

**April 22, 2019**  
**REGULAR MONTHLY BOARD MEETING**  
Chair John Shaski

**Board Members Present:** John Shaski, Greg Ward, Victor Celentino, Debbie Groh & Daniel Schiffer

**Absent:** Jordan Leaming

**Ex-Officios Present:** Joe Brehler & Robert Showers

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

**Members of the Public Present:** Margaret Schiffer; Chris Reed, Avflight; Andon Pogenceff; Dan Kehoe, Mead & Hunt

**CALL TO ORDER & ROLL CALL**

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1. John Shaski, 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**

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- a. Greg Ward moved the Board approve the minutes of the February 25, 2019 Regular Board meeting.
- b. The motion passed unanimously.

**COMMUNICATIONS & SPECIAL ITEMS**

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1. None

**PUBLIC COMMENT**

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1. None

**REPORTS & RECOMMENDATIONS FOR ACTION**

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**#19-04 Presentation of Proposed FY 2020 Budget, Establishing Budget Public Hearing and Establishing Special Meeting for Budget Adoption**

- a. Victor Celentino moved the Capital Region Airport Authority Board place on file for public inspection the proposed fiscal year 2020 budget and set the public hearing for the proposed budget for May 9, 2019 at 4:30 p.m. in the Community Room at the Capital Region International Airport. Additionally, the Board approved holding a Special Board Meeting immediately following the public hearing for purposes of considering adoption of the proposed fiscal year 2020 budget and other items, if necessary. Furthermore, the Board authorized the President – CEO to advertise notice of the public hearing in a local newspaper and post notice of the Special Meeting as required.
- b. The motion passed unanimously.

**#19-05 Airline Rates and Charges and Operating Requirements Ordinance**

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the Airline Rates and Charges and Operating Requirements Ordinance as amended for Fiscal Year 2020. This Rates and Charges Ordinance shall be effective July 1, 2019.
- b. The motion passed unanimously.

**#19-06 Consolidated Rates and Charges Ordinance Amendment – FY 2020**

- a. Greg Ward moved the Capital Region Airport Authority Board approve the Consolidated Rates and Charges Ordinance as amended for Fiscal Year 2020. This Rates and Charges Ordinance shall be effective July 1, 2019.
- b. The motion passed unanimously.

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

- a. Greg Ward 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
- b. Wayne Sieloff explained that the system is used for training employees prior to badging and a Power Point presentation is currently used. The AAAE system is interactive with custom and generic modules that include security, airfield driving and customer service. Joe Brehler questioned whether selecting AAAE posed any problems in terms of conflict of interest. Wayne indicated that AAAE has separate lines of business (membership, training, geo-fencing, etc.) and although 5-10 employees are members of AAAE, none of the employees hold an AAAE office position. The Authority issued a Request for Proposals (RFP) with two companies responding; evaluation of the proposals was conducted and the proposal submitted by AAAE received the highest score. Victor Celentino stated that Mr. Brehler makes a good point and suggested contacting legal counsel for an opinion.
- c. Victor Celentino moved to table the motion; Greg Ward seconded.
- d. The motion to table passed unanimously.

**#19-08 AT&T Communications Facilities Easement – 3801 Capital City Blvd.**

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve granting an easement to Michigan Bell Telephone Company d/b/a AT&T Michigan for the purpose of installing and maintaining communications facilities for service to 3801 Capital City Blvd. (Adams Outdoor Advertising) and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. Debbie Groh asked about the timeframe for the easement. Rob Benstein indicated they are ready to dig tomorrow.
- c. The motion passed unanimously.

**#19-09 Delegation of Authority to CEO to approve Branding, Marketing and Website Design Services Contract(s)**

- a. Daniel Schiffer moved the Capital Region Airport Authority Board authorize the President-CEO to execute all future contracts and sign all documents resulting from the Authority's competitive solicitation process under Request for Proposals #19-02 for Branding, Marketing and Website Design Services. The maximum term of the contract(s) will be five (5) years and the total amount authorized for all services (excluding media purchases) under all contracts over the term of the contracts will not exceed \$600,000.
- b. The motion passed unanimously.

