



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

February 26, 2024 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Mark Mudry and Robert Showers

Management, Staff and Employees Present: Nicole Noll-Williams, Rob Benstein, Ron O'Neil, Katherine Japinga, Lisa Henthorn, Steve González, Steve Ball, and Bonnie Wohlferf

Members of the Public Present: Dan Kehoe, Mead & Hunt, Inc. and David Joye, RS&H

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. John led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Matthew Lantzy moved the Board approve the minutes of the January 22, 2024, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-01 Accept State Contract for Earmark Funds

- a. Jennifer Jacob moved the Capital Region Airport Authority Board accept Earmark funds administered through MDOT via State Contract 24-5066 in the amount of \$9,400,000.00 to be used for the Capital Region International Airport Roadway Improvement Project which consists of the following components:
 - Rehabilitation/reconstruction of Port Lansing Rd. between DeWitt Rd. and Airport Rd.
 - Rehabilitation/reconstruction of Capital City Blvd. between Grand River Ave. and West Circle Dr.
 - Storm sewer, signage, landscaping, and pedestrian access improvements
- b. Matthew Lantzy shared that he is in support of this resolution, and he has no direct or indirect influence on the budgeting of these funds.
- c. The motion passed unanimously.

#24-02 Publicly Funded Health Insurance Contribution Act Exemption

- a. Yvette Collins moved the Capital Region Airport Authority authorize the Airport Authority to adopt the annual Exemption option as its choice to comply with the Publicly Funded Health Insurance Contribution Act. As part of the exemption, the Airport Authority will maintain an alternative cost share of a 10% equivalent of health care premium for benefit year 2024 for

- all employees enrolled in the health plan and authorized the President – CEO, or designee, to sign all related documents.
- b. The motion passed unanimously.

REPORTS

Lisa Henthorn – Financial Report for period ending 12/31/23

John Shaski welcomed Lisa to CRAA. Lisa shared that she is happy to be here and provided some details about her 25+ years of experience in finance.

Operating Revenue

YTD \$394k (10.94%) over budget

- Airline (\$35.5k), Building/Office Rents (\$8k) and Fuel Revenue (\$4k) are lower than budget
- Concessions (\$159k), Land Rent (\$90k), Other (\$85k) and Parking (\$106k) are higher than budget

Operating Expense

YTD \$195k (4.32%) under budget

- Employee Development (\$21k), Equipment (\$26k), Insurance (\$3k), Maintenance (\$53k), Payroll (\$196k), Repairs (\$4k) and Services (\$53k) are lower than budget
- Other (\$4k), Supplies (\$35k) and Utilities, Fuel, Communications expenses (\$125k) are higher than budget

Other Revenue/Expense

YTD \$4.655M over budget

- Grant Revenue (\$1.924M), CFC Collections (\$29k) and Investment Income (\$581k) are higher than budget
- PFC Collections (\$18k) are lower than budget
- Business Development (\$393k) and Depreciation & OPEB (\$1.756M) expenses are lower than budget

Income Statement Comparison

YTD Operating Income \$744k higher compared to the same period last year

- Operating Revenues \$635k; higher compared to same period last year
- Operating Expenses \$108k lower compared to same period last year

Mason Jewett Field (TEW)

Operating Income \$12,386 over budget

- Operating Revenues \$2,093 under budget
- Operating Expenses \$14,480 under budget

Nicole Noll-Williams, President & CEO

Nicole shared that she is excited to have Lisa Henthorn onboard.

Roadway Improvement Project

The selection process is completed for the Request for Qualifications for Professional Engineering Services for the Airport Roadway Improvement Project. Fishbeck and subconsultant Mead & Hunt were selected for the project. Nicole thanked Matt Lantzy and representatives with the Clinton County Road Commission Doug Steffen and Marc Trotter for their support in the evaluation and interview process. Design of the project is planned for this year and construction next year.

Supply Chain Management Association of MSU – Graduate Student Tour

Earlier this month, CRAA hosted 20 graduate students from MSU's Supply Chain Management Association for a presentation about supply chain and cargo logistics at LAN, followed by an in-depth tour of the UPS facility. Students were able to hear first-hand how cargo operations work at LAN with UPS and were able to go inside the cargo aircraft for a behind the scenes tour.

Save the Date: TSA PreCheck Pop Up 3/25 – 3/29

CRAA is hosting a TSA PreCheck enrollment event in the community room at LAN the week of March 25-29. For more information and to pre-enroll/sign up for an appointment, visit FlyLansing.com.

2020 Rosenbauer Aircraft Rescue Fire Fighting (ARFF) Truck Repair

The ARFF truck transmission has been repaired and is back at LAN. It should be in operation by the end of the week.

Environment, Great Lakes, and Energy (EGLE) PFAS Grant

CRAA is taking steps to apply for another grant related to PFAS mitigation. This grant would be used to develop concepts that would successfully reduce the levels of PFAS contaminants at LAN.

Fire Alarm, Ceiling and Lighting Upgrade Project for FAA

The FAA has signed off on the fire alarm prints giving CRAA authorization to proceed with this project which will include replacing the existing fire alarm, installing additional fire sprinkler heads, replacing the metal ceiling tiles, and updating the lighting to LED lights.

Mason Fuel System Upgrade

The tank is scheduled to arrive in May with installation to be completed by the end of June. Once the new system is installed and operational, the tank will be filled with 100LL. The underground storage tanks will then be removed, soil tested, and closed out.

Michigan Department of Transportation Aeronautics – Air Service Revitalization Program

The program will award \$5 million; MDOT received 14 applications for an amount of \$12.7 million. CRAA is seeking a \$1.0 million grant to facilitate a Minimum Revenue Guarantee (MRG) for an airline.

Committee Meetings

The Personnel Committee meeting was held on January 25, 2024 to review the Employee Policies and Procedures Manual. There were a few areas needing further review from our HR consulting firm and attorney before the committee will be ready to bring a resolution to the Board.

The second meeting of the Planning Committee was held on February 23, 2024, to continue discussions about the Runway Safety Area. Further details are being collected on liability before the committee will make a recommendation to the full board.

Foreign Trade Zone (FTZ) Conference

Rob Benstein will be attending an FTZ conference in Washington, D.C. tomorrow. A member of the LEAP (Lansing Economic Area Partnership) staff will also be attending to bring awareness to the area of the tools and benefits of an FTZ.

Apple Vacations Update

Apple Vacations' reports from the last four weeks indicate that about 120 reservations are booked each week. The load factor is averaging 73% currently; last year was about 84%. Some reservation changes are occurring from Montego Bay to Punta Cana due to the travel concerns.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Yvette Collins asked if the new monument sign at the end of the boulevard will include a clock. Nicole indicated it does not but there are plans to add an additional larger digital sign just north of the railroad tracks near a future planned roundabout.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:01 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary