

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
January 28, 2020
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Mike Coco, Rob Hentschel, Steve Plamondon, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Ron Lemcool, Bob Nelesen
Absent		Tom Kern (excused)

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:

Commissioner DeYoung requested the following addition:

I. Unfinished Business – Item 1: Committee Assignments

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

D. Public Comment: None

E. Reading and Approving Previous Meeting Minutes:

1. It was moved by Commissioner Rushton and supported by Commissioner Ahrns to approve the regular meeting minutes of December 17, 2019 as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for December 2019 was received and filed.

G. Reports of Standing Committees: None

H. Reports of Special Committees: None

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I. Unfinished Business:

1. Commissioner DeYoung made the following committee assignments:

EXECUTIVE

DeYoung – Chair
Hentschel
Kern

FINANCE

Kern - Chair
Ahrns
Plamondon

PERSONNEL

Rushton - Chair
Coco
DeYoung

BUILDING & GROUNDS

Ahrns - Chair
Coco
Hentschel

It was moved by Commissioner Hentschel and supported by Commissioner Rushton to suspend the Bylaw rule regarding the limitation on members of the Executive Committee serving on other standing committees for the purpose of making the 2020 committee appointments until further review of the Bylaws. MOTION PASSED.

J. New Business:

1. Prein & Newhof Retainer Contract

It was moved by Commissioner Ahrns and supported by Commissioner Plamondon to approve Prein & Newhof's Agreement for Professional Engineering Service from February 1, 2020 through January 31, 2021. MOTION PASSED.

2. Consent to Mortgage and Amended and Restated Airport Property Lease – Kent Properties, LLC

It was moved by Commissioner Ahrns and supported by Commissioner Rushton to approve a Consent to Mortgage and an Amended and Restated Airport Property Lease with a 20 year term and an option to renew for an additional 20 year term for Kent Properties, LLC. MOTION PASSED.

3. Assign Airport Ground Lease – ADI Real Estate Holdings, LLC

It was moved by Commissioner Coco and supported by Commissioner Hentschel to approve the assignment of lease from ADI Real Estate Holdings, LLC to Bayfront Partners, LLC.

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4. Mead & Hunt True Market Estimate/Passenger Demand Analysis

It was moved by Commissioner Coco and supported by Commissioner Rushton to approve Mead & Hunt's proposal to prepare a True Market Estimate/Passenger Demand Analysis at a cost of \$15,000 to be taken out of cash reserves. MOTION PASSED.

5. Design and Bid Demolition of 718 Duell Road

It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve the Prein & Newhof contract to design and bid demolition of 718 Duell Road in an amount not to exceed \$25,000 for Phase 1 Design and in an amount not to exceed \$17,500 for Phase 2 Construction; subject to MDOT Aeronautics review and approval. MOTION PASSED.

6. Design and Bid Passenger Boarding Bridge (Gate 6)

It was moved by Commissioner Ahrns and supported by Commissioner Rushton to approve the Prein & Newhof contract to design and bid the passenger boarding bridge project at Gate 6 in an amount not to exceed \$110,000; subject to MDOT Aeronautics review and approval. 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:

Ron Lemcool, Cherry Country Café and Gift Shop, commented that they will be doing coffee for the Airport 5K with Leelanau Roasting.

M. Commissioner Comment:

Commissioner Coco asked if the Bylaws are reviewed from time to time. Attorney Zeits provided the previously reviewed dates and indicated that they will be reviewed again.

Commissioner DeYoung requested that a copy of the Bylaws be sent to each Commissioner.

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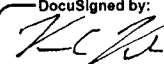
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Commissioner Rushton suggested including a copy of the Bylaws in the Organizational packet each year. She also suggested having a Study Session type meeting before or after one of the upcoming regular meetings to discuss the Bylaws.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:13 p.m.

Respectfully submitted,

DocuSigned by:


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