

April 23, 2018
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, Victor Celentino, John Shaski, Dick Baker & Jordan Leaming

Board Members Absent: Greg Ward

Ex-Officio Present: Robert Showers and Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Rob Benstein, Ron O'Neil, Karissa Weight, Spencer Schuon, Dakota Gamble and Bonnie Wohlfert

Members of the Public Present: Chris Reed, Avflight; Mark Breukink, Mead & Hunt; Andon Pogoncheff and Craig Wieland

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. Dick Baker moved the Board approve the minutes of the March 19, 2018 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. FY 2019 Budget Presentation – Dale Feldpausch

FY 2019 Budget includes Source of Funds of \$15,014,897 and Use of Funds of \$15,014,897 with Mill Levy Certification, consistent with previous years, of .6990 mills, which will produce approximately \$5,239,640. Dale reminded board members that the airline agreement is also part of the rates and charges ordinance, resolution 18-10. Dale thanked the board members and ex-officios for their time and feedback during the budget work sessions.

RESOLUTIONS

#18-09 Budget FY 2019 Approval

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the proposed Budget for Fiscal Year 2019 as presented and authorized the President – CEO to execute all documents necessary for budget implementation. Moreover, the Authority Board authorized the President – CEO to certify to Ingham County the necessary mill levy amounts.
- b. Joe Brehler thanked Wayne Sieloff for meeting with the Ex-Officios. Bob Showers expressed appreciation also. Chris Holman also thanked staff for their thoroughness.

- c. The roll call vote was: Mr. Baker, Yes; Mr. Celentino, Yes; Mr. Leaming, Yes; Mr. Shaski, Yes; Mr. Holman, Yes

#18-10 Rates and Charges Ordinance – FY 2019

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the Rates and Charges Ordinance (which includes the Airline Agreement) for Fiscal Year 2019. The Rates and Charges Ordinance is effective July 1, 2019.
- b. Wayne Sieloff reported that since the budget work sessions there has been a modification to incinerator fees and the rental car service building square footage rate.
- c. The motion passed unanimously.

#18-11 Craig Wieland Ground Site Lease Agreement at Mason Jewett Field

- a. Victor Celentino moved the Capital Region Airport Authority Board approve a ground site lease agreement with Craig Wieland and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#18-12 EMA Enterprises, Inc. – Concession Operating Agreement

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the Concession Operating Agreement with EMA Enterprises, Inc. for a five (5) year agreement commencing on May 1, 2018, ending on April 30, 2023, and authorized the President and CEO, or designee, to execute the agreement as well as any related documents.
- b. Wayne Sieloff shared with board members the initial conceptual renderings of the bar/restaurant on the second floor. He explained that the lease with EMA is for a shorter term with higher percentages and includes a \$50,000 contribution towards modernizing the bar/restaurant. The bar/restaurant is also planned to be branded as Lansing Brewing Company with contribution of branded improvements in the concession, collaboration on the menu and monitoring of customer service.
- c. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for period ending February 28, 2018.

- Airline revenue is a little above budget; due to airline's being conservative with estimates.
- There were no major budget variances for the expenses.
- Building rentals have improved and car rentals are doing well.
- In response to board member questions, Dale provided a graphical overview of Enplanements from 2000 – 2017. Dale also provided a graphical Utility Cost Analysis.

QUESTIONS ON STAFF REPORTS

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1. None

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

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- Wayne introduced new Operations Officers, Spencer Schuon and Dakota Gamble:

Spencer has earned a Bachelor of Science degree in Aviation Science and Administration from Western Michigan University. Before coming to CRIA, he was an operations assistant with Kalitta Air, an on-demand cargo airline based in Ypsilanti, Michigan. Spencer has also completed several internships in the aviation industry.

Dakota has earned a Bachelor of Science degree in Aviation Management and Operations from Western Michigan University. Before coming to CRIA, he was an intern with Corporate Eagle, a provider of fractional aircraft ownership and aircraft management services based in Waterford, Michigan.

- On April 10, 2018, the Federal Aviation Administration published in the Federal Register American Airlines' petition seeking an extension of the slot into DCA. There will be a 20-day comment period which will close on April 30, 2018. We have received 1600+ letters so far for the petition. We are hopeful that a decision will be received within eight weeks. If American Airlines is successful, service will continue through October 29, 2019.
- Wayne called the board members attention to the "De-Icing Materials" sheet and explained that these are the chemicals used at the airport for de-icing of aircraft and pavement at the airport. He added that they are not hazardous or toxic and noted they are commonly found in several products and in some cases even food.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. None

ADJOURN

1. Victor Celentino 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