

February 25, 2019
REGULAR MONTHLY BOARD MEETING
Chair John Shaski

Board Members Present: John Shaski, Debbie Groh, Daniel Schiffer, Jordan Leaming & Greg Ward

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, Ron O'Neil, Dakota Gamble and Bonnie Wohlfert

Members of the Public Present: Dan Kehoe, Mead & Hunt; Jeff Chanault, WSP

CALL TO ORDER & ROLL CALL

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

APPROVAL OF MINUTES

- a. Greg Ward moved the Board approve the minutes of the November 19, 2018 Regular Board meeting.
- b. The motion passed unanimously.
- c. Jordan Leaming moved the Board approve the minutes of the January 14, 2019 Board Strategy Session.
- d. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS & RECOMMENDATIONS FOR ACTION

#19-01 Amendment 1 to Great Lakes Air Ventures Commercial Operating and Lease Agreement; Rescind Resolution #18-28

- a. Greg Ward moved the Capital Region Airport Authority Board rescind Resolution #18-28 previously approved and related to this matter.
- b. Rob Benstein informed the board that Great Lakes Air Ventures has determined that they are unable to purchase fuel within the price range originally anticipated. Given this, they have re-evaluated their business model and have decided not to pursue fueling services at this time. The Airport Authority will continue to maintain the fuel system and provide self-serve fueling as it has for approximately the last ten years.
- c. The motion passed unanimously.

#19-02 Revisions to the Authority's Employee Policies and Procedures Manual, including terminology revisions related to Human Resources and the Short-Term and Long-Term Disability Policy sections

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual as indicated and authorized the President –

CEO, or his designee, to revise, develop, and implement all guidelines and procedures related to these changes.

- b. Karissa Weight explained that we are aligning policy with procedures. Contributions made by the CRAA toward the monthly premiums for short and long term disability will be established by the employee's length of service, where previously determined by the employee's accrued and available sick hours. Wayne Sieloff added that terminology by title, "Human Resources Manager", will be changed to department, "Human Resource Department or Human Resources Representative", as appropriate.
- c. The motion passed unanimously.

#19-03 Amendments and restatement of the Authority's "cafeteria plan" under Internal Revenue Code, section 125 including the HIPAA Privacy Plan Sponsor Certification to Welfare Benefit Plan

- a. Greg Ward moved the Capital Region Airport Authority Board approve the Amendment and Restatement of the Authority's Cafeteria Plan and the HIPAA Privacy Plan Sponsor Certification to Welfare Benefit and authorized the President and CEO, or designee, be named the authorized designee and sign all related documents.
- b. The motion passed unanimously.

REPORTS

Dale Feldpausch, Vice-President & CFO

Presented financials for period ending December 31, 2018 and shared information received at the MAAE (Michigan Association of Airport Executives) conference and the AAAE Finance and Administration Conference. The areas of emphasis were air service development, capital funding and non-airline revenue, ground transportation/parking. Questions and discussions included Uber and Lyft contracts, advertising verses airport development expenditures, FAA funding, the State Block grant and essential air service grants.

Wayne Sieloff, President & CEO

- At the November board meeting, the board awarded the construction contract for the bar/restaurant (Phase I). Change orders involving relocation of infrastructure and ceiling height in a portion of the space total \$11,000 to date; completion of construction is anticipated in April.
- In late November, we kicked off planning and design on Phase II of the terminal improvements which will focus on providing a coffee shop and other passenger amenities on the 2nd floor.
- We are also working with the CVB (Convention & Visitors Bureau) on Phase III which involves the 1st floor café, gift shop, travel agency and volunteer information area.
- One of our initiatives which began last year was to better engage those at MSU. In December we met with the director of a new program at MSU focused on Customer Experience. This program will focus on helping organizations and businesses solve real world challenges in their sector. CRAA is the 7th organization to join with MSU as a partner with this program.
- Also related to MSU, on December 10 and 19, a great group of MSU students presented CRAA staff the results of marketing research projects conducted during the Fall 2018 term. The presentations, data, and ideas were valuable and provide us with current data and brand perceptions obtained from those at MSU and in mid-Michigan about our airports.
- Earlier this month, Wayne attended the first of 2 annual air service development conferences, Routes America in Quebec, Canada. He met with 5 airlines, American, United and 3 airlines that currently do not provide service in Lansing.
- We will be meeting with the FAA in late March or early April to discuss our 10-year CIP (Capital Improvement Program).
- Wayne has met one on one with CEOs and senior leadership of local businesses and organizations to present opportunities to become involved as a sponsor of our hold rooms at our airport.
- The budget work sessions are scheduled for the week of March 25, 2019.

