

**August 20, 2018**  
**REGULAR MONTHLY BOARD MEETING**  
Chair Chris Holman

**Board Members Present:** Chris Holman, John Shaski, Greg Ward & Jordan Leaming

**Absent:** Victor Celentino & Dick Baker

**Ex-Officios Present:** Joe Brehler

**Absent:** Robert Showers

**Management, Staff and Employees Present:** Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Rob Benstein, Ron O'Neil, Karissa Weight, Allison Schmuecker, Johnny George and Bonnie Wohlfert

**Members of the Public Present:** Dr. Brent Knight, LCC President; Mark Bathurst, Aviation Technology Director; Joan Bauer, Former State Representative; Toni Glasscoe, Associate VP, External Affairs & Development; Ken & Vickie Vandenbelt; Dave & Debbie Groh; Dan & Margaret Schiffer; Zachary Puchacz, Mead & Hunt; Dale Foerschler & James Reif, Great Lakes Air Ventures

**CALL TO ORDER**

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1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:33 p.m. a quorum was not present.

**WELCOME**

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Dr. Brent Knight, LCC President, welcomed Board Members, attendees and introduced Mark Bathurst, Aviation Technology Director. President Knight shared that LCC's goal was to develop the finest Aviation Technology program and they are getting close. He added that there is a great demand for the skills the students will gain and graduates can go anywhere with starting salaries in excess of \$50,000. Kalitta Air has even offered to hire all of the graduates for the next 5 years. He added that much effort has been put in to make a great program from great instructors to a very welcoming staff. The program is at capacity with 50 students starting this week. President Knight emphasized that it's important to have visitors, like the board members, with knowledge about the program for it to do well into the future.

*Jordan Leaming arrived at 4:45 pm; a quorum was now present.*

Jonathon Vrabel, Senior Vice President, provided an overview of features Mason Jewett Field has to offer and shared an NBC video that aired last September highlighting LCC's Aviation Technology program.

**ELECTION OF OFFICERS**

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1. Greg Ward moved the Board elect the following officers:  
Chairperson: John Chris Holman  
Vice Chairperson: John Shaski
  2. The roll call vote was: Mr. Leaming, Yes; Mr. Shaski, Yes; Mr. Ward, Yes; Mr. Holman, Yes
  3. The motion passed unanimously.

**APPROVAL OF MINUTES**

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- a. Greg Ward moved the Board approve the minutes of the June 18, 2018 Regular Board meeting.
  - b. The motion passed unanimously.

**PUBLIC COMMENT**

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1. None

**COMMUNICATIONS**

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1. Gud Marketing resignation as agency of record for the Capital Region Airport Authority.
2. Interstate Sealant & Concrete's concern about bid on project.

**REPORTS**

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1. None

**RESOLUTIONS**

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**#18-22 Acceptance of 2018 Federal Grant for Cargo Ramp Expansion Phase 1 Construction**

- a. John Shaski moved the Capital Region Airport Authority Board accept any and all federal grants in federal fiscal year 2017/18 for construction related services associated with the Cargo Apron Expansion Phase 1 project and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

**#18-23 Acceptance of 2018 State Funding Match for Cargo Ramp Expansion Phase 1 Construction**

- a. John Shaski moved the Capital Region Airport Authority Board approve the acceptance of a State of Michigan match in the amount of 5% (estimated at \$275,000) of eligible costs for construction related services for the Cargo Ramp Expansion Phase 1 project, in support of a 2018 federal grant, and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

**#18-24 Construction Contract Award Cargo Apron Expansion Phase 1**

- a. John Shaski moved the Capital Region Airport Authority Board approve the award of a construction contract to Florence Concrete in an amount not to exceed \$5,048,830 for the Cargo Apron Expansion Phase 1 project and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

**#18-25 Reynolds, Smith, and Hills Contract Amendment for Construction Administration Services – Cargo Apron Expansion Phase 1 Construction**

- a. John Shaski moved the Capital Region Airport Authority Board approve a contract amendment with Reynolds, Smith, and Hills (RS&H) in the amount of \$377,225 for Construction Administrative Services for the Cargo Apron Expansion Phase 1 construction project and authorized the President and CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

**#18-26 Wetland Mitigation – Cargo Apron Expansion Phase 1 Construction**

- a. John Shaski moved the Capital Region Airport Authority Board approve the purchase of emergent wetland credits with Parma Wetland Mitigation Reserve, LLC in the amount of \$50,550 for the Cargo Apron Expansion Phase 1 construction project and authorized the President and CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

**#18-27 Appointment of CRAA Officer Delegate and Alternate and Certification of CRAA Employee Delegate and Alternate to the 2018 MERS Annual Meeting**

- a. Greg Ward moved the Capital Region Airport Authority Board approve the appointment of Dale Feldpausch, CFO as Officer Delegate and Karissa Weight, Human Resources Manager as Officer Alternate for the 2018 Annual Meeting of the Municipal Employees Retirement System (MERS). In addition, certify the election of Julianne Stenger as Employee Delegate and Mark Twichell as the Employee Alternate for the 2018 Annual Meeting of MERS.
- b. The motion passed unanimously.

**#18-28 Amendment 1 to Great Lakes Air Ventures Lease for Fueling Operations at Mason Jewett Field**

- a. Greg Ward moved the Capital Region Airport Authority Board approve Amendment 1 to the Great Lakes Air Ventures Commercial Operating and Lease Agreement to add the responsibility of the operation and maintenance of fueling services at Mason Jewett Field and authorized the President and CEO, or designee, be named the authorized designee and sign all related documents on behalf of the Authority.
- b. Dale Foerschler thanked the board for the opportunity to expand their offerings with the fueling operations. They currently have 75 flight school students and 9 planes.
- c. The motion passed unanimously.

**#18-29 Consumers Energy Utilities Easement at Mason Jewett Field**

- a. Jordan Leaming moved the Capital Region Airport Authority Board approve granting an easement at Mason Jewett Field to Consumers Energy for utility services and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. Greg Ward recused himself from voting on this item since he is employed by Consumers Energy.
- c. The motion passed unanimously.

**#18-30 Revisions to the Authority's Employee Policies and Procedures Manual, specifically the Personnel Provisions and the Employee Training Section**

- a. Jordan Leaming moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual by approving revisions to policy Section 300.12 – Employee Training and eliminating existing policy Section 400.14 – Tuition Reimbursement and authorized the President and CEO, or designee, to revise, develop, and implement all guidelines and procedures related to these changes.
- b. The motion passed unanimously.

**MONTHLY FINANCIAL REPORT**

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Financial Report: Dale Feldpausch, Vice President & CFO

Dale shared that he was out eight weeks due to an unexpected back surgery and thanked staff for their extra efforts. He presented financials for fiscal year ended June 30, 2018, and explained the compensatory model the Authority uses. Dale also reviewed the Income Statement for Mason Jewett Field showing a loss of \$36,862 for 2018 and a loss of \$30,059 for 2017.

**QUESTIONS ON STAFF REPORTS**

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1. None

**REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF**

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- Wayne and Jon met with a representative from United Parcel Service based in their Louisville, KY office. The representative is new to LAN but has been with UPS for a number of years. It was a great opportunity to discuss the assets of the airport and opportunities at LAN.

- We are exploring improvements to our passenger loyalty program, Top Flight Club. A reward program with additional choices for passengers would fit better with our initiatives to increase utilization of our airport.
- Engineering is underway to modernize the bar/restaurant on the second floor. We plan to bid the project this fall and expect recommendation of a construction contract by the end of the calendar year. During construction, the current Top Flight Club would be converted to a temporary bar/restaurant.
- We are exploring modifications to the parking rate structure with Standard Parking and will likely bring a recommendation to the board next month.
- EAA Chapter 55 hosted the Mason Aviation Days; a great event supported by volunteers. Approximately 350 enjoyed breakfast and 100 were served at lunch.
- Several policies were taken to the board in November 2017 and June 2018 involving sick leave, retiree benefits and the establishment of a Health Care Savings Plan. We have additional employee and operational policies planned for update: Travel & Expenses, Conflict of Interest, Outside Employment, Vacation Time, Filling Positions, Work Rules, Code of Conduct and Procurement and Purchasing.
- In late July, every retiree household was sent a letter regarding the retiree benefit changes. Since that time Karissa Weight has personally spoke with 18 of 23 retirees or their spouses. This effort has greatly enhanced communications with the retirees. In one case, a retiree had lost their insurance 3 days prior and would not have known of the opportunity for insurance through the airport.
- With Nicole Noll-Williams taking the position as Michigan Director for Senator Peter, Wayne will continue to work with consultant Trillion Aviation (now Landrum and Brown) for air service development. Rob Benstein will handle PIO (Public Information Officer) duties and Karissa Weight will oversee community engagement and marketing. We plan to hire front-line staff including a Marketing Specialist and Freelance Graphic Designer. In addition, we plan to explore with MSU the potential of assisting with rebranding efforts of LAN, TEW and Port Lansing

#### **TOUR OF AVIATION TECHNOLOGY CENTER**

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Mark Bathurst, Aviation Technology Director, shared that he has been with LCC for three years; prior to this he was a Delta pilot for 37+ years. He stated the relationship between LCC and the Airport Authority is spectacular. Everyone is very helpful including Johnny George and the great tenants. LCC also works closely with the EAA Chapter 55 and is thrilled with the relationship. Mr. Bathurst explained that Aviation Technology students attend the two-year program 6 hours per day, 5 days per week. The FAA approves and monitors attendance so if a student is 10 minutes late the time has to be made up. At the end of the program students are eligible to take the FAA exam to obtain their Airframe & Powerplant (A&P) licenses. Graduates can expect multiple job offers with starting pay of \$40,000-\$50,000/year. Kalitta Air has even offered to hire every graduate of the program for the next 5 years. He added that LCC's partnership with Delta Air Lines is also a big deal. Delta's name on our program and marketing materials gets students excited. John Shaski asked if the program is full-time for 2 years and Mr. Bathurst explained that students attend 16 weeks, fall semester; 16 weeks, spring semester; and 8 weeks summer semester. John also asked if students are trained to repair any aircraft. Mr. Bathurst explained that students are trained in a broad spectrum of areas and then Delta or others will continue the training specific to their needs.

After the board meeting adjourned, a tour of the Aviation Technology Center was provided for anyone interested.

#### **NEW BUSINESS**

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1. None

**PUBLIC COMMENT**

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1. Debbie Groh, Hangar Owner, inquired about the Consumers Energy easement and the process involved if other owners want water, sewer or propane. Wayne Sieloff and Jonathon Vrabel explained that the interested party would contact Consumers Energy and then the utility approaches the Airport for the easement.
2. Dale Foerschler, Great Lakes Air Ventures, shared that he has retired after 33 years of serving in the Army. His goal is to attract more flight school students, specifically veterans and Western Michigan students which he can train at one quarter of the cost.

**BOARD MEMBER COMMENTS**

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1. None

**ADJOURN**

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1. Greg Ward moved the meeting be adjourned at 5:35 pm.
2. The motion carried, and the meeting was adjourned.

*signed*

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Chris Holman, Chair

*signed*

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Bonnie Wohlfert, Secretary