**#19-10 Revisions to the Authority's Employee Policies and Procedures Manual, specifically the Personnel Provisions**

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual by approving revisions to policy Section 300.10, previously titled Filling Positions. Modifications to this policy include:

- Retitling the policy to Recruitment & Selection
  - Reinforce our commitment to development and diversity
  - Establish a standard number of posting days for job postings and exceptions
  - Revising list of criteria used to evaluate candidates
  - Revise language within the Post-Selection Evaluation to encompass TSA and Federal Regulations
  - Establish record retention requirements
- b. Debbie Groh questioned if the areas crossed out with an “X” are deleted. Karissa Weight indicated yes.
- c. The motion passed unanimously.

## REPORTS

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### **Karissa Weight, Director of Talent & Engagement**

Presented a Training & Development update in support of the strategic goal “Champion our People”. A few key points included:

- All maintenance employees became OSHA-10 Certified
- Several employees are pursuing ACE (Airport Certified Employee) Certifications
- Leaders participated in executive coaching with John Collins and attended a Leadership Retreat
- John Collins will be leading an All-Staff Values Exercise in May 2019

### **Dale Feldpausch, Vice-President & CFO**

Presented financials for period ending February 28, 2019

### **Wayne Sieloff, President & CEO**

- Thanked board members for their time and input during the budget work sessions held in March.
- Two updated budget pages (Statement of Source, Use of Funds and Capital Budget) were distributed to board members to update their budget books.
- New staff member Corey Rees, Planning & Design Manager was introduced to the board.
- The Inter-Local Agreement Granting Limited Waiver of Exemption of Property Taxes from Capture by Meridian Charter Township Downtown Development Authority was signed on April 1, 2019.
- Attended AAAE/ACI Washington Legislative Conference in early March. Discussions continue regarding the increase of PFCs (Passenger Facility Charges). The current maximum of \$4.50/flight would now be between \$8.00 and \$8.50 with inflation. Wayne also met with Senators & Congressman or their staff while in Washington.
- We are 60-90 days into our rebranding efforts and are working on getting broader data. Two Focus Groups will be held May. If board members know of anyone who would be good to attend please contact Karissa or Wayne.
- A while ago CRAA staff had meetings with both MSU and BWL to discuss the potential of solar generation on airport property. Recently, 3-4 companies have reached out to us with interest.

John Shaski welcomed Corey Rees. He also asked Wayne if a Passenger Bill of Rights or the pilot shortage was discussed or if any favorable or unfavorable topics could be thrown into the PFC bill. Wayne indicated that there is nothing negative for airports in discussions related to PFC legislation now and added that doubling the PFCs would make huge strides to help small airports make capital improvements.

Greg Ward commented that he really likes the layout of the new Board Report and added that Karissa is doing a great job with the social media efforts. John Shaski suggested sharing how we

rank compared to other airports. Wayne recognized Spencer Flynn for handling the social media exposure almost 24/7 which is helping to move the bar up.

**OLD BUSINESS**

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1. None

**NEW BUSINESS**

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1. None

**PUBLIC COMMENT**

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1. None

**BOARD COMMENTS**

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1. None

**ENTER CLOSED SESSION**

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1. Victor Celentino moved to enter Closed Session for the CEO Annual Evaluation at 5:10 pm.
2. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes
3. The motion passed unanimously.

**RETURN FROM CLOSED SESSION**

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1. Victor Celentino moved the Board return to Regular Session at 6:34 pm.
2. The motion passed unanimously.

**RECOMMENDATION FOR ACTION**

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**#19-11 Amendments to Employment Agreement of President & CEO**

1. Greg Ward moved the Capital Region Airport Authority Board approve an employment agreement with the President & CEO to amend provisions of the existing agreement including a 3% salary increase, and authorized the Chairman, or his designee, to sign all related documents on behalf of the Authority.
2. The motion passed unanimously.

**ADJOURNMENT**

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1. Victor Celentino moved the meeting be adjourned at 6:36 pm.
2. The motion carried, and the meeting was adjourned.

*signed*

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John Shaski, Chair

*signed*

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Bonnie Wohlfert, Secretary