

GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY
FINANCE AND LEGISLATIVE COMMITTEE MINUTES
Wednesday, September 29, 2021
7:30 a.m.

Board Present: Mr. Koorndyk, Mr. Beukema, Mrs. Brieve - 3

Board Absent: Mrs. Klohs - 1

Staff Present: Tory Richardson, Matt Zeilstra, Lisa Carr, Casey Ries, Kevin Delaney, Tom Cizauskas, Margie Witbeck

Others Present: Chief Magers (Cascade Township Fire), Ben Swayze (Cascade Township)

9-1 Review and Approval of Meeting Minutes

Motion by Mrs. Brieve, supported by Mr. Beukema, the approval of the Finance and Legislative Committee meeting minutes of August 25, 2021. Motion carried.

9-2 Public Comment

No public comment

9-3 **Resolution 21-34:** Authority Policy Review

Mr. Cizauskas said that the Authority has 38 policies needing periodic review and Board approval of revisions. The three policies currently being reviewed are: Asset Capitalization Policy, Cash Reserve Policy, and the Employee Business Expense Policy.

Motion by Mr. Beukema, supported by Mrs. Brieve, the approval of the revised policy changes, with a pending revision to the cash reserve policy which will be reported to the Finance and Legislative Committee, prior to the October Board Meeting. Motion approved.

9-4 **Resolution 21-35:** Cascade Charter Township – Temporary Fire Hall Lease Agreement

Mrs. Carr said that Cascade Township would like to temporarily lease a portion of Building 207 for the Cascade Fire Department. It is a two-year lease with a month-to-month option after the two-year lease expires. Cascade Township will pay an annual rent of \$103,764.

Chair Koorndyk stated he would like to meet with the Township Supervisor when we sign the lease to establish a relationship with the new Supervisor.

Motion by Mr. Beukema, supported by Mrs. Brieve, the consideration and approval of a lease agreement with Cascade Charter Township (the "Township") for the Township's lease of a portion of Building 207 at the Gerald R. Ford International Airport ("Airport") for use as a temporary Township Fire Hall. Motion carried.

9-5 **Resolution 21-36:** 2022 Capital Budget

Mr. Ries said the 2022 Capital Budget reflects current priorities and needs, including expansion due to passenger traffic growth returning to pre-pandemic values. He said that significant projects include: Concourse A Expansion, year 2 (delayed from 2021), Snow Removal Equipment Building (delayed from 2021), South Perimeter Road Reconstruction (delayed from 2020), Consolidated Rental Car Center (CONRAC) design (delayed from 2020), Northbound Patterson Avenue/Airport entry sweep improvements including fuel farm access and reconstruction, primary runway 8R/26L lighting improvements, and the relocation of the Air Traffic Control Tower.

Motion by Mrs. Brieve, supported by Mr. Beukema, the approval of the 2022 Capital Budget. Motion carried.

9-6 **Resolution 21-37:** 2023-2027 Capital Improvement Plan

Mr. Ries said that an update of the Capital Improvement Plan (CIP) is required to be submitted to the FAA and MDOT on an annual basis. He said the 5-year CIP anticipates expansion of Concourse A, completion of a Federal Inspection Station (FIS) to process international arrivals, expansion of aircraft rescue and firefighting and field maintenance facilities, wildlife attraction removal and airfield geometry improvements with airfield pavement rehabilitation and expansion efforts prioritized based on pavement conditions, and construction of additional parking facilities.

Motion by Mrs. Brieve, supported by Mr. Beukema, the approval of the 2023-2027 Capital Improvement Plan. Motion carried.

9-7 **Financial Update**

Mr. Zeilstra provided a financial update.

9-8 **Other**

Meeting adjourned at 8:17 a.m.

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PROPOSED