



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

Nicole Noll-Williams, C.M.
President - CEO

June 26, 2023 REGULAR BOARD MEETING Chair John Shaski

Board Members Present: John Shaski, Matthew Lantzy, Yvette Collins, Debbie Groh, Daniel Schiffer, and Victor Celentino

Ex-Officio Present: Mark Mudry & Robert Showers 4:36 pm

Management, Staff and Employees Present: Nicole Noll-Williams, Rob Benstein, Katherine Japinga, Blake Roy, Ron O'Neil, Steve Gonzalez, Steve Ball and Bonnie Wohlfert

Members of the Public Present: Randy Maiville, Ingham County; Sarah Finello, RS&H; Mark Breukink, Mead & Hunt; Bob Pena, Ingham County

CALL TO ORDER & ROLL CALL

1. John Shaski, Chair, called the Regular Board Meeting of the Capital Region Airport Authority to order at 4:31 p.m. with a quorum present.
2. Matthew Lantzy led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Matthew Lantzy moved the Board to approve the minutes of the May 22, 2023, Budget Public Hearing & Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Randy Maiville, Ingham County, spoke in favor of the runway safety area (RSA). He has been a private pilot for 40 years and has a strong aviation interest. He was disappointed the north south runway was removed from the master plan and felt the aircraft study was flawed. He supports the RSA as a compromise.

REPORTS AND RECOMMENDATIONS FOR ACTION

#23-12 Port Lansing Site Readiness Project – Award of Contract

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve a contract with Kimley-Horn of Michigan for professional engineering services in support of the Port Lansing Site Readiness Project in an amount not-to-exceed \$687,500 and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

#23-13 Ratify execution of Airport Infrastructure Grant Agreement

- a. Victor Celentino moved the Capital Region Airport Authority Board ratify the execution of Airport Improvement Program Grant Agreement No. 3-26-0055-068-2023. Victor added that ratification after legal review is a common practice with other municipalities.
- b. The motion passed unanimously.

#23-14 Ratify execution of Airport Improvement Program Grant Agreement

- a. Victor Celentino moved the Capital Region Airport Authority ratify the execution of Airport Improvement Program Grant Agreement No. 3-26-0055-067-2023.

- b. The motion passed unanimously.

#23-15 Amendment of Capital Region Airport Authority Bylaws

- a. Debbie Groh moved the Capital Region Airport Authority Board approve amending the Capital Region Airport Authority's bylaws last amended on June 24, 2019, to incorporate modifications to provisions related to scheduling of Board meetings, the agenda, and other miscellaneous items and authorized the President – CEO or designee, to sign all documents on behalf of the Authority.
- b. Daniel Schiffer asked about the availability of documents on-line for board members. Bonnie Wohlfert shared that we are very close to having access setup.
- c. The motion passed unanimously.

23-16 Approval of Third Amendment to Lease with SBA Properties, LLC

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the Third Amendment of the Lease Agreement with SBA Properties, LLC and authorized the President & CEO to execute the amendment on behalf of the Airport Authority.
- b. The motion passed unanimously.

23-17 Award of Contract for Purchase of One Caterpillar Mini Loader

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve the award of a contract for one (1) Caterpillar Mini Loader to Michigan CAT in an amount not to exceed \$112,869.50 and authorized the President – CEO or designee to sign all documents on behalf of the Authority.
- b. Debbie Groh asked how many years the Authority has been leasing this equipment; Ron O'Neil indicated 3 years. Yvette Collins asked about the life of the loader; Ron indicated 25 year.
- c. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 4/30/23

YTD Operating Revenue

The current month is \$178K over budget. Overall YTD is \$561K over budget.

- Airline revenues are higher by \$.5K for the month, YTD is lower than budget by (\$.8K).
- Monthly Parking Lot revenues are higher by \$55K and YTD is higher by \$194K.
- Monthly Concessions (rental cars & restaurant) revenues are higher than budget by \$17K, YTD is higher by \$56K.
- Other revenues are higher by \$94K for the month and YTD is above budget by \$222K.

YTD Operating Expense

The current month is under budget by \$6K, Overall YTD \$141K under budget.

- Employee Development (education & training) is under budget by \$30K.
- Maintenance expenses were over budget by (\$27K) for the month due to pavement maintenance and YTD is over by (\$121K) due to pavement, summer airfield maintenance and HVAC during the year.
- Services are over budget by (\$75K) for the month, YTD is over budget by (\$115K).
- Payroll is under budget by \$21K for the current month on vacant OPS & PSO positions. YTD is lower than the budget by \$76K on healthcare and vacant positions.
- Supplies are under \$43K YTD.
- Utilities and Fuel – under budget by \$139K YTD.
- Business Development: Over budget by (\$570K) – Airline Incentives

Mason Jewett Field (TEW)

- Revenues were higher than the budget by \$17K due to fuel sales.

- Expenses were lower than the budget by \$9K.

Debbie Groh asked about a breakdown for UPS revenue with the cargo ramp expansion. Nicole indicated that UPS revenue is part of "airline revenue". Robert Benstein added that the cargo ramp expansion will not have an immediate impact on revenue. A new carrier interested in a cross-dock facility would increase revenue (land, apron).

Victor Celentino asked about employee development being under budget. Rob Benstein explained that it is just the timing of expenses; some conferences are scheduled later.

Nicole Noll-Williams, President & CEO

To increase organic user engagement and page exposure via our LAN Facebook profile, Katherine Japinga launched our #PlanesAndPrizes giveaway series. The first giveaway post was on June 5 and received more than 245 comments/entries within 5 days.

Effective August 4th, American Airlines will add a third flight between Lansing and Chicago's O'Hare International Airport.

The US Department of Homeland Security's Cybersecurity & Infrastructure Security Agency (CISA) recently completed a two-week risk and vulnerability assessment of CRAA's computer network. A final report will be delivered in approximately 30 days and will assist CRAA in developing additional measures to improve its cybersecurity posture.

The Authority recently held an on-line auction for surplus vehicles, parts, equipment, and furniture. The auction was a resounding success – after commissions (\$16,111) and fees (\$1,731), CRAA received a net income of \$127,668, well above the \$50,000 we expected.

The Authority purchased a new IP-based crash phone system from Forum Communications. The system was installed in May 2023 with final adjustments completed in June 2023. A module to allow emergency information to be broadcast over the public safety radio channel will be added in July.

Rehabilitation of the four (4) car rental service centers started in June; project completion is expected in the September - October time frame.

The Master Plan project is on schedule. Stakeholder meetings will be held at the end of August and updates will be provided at future board meetings.

CRAA plans to meet with Kyle Lewis, AOPA Great Lakes Regional Manager to continue the conversation regarding the runway safety area at Mason (north/adjacent to runway). East Michigan FSDO has no concerns with a proposed turf operating area at Mason. CRAA will develop a budget and bring it to the board. Victor Celentino expressed appreciation for the efforts to find an alternative solution.

OLD BUSINESS

1. John Shaski tabled the Board Committees update until the July meeting following the Election of Officers.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Bob Pena, Ingham County, commented on the exciting cargo ramp expansion project and the additional American flight to Chicago. He shared a constituent request and desire for flights to MSP (Minneapolis). Bob also requested that the airport participate in the Ingham County Fair commercial exhibit event to promote the airport and destinations available. He also participated in a bicycle tour that included stopping by the Fly Lansing Viewport.
2. Daniel Schiffer shared that Randy Maiville has won several awards at the Oshkosh Airshow. Randy added that he will be attending this year with a combat airplane since a Vietnam pilot that flew the plane will be attending.

BOARD COMMENTS

1. John Shaski thanked Daniel Schiffer for his part in the development of the Fly Lansing Viewport; it is a very popular attraction. John also thanked Dan for being on the evaluation committee for the Port Lansing Site Readiness Project. Dan added that he learned a lot from Rob Benstein and Ron O'Neil; they are very knowledgeable.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:17 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary