

April 17, 2017
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, Samantha Harkins, Dick Baker, Victor Celentino and Greg Ward

Absent: John Shaski

Ex-Officios Present: Robert Showers & Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Dale Feldpausch, Ron O'Neil, Robert Benstein, Karissa Weight, Eric Patrick, Tammie Lewandowsky and Bonnie Wohlfert

Members of the Public Present: Gordy Bogner, QoE Consulting; Zachary Puchacz, Mead & Hunt; Andon Pogoncheff; Pam Tobin; Joel Zachrich

CALL TO ORDER

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

APPROVAL OF MINUTES

- a. Samantha Harkins moved the Board approve the minutes of the March 20, 2017 Regular Board meeting; Greg Ward supported.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. FY 2018 Budget Presentation – Dale Feldpausch
FY 2018 Budget includes Source of Funds of \$14,656,199 and Use of Funds of \$14,621,128 with Mill Levy Certification, consistent with previous years, of .6990 mills, which will produce approximately \$5,018,121. Dale thanked the board members and ex-officios for their time and feedback during the budget work sessions. Joe Brehler thanked Chris Holman for allowing the ex-officios to participate in the budget work sessions. Chris expressed appreciation to the ex-officios for their time.

RESOLUTIONS

#17-06 Budget FY 2018 Approval

- a. Victor Celentino moved the Capital Region Airport Authority approve Resolution #17-06 adopting the proposed Budget for Fiscal Year 2018 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. Victor Celentino thanked the staff for their work on the budget process and thanked Dale Feldpausch for providing the hard copy in advance.
- c. The roll call vote was: Mr. Baker, Yes; Mr. Celentino, Yes; Ms. Harkins, Yes; Mr. Ward, Yes; Mr. Holman, Yes.
- d. The motion passed unanimously.

#17-07 Rates and Charges Ordinance – FY 2018

- a. Victor Celentino moved the Capital Region Airport Authority approve Resolution #17-07 adopting the Rates and Charges Ordinance, which includes the Airline Agreement, for Fiscal Year 2018. This Rates and Charges Ordinance is effective July 1, 2017.
- b. The motion passed unanimously.

#17-08 Contract Modification Taxiway Turning Improvements Phase 1 – E.T. MacKenzie Company

- a. Greg Ward moved the Capital Region Airport Authority approve Resolution #17-08 authorizing the modification to the construction contract in the amount of \$249,637.65 with E.T. MacKenzie Company with total cost of services under the contract to a not-to-exceed amount of \$3,906,231.90 and authorized the President & CEO, or designee, to sign the necessary documents on behalf of the Authority.
- b. Victor Celentino inquired about the soil modifications. Wayne explained that soils will be tested this year and if found unsatisfactory the same FAA approved correction will be used. The motion passed unanimously.

#17-09 RS&H Contract Modification – Taxiway Turning Improvements Phase 1 Construction Administration Services

- a. Greg Ward moved the Capital Region Airport Authority approve Resolution #17-09 approving a contract modification in the amount of \$69,754.00 with RS&H Michigan, Inc. for the Taxiway Turning Improvements Phase 1 with a total cost of \$418,482.00 for all services under the contract for the project and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. Chris Holman asked if the contract modification was due to the soil issue or winter weather. Wayne explained that the primary delay was due to unsuitable soils. Dale Feldpausch added that the engineer didn't do anything wrong. They qualified under contract for substantial performance.
- c. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for 8 months, period ending February 28, 2017.

QUESTIONS ON STAFF REPORTS

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1. None

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

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- Wayne thanked the staff and board members for their involvement in the budget process and work sessions.
 - Wayne met with Senator and/or their congressional staff (Stabenow, Peters, Bishop, Moolenaar, and Walberg) and it was good to be able to convey LAN priorities.
 - Met with the executive staff of a couple local firms and gained great input.
 - Wayne presented at a Lansing Rotary and we hosted Leadership Lansing. One of our focuses is to encourage everyone to check Lansing first when traveling.

- We are meeting with facility and energy firms to obtain input on ways the airport can reduce energy consumption and potential financing options for related capital projects.
- We are meeting with the rental car companies on May 17, 2017 to see how the airport can help the three brand families (Avis/Budget, Hertz and Enterprise/National) expand and grow their operations at LAN. We also want their input on future rental car facility improvements.
- The Next Michigan Development Corporation met last week at the airport and we appreciate all their efforts to create more jobs.
- Apple Vacations has received several airlines bidding to provide the service next year. The schedule should be announced soon and then marketing efforts will begin.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. Greg Ward asked if the parking lot project will have any impact on passengers. Ron O'Neil explained that we have two entrances, an east and a west, and only one will be closed at a time. Signage will also direct passengers to the open entrance.
2. Greg also inquired about the employee vacancies. Wayne reported that we have two openings in the Operations Department and the other open position is the Director of Engineering & Development.
3. Greg Ward thanked Wayne and the leadership staff for providing a premium tour of the airport.
4. Dick Baker thanked Jonathon Vrabel for the tour of Mason Jewett Field, specifically the LCC training facility. Dick described the facility as very impressive and interesting. Students can earn \$45,000 - \$60,000 after a two year program and they have 100% placement.

ADJOURN

1. Greg Ward moved the meeting be adjourned at 5:02 pm.
2. The motion carried, and the meeting was adjourned.

signed

Chris Holman, Chair

signed

Bonnie Wohlfert, Secretary