



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

October 28, 2024 REGULAR BOARD MEETING Chair John Shaski

Board Members Present: John Shaski, Yvette Collins, Victor Celentino, Matthew Lantzy, Debbie Groh, and Jennifer Jacob (4:40 pm)

Ex-Officio Present: Mark Mudry and Robert Showers

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

Members of the Public Present: David Joye, RS&H; Dan Kehoe & 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 4:30 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 September 23, 2024, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. 2025 Board Meeting Schedule

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-28 Accept State Contract for Terminal Apron Rehabilitation - Design

- a. Victor Celentino moved the Capital Region Airport Authority Board accept State Contract 2025-0050 in support of Federal Project# B-26-0106-2624 to support the Terminal Apron Rehabilitation – Design project at Mason Jewett Field and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 8/31/24

Operating Revenue

YTD revenues are \$94k (7.65%) higher than budget.

- Airline, Concessions, and Land Rent are higher than budget.
- Other (FIS fees) is lower than budget.

Operating Expense

YTD expenses are \$122k (7.43%) higher than budget.

- Employee Development, Services, and Supplies are lower than budget.

- Insurance, Maintenance, Payroll, and Utilities/Fuel/Communications are higher than budget.

Victor Celentino asked about the YTD variance of (\$89,964) for Maintenance expenses on page 14 of the board report. Rob Benstein will look into this and get back to Victor.

Other Revenue/Expense

YTD Net Income Before Capital Contributions is \$1.03M (664%) higher than budget.

- Grant Revenue is lower than budget.
- Property Tax, CFC Collections, and Investment Income is higher than budget.
- Business Development and Depreciation & OPEB expenses are lower than budget.

Income Statement Comparison

YTD Operating Loss is \$337k lower compared to the same period last year.

- Operating Revenues are \$57k higher compared to same period last year.
- Operating Expenses are \$280k lower compared to same period last year.

Mason Jewett Field (TEW)

YTD Operating Loss is 5k higher than budget.

- Operating Revenues are 10k higher than budget.
- Operating Expenses are \$15k higher than budget.

Victor Celentino asked about the variances in Maintenance and Payroll Expenses on the Mason Income Statement Comparison YTD Summary (page 18 of the board report). Ron O'Neil indicated that concrete work and increased cost for crack-sealing and painting products contributed to the increased expenses. Victor also commented on Mason fuel revenue. Rob Benstein explained that the timing of fuel purchases vs. fuel sales contributes to this difference. Ron O'Neil added that he has had to purchase smaller amounts of fuel recently due to the new fuel system installation. Debbie Groh added that this report is for period ending 8-31-24 which was a busy flying time.

Robert Showers asked about property tax revenues which reflects growth in the whole region. Victor indicated that property values are up 7 percent.

Debbie Groh followed up on her comment from the 9/23/24 board meeting regarding "Other Revenue Detail" being different than the "Income Statement Comparison YTD Summary – Other revenue" by \$4,000. Rob Benstein shared that the numbers have been corrected and directed the board to page 13 and 17 of the board report where both YTD actuals are \$43,061.43.

Robert Benstein, Vice President & COO report

Nicole is attending the ACI-NA Marketing and Communications conference in San Francisco this week. She attended the Routes Take-Off air service development conference in Green Bay last week.

On October 23rd, CRAA conducted its FAA-required full-scale emergency exercise. Approximately 130 people from 20 different agencies participated. The primary areas tested included fire suppression, medical triage and treatment, Emergency Operations Center (EOC) functions, and communications. Overall, the exercise was a success. We were able to identify areas of the Airport Emergency Plan that worked well, along with a few opportunities for improvement. In the next few weeks, we will put together an After-Action-Report to serve as a roadmap for implementing future enhancements to the plan. A big thank you to our mutual-aid partners; we are grateful for your support. Also, a special thank you to Chief Steve Gonzalez for all his hard work planning and coordinating the exercise.

The next quarterly TEW Tenant Meeting will be held at the LCC Aviation Technology Center on Wednesday, November 6th at 5:30 PM.

Demolition of the LCC facilities is anticipated to start the second week of November, pending receipt of a permit from the City of Lansing.

CRAA and Eaton RESA will be co-hosting the Lansing Chamber Mixer on Tuesday, November 12th. The event will be held in the Friendship Room and will run from 4:30 to 6:30 PM. All Board members and ex-officios are welcome to attend.

Save the Date – The CRAA Christmas Luncheon will be held on Thursday, December 19th. More information to follow.

Victor Celentino commented on the nice photos of the new Mason fuel system and asked when it will be in service. Ron O'Neil indicated that inspection and testing will be completed within the next few weeks. There will be no gap in fuel service; the old service is operational until the new service is ready. John Shaski suggested a tour of the new system the next time a board meeting is held in Mason.

Yvette Collins asked about applicants for the Director of Finance and Administration position. Rob Benstein indicated that an offer has been made and we are hopeful the candidate will accept.

OLD BUSINESS

1. John Shaski shared that the ad-hoc subcommittee for Mason will include Debbie Groh as Chair, and Jennifer Jacob and Matthew Lantzy as members.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Jennifer Jacob praised the operations staff for recent fuel notifications via the NOTAMS. She suggested that the email notifying tenants of "no fuel" be sent a little earlier and provided a laminated sign with a magnet to use.
2. John Shaski thanked the staff for successful events related to the Breeze inaugural flights. He loves the new service.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 4:52 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary