

September 18, 2017
REGULAR MONTHLY BOARD MEETING
Vice Chair John Shaski

Board Members Present: John Shaski, Victor Celentino, Greg Ward, Samantha Harkins and Dick Baker

Board Members Absent: Chris Holman

Ex-Officios Present: Bob Showers and Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Rob Benstein, Ron O'Neil, Kevin Miller, Karissa Weight, Eric Patrick and Bonnie Wohlfert

Members of the Public Present: Chris Reed, Avflight; Andon Pogoncheff

CALL TO ORDER

1. John Shaski, Vice 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 August 21, 2017 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. None

RESOLUTIONS

#17-25 Amendments to Car Rental Lease and Concession Agreements

- a. Victor Celentino moved the Capital Region Airport Authority Board amend all current rental car lease and concession agreements to extend the expiration of the agreements to December 31, 2017 or to the effective date of Authority Board approved replacement agreements. All other terms and conditions of the existing agreements remain in effect and the President and CEO, or designee, was authorized to sign all related documents.
- b. The motion passed unanimously.

#17-26 Waiver of Publicly Funded Health Insurance Contribution Act

- a. Greg Ward moved the Capital Region Airport Authority Board authorize the Airport Authority to waive the cost share requirements of the Publicly Funded Health Insurance Contribution Act for 2018 and the President and CEO, or designee, was authorized to sign all related documents.

- b. The roll call vote was Mr. Baker, Yes; Mr. Celentino, Yes; Ms. Harkins, Yes; Mr. Shaski, Yes; Mr. Ward, Yes
- c. The motion passed unanimously.

#17-27 Customs and Border Protection Information Technology Systems and Equipment Refresh

- a. Samantha Harkins moved the Capital Region Airport Authority Board authorize the payment of up to \$218,004.00 to the U.S. Customs and Border Protection for the refresh of Information Technology Systems and Equipment as required by the Memorandum of Agreement for the User Fee Airport Program. This resolution also authorized the President and CEO, or designee, to sign all related documents.
- b. Wayne added that we did not know the CBP would request this when the budget was prepared. The CBP Memorandum of Agreement has been in place about 10 years and this is the first upgrade.
- c. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for period ending July 31, 2017.

- Maner Costerisan has completed their audit and confirmed all numbers including FDIC coverage of investments. The financial audit resolution will be on next month's agenda.
- Greg Ward commented on the payroll expenses being under budget and inquired if there are vacancies. Karissa Weight replied that we have one Public Safety Officer vacancy and the Director of Engineering and Development position has not been filled yet.

QUESTIONS ON STAFF REPORTS

1. None

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- Wayne thanked the staff for their work on new initiatives and the financial audit.
- We are in the process of replacing our Smarte Carts with newer models and making them more visible to customers.
- The temporary concourse, on the west end of the terminal, has been removed. It was built about 22 years ago for ground loading aircraft but hasn't been used for a number of years. The area may be used to expand the rental car parking.
- The Michigan State Police Canine Unit will be leasing a vacant airport building. They have the agreement and are waiting on signatures.
- Our tailgate for the MSU vs. Western Michigan game was successful. Our 2nd tailgate MSU vs. Notre Dame will be held this coming weekend.
- The TSA Pre✓ event is scheduled for the week of October 9-13. Visit www.flylansing.com to sign up for a personal interview time.
- In the past, employee events have ranged from barbeques to holiday events. We are hosting a couple dinners at the Lansing Brewing Company to thank employees for their service.

BOARD MEMBER COMMENTS

1. Dick Baker stated that he is glad to see we are upgrading the Smarte Carts and that they will be available free or with a minimal cost to guests. Wayne added that the income from the current carts didn't cover the cost. Advertising on the carts will also be an option.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Andon Pogoncheff suggested obtaining a sponsor for the Smarte Carts. He visited Toronto Pearson International Airport which has carts that state "this cart is provided courtesy of [company name]".

BOARD MEMBER COMMENTS

1. Greg Ward commented that the TSA Pre✓ event is a nice service to offer and the process is very streamlined. He added that the new parking lot entrance looks great.
2. John Shaski asked if Global Entry enrollment could be offered during the spring travel season since we have customs officers on-site. Wayne reported that we are looking into a mobile enrollment center. The current customs officers onsite are not trained in this area.
3. Dick Baker stated that he is pleased with the load factor for D.C. (American). Wayne added that we will be setting up a meeting this fall with American to discuss keeping this slot.
4. Wayne mentioned that the Customs & Border Protection refresh project is not included on the current capital budget list but will be funded from the capital budget.

ADJOURN

1. John Shaski moved the meeting be adjourned at 5:01 pm.
2. The motion carried, and the meeting was adjourned.

signed
John Shaski, Vice Chair

signed
Bonnie Wohlfert, Secretary