

NORTHWESTERN REGIONAL AIRPORT COMMISSION  
CHERRY CAPITAL AIRPORT  
REGULAR MEETING  
**MINUTES**  
February 25, 2020  
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns (via phone), Mike Coco, Rob Hentschel, Tom Kern, Steve Plamondon, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Ron and Cindy Lemcool, Bob Nelesen, Margo Marks, Chuck Webb, Mardi Link, Randy Smith
Absent		None

The Chairman called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

It was moved by Commissioner Rushton and supported by Commissioner Plamondon to approve the agenda as presented. MOTION PASSED.

D. Public Comment:

Airport Director Klein and the NRAC acknowledged Luanne Zak, Assistant Airport Director – Finance and Administration, on 30 years of service with Cherry Capital Airport.

E. Reading and Approving Previous Meeting Minutes:

1. It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve the organizational meeting minutes of January 28, 2020 as presented. MOTION PASSED.
2. It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve the regular meeting minutes of January 28, 2020 as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for January 2020 was not available.

2. USCG Commanding Officer, Chuck Webb, introduced himself to the NRAC.
3. 2020 committee assignments were received and filed.

It was moved by Commissioner Hentschel and supported by Commissioner Rushton to refer the review of the Bylaws to the Executive Committee to be completed by the end of June. MOTION PASSED.

G. Reports of Standing Committees: None

H. Reports of Special Committees:

1. Commissioner Rushton gave a report of the Personnel Committee meeting of February 13, 2020.

Negotiations with the maintenance employee bargaining unit has resulted in the following for a new agreement:

- Wages - increase in 2020 wage scale

Starting:	\$17.00
After one (1) year's seniority	\$19.07
After two (2) year's seniority	\$20.67
After three (3) year's seniority	\$21.17
After four (4) year's seniority	\$21.66
After five (5) year's seniority	\$23.47
- 3% year 2021, 2% year 2022, and 2.5% year 2023
- Health insurance – plan will change from a Blue Cross Blue Shield plan to a Blue Care Network plan. The airport will pay up to the state allowed cap toward premiums and the employees are responsible for the balance.
- Sick time – probationary employees will receive 20 hours of sick time.
- Removal of Frozen Sick Bank language.
- Vacation leave – probationary employees will receive 20 hours after 6 months; and 20 hours upon completion of 1 year; total 40 hours in year 1.

It was moved by Commissioner Rushton and supported by Commissioner Ahrns to accept the report of the Personnel Committee meeting of February 13, 2020. MOTION PASSED.

It was moved by Commissioner Plamondon and supported by Commissioner Kern to ratify the collective bargaining agreement with the union as stated above. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Hentschel-yes, Kern-yes, Plamondon-yes, Rushton-yes. MOTION PASSED.

2. Commissioner Coco gave a report of the Building and Grounds Committee meeting of February 24, 2020.

It was moved by Commissioner Kern and supported by Commissioner Rushton to accept the report of the Building and Grounds Committee meeting of February 24, 2020.

It was moved by Commissioner Hentschel and supported by Commissioner Coco to approve the fuel farm proposal presented by Vision Air Center. MOTION PASSED.

It was moved by Commissioner Coco and supported by Commissioner Hentschel to purchase 5-5 seat units, 2-4 seat units and 3-3 seat units of Herman Miller tandem seating for the airline terminal building from Ted Kohler at a cost not to exceed \$23,800. MOTION PASSED.

It was moved by Commissioner Kern and supported by Commissioner Rushton to award the bid for a Graco LineLazer to PPG Paints, located in Michigan, in the amount of \$17,500. MOTION PASSED.

I. Unfinished Business: None

J. New Business:

1. Assign Lease and Party Wall Agreement – Jeffrey Johnson/James Mills

It was moved by Commissioner Ahrns and supported by Commissioner Coco to approve the assignment of Lease and Party Wall Agreement from Jeffrey Johnson and James Mills to EV Enterprises, LLC; subject to no interested response being received from an Aero Industrial Park property owner by February 25, 2020 and subject to review and acceptance as to substance by the Airport Director and review and acceptance as to form by the Airport Attorney. MOTION PASSED.

2. Bid Award – Airport Pickup Truck Package

It was moved by Commissioner Kern and supported by Commissioner Rushton to award the bid for an airport pickup truck to the low bidder, Fox Motors Ford, in the amount of \$35,941.15. MOTION PASSED.

3. Grant Endorsement – Civil Air Patrol

It was moved by Commissioner Kern and supported by Commissioner Hentschel to approve NRAC endorsement of Civil Air Patrol's grant request from the Grand Traverse Band. MOTION PASSED.

K. Reports of the Airport Director:

1. The Airport Director reviewed the Activity Report for the Commission.
2. The Airport Director reviewed the Operations Report for the Commission.
3. The Airport Director reviewed the Accounts Receivable Report for the Commission.
4. The Airport Director reviewed the Budget Report for the Commission.

L. Public Comment: None

M. Commissioner Comment:

Commissioner DeYoung thanked Luanne Zak for 30 years of service.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:07 p.m.

Respectfully submitted,



Kevin C. Klein, A.A.E.  
Airport Director