



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

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

October 24, 2022 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Kam Washburn, Mark Mudry

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

Members of the Public Present: Terry Lutz, TLZ Aerospace; and Margie Clark, EAA 55; Bob Leisenring, 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 4:31 p.m. with a quorum present.
2. Mark Mudry led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Yvette Collins moved the Board approve the minutes of the September 26, 2022 Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. 2023 Board Meeting Schedule

PUBLIC COMMENT

1. Terry Lutz, TLZ Aerospace, commented on a power outage at Mason that was not conveyed in the AWOS system and air traffic control was not informed. A NOTAM (Notice to Air Missions) was correctly posted and cancelled but airplanes airborne at that time would likely not have access to NOTAMs. Terry also shared two quotes. "Fly the display so the airplane looks good, not the pilot." (Roger Bailey, Shuttleworth Trust – retired RAF Test Pilot). "We are an advocate for people using our product, so focus on safety at every level of the company." (Igor Sikorsky, Ukrainian immigrant who invented the helicopter).
2. Victor Celentino shared the sponsorship request received (via email) from Barbara Roberts Mason regarding the 75th anniversary celebration of the Delta Tau Omega Chapter of Alpha Kappa Alpha Sorority, Inc. The request was forwarded to Katherine Japinga, Director of Marketing.

REPORTS AND RECOMMENDATIONS FOR ACTION

#22-32 Accept Economic Development Administration Grant for Port Lansing Site Readiness Project

- a. Victor Celentino moved the Capital Region Airport Authority Board accept the U.S. Department of Commerce, Economic Development Administration grant #06-79-06445 in the amount of \$3,578,642, and authorized the President – CEO, or designee, to sign all related documents on behalf of the Authority.
- b. Debbie Groh asked if we anticipate any issue with being able to start construction within 18 months. Nicole Noll-Williams responded no, the bid process and design is scheduled for the second quarter of 2023.

c. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 8/31/2022

YTD Operating Revenue (page 7)

YTD operating revenues are \$18K (1.62%) under budget

- Airline revenue is \$27K (4.75%) under budget
- Concession revenue (rental cars) is \$26K (23%) over budget
- Parking revenue is \$18K (22.29%) under budget

YTD Operating Expense (page 9)

YTD operating expenses are \$55K (3.59%) over budget

- Equipment expenses are \$11K (22.76%) under budget
- Maintenance expenses are \$87K (42.46%) over budget
- Payroll expenses are \$20K (2.42%) under budget
- Services are \$13K (6.75%) under budget
- Utilities, fuel & communications expenses are \$15K (8.47%) over budget

Mason Jewett Field (page 12)

YTD operating income is \$11,300 under budget

- Net fuel revenue (sales less cost) is \$1,200 over budget
- Maintenance expenses are \$8,200 over budget
- Utilities, fuel & communications expenses are \$3,200 over budget
- Equipment expenses are \$1,100 over budget

Victor Celentino asked about the Mason maintenance expense variance (actual to budget). Ron O'Neil indicated that taxiway traffic paint has increased from \$8/gallon to \$20/gallon.

Victor also asked if the AWOS system is operational based on Terry Lutz's comments. Rob Benstein responded that the AWOS system is operational. A message can be recorded and added to the AWOS broadcast. This is a capability CRAA was not aware of; Rob thanked Terry for sharing this information. NOTAMs through the FAA are the primary means of notifying pilots and AWOS is supplemental. A closure would warrant an AWOS notice but frequently changing winter conditions would not. Debbie Groh shared that even though we don't have to update the AWOS, we should do it anyway. She recommended developing a procedure and cross-training. Daniel Schiffer wondered if a power outage affects the AWOS system. Terry Lutz responded that the AWOS has a large battery backup. Nicole Noll-Williams indicated that an SOP (standard operating procedure) will be developed for NOTAMs and AWOS.

John Shaski asked what the orange dot is on page 21 of the board report. Rob Benstein explained that the orange dot indicates the airport operations year to date total for 2022 January through August.

Nicole Noll-Williams, President & CEO

The EDA (Economic Development Administration) announced in October that the CRAA has been awarded a \$3.6 million grant for the LAN site readiness development project for water, sewer, and utility infrastructure upgrades to spur economic growth at LAN. The project is estimated to cost \$4.4 million, and is expected to create at least 250 jobs, retain 10 jobs, and generate an estimated \$100 million in private investment.

The site readiness development project will create build-ready sites on a 47-acre parcel of undeveloped land at LAN, near the existing Port Lansing Global Logistics Warehouse, and will include installation of sanitary sewer, water main, and storm sewer. It will also include an

extension of three-phase electrical infrastructure and create a regional storm water detention area. Project design is expected to start in October 2022, with construction expected to begin in spring 2024.

Paving of the long term parking and car rental lots is expected to be complete the week of October 24 (weather permitting).

The Friendship Room project construction was completed the week of October 10; furniture is scheduled to be installed October 27.

Blake Roy recently passed the exam required to obtain his Michigan Airport Manager License. Congratulations Blake!

Airport maintenance staff installed network cabling and equipment to support Avelo's operations, which begin on October 26. Inaugural events have been scheduled to welcome Avelo into Lansing.

MyFlight Tours plans to begin offering helicopter tours later this month; they will be based at AvFlight and will be operating Robinson R44 aircraft.

Recent outreach meetings and presentations have included the Michigan Business Travel Association, Lansing Community College Scholarship Breakfast, and U.S. Customs and Border Protection.

BIL (Bipartisan Infrastructure Law) grant applications have been submitted for LAN and TEW. The LAN application is for upgrades to the fire alarm system, the fire sprinkler system, fire doors, airfield lighting control panel, and the overall T-12 lighting system in the Authority owned tower at a total project cost of \$665,000. The TEW application is for rehabilitation of the existing terminal building at a total project cost of \$400,000.

Debbie Groh asked if we plan to offer naming rights to any of the Friendship Room space (example: \$2,500/3 years). Nicole stated that we will be looking into these opportunities.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Margie Clark, EAA 55 President, reported that the public use phone in the terminal at Mason was not working and that she had reported it last month. No one in attendance recalled the phone issue being mentioned at a prior board meeting. She also agreed with Terry Lutz regarding the power outage and need for AWOS notifications at Mason since the fuel pumps are affected by a power outage. John Shaski circled back to the phone outage report and commented that he didn't recall it being mentioned at a prior board meeting, but staff will certainly look into it. Margie reiterated that if a pilot had a dead cellphone, they could not even dial 911. Victor Celentino asked if staff has a procedure/checklist to catch these items before tenants. Is there a monthly meeting with tenants? Nicole explained that we have a part time consultant in Mason. Debbie Groh added that the Mason Advisory Committee used to meet monthly and then meetings were changed to quarterly. Nicole advised that staff will look into providing a checklist to identify any issues and develop a meeting plan.

BOARD COMMENTS

1. Debbie Groh shared that the rotating beacon at Mason needs paint.

ENTER CLOSED SESSION

1. Victor Celentino moved to enter Closed Session to consider personnel evaluation per MCL 15.268(a) at 5:13 pm.
2. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Schiffer, Yes; Mr. Shaski, Yes.

RETURN TO REGULAR SESSION

1. Victor Celentino moved to return to Regular Session at 6:12 pm.
2. The motion passed unanimously.

ADJOURNMENT

1. Victor Celentino moved the meeting be adjourned at 6:13 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary