

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

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

April 24, 2023
REGULAR BOARD MEETING
Vice Chair Matthew Lantzy

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

Board Member Absent: John Shaski

Ex-Officio Present: Mark Mudry & Robert Showers

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

Members of the Public Present: Austin Singhoffer, US Military; Robert Pena, Ingham County; Terry Lutz, TLZ Aerospace; Lynn Markowski, Avflight; and Dan Kehoe, Mead & Hunt

CALL TO ORDER & ROLL CALL

1. Matthew Lantzy, Vice Chair, called the Regular Board Meeting of the Capital Region Airport Authority to order at 4:32 p.m. with a quorum present.
2. Victor Celentino led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board to approve the minutes of the March 27, 2023, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. The 2024 Capital Budget page distributed to the board replaces the current page in the budget book.
2. The enplaned passengers sheet (page 17 of the board report) distributed to the board is a correction.

PUBLIC COMMENT

1. Major Austin Singhoffer, active-duty marine and avid archery hunter, inquired about the ability to hunt on airport land. He contacted the operations department and was informed that only employees are allowed to hunt on airport land but asked if there are any policy exceptions.
2. Robert Pena commented on his recent travels to Belize. He traveled through Nashville, Houston Hobby, and Midway. Houston Hobby had a nice play area for children to tire them out before boarding the airplane. He also commented on an express bus service available from Cancun to Belize City that cuts travel time from 6 hours to 3 hours.

REPORTS AND RECOMMENDATIONS FOR ACTION

#23-08 Presentation of Proposed FY2024 Budget and Establishing Budget Public Hearing

- a. Victor Celentino moved the Capital Region Airport Authority Board place on file for public inspection the proposed fiscal year 2024 budget and set the public hearing for the proposed budget for May 22, 2023 at 4:30 p.m. Additionally, the Board will hold its regularly scheduled meeting immediately following the public hearing for purposes of considering adoption of the proposed fiscal year 2024 budget and other items (if necessary). Furthermore, the Board authorized the President – CEO to advertise notice of the public hearing in a local newspaper as required.
- b. The motion passed unanimously.

REPORTS

Sunil Khetarpal – Financial Report for period ending 2/28/23

YTD Operating Revenue

Current month is \$157K over budget. Overall YTD is \$246K over budget.

- Airline revenues are higher by \$2K for the month, YTD is lower than budget by (\$21K).
- Monthly Parking Lot revenues are higher by \$70K and YTD is higher by \$37K.
- Monthly Concessions (rental cars) revenues are lower than budget by (\$9K), however YTD is higher by \$34K.
- Remaining revenues are higher by \$84K for the month and YTD is above budget by \$124K.

YTD Operating Expense

Current month is under budget by \$65K, Overall YTD \$184K under budget.

- Employee Development (education & training) is under budget by \$13K.
- Maintenance expenses were over budget by (\$8K) for the month due to pavement maintenance and YTD is over by (\$91K) due to pavement, summer airfield maintenance and HVAC during the year.
- Services are under budget by \$34K for the month, YTD is under budget by 66K.
- Payroll is under budget by \$38K for the current month on wages and healthcare. YTD is lower than budget by \$48K.
- Supplies are under budget by \$56K YTD.
- Utilities and Fuel – under budget by \$52K YTD.
- Business Development: Over budget by (\$402K) – Airline Incentives

Mason Jewett Field (TEW)

- YTD Revenues were higher than the budget by \$13K due to fuel sales.
- Expenses were lower than the budget by \$2K.

Nicole Noll-Williams shared that a new federal inspection fee will produce revenue of approximately \$175,000/year.

Victor Celentino inquired about the Mason fuel revenue surplus of \$10,000; Nicole shared that strategic purchasing and competitive pricing resulted in the surplus.

Nicole Noll-Williams, President & CEO

Cargo Ramp Expansion Groundbreaking Event

The cargo ramp groundbreaking event was held on April 11 to officially kick off the cargo ramp expansion project with roughly 200 attendees. Speakers during the event included: U.S. Senator Debbie Stabenow, U.S. Senator Gary Peters, U.S. Congresswoman Elissa Slotkin, Lansing Mayor Andy Schor, Matt Szukalowski – UPS, Mike Zamiara – Niowave, Tim Daman – Lansing Chamber, and Bob Trezise – Lansing Economic Development Partnership.

Nicole thanked Board member Dan Schiffer and Ex-officio Bob Showers for joining the event. A welcome video message from Chairman Shaski also played prior to the program beginning.

Several other local elected officials, key community partners and business leaders attended. Including representatives from the State of Michigan, Ameriflight, X-Wing, Martinaire, RS&H, Miller Brothers Construction, Florence Cement, and J. Ranck Electric.

In addition to the Cargo Ramp expansion groundbreaking, Niowave provided a soft launch to a future expansion project at the airport, estimated to begin later this year.

Local media was onsite to cover the event as well as national coverage of the press release and event details.

Nicole thanked the airport team for organizing such a great event.

Port Lansing Site Readiness

CRAA has selected Kimley-Horn of Michigan for design of the Port Lansing Site Readiness (utilities infrastructure) Project. Approval of a contract will be presented at the May Board meeting.

Emergency Plan and Security Program

On April 13, the Public Safety and Operations Departments hosted our annual Emergency Plan and Security Program reviews. Representatives from multiple mutual aid agencies across the tri-county area along with various tenants attended the event.

Live Burn training is scheduled for Monday, May 1, 2023 which includes a combination of class room and hands on training.

Eaton RESA

The Eaton Board approved the Eaton RESA lease contract for the flight school space on the second floor of the terminal.

Visitor Pass Program

Information will be distributed in May about post-TSA screening access for individuals not traveling but who would like to join a family member, friend or maybe just have lunch at the Capital BrewPort. This access will be available Monday through Friday and further details will be provided.

Mason Jewett

U.S. Department of Agriculture Wildlife Services - conducted another site visit to Mason last Friday. The USDA Representative stated that he can definitely tell that we have increased our wildlife abatement because the population of wildlife was significantly reduced from the previous month. He also removed one goose nest and recommends that we continue to be vigilant over the next few months, as this is prime nesting season for Canada Geese. Operations staff is visiting Mason on Tuesday, Wednesday and Saturday and will reset the decoys when they have fallen over due to weather. Due to this being an ongoing issue they will attempt to anchor them/weigh them down to prevent them from blowing around so easily. Our part-time employee for Mason will continue to support these efforts on Monday, Wednesday and Friday.

As requested during the March Board meeting, staff investigated the opportunities to reduce the speed of the fuel system hose reel that has been in place for over 20 years. The estimated cost provided to the authority was \$5,000. As discussed, the Airport Authority is budgeting for the entire fuel system to be replaced. Pending lead times, the fuel system replacement will be completed in the second quarter of 2024. A sign has been added to the current fuel system providing clear instructions as to how the end-user is to appropriately safeguard themselves and care for the fuel system. Information and additional updates will be provided during the next Mason tenant meeting on May 3, 2023.

Apple Vacations 2023 Schedule

The Apple Vacations season was successful with a total of 50 international departures including Cancun, Mexico with a load factor of 87%; Punta Cana, Dominican Republic 95%; and Montego

Bay, Jamaica 70%. Recall in 2009-2010 we had just 15 international flights. Next year we are anticipating 53 departures; the official announcement from Apple Vacations is expected in June.

American Airlines Petition for their DCA Slot Extension

As a follow up from the 500+ letters submitted to the U.S. Department of Transportation Docket requesting FAA and DOT to support AA's request, calls have been made by our U.S. Senators and Nicole requesting a swift approval of the 5-year extension request. Nicole will keep everyone posted on details as they become available.

Victor Celentino asked about the request to have a full-time supervisor at Mason. Nicole explained that Chris Speckin works 3 days a week at Mason and an operations employee inspects Mason the opposite 3 days, so staff is monitoring Mason every day except Sunday. Nicole explained that a full-time supervisor would cost \$83,000/year (salary & benefits) and would require either an increase in fuel pricing of \$2.06/gallon or an increase in land rent of \$.35/square foot (\$.23 to \$.58/square foot) to cover the costs. Victor asked if Chris Speckin had a mechanism to report issues; Robert Benstein explained that a work order is issued for items that need to be addressed. Nicole added that laminated contact information cards have been installed and stickers will be made. Johnny George worked part-time at Mason for 14 years and the fuel system has been in place 20 years.

Debbie Groh suggested adding metal signs inside the fence too, near the walk-through gate.

OLD BUSINESS

1. None

NEW BUSINESS

1. Victor Celentino explained that the board does not engage with speakers during the public comment period and inquired about the hunting policy. Nicole indicated that staff would review the policy and follow up with Major Singhoffer within 30 days.
2. Robert Pena commented on the visitor pass program and his friend's experience of being allowed a gate pass. He felt it was a good program to implement. He also shared that a couple departure/arrival screens had information that did not match.

BOARD COMMENTS

1. None

ADJOURNMENT

1. Matthew Lantzy moved the meeting to be adjourned at 5:10 pm.
2. The motion carried, and the meeting was adjourned.

signed

Matthew Lantzy, Vice Chair

signed

Bonnie Wohlfert, Secretary