



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

May 20, 2024 BUDGET PUBLIC HEARING & REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Mark Mudry and Robert Showers

Management, Staff and Employees Present: Rob Benstein, Ron O'Neil, Lisa Henthorn, Steve Gonzalez, Blake Roy, and Bonnie Wohlfert

Members of the Public Present: Bob Leisenring and Mark Breukink, Mead & Hunt

CALL TO ORDER & ROLL CALL

1. John Shaski, Chair, called the Budget Public Hearing & Regular Board Meeting of the Capital Region Airport Authority to order at 4:29 p.m. with a quorum present.
2. John led, and all recited the Pledge of Allegiance.

BUDGET PUBLIC HEARING COMMENT

1. John Shaski stated the Budget Public Hearing notice was published in the Lansing State Journal on Tuesday, May 14, 2024 and was also available on-line for seven (7) days. The Authority received no requests to view the budget.
2. John asked if any member of the public would like to comment on the proposed FY2025 budget. No comments were received.
3. John Shaski moved to close the Budget Public Hearing and move to the Regular Board Meeting.
4. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Ms. Jacob, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.
5. The motion passed unanimously.

APPROVAL OF MINUTES

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

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-09 Budget FY2025 Approval

- a. Yvette Collins moved the Capital Region Airport Authority Board approve the proposed Budget for Fiscal Year 2025 as presented and authorized the President – CEO to execute all documents necessary for budget implementation. Moreover, the Authority authorized the President – CEO to certify to Ingham County the necessary mill levy amounts as outlined.

- b. The motion passed unanimously.

#24-10 Airline Rates and Charges and Operating Requirements Ordinance

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the Airline Rates and Charges and Operating Requirements Ordinance as amended for Fiscal Year 2025. This Rates and Charges Ordinance shall be effective July 1, 2024.
- b. Debbie Groh referred to Section 2-1, Aircraft Operations, of Ordinance 24-10 and pointed out that paragraph B and J are the same. Debbie also questioned if Section 3-3, Section 3-6, and Exhibit D-1 should reference "Airline and Affiliate Airline". Victor Celentino moved to table the motion until the June 24, 2024 board meeting to allow time to revise the document.
- c. The motion to table the resolution passed unanimously.

#24-11 Consolidated Schedule of Rates & Charges Amendment FY2025

- a. Debbie Groh moved the Capital Region Airport Authority approve the Consolidated Schedule of Rates and Charges as amended for Fiscal Year 2025. These Rates and Charges shall be effective July 1, 2024.
- b. Robert Benstein suggested this resolution be tabled as well since it references Ordinance 24-10. Victor Celentino moved to table the motion until the June 24, 2024 board meeting.
- c. The motion to table the resolution passed unanimously.

#24-12 Approval of Terminal Apron Rehabilitation and Apron Taxilane Rehabilitation Projects

- a. Jennifer Jacob moved to approve (a) the filing of the applications, including all understandings and assurances contained within, for the grants described below, (b) directs and authorizes the President & CEO (or his or her designee), to act in connection with such applications, to provide such additional information as may be required, and to execute all related documents, including any grant agreement, and (c) ratifies any actions taken by the President & CEO (or his or her designee) related to the forgoing prior to the date hereof.
- Airport Improvement Program Grant #3-26-0055-070-2024 in the amount of \$2,083,528 (Rehabilitate Terminal Apron Construction – 29,000 sq yd)
 - Airport Infrastructure Grant #3-26-0055-071-2024 in the amount of \$915,637 (Rehabilitate Apron Taxilane Construction - 1,700' x 75')
 - Construction contract with Rieth-Riley in the amount of \$3,077,706.47
 - Contract Amendment with Mead & Hunt for construction engineering/RPR services in the amount of \$251,200.
 - State Contract #2024-XXXX to support for the apron project
 - State Contract #2024-XXXX for to support the taxilane project
- b. Debbie Groh asked if the grants will be presented to the board as resolutions in the future. Rob Benstein explained that legal council recommended this language to incorporate all approvals necessary.
- c. The motion passed unanimously.

24-13 Extension of Employment Agreement for President – CEO

- a. Victor Celentino moved the Capital Region Airport Authority Board approve an extension to the President – CEO's Employment Agreement pending further action/recommendations from the Personnel Committee.
- b. The motion passed unanimously.

24-14 Roadway Improvements Project Design – Award of Contract

- a. Matthew Lantzy moved the Capital Region Airport Authority Board award a contract to Fishbeck/Mead & Hunt for professional engineering services related to the Capital Region International Airport Roadway Improvements Project, and authorized the President – CEO,

- or designee, to sign all necessary documents on behalf of the Authority pending legal counsel's review.
- b. Yvette Collins asked if this was the lowest bid. Rob Benstein explained that this was a request for qualifications to select a consultant to assist with the Roadway Improvements Project. The design and construction has not been bid yet.
 - c. The motion passed unanimously.

REPORTS

Lisa Henthorn – Financial Report for period ending 3/31/24

Operating Revenue YTD \$818,588 (15.15% over budget)

Other and miscellaneous categories were discussed, and Lisa shared that she will be working with the accounting software company to investigate improvements in the reporting.

Operating Expense YTD \$426k (6%) under budget

YTD Other Revenue/Expense, Gain/Loss on Sale of Asset \$31,200 was revenue from the sales of vehicles that were beyond their useful life.

Victor Celentino asked about the payroll expense difference (actual vs budget) of \$8,527 on page 12 of the board report for Mason. Ron O'Neil explained that overtime was less due to the mild winter and less snow removal.

Robert Benstein – Report of Vice President & COO

Rob shared that Marketing Director Katherine Japinga, and her husband Steve are the proud parents of a new baby girl. Georgia Rose was born Thursday, May 16 at 8:55 pm. Mom and Baby J are doing fine.

Nicole, Ron, and Rob attended the 96th Annual AAAE conference in Nashville last month. The conference was attended by a record 2,650 delegates.

The Public Safety and Operations Departments conducted their annual review of the Airport Emergency Plan and Airport Security Program, which was attended by CRAA staff, tenants, and mutual-aid departments. Planning is now underway for our triennial full-scale exercise which will take place on October 23, 2024.

Ron O'Neil and Robert Benstein will be attending an FAA air carrier airport workshop in Traverse City on May 29, 2024.

CRAA will be holding its fourth cyber incident table-top exercise on May 31, 2024. The exercise will involve a malware attack.

Aaron Ginsburg has accepted an offer of employment as a firefighter. Aaron, a battalion chief with the Lansing Fire Department, is retiring after 25 years. He also served in the US Marine Corp. Aaron will start his employment on June 3rd.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Debbie Groh was glad to see that the Dewitt Township Fire Department and Mason Fire Department joined the live fire training held on May 1, 2024.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:10 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary