

May 9, 2019
BUDGET PUBLIC HEARING and
SPECIAL BOARD MEETING
Chair John Shaski

Board Members Present: John Shaski, Victor Celentino, Debbie Groh, Daniel Schiffer & Jordan Leaming

Absent: Greg Ward

Ex-Officios Present: Joe Brehler & Robert Showers

Management, Staff and Employees Present: Wayne Sieloff, Dale Feldpausch, Rob Benstein, Karissa Weight, Eric Patrick, Ashley Patterson, Corey Rees, Ron O'Neil, Dakota Gamble and Bonnie Wohlfert

Members of the Public Present: Daniel Otto & Andon Pogoncheff

CALL TO ORDER & ROLL CALL

1. John Shaski, Chair, called the Budget Public Hearing and Special Board Meeting of the Capital Region Airport Authority to order at 4:31 p.m. with a quorum present.
2. Victor Celentino welcomed Carol Koenig, the Ingham County Liaison.

BUDGET PUBLIC HEARING COMMENT

1. John Shaski stated the Budget Public Hearing ad was published in the Lansing State Journal on Sunday, April 28, 2019 and was also available online for 7 days. The Authority received no requests to view the budget.
2. No attendees came forward to comment.
3. Victor Celentino moved that no comments were received today on the FY2020 Budget.
4. The motion passed unanimously.

APPROVAL OF MINUTES

1. None

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS & RECOMMENDATIONS FOR ACTION

#19-07 Award of Contract for Interactive Computer Based Training System

- a. Victor Celentino moved the Capital Region Airport Authority Board award the contract for Interactive Computer Based Training System to the American Association of Airport Executives (AAAE) in an amount not to exceed \$150,569 for a five-year agreement with an optional two more terms of three years for a total of eleven years. \$82,775 for the first year and \$6,600 each year for years two through five. Years six through eight \$6,798 per year and \$7,000 per year for years nine through eleven. The Authority authorized the President – CEO or designee to sign all documents on behalf of the Authority.
- b. Wayne Sieloff explained that at the meeting of the Board on April 22, 2019, Resolution 19-07 was tabled and a request was made for the Authority to obtain an attorney opinion to determine if there would be a conflict of interest given some staff of the Airport Authority

are members of the AAAE. Mary Kay Shaver, Partner with Varnum, LLP, reviewed the background and documents provided by the Airport Authority and determined that no conflict of interest exists.

- c. Joe Brehler expressed his appreciation for the efforts of staff and stated that he is satisfied with the opinion.
- d. Jordan Leaming inquired about the general RFP (Request for Proposal) process. Wayne Sieloff explained that an evaluation committee, comprised of staff from different departments, is selected for each RFP. We received a FOIA request which we complied with by supplying the requested documents. The RFP includes protest language; we did not receive a protest.
- e. The motion passed unanimously.

#19-12 Budget FY 2020 Approval

- a. Jordan Leaming moved the Capital Region Airport Authority Board approve the proposed Budget for Fiscal Year 2020 as presented and authorized the President – CEO to execute all documents necessary for budget implementation. Moreover, the Authority authorized the President & CEO to certify to Ingham County the necessary mill levy amounts.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Schiffer, Yes; Mr. Shaski, Yes

#19-13 Award of Contract for Maintenance Services for Flight Information Display and Visual Digital Paging System

- a. Debbie Groh moved the Capital Region Airport Authority Board award the contract for Maintenance and Support Services for Flight Information Display and Visual Digital Paging system to Com-Net Software (SITA) in an amount not to exceed \$178,125 over the 4-year term of the agreement and authorized the President – CEO or designee to sign all documents on behalf of the Authority.
- b. Debbie Groh asked if the software upgrade occurred each year of the 4-year agreement or once in the 4-year period. Wayne Sieloff indicated that it is one software upgrade, likely at the end of the 4-year agreement.
- c. The motion passed unanimously.

REPORTS

- None

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Dan Otto shared that 48 years ago on this date the State of Michigan legally transferred the Airport to the Capital Region Airport Authority.

BOARD COMMENTS

1. Victor Celentino thanked Wayne Sieloff and John Shaski for attending and presenting at the (Ingham) County Services Committee meeting. Victor said he received several positive comments.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 4:43 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary