experience Grand Rapids (EXGR) would like to enter into a new five-year agreement with two (2) one-year renewal options. He stated that before consideration, he would like to take the opportunity to place on the record, in accordance with the provisions of MCL 15.323(2)(a), that Mr. Small is the CEO and President of Experience Grand Rapids, a Michigan nonprofit corporation. Under this Agreement, Experience Grand Rapids operates a visitors information center and provides mobile visitor concierge personnel to assist travelers and patrons throughout the Airport. For these services, the Authority will pay Experience Grand Rapids based on hourly staffing that does not exceed \$21,980 per month with an annual CPI adjustment. The term of the Agreement will commence on December 1, 2022, and expire on November 30, 2027, and will automatically renew with two automatic one-year renewal terms, unless either party provides at least 60 days' notice of non-renewal. Under the Agreement, the Authority provides facilities and services

at the Airport to Experience Grand Rapids, including the information desk, wireless internet, storage space, electrical service, and janitorial services. Both parties desire to continue this staffing arrangement. Mr. Richardson asked for questions or comments before turning it over to Mr. Small to make his disclosure. There were no questions or comments. Mr. Small stated that he has no direct pecuniary interest under the agreement; however, he does receive a salary from Experience Grand Rapids as the President and CEO. He stated that he will abstain from voting on this agenda item.

Motion by Mr. Morgan, supported by Mr. Verhulst, the approval of an agreement between GFIAA and EXGR to provide staffing for the Visitor Information Center and other related services as noted. Motion carried.

Yeas: Dan Koorndyk, Roger Morgan, Emily Brieve, Mike Verhulst, Birgit Klohs, - 5  
Abstained: Doug Small

11-7 President and CEO Report

Mr. Richardson reviewed the CEO report.

11-8 Other Business

No other business was discussed.

11-9 Adjournment

The meeting was adjourned at 8:55 a.m.

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

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