



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

September 23, 2024 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Mark Mudry and Robert Showers

Management, Staff and Employees Present: Rob Benstein, Ron O'Neil, Katherine Japinga, Blake Roy, and Bonnie Wohlfert

Members of the Public Present: Bob Pena, Ingham County; 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. John led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the August 26, 2024, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Bob Pena, Ingham County, promoted the upcoming Jack O' Lanterns Unleashed event scheduled for weekends in October at the Ingham County Fairgrounds.

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-26 Amendment to Martinaire Hangar, LLC Commercial Operating Agreement and Lease

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the amendment to the Martinaire Hangar, LLC Commercial Operating Agreement and Lease (additional monthly rent payments of \$4,377.13 for 84 months to cover the cost of the pavement rehabilitation project) and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#24-27 Approval of amended FY2025 Capital Budget

- a. Matthew Lantzy moved the Capital Region Airport Authority approve the amended FY2025 Capital Budget as presented.
- b. Victor Celentino asked about the incentive to retain the Lansing-based operation (Martinaire) as a tenant. Rob Benstein shared the value of the lease remaining in place as well as the cost savings provided by Reith-Riley to waive mobilization expenses on the pavement rehabilitation project. Rob also explained that the amended 2025 Capital Budget, Note C, combines the former Capital Reserve and CARES Reserve into "Project Reserve". Debbie

- Groh asked if CRAA is still required to provide separate reports. Rob shared that the grants are closed out, therefore CRAA is free to use the funds as we see fit.
- c. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 7/31/24

Operating Revenue

YTD revenues are \$11k (1.84%) higher than budget.

3. Concessions and Land Rent are higher than budget.
4. Other (FIS fees) is lower than budget.

Operating Expense

YTD expenses are \$88k (10.67%) higher than budget.

- Equipment, Maintenance, Services, and Supplies are lower than budget.
- Payroll Expenses are higher than budget.

Other Revenue/Expense

YTD Other Income/Expense is \$544k (424.58%) higher than budget.

- Grant Revenue is lower than budget.
- Investment Income is higher than budget.
- Business Development and Depreciation & OPEB expenses are lower than budget.

Income Statement Comparison

YTD Operating Loss is \$251k higher compared to the same period last year.

- Operating Revenues are \$1k lower compared to same period last year.
- Operating Expenses are \$250k higher compared to same period last year.

Mason Jewett Field (TEW)

YTD Operating Loss is 8k higher than budget.

- Operating Revenues are in line with the budget.
- Operating Expenses are \$8k higher than budget.

Victor Celentino inquired about Mason; the income statement indicated a surplus last month and this month expenses are higher. Rob Benstein explained that 2% of payroll will be applied to Mason for FY2025 to show the resources/staff used in Mason. Johnny George was a consultant and Chris Speckin is a part-time employee now.

Debbie Groh commented on the "Other Revenue Detail" (page 13) of \$16,076 being different than the "Income Statement Comparison YTD Summary – Other revenue" (page 17) of \$20,576. Rob Benstein responded that he would look into that difference.

Robert Benstein, President & CEO report

The Department of Transportation recently required airports to prepare and submit Title VI plans. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities of any entity that receives federal funding, which includes the Capital Region Airport Authority. Mead & Hunt is assisting CRAA with this project, which consists of several elements:

1. FAA Title VI Checklist (submitted March 26, 2024)
2. FAA Title VI Plan (submitted and approved by FAA on July 2, 2024)
3. Community Participation Plan (due September 30, 2024)

Breeze Airways will initiate service to Orlando (MCO) and Fort Myers (RSW) next week.

- The MCO flight will depart on Wednesday, October 2nd at 7:03 PM, and will return on Saturday, October 5th at 5:23 PM
- The Fort Myers flight will depart on Thursday, October 3rd at 1:20 PM, and will return on Sunday, October 6th at 12:20 PM.
- Details about the launch events are forthcoming.

Apple Vacations: Bookings are going well; CRAA will be distributing weekly promos provided by Apple every Wednesday.

Cancun: operates Saturdays, Mondays, and Wednesdays, from January 25th to April 9th.

Punta Cana: operates Sundays and Thursdays from January 26th to April 6th.

Montego Bay: operates Fridays from January 31st to April 4th.

CRAA hosted the AAAE student chapters of both EMU and WMU. Thanks to Blake Roy for coordinating this effort and providing the tour.

TSA is holding a Pre-Check enrollment event this week in the Community Room; appointments are still available.

Lansing Community College will be demolishing their hangars and restoring the site at LAN. Work is anticipated to begin the week of October 14th.

CRAA will be participating in the MSU homecoming Parade on October 18th. We are hoping for beautiful weather and would like to invite any Board members and ex-officios to join us walking in the parade.

The new fuel farm at Mason Jewett Field should be operational by the third week of October. Fuel will be provided by AvFuel since they can provide competitive pricing and smaller loads if needed.

Nicole will be attending the Routes Take-Off conference (airline "speed-dating") in Green Bay October 22-24.

Blake Roy will be attending both the Michigan Association of Airport Executives conference in Ypsilanti and the AAAE Great Lakes Chapter conference in Chicago next month.

We will be conducting our triennial full-scale emergency exercise on October 23rd. This exercise will include activation of our EOC (Emergency Operations Center) and the Family Center.

OLD BUSINESS

1. John Shaski shared that he will be forming the ad-hoc subcommittee for Mason suggested by Victor Celentino at the August board meeting.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. John Shaski welcomed Katherine Japinga back from maternity leave.
2. Matthew Lantzy thanked Blake Roy and the Operations Officer for their quick response to the hangar fire on September 1, 2024. Mutual aid partners did not have to wait at the gate.
3. Jennifer Jacob commented on a broken ground strap that was fixed quickly.

4. Debbie Groh shared kudos for Chris Speckin's mowing and added that she gave him a ride in the Stearman. He was so excited and thankful.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:02 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary