

**March 25, 2024**  
**REGULAR BOARD MEETING**  
**Chair John Shaski**

**John Shaski**  
Chairman

**Victor Celentino**

**Yvette Collins**

**Debbie Groh**

**Jennifer Jacob**

**Matthew Lantzy**

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

**Board Members Present:** John Shaski, Yvette Collins, Matthew Lantzy, Jennifer Jacob, Victor Celentino and Debbie Groh

**Ex-Officio Present:** Mark Mudry and Robert Showers

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

**Members of the Public Present:** Dan Kehoe & Mark Breukink, Mead & Hunt, Inc.; Chris MacKersie, LCC; 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 4:30 p.m. with a quorum present.
2. John led, and all recited the Pledge of Allegiance.

**APPROVAL OF MINUTES**

1. Matthew Lantzy moved the Board approve the minutes of the February 26, 2024, Regular Board Meeting.
2. The motion passed unanimously.

**COMMUNICATIONS & SPECIAL ITEMS**

1. None

**PUBLIC COMMENT**

1. None

**REPORTS AND RECOMMENDATIONS FOR ACTION**

**#24-03 Approval of Lease Termination Agreement**

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the Lease Termination Agreement between the Capital Region Airport Authority and Lansing Community College (LCC) for certain parcels of land described as Parcels A, B, C, D, E, and F (12-15-86) and amended by a First Amendment to Lease (12-19-94) to include Parcel G. The intended use of the premises was for the operation of various FAA-approved programs including flight training, and air frame and power plant (A&P) aircraft maintenance courses. LCC subsequently shut down its flight training program and relocated the Aviation Maintenance Technology program to Mason Jewett Field. Both CRAA and LCC desire to provide for the early termination of said Lease, legal counsel has reviewed the Lease Termination Agreement, and staff recommends approval. This resolution authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. Mark Mudry questioned if this is positive for the airport. Nicole explained that the building has been empty for many years and the removal of this building will allow for future growth for corporate and general aviation.
- c. Yvette Collins asked if there is a deadline for removal of the buildings; Nicole stated the end of 2024.

- d. Debbie Groh asked what Parcel G contained. Rob Benstein pointed out the parcel G hangar on the aerial that was added with the first amendment to the lease.
- e. The motion passed unanimously.

**#24-04 Revision to Air Carrier Incentive Program**

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve revising the Air Carrier Incentive Program to ensure compliance with the new FAA Policy on Air Carrier Incentive Programs (ACIPs) issued on December 7, 2023. The general principles of the policy include: 1) discrimination between carriers participating in an ACIP and non-participating carriers must be justified and time-limited; 2) a sponsor (airport) may not use airport revenues to subsidize air carriers; 3) a sponsor may not cross-charge non-participating carriers or other aeronautical users to subsidize ACIP carriers; 4) the terms of an ACIP should be made public; and 5) use of airport funds for an ACIP must not adversely affect airport operations or maintenance. This resolution authorized the President – CEO to negotiate, execute, and deliver agreements and any other related documents on behalf of the Authority consistent with this Resolution. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be, and the same hereby are, rescinded.
- b. The motion passed unanimously.

**#24-05 Approval of Revenue Guarantee Guidelines**

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the Revenue Guarantee Guidelines. This resolution replaces a portion of the Authority's Air Service Incentive Guidelines that were originally established in 2003 and revised in July 2022. This resolution has been developed to ensure compliance with the new FAA Policy on Air Carrier Incentive Programs (ACIPs) issued on December 7, 2023. Per the FAA Policy, an ACIP may not include direct or indirect subsidies of air carriers. Given this, the portion of the former Air Service Incentive Guidelines that related to Revenue Guarantees has been separated from the ACIP and is being restated in this resolution.

Per the FAA policy, a sponsor local government, state government, or other non-Federal airport sponsor may use non-airport funds for subsidies and other uses that would be prohibited if airport funds were used. However, any use of funds would still need to meet Grant Assurance obligations prohibiting unjust discrimination.

This resolution offers air service development incentives for three levels of air service:

- 1) Airlines initiating new service of at least six weekly departures to a single destination;
- 2) Airlines initiating new service of at least two weekly departures to a single destination;  
and
- 3) Airlines initiating new service of with an average of at least four total (combined) weekly departures to two or more destinations.

This resolution authorized the President – CEO to negotiate, execute, and deliver agreements and any other related documents on behalf of the Authority consistent with this Resolution. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be, and the same hereby are, rescinded.

- b. The motion passed unanimously.

**#24-06 Appointment of Lisa Henthorn as CRAA Board Treasurer**

- a. Jennifer Jacob moved the Capital Region Airport Authority Board appoint Lisa Henthorn, Director of Finance & Administration, as the Board Treasurer in accordance with Article III, Section 1 of the Authority By-Laws.
- b. The motion passed unanimously.

## REPORTS

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### **Lisa Henthorn – Financial Report for period ending 1/31/24**

Operating Revenue YTD \$404,929 (9.94%) over budget

Operating Expense YTD \$212k (4.04%) under budget

Other Revenue/Expense YTD \$5.161M over budget – Lisa commented on the capital contributions of \$10M (grant revenue status).

Victor Celentino inquired about the miscellaneous expense of \$1,335.81 on page 9. Lisa Henthorn will provide details following the meeting via email.

John Shaski commented on the positive investment income and zero interest and finance charges (page 10). He applauded the great work by staff to secure this competitive grant money. John also praised Nicole's ability to articulate the vision and guide the CRAA team.

Victor Celentino inquired about the YTD revenue of 4.6M and YTD expenses of 5.0M on the income statement (page 11).

Lisa commented on the \$30,000 revenue (other) for Mason Jewett and explained that this was from Vevay Township for the lighting project, page 12.

Jennifer Jacob asked if the employee development category for \$171 was new, page 12. Lisa will provide details.

### **Nicole Noll-Williams, President & CEO**

Budget Work Session will be scheduled mid-April.

#### Port Lansing Site Readiness Project – Economic Development Grant

Design is approximately 50% complete. Anticipate soliciting bids in June with construction starting in mid-August.

#### Roadway Improvements Project

Fishbeck/Mead & Hunt was selected for design of the project. The contract approval resolution is planned for presentation at the April Board meeting.

CRAA helped to coordinate a meeting for Representative Julie Brixie to tour the LCC Aviation Technology Program at Mason Jewett Field on March 4, 2024.

Nicole continues to meet with local and federal officials to discuss key projects and request support for Lansing and Mason.

#### MDOT Air Service Program – Fiscal Year 2024 Air Service Revitalization Program

The State of Michigan appropriated \$5 million in Fiscal Recovery Funds to make key strategic investments and assist with Covid-19 recovery, including air service development. The goal is to incentivize new and expanded commercial service at Michigan's airports. LAN will receive \$750,000.

Nicole was honored to participate on the Lansing Chamber Economic Club Luncheon Women's Leadership Panel. Nicole was also a guest speaker for the Dewitt Area Chamber of Commerce.

The Q1 E-Newsletter, Quarterly Connections, was distributed on March 13 with content including airline highlights and features, the new Spartan LANding lounge area in the terminal, upcoming TSA Precheck event at LAN, March 25-29, and job openings with CRAA and more. The newsletter was distributed to approximately 29,000 recipients and we continue to see a positive

response and engagement across all audiences. The CRAA Main list that contains roughly 25,000 emails has an open rate of 34.1% (national averages 12-15%).

The Public Safety Department recently conducted training for the Dewitt Township Fire Department focusing on the response to aircraft emergencies and large fuel fires.

The Public Safety Department also welcomed new Public Safety Officer, Joe Spagnuolo. Joe began his career with the airport in 1990 serving as a PSO through 2006. He will be a great addition to the CRAA.

### **OLD BUSINESS**

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1. None

### **NEW BUSINESS**

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1. None

### **PUBLIC COMMENT**

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1. Chris MacKersie, Executive Director, Administrative Services Division at Lansing Community College, thanked the board for approving the resolution. He commented that the Authority has been a great partner. Nicole added that she loves to brag about LCC, and the Aviation Program located at Mason Jewett. Delta has hired six students recently and many students had two job offers. John Shaski added that he'd like to take the board meeting on the road again to Mason to allow board members to tour the beautiful LCC facility. John would also like to get the next LCC graduation ceremony on the calendar again for any board members that can attend.
2. Bob Pena, Ingham County, shared that he encourages constituents that are interested in the Minneapolis flight to return, to enter a comment on the Delta website. He asked about sponsors for an Ingham County Fair hot air balloon tethered ride event. Bob also commented on the Jack-O-Lanterns Unleashed event that is part of the Ingham County Fair each year. Debbie Groh suggested that maybe the airport could purchase a pumpkin for the event.

### **BOARD COMMENTS**

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1. Jennifer Jacob commented on the Automated Weather Observing System (AWOS) being down at Mason and asked if the AWOS is included on a daily checklist. Rob Benstein stated that MDOT maintains the AWOS system. Chris Speckin is onsite three days per week and Operations staff visit three days per week. Rob will add the AWOS to the checklist if it is not already included.
2. Victor Celentino commented that he'd like to schedule the next Personnel Committee meeting in April to finalize the Employee Policies and Procedures Manual updates and to work on the President & CEO's contract.
3. John Shaski invited all to attend the announcement scheduled for 9 am tomorrow (March 26).

### **ADJOURNMENT**

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1. John Shaski moved the meeting to be adjourned at 5:23 pm.
2. The motion carried, and the meeting was adjourned.

signed

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John Shaski, Chair

signed

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Bonnie Wohlfert, Secretary