

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

April 22, 2024
REGULAR BOARD MEETING
Chair John Shaski

Board Members Present: John Shaski, Yvette Collins, Jennifer Jacob, Victor Celentino and Debbie Groh, Matthew Lantzy (4:36 pm)

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 Gonzalez, Blake Roy, Steve Ball, and Bonnie Wohlfert

Members of the Public Present: Robert Pena, Ingham County; Mark Breukink & Dan Kehoe, Mead & Hunt; Lynn Markowski, AvFlight

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. Yvette Collins moved the Board approve the minutes of the March 25, 2024, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Robert Pena, Ingham County, shared that an Eaton County constituent, Dean McCrackin, traveled from Lansing to Chicago to Minneapolis via American Airlines with a one hour layover in Chicago. On the return he had a four hour layover in Chicago. Robert suggested that Mr. McCrackin contact Delta via their website comment page and request the Lansing to Minneapolis service be reinstated to avoid the layover.

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-07 Presentation of Proposed FY 2025 Budget and Establishing Budget Public Hearing

- a. Debbie Groh moved the Capital Region Airport Authority Board place on file for public inspection the proposed fiscal year 2025 budget and set the public hearing for the proposed budget for May 20, 2024 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 2025 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.

#24-08 Approval of amended Employee Policies and Procedures Manual

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the amended Employee Policies and Procedures Manual and authorized the President & CEO, or designee, to implement all guidelines and procedures related to the applicable changes.

- b. The motion passed unanimously.
- c. John Shaski thanked the members of the Personnel Committee for their work on this update.

REPORTS

Lisa Henthorn – Financial Report for period ending 2/29/24

Operating Revenue - YTD \$582,466 (12.13%) over budget
Operating Expense - YTD \$282k (4.61%) under budget
Other Revenue/Expense - YTD \$4.971M over budget
Income Statement Comparison - YTD Operating Income \$866k higher compared to the same period last year
Mason Jewett Field (TEW) - Operating Income \$48,492 over budget

Yvette Collins asked about the Bad Debt Expense (Badges) on page 9. Rob Benstein and Blake Roy provided an explanation.

Victor Celentino asked about the “other” revenue of \$30,000 on page 12 and Lisa explained that it is the Vevay Township grant payment.

Nicole Noll-Williams, President & CEO

Nicole thanked the staff and members of the Personnel Committee for their involvement with updating the Employee Policies and Procedures Manual.

On March 26, CRAA hosted an event to officially announce new air carrier service with Breeze Airways. Beginning October 2, 2024, Breeze will fly nonstop from LAN to both Orlando (Wednesdays and Saturdays) and Fort Myers (Thursdays and Sundays). There was a large media turnout and coverage of the service announcement. Breeze officials also announced a loyalty program that will allow customers to purchase premium perks such as airfare and trip add-ons, seating, additional checked bags, and inflight snacks. Breeze has 23 Airbus A220 planes (137 seats which includes 12 first class and 25 with extra leg room) and an order for 90 additional aircrafts. Breeze is headquartered in Salt Lake City and David Neeleman (JetBlue, WestJet, Morris Air, and Azul) is the Founder and CEO.

The Public Safety Department gave a presentation at the City of Lansing Technical High School Fire Science program as part of the Junior Achievement career speaker series. The presentation focused on aircraft rescue firefighting in the airport setting.

Sergeant Jason Lovato was recently honored with a Team Commendation award at the Clinton County Sheriff's Office annual awards ceremony. Sergeant Lovato received the award as a member of the Clinton County Special Operations Team's response to the MSU shooting in February 2023.

Andrew Fox has been offered a position within the Public Safety Department as an Aircraft Rescue Firefighter. Andrew comes to us with several years of military ARFF experience and a State of Michigan Paramedic license. His first day with the department will be 4/29/24.

The Terminal Apron Rehabilitation Project and the Roads Project are underway.

CRAA received FAA approval to move forward with the taxiway rehabilitation project at Mason. Due to the ongoing delay from MDOT and FAA, tenants received limited notification of the start date for the estimated two-week project. April 30th is the projected completion date. Thanks to Rob Benstein for his diligence with this project.

Upcoming events include the May 1st Mason Tenant meeting and the Hot Fire. Young Eagles Aviation Days will be held the 2nd Saturday of June, July, and August and Mason Aviation Day is scheduled for August 17, 2024.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Debbie Groh expressed her appreciation to the team for the well explained handouts provided to the Mason tenants regarding the taxilane rehabilitation project.
2. Victor Celentino thanked Robert Pena for his involvement as the liaison between Ingham County and CRAA. He also thanked the staff and members of the Personnel Committee (Debbie Groh, Yvette Collins, Mark Mudry) for their involvement updating the Employee Policies and Procedures Manual. The President & CEO contract will be addressed next by the committee. Lastly, he thanked Lisa Henthorn, Director of Finance & Administration, for the clear mill levy detail provided during the recent budget work session.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 4:55 pm.
2. The motion carried, and the meeting was adjourned.

John Shaski, Chair

Bonnie Wohlfert, Secretary