

March 30, 2021
REGULAR BOARD MEETING
Chair John Shaski

This meeting was held in-person (25-person limit) and a call-in option was provided.

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

Ex-Officio Present: Kam Washburn, Mark Mudry (called-in)

Management, Staff and Employees Present: Rob Benstein, Sophie Giviyani-Kermani, Ron O'Neil, Eric Patrick, Steve Ball, Stephenie Snell, Julie Harris, Mark Vermillion, John Wilson, and Bonnie Wohlfert

Members of the Public Present: Bob Pena, Ingham County; Dan Kehoe, Mead & Hunt; 5 others called in

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.

ELECTION OF VICE CHAIR

1. John Shaski explained that board membership has changed. Jordan Leaming was replaced by Matthew Lantzy and Greg Ward was replaced by Yvette Collins. John welcomed both new members and commented that he is glad to meet in person, but we will evaluate in-person vs. virtual meetings in the future.
2. With the departure of Greg Ward (Vice Chair), John advised the board that we need to elect a new Vice Chair. Matthew Lantzy offered to serve as Vice Chair.
3. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Schiffer, Yes; Mr. Shaski, Yes.
4. The vote to elect Matthew Lantzy as the new Vice Chair passed unanimously.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the January 25, 2021 Regular Board Meeting and the February 8, 2021 Personnel Committee Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. Rob Benstein announced that we have several new employees.
 - Dezmond Stover is a new Operations Officer. Dezmond recently graduated from Western Michigan University with a degree in Aviation Management and Operations. While at WMU, Dezmond worked as a line service representative for the school's fixed base operation. Dezmond started his employment with CRAA on February 8th.
 - Mark Vermillion is a new Public Safety Officer. Most recently, Mark served as a Deputy with the Crawford County Sheriff's Office in Grayling. Prior to that, Mark held positions with the Clinton County Sheriff's Office, Lansing Township Police Department, and the DeWitt City Police Department. Mark started his position with the Authority on March 1st.
 - Julie Harris is our new HR/Admin Generalist. Julie comes to us from the VFW National Home for Children in Eaton Rapids. Julie served the Home for 31 years in several different HR capacities. Julie started her position with CRAA on March 8th.

2. John Shaski shared that Spencer Flynn, Marketing Director (Guru), has accepted a new position with a digital marketing agency. John conveyed that he is thankful for the impact Spencer made, was always impressed with his passion, and wished him the best of luck.

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#21-05 Ratify Execution of Contract for Professional Engineering Services with Mead & Hunt

- a. Victor Celentino moved the Capital Region Airport Authority Board ratify the execution of the Contract for Professional Engineering Services with Mead & Hunt. The Authority is in the process of applying for an Airport Improvement Program (AIP) grant for the design of the Taxiway C Rehabilitation Project. The grant application process requires several components, including this executed agreement between the sponsor (Authority) and the consultant, which was done on March 2, 2021.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Schiffer, Yes; Mr. Shaski, Yes.
- c. The motion passed unanimously.

REPORTS

Sophie Giviyan-Kermani, Director of Finance & Accounting

Presented financials for period ending January 31, 2021.

- John Shaski requested a new line be added to the financials showing CARES Reimbursement Available to Date.
- Victor Celentino commented on the increased enplanement numbers. Sophie was wary about being too optimistic; leisure travel recovery has been better than business travel. She stressed the importance of development to increase revenues (cargo, passengers & non-aeronautical). She added that we have a lot of land to utilize at both Lansing and Mason. John Shaski agreed the recovery will likely be slow, but he is cautiously encouraged. Kam Washburn asked if we have approached LEAP and Rob explained that CRAA works closely with LEAP. They frequently contact us when potential businesses are conducting a site search. Another example is the Community Development Block Grant DeWitt Township received for a preliminary engineering study of the Authority's Port Lansing site, which was coordinated through LEAP.
- Debbie Groh questioned if page 12 of the board report included new certificates of deposit. Sophie indicated that PA20 only allows for certain types of investments and current CD rates are similar whether we choose 1 year or 3 years; all CDs are for 1 year. Yvette Collins asked if there are any restrictions for land use. Rob Benstein explained that the ALP (Airport Layout Plan) designates what uses are allowed inside the fence (aeronautical) but outside the fence there are no restrictions.

Robert Benstein, Interim President & CEO

General News

- The Capital Region International Airport was allocated \$1,782,970 under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). CRIA was awarded an additional \$35,762 to provide rent and Minimum Annual Guarantee relief to airport concessionaires. Applications for both grants were submitted on March 15th.
- We are still awaiting word on our allocations under the American Rescue Plan Act, which provides \$6.5 billion in relief for airports and another \$800 million for concessionaires. If models hold up, CRAA would receive about 6 million.

- We accepted a settlement from Hertz in response to their bankruptcy filing. We received \$12,327 or about 75% of what they owed.

Air Service Updates

- American Airlines is resuming Washington, DC service effective April 2nd
- American Airlines is adding 5 weekly flights (Thu – Sun) to Chicago’s O’Hare airport effective April 2nd
- United Airlines is adding 9 flights between April 1st and April 12th for Spring Break traffic
- For the first two months of 2021, the amount of cargo enplaned at the airport was up 13.6% compared to last year

Upcoming Meetings

We are putting the finishing touches on the draft FY2022 budget. Bonnie will be reaching out to you soon to check availability for the Budget Workshops.

Other Comments

Rob indicated that the “Guidelines for CRAA Board Members & Ex-Officios” will be distributed; thanks to Debbie Groh for suggesting this addition to the board reference manual. The Guidelines include common parliamentary terms, how to make a motion, roles of members and the Open Meetings Act Handbook.

Debbie Groh asked about Delta’s response to the CPE (cost per enplanement) changes. Rob reported that Delta was very pleased with the CPE reduction and retroactive credit to 7/1/20. Rob added that CRAA is looking at additional small changes to the rates and charges for the next fiscal year. John added that Delta exited Flint and other airports and we certainly did not want to be on that list. He expressed appreciation to the staff for the work involved with adjusting the CPE.

Kam Washburn asked if we have received any guidance regarding the 3rd stimulus. Rob indicated not yet; the 2nd stimulus was more restrictive with respect to development (projects), and no guidance has been provided yet for the 3rd.

Debbie Groh asked about the TEW (Mason) Master Plan. Rob stated that a meeting is scheduled for next Wednesday with Mead & Hunt and they have received great response from the survey of tenants. John added that Mason has a very engaged group of tenants/users and he looks forward to attending the events normally held at Mason. In addition, he shared how beautiful the LCC Aviation Technology facility is at Mason and suggested hosting another board meeting there.

Debbie Groh inquired about considering mileage and per diem allowances for board members. Victor Celentino shared that since members are appointed by Ingham County and the City of Lansing, it may be up to those government bodies to determine allowances. CRAA staff will inquire and provide feedback.

OLD BUSINESS

1. Discuss President & CEO Search

John Shaski summarized the challenges faced this past year and suggested re-engaging the President & CEO search process. He explained that the new board members have been given the interview information and opened the floor for discussion. Yvette Collins stated that she reviewed the interview videos, understands it was a thorough process and felt that she could make a decision. Debbie asked if the new members were provided the scoring from John Collins. John Shaski said they were provided the video interviews; they did not want to influence their decision by including the score sheet. Dan Schiffer indicated he was not ready to re-engage the process. John expressed concern with delaying the process longer since

we could lose the interest of the candidates. Victor reiterated that if we continue to delay it is not fair to the candidates or staff. His decision was based on who can best utilize the stimulus money and lead this airport post pandemic. He believes the process was thorough and the board should make a decision. Sophie added that waiting will not change the situation; enplanements were trending downward before Covid. Matthew Lantzy also viewed the interview videos, he felt they were informative, and he learned what he needed to make a decision. Matthew and Yvette did not want others to influence their decision which could happen if the decision was postponed. Dan Schiffer was not convinced we need a CEO now. John expressed concern for the current staff doing double and triple duty right now. Victor reiterated that this is the best time to act. Dan Schiffer was interested in business reasons to proceed; he had not considered the current employees. John referenced the Personnel Committee Meeting minutes that include this is the board's number one priority. He stressed that we should close this chapter and move forward. Sophie added that the timing is important with the budget and upcoming union negotiations. Dan acknowledged that those are valid reasons to proceed. Debbie indicated if the new board members are ready, she would support a vote. The board decided to move forward with the following resolution.

#21-06 Recommendation for President - CEO

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the position of President – CEO be offered to Nicole Noll-Williams and authorized the Chair and Vice-Chair of the Board to negotiate an employment contract.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Schiffer, Yes; Mr. Shaski, Yes.
- c. The motion passed unanimously.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Debbie Groh asked about the new phone at Mason (TEW) and Ron O'Neil explained that it is related to the State of Michigan, MDOT, AWOS (Automated Weather Observing System).
2. Kam Washburn asked about plans for future meetings (in-person or virtual). A few board members provided their thoughts; John shared that he likes meeting in person, but we will monitor the situation and meet in-person only if it is safe.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 6:19 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary