

May 15, 2017
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, Samantha Harkins, Dick Baker, John Shaski and Greg Ward

Absent: Victor Celentino

Ex-Officios Present: Robert Showers & Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Nicole Noll-Williams, Karissa Weight, Eric Patrick and Bonnie Wohlfert

Members of the Public Present: Andon Pogoncheff; Dan Kehoe & Mark Breukink, Mead & Hunt; Ken Shriber, CAAG; Joel Zachrich

CALL TO ORDER

1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:32 p.m. with a quorum present.

APPROVAL OF MINUTES

- a. Greg Ward moved the Board approve the minutes of the April 17, 2017 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. None

RESOLUTIONS

#17-10 Nichols Hangars, LLC – Lease Agreement

- a. Samantha Harkins moved the Capital Region Airport Authority approve Resolution #17-10 approving a ground site lease agreement with Nichols Hangars, LLC and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#17-11 Cloud 9 Facilities and Equipment, LLC – Lease Agreement

- a. Samantha Harkins moved the Capital Region Airport Authority approve Resolution #17-11 approving a ground site lease and commercial operating agreement with Cloud 9 Facilities and Equipment, LLC and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for 8 months, period ending March 31, 2017.

- Airline revenue is over budget due to more international flights than expected. UPS cargo is also above budget. Joe Brehler asked if the additional airline revenue will cause the legacy carriers to come back and ask for a credit at year end. Dale explained that the Authority no longer has a residual agreement with the airlines. We have a compensatory agreement where the airport takes the risk and there is no true up at year end.

QUESTIONS ON STAFF REPORTS

1. Greg Ward inquired about the three property damage reports on the Public Safety report. Eric Patrick explained that one was a two car accident at the corner of Grand River and Capital City Boulevard. Eric will provide details about the other two reports.
2. Dick Baker asked if the "Enplanements by Month" graph on the Airport Statistics report was accurate. Nicole Noll-Williams indicated that we would double check it.
3. Dick Baker, referring to the Delayed & Cancelled Flight Log provided by Operations, asked if the delay/cancel reasons are known. Wayne Sieloff explained that new reporting standards, effective in January 2018, will help provide more transparency. John Shaski added that he is pleased with the new layout of the report, with the summary at the bottom, and a 2% cancel rate (Delta 1.84%) isn't bad. Dick requested more information regarding the delay/cancel reason in order to gain a better understanding.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- We were awarded the 2017 PACE Award for Outstanding Public Relations success in a public affair campaign for the American Airlines Washington D.C. slot exemption request.
- Wayne and staff continue to meet with leaders of regional organizations, corporations and government entities. This past month, they met with Peckham, MERS (Municipal Employee's Retirement System), City of East Lansing, Greater Lansing Food Bank, Board of Water & Light and Emergent Biosolutions. They appreciate everyone's time, input and suggestions. Chris Holman added that it's nice to see the airport more of a partner in the community.
- Wayne thanked the Tri-County Regional Planning Commission for the invitation to present at their April board meeting. He received great input and suggestions.
- Wayne thanked Commissioner David Pohl of Clinton County for the invitation and introduction at the April meeting of the Clinton County Township Officers Association.
- Our 14 week internship program was started last Monday with five interns (1 in Administration/Finance; 1 in Operations and 3 in Marketing). We applied for the MAAE, Michigan Association of Airport Executives, Internship Grant Program and will receive \$2,000 to help offset the cost.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Andon Pogoncheff suggested we add national weather to the flight information display screens so passengers can see if their flight may be affected by weather in another part of the country.

BOARD MEMBER COMMENTS

1. None

ADJOURN

1. Greg Ward moved the meeting be adjourned at 5:10 pm.
2. The motion carried, and the meeting was adjourned.

signed

Chris Holman, Chair

signed

Bonnie Wohlfert, Secretary