



CAPITAL REGION AIRPORT AUTHORITY

September 25, 2023 REGULAR BOARD MEETING Chair John Shaski

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

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

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

Ex-Officio Present: Mark Mudry and Robert Showers

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

Members of the Public Present: Dave Groh, Mason Airport; Dan Kehoe and Bob Leisenring, Mead & Hunt; Bob Pena, Ingham County; Don McNabb, Triterra; Mike Pattwell, Clark Hill; David Joye, RS&H; Drew Seguin; Randy Maiville, 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 Shaski led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the July 24, 2023, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. Rob Benstein presented Blake Roy his Accredited Airport Executive plaque after successfully completing all academic requirements as prescribed by the Board of Examiners and having met the other professional requirements of AAAE (American Association of Airport Executives). A.A.E. is a professional airport management designation that started in 1954. A.A.E. candidates complete a three-phase process: a multiple-choice exam, a writing requirement, and an oral interview to obtain the designation. Congratulations Blake!
2. Sunil Khetarpal recognized the retirement of one of CRAA's longest-serving staff members, Beverly Wooley. He congratulated Beverly on her well-deserved retirement after an impressive nearly 33 years of dedicated service as the Financial Assistant/Accountant. Sunil wished Beverly a retirement filled with relaxation, adventures, and all the happiness she deserves. John Shaski added that each year when he speaks with the auditors, Maner Costerisan, they remark how wonderful Beverly is to work with. John presented flowers to Beverly from the board, Nicole Noll-Williams expressed her gratitude as well, and a group photo was taken.
3. Sunil Khetarpal also officially welcomed Denise Epling in her new role as the Finance/Accounting Analyst. Denise started with CRAA in late March and has been working alongside Beverly in preparation for Beverly's retirement. Denise comes to CRAA from a non-profit organization in Lansing and has over 20 years of accounting and payroll experience. Denise is a wonderful addition to the CRAA team.

PUBLIC COMMENT

1. Dave Groh shared that he has been flying from Mason since 1979 and has been an instructor since 1981. He referenced resolution 23-24 (Approval of Mason Jewett Field Operating

Directive – Aircraft Operations in the Unpaved Runway Safety Area) that was removed from the July agenda. He distributed letters in support of Turf Operations in the Runway Safety Area (RSA) from the AOPA (Aircraft Owners and Pilots Association) and the FAA (Federal Aviation Administration) as well as a photo showing the location of the RSA. He stated that the AOPA helped the FAA rewrite this section as described in AC 150-5300-13b, 2.10.6 dated March 31, 2022. He added that the virtual meeting held with AOPA and CRAA staff explained that there are no regulations, no build requirements, and no studies necessary (the Zoom audio is available). Since a crosswind runway is not available, he believes allowing turf operations in the RSA is a good compromise and will be safer for tailwheel aircraft.

2. Randy Maiville, pilot/owner, expressed his support for the RSA. He stated that tailwheel aircraft benefit perfectly from a grass runway. With the north-south runway removed from the master plan, he believes this is a good compromise. He stated, what is more important, commercial development along Kipp Road or user's safety.
3. Drew Seguin echoed the same points made by Dave Groh and Randy Maiville. Since there is no appetite to spend money on a north south runway, the cost for the RSA is minimal and he is in support of the idea.

REPORTS AND RECOMMENDATIONS FOR ACTION

Don McNabb with Triterra provided a Per- and Poly-fluoroalkyl Substances (PFAS) Summary of Investigation Activities presentation.

- Awarded grant from MDOT to Investigate PFAS in August 2020
- Final Summary Report for PFAS Grant completed July 2022
- Scope of work approved included assessment of: drinking water, surface water, sediment within drains (waterways), soil impact, groundwater impact
- Sampling Activities were based on use of PFAS in 3 areas: Area A – east of ARFF facility, cleaning & maintenance of equipment; Area B – Runway Training/Testing Area; Area C – Equipment Fire Area (use of PFAS on fire)
- Awarded grant from EGLE September 2022 to conduct further testing and evaluate potential remedial options. Additional testing scope includes further sampling of drinking water, surface water, and groundwater.
- Two private wells are located on CRAA property. Drinking water is non-detect for analyzed PFAS constituents.
- Surface Water Testing – There are 25 stormwater sample locations across the property. Testing consists of “dry” and “wet” events with a minimum of two dry and two wet events per location. A “dry” is defined as a minimum of 3 days without any considerable precipitation. A “wet” event is sampling during a precipitation event when stormwater runoff is generated.
- Sediment (saturated soil) testing done on 4/27/21; no established screening criteria in Michigan.
- Soil and Groundwater Investigation – Initial investigation (EPA/MDOT Grant)
 - April 2021 - Soil borings and soil sample collection
 - June 2021 – Install groundwater monitoring wells
 - July 2021 – Groundwater sample collection
- Soil and Groundwater Investigation – Additional investigation (EPA/MDOT Grant)
 - November 2021 – Additional soil samples, groundwater monitoring wells, and groundwater samples
- Soil and Groundwater Investigation – Further investigation (EPA Grant)
 - December 2022 – Groundwater sampling event

- o July 2023 - Groundwater sampling event
- o July 2023 - Shallow Groundwater Aquifer Testing
- o August 2023 – Re-installation of monitoring wells and sample wells

#23-27 Ratify execution of Airport Infrastructure Grant Agreement

- a. Victor Celentino moved the Capital Region Airport Authority Board to ratify the execution of Airport Improvement Program Grant Agreement No. 3-26-0055-065-2023 in the amount of \$1,170,924 for the following projects:
- Expand Cargo Apron Phase 2 & 3 - Design
 - Construct Deicing Containment Facility – Design and Construction
- b. The motion passed unanimously.

#23-28 Accept State Contract for Cargo Ramp Expansion and Deicing Containment Facility Projects

- a. Victor Celentino moved the Capital Region Airport Authority Board accept State Contract 2023-0638 in support of the projects below and authorized the President – CEO, or designee, to sign all related documents on behalf of the Authority. The cost of the \$1,301,027 project will be funded as follows: Federal - \$1,170,924 (90%), State - \$65,052 (5%), and local (CRAA) - \$65,051 (5%).
- Expand Cargo Apron Phase 2 & 3 - Design
 - Construct Deicing Containment Facility – Design and Construction
- b. The motion passed unanimously.

#23-29 Accept State Contract for Terminal Apron Design

- a. Matthew Lantzy moved the Capital Region Airport Authority Board accept State Contract 2023-0637 in support of the Rehabilitate Terminal Apron – Design project and authorized the President – CEO or designee, to sign all documents on behalf of the Authority. The cost of the \$191,530 project will be funded as follows: Federal - \$172,377 (90%), State - \$9,576 (5%), and local (CRAA) - \$9,577 (5%).
- b. The motion passed unanimously.

REPORTS

Sunil Khetarpal – Financial Report for period ending 7/31/2023

Operating Revenue

The current month is \$48K over budget. Overall YTD is \$48K over budget.

- Airline revenues are lower by (\$21K) for the month, YTD is lower than budget by (\$21K).
- Monthly Parking Lot revenues are higher by \$2K and YTD is higher by \$2K.
- Monthly Concessions (rental cars & restaurant) revenues are higher than budget by \$35K, YTD is higher by \$35K.
- Other revenues are higher by \$14K for the month and YTD is above budget by \$14K.

Operating Expense

The current month is over budget by \$82K, Overall YTD is \$82K under budget.

- Employee Development (education & training) is under budget by \$13K YTD.
- Maintenance expenses are under budget by \$13K for the month and YTD is under \$13K.
- Services are under budget by \$14K for the month, YTD is under budget by \$14K.
- Payroll is under budget by \$28K for the month on vacant PSO position and MERS Calc. YTD is lower than the budget by \$28K.
- Supplies are over budget by (\$2K).
- Utilities and Fuel is over budget by (\$2K).
- Business Development is under budget by \$139K

Mason Jewett Field (TEW)

- Revenues were lower than the budget by (\$3K) due to fuel sales.
- Expenses were lower than the budget by \$8K.

