

**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY  
OPERATIONS AND MARKETING COMMITTEE MINUTES  
Wednesday, October 21, 2020  
8:01 a.m.**

Present: Floyd Wilson Jr., Doug Small (via Teams), Roger Morgan (via Teams),  
Dan Koorndyk

Also Present: Tory Richardson, Alex Peric, Casey Ries, Stephen Clark, Lisa Carr, Tom  
Cizauskas, Mary Kay Shaver, Margie Witbeck

Present via Audio Conferencing:

Lisa Carr, Maureen Lynch, Matt Zeilstra, Clint Nemeth, JJ Swain, Tim  
Haizlip, Jon Couchenour, Laura Feigel

Mr. Wilson announced that agenda item number 10-4.5, Resolution number 20-46, will be added to the agenda.

Mrs. Mary Kay Shaver announced that committee member electronic participation is permitted, though, votes from committee members not present on site, do not count. Board members joining virtually must state their name and physical location. Mr. Small announced he is participating from Kent County, Grand Rapids Township, MI and Mr. Morgan announced he is participating from Kent County, Rockford, MI.

**10-1 Meeting Minutes**

The Operations and Marketing Committee minutes of September 23, 2020 were approved as submitted. Motion by Mr. Koorndyk, supported by Mr. Wilson.  
Motion carried.

**10-2 Public Comment**

No public comment.

**10-3 Resolution 20-44: Airport Queue Management System**

Mr. Cizauskas reviewed Resolution 20-44 on behalf of Mr. Khattak. He said that the Xovis Company has been selected for installation of a TSA checkpoint queue management system. He said that the new system has capabilities to measure the overall passenger flows in the vicinity of the checkpoint, which includes the measurement of wait time, and passenger throughput at the TSA Checkpoint area, unlike the current system used. The system is also expandable to other areas of the airport.

Mr. Koorndyk asked if there was an opportunity to extend the contract and Mr. Cizauskas said that the contract is reviewed on an annual basis.

Mr. Small asked when it will be fully operational, and Mr. Cizauskas said by the end of 2020.

Motion by Mr. Koorndyk, supported by Mr. Wilson, the approval of an agreement between GFIAA and Xovis Company for installing TSA Checkpoint Queue Management System. Motion carried.

#### 10-4 **Resolution 20-45: Security Guard Services**

Mrs. Carr stated that the original contract for DK Security was for a 3-year period with 2 optional years and staff is recommending a contract extension for the two optional years.

Mr. Wilson suggested training DK Security employees to be more customer service focused and work more in line with Experience Grand Rapids staff.

Motion by Mr. Koorndyk, supported by Mr. Wilson, the approval of contract extension with DK Security of Kentwood, MI to provide security guard services for an additional 2-year period. Motion carried.

#### 10-4.5 **Resolution 20-46: Fuel Farm Standby Generator**

Mr. Ries presented Resolution 20-46 on behalf of Mr. Nemeth. He said the Aviation Fuel Farm does not currently have a back-up power source. A standby generator will allow for the fueling of aviation fuel trucks to maintain aircraft refueling operations during power outages. Staff is recommending Bazen Electric Company, as the two lowest bidders have withdrawn their bids as incomplete.

Motion by Mr. Koorndyk, supported by Mr. Wilson, the approval of a purchase order agreement with Bazen Electric Company in the amount of \$118,658.00 to supply and install a new standby generator to serve the Aviation Fuel Farm, to ratify authorization for the President and CEO to sign related documents, and to amend the capital budget. Motion carried.

#### 10-5 **Snow Season Preparedness Presentation**

Mr. Haizlip reviewed the GFIA snow equipment and preparedness plan for the 2020/2021 winter season.

#### 10-6 **General Aviation/FBO Report**

Mr. Clark presented a General Aviation/FBO report. He shared that year to date GA Operations have decreased by 43.43% year over year. He reviewed the total fuel flowage trend and shared jet fuel prices within 40 miles of GRR.

#### 10-7 **Project/Construction Report**

Mr. Ries reviewed the project/construction report and pointed out that the Gerald R. Ford statue is complete. He said that all of the projects are tracking at or below the Board approved amount.

- 10-8 Closed session under Section 8(h) of the Open Meetings Act  
Motion by Member Koorndyk, supported by Member Wilson, to recess to a closed session pursuant to Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute, specifically a written legal opinion by legal counsel regarding environmental issues.

Vote to recess to a closed session by roll call:

Yeas: Mr. Koorndyk, Mr. Wilson – 2

Nays: 0

\*Mr. Small and Mr. Morgan participated electronically but did not vote.  
Motion carried.

Vote to conclude closed session and return to public session:

Yeas: Mr. Koorndyk, Mr. Wilson – 2

Nays:0

\*Mr. Small and Mr. Morgan participated electronically but did not vote.  
Motion carried.

- 10-9 Other  
No other information was shared.

Meeting adjourned at 9:42 a.m.

maw