



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

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

February 27, 2023 REGULAR BOARD MEETING Chair John Shaski

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

Board Member Absent: Victor Celentino

Ex-Officios Present: Robert Showers and Mark Mudry (4:35 pm)

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

Members of the Public Present: Terry Lutz, TLZ Aerospace; Sarah Finell & David Joye, RS&H; Dan Kehoe & Mark Breukink, Mead & Hunt

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. Debbie Groh led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Yvette Collins moved the Board approve the minutes of the January 23, 2023 Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Terry Lutz, Mason Tenant, shared a list of concerns and discussion items from the CRAA quarterly meeting held on February 1, 2023 at Mason.
 1. Snow Removal Guidelines, snow removal on the airport (training, use of radio) - Tim Martinson
 2. Terminal remodeling. Dale Foerschler
 3. Internet in the terminal – Dale Foerschler
Better internet speed needed for taking exams.
 4. Runway safety area – Dave Groh
Terry will comment later.
 5. Standard runway markings and compass rose – Dale Foerschler
 6. Upgrade of the fuel farm and fuel to be carried – Jeff Stetson
The hose reel is too fast.
 7. Road repairs at entrance to Airport Drive – Rick Laub
Repairs were completed by CRAA.
 8. Full-time airport manager – Terry Lutz
Terry will comment later.
 9. Emergency response plan for KTEW – Jeff Stetson

Terry would like to see this plan.

10. Wildlife control, specifically resident geese – Sean Mulally
There are resident geese and three ponds which are a hazard to planes.

Terry also shared a brochure from Flight Works Alabama regarding their STOP SOAR EXPLORE exhibit. More details can be found at flightworksalabama.com.

REPORTS AND RECOMMENDATIONS FOR ACTION

#23-02 Acceptance of Airport Rescue Grant Agreement for Mason Jewett Field

- a. Debbie Groh moved the Capital Region Airport Authority Board accept the Airport Rescue Grant Agreement Sub-Grant TEW-13222 in the amount of \$32,000 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. Debbie Groh asked how the funds will be used. Nicole responded that the funds will be used for staffing.
- c. The motion passed unanimously.

#23-03 CRIA Master Plan – Award of Contract for Professional Planning Services

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve a contract with RS&H for professional planning services related to the Capital Region International Airport Master Plan in an amount not to exceed \$1,748,155 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.
- c. John Shaski thanked Daniel Schiffer for his participation on the evaluation committee.

#23-04 Award Construction Contract for Cargo Apron Expansion and De-Icing Containment Facility Project

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve the award of a construction contract for the Cargo Ramp Expansion & De-Icing Containment Facility Project with Miller Bros. Construction Inc. in an amount not to exceed \$11,617,460.00 and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. Debbie Groh asked if the de-icing pond is separate. Nicole explained that the cargo apron expansion requires a second pond.
- c. The motion passed unanimously.

#23-05 Cargo Ramp Expansion/De-Icing Containment Facility – Award of Contract Amendment for Construction Phase Services

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve a contract amendment with RS&H for construction phase services related to the Cargo Ramp Expansion Phases 2 & 3 and De-Icing Containment Facility projects in an amount not to exceed \$910,354 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#23-06 Extension of Rental Car Concession & Lease Agreements

- a. Yvette Collins moved the Capital Region Airport Authority Board approve an extension of the Rental Car Concession & Lease Agreements with Hertz, Budget, National & Avis for a period of two (2) years and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

REPORTS

Sunil Khetarpal – Financial Report for period ending 12/31/22

YTD Operating Revenue

Current month is \$34K over budget; overall YTD is \$79K over budget.

- Airline revenues are higher by \$32K for the month due to holiday season; however, YTD is lower than budget by (\$15K).
- Concessions revenues (rental cars) are above budget by \$48K.
- Parking, Fuel & Remaining - revenues are above budget by \$46K.

YTD Operating Expense

Current month is over budget by (\$32K); overall YTD \$125K under budget.

- Employee Development - Education & Training is over budget by (\$1K).
- Maintenance expenses were over budget by (\$44K) due to summer airfield maintenance and HVAC, will balance out during the year.
- Services are under budget by \$10K.
- Payroll is above budget by (\$19K) for the current month on retro payment of wages and unused COMP time. YTD is lower than budget by \$24K.
- Supplies are under by \$45K.
- Utilities and Fuel are under budget by \$39K
- Business Development is under budget by \$49K

Mason Jewett Field

- Revenues were higher than budget by \$10K due to fuel sales.
- Expenses were higher than the budget by (\$3K).

The small Covid-19 grant balances (page 4 of board report) will be requested soon. John Shaski commended staff for the timely and proper use of grant funds.

Nicole Noll-Williams, President & CEO

Nicole thanked the leadership team for managing the numerous projects underway.

The American Airlines slot exemption extension request has been submitted and we have received the following support: 747 Voters Voice; 57 Corporate letters; 23 Political letters. Calls from Senator Peters, Senator Stabenow, and Representative Slotkin will be made. Debbie Groh recommended another eblast.

Delta Airlines' 76 seat aircraft will begin in March.

Apple Vacations load factors have been great (180 seats). Cancun 86%, Punta Cana 94%, and Montego Bay 70%.

We continue to promote the Avelo Airlines service to Orlando. Bookings and revenue continue to trend in the right direction. There will be a potential announcement later this year.

The TSA Precheck enrollment event was held last week. The agents assisted 300+ applicants even with Thursday morning cancellations due to weather conditions.

Mason Training

- City of Mason Fire Department and Ingham County Sheriff's Office
- Radio training on non-towered airports – Completed.
- Pothole repaired at Eden / Aviation Drive
- Power outages - notifications from Consumers Energy
- Compass Rose – RS&H to design and EA55 Group to paint this summer.
- Wildlife Control – USDA is schedule to investigate and give recommendations.
- Airfield closed for ice storm on Wednesday evening and reopened on Friday morning.

Beverly Wooley, Accountant, is planning to retire September 2023. Interviews are beginning this week to allow time for the new employee to be trained by Beverly.

Incinerator

- CRAA has a verbal approval from EGLE to resume operation of our incinerator.
- The actual Permit to Install will follow once signed by all parties.
- Exemption from the U.S. Environmental Protection Agency on future stack testing requirements.
- Provide budget savings for 2023 and future annual budgets.

Daniel Schiffer asked if the incinerator can be used now without signatures. Ron O'Neil shared that the USDA and CBP need to reinspect and CRAA needs to conduct PMs (preventive maintenance). Daniel asked if only CRAA can use it, does that mean Jackson National international trash cannot be burned. Nicole explained that any international trash at LAN can be burned; we cannot burn another airport's international trash.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Mark Mudry commented on a meeting he just attended at the Tri-County Office on Aging where staff will be attending a conference in DC. Robert Pena recommended they use the American Airlines service out of LAN. Mark also inquired about the Avelo Fort Myers service. Nicole shared that we are optimistic an announcement will be coming.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:06 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary