

**March 2, 2010**  
**REGULAR MONTHLY BOARD MEETING**  
Chris Holman, Chair

**BOARD MEMBERS PRESENT:** Chris Holman, Paul Hufnagel, Todd Cook and Victor Celentino

Absent: Charles Moore and Calvin Lynch

**MANAGEMENT, STAFF AND EMPLOYEES PRESENT:** Bob Selig, Mike Daigle, Dale Feldpausch, Dan Otto, Nicole Noll-Williams, Brent Case, Liz Andrews, Lisa Adams, Kim Daman, Greg Welch and Bonnie Wohlfert.

**MEMBERS OF THE PUBLIC PRESENT:** Bob Kolt, Kolt Communications; Gary Siegfried & Bill Ropposch, Mead & Hunt; Steve Blocher; Joe Meszaros, AvFlight

**CALL TO ORDER**

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1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:01 p.m.

**APPROVAL OF MINUTES**

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1. Victor Celentino moved the Board approve the minutes of the March 2, 2010 Regular Board meeting.
2. The motion passed unanimously.

**PUBLIC COMMENT**

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1. None

**COMMUNICATIONS**

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1. None

**REPORTS**

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1. Bob Selig - Travel Trust Formalization
  - A formal, separate organization would enable us to pool buying power in support of recruitment.

**RESOLUTIONS**

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**#10-09 Labor Agreement between Capital Region Airport Authority and the Operations Department Supervisory bargaining unit of the Police Officers Labor Council (POLC)**

- a. Paul Hufnagel moved the Capital Region Airport Authority Board approve Resolution #10-09 adopting a new one-year agreement with the Operations Department Supervisory Unit of the Police Officers Labor Council beginning January 1, 2010 through December 31, 2010 and authorized the Executive Director to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

**#10-10 Assignment of Comair On-Airport Operating Agreement to Regional Elite**

- a. Paul Hufnagel moved the Capital Region Airport Authority Board approve Resolution #10-10 approving the Assignment of the Agreement from Comair to Regional Elite pursuant to Article 11 of the Agreement and authorized the Executive Director to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

**#10-11 Bid Award Electrical Project Rwy 6/24 and Txy 'C'**

- a. Paul Hufnagel moved the Capital Region Airport Authority Board approve Resolution #10-11 approving the contract award to J.R. Howell Airport Lighting for the runway 6/24 and taxiway C electrical systems replacement project in an amount of \$583,941.00 and authorized the Executive Director to sign all associated documents on behalf of the Authority.
- b. There was some discussion on whether the bidders were local and if the low bid raised any concern. Victor Celentino requested the bidder's address, specifically the city, be included on future resolutions.
- c. The motion passed unanimously.

**#10-12 Accept State Contract No. 2010-0132 for Mason Fencing**

- a. Todd Cook moved the Capital Region Airport Authority Board approve Resolution #10-12 accepting the State contract for construction of the replacement of the automated weather observation system (AWOS) at Mason, consultant fees for the design, construction engineering and construction of a part of the perimeter fencing of the Mason airport for a total cost of approximately \$157,950.00 and in support of the federal grant and authorized the Executive Director to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

**#10-13 Accept Federal AIP Grant # 3-26-0055-4610**

- a. Todd Cook moved the Capital Region Airport Authority Board approve Resolution #10-13 accepting federal grant 3-26-0055-4610, expected to be issued no later than March 10, 2010 in the amount of \$1,039,386.00, to be used to fund construction of electrical systems replacement on runway 6/24 and taxiway C, consultant fees for design and construction of this work and for reimbursement of costs associated with the federal inspection station construction and authorized the Executive Director to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

**#10-14 Accept State Contract for AIP -4610**

- a. Todd Cook moved the Capital Region Airport Authority Board approve Resolution #10-14 accepting the State contract for AIP-4610 used to fund construction of lighting systems replacement on runway 6/24 and taxiway C, consultant fees for the design and construction engineering of the project and reimbursement for costs associated with construction of the federal inspection station for a total cost of approximately \$1,094,091.00 and authorized the Executive Director to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

**#10-15 Mead & Hunt Construction Engineering CA Rwy 6/24 & Txy C**

- a. Todd Cook moved the Capital Region Airport Authority Board approve Resolution #10-15 approving the construction engineering agreement with Mead & Hunt for the electrical project on Rwy 6/24 & Txy C in the amount of \$57,085.00 and authorized the Executive Director to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

**#10-16 Formalization of the Regional Business Travel Trust**

- a. Todd Cook moved the Capital Region Airport Authority Board approve Resolution #10-16 authorizing the Executive Director to proceed with the process of formalization of the Regional Business Travel Trust and to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

## **MONTHLY REPORTS**

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1. Financial Report – Dale Feldpausch
2. Report of the Executive Director – Bob Selig
  - Cancun flights are doing well. Apple Vacations is planning additional flights and locations for next year.
  - The conversion of the gift shop to the travel agency should be complete by month end.
  - The FlyLansing.com booking tool and hosting agreement is due in July. Cost savings may be seen if this service is brought in-house.
  - US Customs is pleased with the Federal Inspection Station. Flights of 160 passengers are cleared in approximately 30 minutes. AvFlight is doing a great job with the ground handling.
  - The Health Department has been out to review the incinerator and everything is working fine.

## **NEW BUSINESS**

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1. None

## **PUBLIC COMMENT**

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1. None

## **BOARD MEMBER COMMENTS**

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1. Chris Holman thanked Tim Haizlip for snow removal efforts this winter.

## **ADJOURN**

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1. Paul Hufnagel moved the meeting be adjourned at 4:35 p.m.
2. The motion carried, and the meeting was adjourned.

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Chris Holman, Chairman

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Bonnie Wohlfert, Secretary