Victor Celentino asked about the postage/shipping fees variance on page 9 of the board report. Sunil explained that the budget to actual variance will adjust over time. Victor also inquired about land rent on page 11 (Actual \$101,654 and Budget \$73,529). Sunil explained that the increase is mainly due to the SBA cell tower lease rent. Victor asked about fuel revenue YTD Actual (\$499.41) on page 12. Rob Benstein explained that it is due to the timing of the fuel purchase verses the sale of the fuel.

Sunil added that our investments are doing well.

Nicole Noll-Williams, President & CEO

Nicole provided an airport update last week to Ingham County, Eaton County, and the Michigan Association of Counties.

The request for qualifications (23-02) for professional engineering services for our roadway improvement project has been posted. Statements of qualifications are due October 20, 2023, at 3:00 pm.

CRAA will be co-hosting a Lansing Regional Chamber Member Mixer with Eaton RESA at the airport (Friendship Room) on October 10 from 4:30 pm to 6:30 pm.

CRAA hosted our annual Fly Lansing tailgate at MSU on Saturday, September 16. The event had more than 400 attendees, including CRAA staff, tenants, travel agents, community partners, business leaders and more.

The Q3 e-newsletter was distributed to just under 30,000 recipients on September 12. The newsletter featured updates and information for our airline partners, an update on the Aviation Careers Institute, TSA PreCheck enrollment event information, highlights from the recent LCC Aviation Maintenance and Technology program graduation, and open positions at LAN. The quarterly newsletter format continues to be very successful with high open rates. Open rate averages vary across industries, but a good open rate is anywhere between 15-25%. Our average open rate for the September e-newsletter was roughly 47%. Kudos to Katherine Japinga for such a successful e-newsletter.

The Aviation Careers Institute, which is an Eaton RESA Program but open to students in Ingham ISD, Clinton RESA and Lansing School District officially started classes on August 21. There are two sessions (a.m. and p.m.) with the total enrollment just under 40 students (program max is roughly 50).

The Port Lansing Site Readiness project is underway with construction anticipated to start in the 2nd quarter of next year.

We will be hosting another TSA PreCheck pop-up enrollment event from October 9 –13, 2023.

The Cargo Ramp Expansion is moving along well with an estimated completion by the first week of November.

The Rental Car Service Center project for Avis and Enterprise has been successfully completed, Hertz is 90% complete, and Budget was recently started with completion expected by the end of October.

John Shaski commented on a recent flight with Nicole to/from D.C. They met four passengers from D.C. and assisted with recovering a purse, provided ride service, and invited them to the tailgate. They were impressed by the hospitality. John also praised Katherine for such a great open rate on the e-newsletter.

Victor Celentino thanked Nicole for providing the airport update at the Ingham County Services Committee meeting which included Robert Pena and Randy Maiville. The presentation was informative and received positive feedback.

OLD BUSINESS

1. Debbie Groh requested that resolution 23-24 (Approval of Mason Jewett Field Operating Directive – Aircraft Operations in the Unpaved Runway Safety Area) be placed back on the schedule/agenda and believes we need to look at this more seriously. John Shaski plans to assign the topic to a committee(s) to make an informed decision. Victor Celentino asked various questions about the RSA and supported member Groh’s request to reconsider the RSA resolution in a committee or committees if needed. John Shaski appreciated the engagement of the Mason tenants and would like to learn more in order to make a sound recommendation.
2. Victor Celentino moved to refer Resolution 23-24 to a committee (or committees, if needed).
3. Nicole Noll-Williams added that Resolution 23-24 was taken off the July agenda due to safety concerns.
4. John Shaski reiterated that he would assign Resolution 23-24 to a committee (or committees) before the next board meeting.
5. The motion passed unanimously.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

CLOSED SESSION

1. Victor Celentino moved to enter Closed Session at 5:52 pm to consider material exempt from discussion or disclosure by state or federal statute. MCL 15.268(h).
2. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.

REGULAR SESSION

1. Victor Celentino moved to return to Regular Session at 6:59 pm.
2. The motion passed unanimously.

BOARD COMMENTS

1. None

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 7:00 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary