

**August 26, 2019**  
**REGULAR BOARD MEETING**  
Chair John Shaski

**Board Members Present:** Greg Ward, Debbie Groh, Daniel Schiffer, Jordan Leaming and John Shaski (4:33 pm)

**Board Member Absent:** Victor Celentino

**Ex-Officios Present:** Joe Brehler & Robert Showers

**Management, Staff and Employees Present:** Wayne Sieloff, Dale Feldpausch, Rob Benstein, Karissa Weight, Eric Patrick, Spencer Flynn, Ron O'Neil and Bonnie Wohlfert

**Members of the Public Present:** Margaret Schiffer; Vickie Vandenbelt, EAA Chapter 55; LJ Canton, Microsoft; Gordy Bogner, Prein & Newhof; Lynn Markowski, Avflight; Dan Kehoe, Mead & Hunt

**CALL TO ORDER & ROLL CALL**

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1. Greg Ward, Vice Chair, called the Regular Board Meeting of the Capital Region Airport Authority to order at 4:30 p.m. with a quorum present.

**APPROVAL OF MINUTES**

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- a. Greg Ward moved the Board approve the minutes of the June 24, 2019 Regular Board meeting.
- b. The motion passed unanimously.

**COMMUNICATIONS & SPECIAL ITEMS**

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1. None

**PUBLIC COMMENT**

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1. None

**REPORTS & RECOMMENDATIONS FOR ACTION**

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**#19-17 Appointment of CRAA Officer Delegate and Alternate and Certification of CRAA Employee Delegate and Alternate to the 2019 MERS Annual Meeting**

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the appointment of Dale Feldpausch, CFO, as Officer Delegate and Karissa Weight, Director of Talent and Engagement as Officer Alternate for the 2019 Annual Meeting of the Municipal Employees Retirement System (MERS). In addition, the Board certified the election of Derrick Boone as Employee Delegate and Mark Twichell as the Employee Alternate for the 2019 Annual Meeting of MERS.
- b. The motion passed unanimously.

**#19-18 Alpha Dog Aviation, LLC Ground Site Lease Agreement at Capital Region International Airport**

- a. Debbie Groh moved the Capital Region Airport Authority Board approve a 25-year ground site lease agreement with Alpha Dog Aviation, LLC and authorized the President-CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

*Board Chair transitioned from Mr. Ward to Mr. Shaski.*

**#19-19 Revisions to the Authority's Employee Policies and Procedures Manual, specifically Vehicle Use (400.16)**

- a. Jordan Leaming moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual by approving revisions to policy Section 400.16 Vehicle Use. Modifications to this policy include:
  - Expanded language to vehicle usage and the addition of all operators of Authority vehicles, beyond assigned vehicles.
  - Added language to include preventative maintenance of Authority vehicles, parking & moving violations, reporting requirements and operator responsibilities.

The Board authorized the President – CEO or designee, to revise, develop, and implement all guidelines and procedures related to these changes.

- b. The motion passed unanimously.

**#19-20 Publicly Funded Health Insurance Contribution Act Exemption**

- a. Jordan Leaming moved the Capital Region Airport Authority Board authorize the Airport Authority to adopt the annual Exemption option as its choice to comply with the Publicly Funded Health Insurance Contribution Act. As part of the exemption, the Airport Authority will maintain an alternative cost share of a 10% equivalent of health care premium for benefit year 2020 for all employees enrolled in the health plan. The Board authorized the President and CEO, or designee, to sign all related documents.
- b. The motion passed unanimously.

**REPORTS**

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**Dale Feldpausch, Vice-President & CFO**

Presented financials for period ending June 30, 2019

- Our financial audit is currently underway; results will be presented at the next board meeting.
- A multi-year financial plan will be presented for board input at the September Board Strategy Session.
- We are working with consultants to create a Cyber Security Plan which includes an Incident Response Policy, Plan and Tabletop Test.
- We are researching and developing internet & phone service that improves our redundancy.
- Dale presented the newly formatted financial reports and highlighted the changes that were made. Since the FY ended June 30, 2019, he reviewed specific revenue and expense accounts and explained any year-end variances.

Debbie Groh asked if page 23 was missing expense categories and Dale explained that the graph just includes the four largest categories (payroll expenses; services; utilities, fuel, communications; and maintenance).

Greg Ward asked when the new firetruck is scheduled for delivery and Wayne reported that it is expected the first quarter of 2020.

**Wayne Sieloff, President & CEO**

- With the new board report format, we welcome any board member comments or feedback.
- Congratulated EAA Chapter 55 for putting on another great Mason Aviation Days on August 17, 2019. The event attracted many visitors flying in and a lot of people enjoyed breakfast, lunch and planes. Also thanked EAA Chapter 55 for hosting the Young Eagle's events in June, July and August. These events provide a great opportunity for kids to learn about aviation and experience flying.
- An exploratory committee was formed with LEAP assistance to evaluate and make recommendations to the city on establishing a North Grand River Corridor Improvement

Authority (CIA). The committee made a presentation to the City Council's Committee on Development and Planning on August 12. The city council will hold a public hearing on September 23 at 7:00 pm and if all goes well the city council is expected to vote on establishing the CIA in December. A drawing of the North Grand River CIA Boundary was provided; the area is mostly east of the airport.

- Mike Leeuw, owner of EMA Enterprises II, LLC, has asked if we could adjust the payment schedule of his capital investment and commission levels stipulated in the contract which was negotiated and approved in early 2018. Wayne and Dale have reviewed his request and think it is reasonable given the additional labor and food cost to support the operation of the new Capital Brewport. Wayne intends to negotiate an amendment to the agreement which will include spreading out the period for capital investment and reducing the commission owed to the Airport Authority for a 12-month period. This will allow the Authority and EMA to get through constructing and starting up both new concession facilities and allow another review of the food and beverage financials next summer.
- As a member of the Lansing Rotary Club, Wayne had the honor of serving as chair of the month in August and was responsible for inviting speakers to present each week. To maximize the opportunity, "Aviation and Travel" speakers included Steve Lorincz, TSA Regional Security Director; Lynda Kroll, Apple Vacations; Rick Fiddler, Commissioner with State of Michigan Aeronautics, also a pilot who survived 3 helicopter crashes; and Mark Bathurst, Director of the Lansing Community College Aviation Maintenance Technology Program.
- Provided an update on the status of preparation of our 10-year Capital Improvement Plan. A conference call is scheduled for tomorrow with the FAA and the consultant who completed the feasibility study and analysis to justify the enhancements to our secondary runway 6/24.
- Regarding our future Terminal Modernization Program, we are in the midst of the competitive solicitation process which invites teams of Architects, Engineers and Construction Managers to submit responses to the Authority's Request for Qualifications. 25 people attended the pre-response meeting on July 30<sup>th</sup> and responses are due on September 17.
- Continuing the effort to drive high customer satisfaction, we have a new addition in the terminal, a Short Edition kiosk (a short story dispenser). Thanks to Karissa Weight for her efforts with this addition.
- With the bar/restaurant complete in June, we are beginning work on the coffee shop with a prominent local coffee company.
- We have a meeting scheduled with the rental car companies to discuss the fuel tanks, service sites, wash bays and overall plan since the sites are 30 years old. We hope to use the CFC (customer facility charge) funds.
- The board strategy session is scheduled for September 9<sup>th</sup> in Mason. To build upon the last strategy session in January 2019, the key items discussed will be Brand Enhancement, a Multi-Year Financial Plan and Procurement Contracting Policy. A closed session will also be included to prep for the collective bargaining unit negotiations with AFSCME and POAM which are scheduled for early October.

John Shaski commented on the great speakers arranged by Wayne for the Rotary meetings. He also inquired about the Human Trafficking Training scheduled for staff and asked if tenants and operators will be trained. Karissa Weight explained that the initial training will be for staff but subsequent training will include tenant and operator employees. John shared that he has heard powerful stories where victims were helped by airline personnel.

Debbie Groh asked about the timeframe for the EMA Enterprises amendment and asked that details of the final amendment be shared with the board.

## **OLD BUSINESS**

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1. None

**NEW BUSINESS**

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1. None

**PUBLIC COMMENT**

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1. Vickie Vandenbelt, EAA Chapter 55, thanked the Authority for providing a booth at the Mason Aviation Days.

**BOARD COMMENTS**

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1. Daniel Schiffer added that Vickie is a major reason why the events are successful. She is a great organizer of all the volunteers needed to run these events. Debbie Groh commented on the LCC Aviation Technology Program and the interest it sparked in attendees. John Shaski added that Mark Bathurst, Director of LCC's Aviation Program, did a great job presenting the value of the LCC program recently at the Lansing Rotary meeting.

**ADJOURNMENT**

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1. John Shaski moved the meeting be adjourned at 5:21 pm.
2. The motion carried, and the meeting was adjourned.

*signed*  
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John Shaski, Chair

*signed*  
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Bonnie Wohlfert, Secretary