

December 16, 2019
REGULAR BOARD MEETING
Chair John Shaski

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

Board Member Absent: Jordan Leaming

Ex-Officios Present: Joe Brehler & Robert Showers

Management, Staff and Employees Present: Rob Benstein, Dale Feldpausch, Karissa Weight, Eric Patrick, Spencer Flynn, Dakota Gamble, Corey Rees, Austin Rademacher, Ron O'Neil, Steve Ball, Ashley Lucas, Stephenie Snell, Julianne Stenger, Beverly Wooley, Kally Jones and Bonnie Wohlfert

Members of the Public Present: Pat Frame & Erich Thiel, RS&H; Craig Lyons, Lansing State Journal; Russ Chambers, Go Greener; Andon Pogoncheff; Bob Leisenring, Mead & Hunt; Ryan Carter, Stifel

CALL TO ORDER & ROLL CALL

1. John Shaski, Chair, called the Regular Board Meeting of the Capital Region Airport Authority to order at 4:31 p.m. with a quorum present.
2. John Shaski commented on the great Grand Opening of Market Twenty 4 Seven (held at 4:00 pm) and congratulated staff for their hard work.

APPROVAL OF MINUTES

- a. Victor Celentino moved the Board approve the minutes of the October 28, 2019 Regular Board Meeting.
- b. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. The 2020 Board Meeting schedule was reviewed and John Shaski advised that the board will return to monthly meetings in 2020.

PUBLIC COMMENT

1. None

REPORTS & RECOMMENDATIONS FOR ACTION

#19-23 WGT Holdings, LLC Curb Cut License Agreement

- a. Debbie Groh presented to the Capital Region Airport Authority Board the WGT Holdings, LLC Curb Cut License Agreement and requested Russ Chambers, Owner, provide comments. Russ explained that he and Mike Demmer are the owners and they have received prequalification status from the State of Michigan. Phase 1 involved background checks on the owners and phase 2 involves safety checks. Debbie Groh and Daniel Schiffer expressed concern with approving a 20-year agreement. John Shaski added that the Authority has already allowed a curb cut agreement with 3301 Capitol City Boulevard, LLC, a provisioning/dispensary facility and we should remain consistent with our previous position but could be flexible with the years. Joe Brehler added that he sees no issues with approving a 20-year agreement. The Authority is not renting property and has no liability.

- b. Victor Celentino moved the Capital Region Airport Authority amend Resolution #19-23 as follows: The term of the agreement is for **five (5)** ~~twenty (20)~~ years effective November 1, 2019.
- c. The roll call vote to amend Resolution #19-23 was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.
- d. The roll call vote to approve amended Resolution #19-23 was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.

#19-26 Appointment of Interim President – CEO

- a. Greg Ward moved the Capital Region Airport Authority Board appoint Robert Benstein as the Interim President – CEO, effective October 1, 2019. The board further approved and ratified all acts, actions and transactions taken or done by Robert Benstein as Interim President – CEO relating to the matters contemplated by this Resolution #19-26 done in the name of and on behalf of the Authority, which acts would have been approved by this Resolution #19-26 except that such acts were taken before the date of this Resolution #19-26.
- b. The motion passed unanimously.
- c. John Shaski thanked Rob Benstein for serving as Interim President & CEO and Rob Benstein expressed his appreciation for the board's trust and confidence.

#19-27 Appointment of members to and duties of Personnel Committee

- a. Greg Ward moved the Capital Region Airport Authority Board establish a Personnel Committee for the purpose of conducting a search for a new President – CEO and appointed the following Board members to serve on the committee: Greg Ward, Chairperson, Victor Celentino and Debbie Groh, Members.
- b. The motion passed unanimously.

#19-28 Appointment of members to the Marketing Committee

- a. Greg Ward moved the Capital Region Airport Authority Board establish a Marketing Committee and appointed the following Board members to serve on the committee: John Shaski, Chairperson, Daniel Schiffer and Jordan Leaming, Members.
- b. John Shaski suggested the committees invite other community stakeholders and welcomed our stellar Ex-Officio members to join the committees.
- c. The motion passed unanimously.

#19-29 Labor Agreement between CRAA and the Police Officers Association of Michigan (POAM) for the Public Safety and Operations Bargaining Unit members

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the adoption of a new eighteen (18) month agreement with the Police Officers Association of Michigan (POAM) for the Public Safety and Operations Unit beginning January 1, 2020 through June 30, 2021 and authorized the President & CEO to sign all related documents on behalf of the Authority. The agreement includes the following changes:
 - 1. Revised the observed holiday list to include Martin Luther King Jr. Day, removing President's Day.
 - 2. Revised holiday compensation for night shift employees. Night shift employees that start their shift on the holiday will receive holiday pay for the duration of the shift.
 - 3. Reinstated the compensatory time with a maximum accrual of sixty (60) hours.
 - 4. Renewed the Non-Incursion Safety bonus to be paid out in January 2021.
 - 5. Applied a 2.5% wage increase to the top step of the pay schedule, creating a new Step 7. This increase will go into effect on 1/1/2020 for employees currently in Step 7. All other employees will receive step increases on their anniversary date.
 - 6. Increased the personal time by twelve (12) hours.
 - 7. Aligned the CBA with the fiscal year.

8. Various language changes throughout the contract to better reflect the current operational environment between the Authority and the bargaining unit.
- b. The motion passed unanimously.

#19-30 Labor Agreement between CRAA and the American Federation of State, County and Municipal Employees (AFSCME) for Maintenance Department Bargaining Unit members

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the adoption of a new eighteen (18) month agreement with the Maintenance Department Unit of the American Federation of State, County and Municipal Employees (AFSCME) beginning January 1, 2020 through June 30, 2021 and authorized the President & CEO to sign all related documents on behalf of the Authority. The agreement includes the following changes:
 1. Created language to formalize the past practice of Four 10 schedules during the months of May through September.
 2. Revised the observed holiday list to include Martin Luther King Jr. Day, removing President's Day.
 3. Increased the compensatory time maximum to sixty (60) hours and changed the payout date for compensatory time to the first pay in December.
 4. Renewed the Non-Incursion Safety bonus to be paid out in January 2021.
 5. Created a one (1) dollar per hour stipend for a max of two (2) employees that maintain a Pesticide Applicator Certification.
 6. Applied a 2.5% wage increase to the top step of the pay schedule. This increase will go into effect on 1/1/2020 for employees currently in Step 7. All other employees will receive step increases on their anniversary date.
 7. Reduced the Pay Schedule by eliminating the first 2 steps. This change does not impact any current employees but will improve our future recruitment efforts.
 8. Aligned the CBA with the fiscal year.
 9. Various language changes throughout the contract to better reflect the current operational environment between the Authority and the bargaining unit.
- b. John Shaski thanked Karissa Weight for her work on the negotiation of these agreements.
- c. The motion passed unanimously.

#19-31 Revisions to the Authority's Employee Policies and Procedures Manual, specifically section 400.06 – Holidays Policy

- a. Victor Celentino moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual by approving revisions to policy 400.06 Holidays Policy and authorized the President and CEO, or designee, to revise, develop, and implement all guidelines and procedures related to these changes. Modifications to the policy include:
 - Revising the list of observed holidays to include Martin Luther King Jr. Day in lieu of Presidents Day
 - Removing "Day" following New Year's Eve and Christmas Eve
- b. The motion passed unanimously.

REPORTS

Dale Feldpausch, Vice-President & CFO

Presented financials for period ending October 31, 2019

Robert Benstein, Quality & Compliance Director

- Rob welcomed Stephenie Snell, new Operations Officer. Stephenie is returning to CRAA after leaving for a short period of time to pursue a career as a travel agent with AAA. Stephenie was previously employed as an Operations Officer in Huntsville, Alabama, and she is a graduate of Western Michigan University.

- Emily Kramer is our newest Operations Officer; she comes to us from Sparrow Health System where she was a security officer. She has earned certificates in corrections and sociology from Lansing Community College and is a graduate of St. Johns High School.
- New Market Twenty 4 Seven opened today. It is a fast, fresh, convenient addition to our food and beverage offerings. If you haven't had a chance to see it, along with the remodeled travel agency, please stop by. The project was a great team effort by Maintenance, Marketing, Planning and Finance staff, as well as the vendor Continental.
- Met with MDOT – Aeronautics staff on December 9 for our annual Mason Jewett Field planning meeting. Projects identified for the next five years include an update to the Airport Layout Plan, rehabilitation of taxiways, and rehabilitation of the runway.
- Meeting with FAA Airports District Office staff in Detroit for Capital Region International Airport annual planning meeting this Thursday, December 19th.
- We will be hosting an American Red Cross blood drive on Monday, January 13, 2019 in the Friendship Room.
- Wished all Happy Holidays and a Happy New Year!

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Ryan Carter, citizen, expressed interest in the LCC property at 3400 Hangar Drive and asked for contact information. He is considering the property for a business that is educational and non-profit in nature. Rob Benstein indicated he would provide him his contact information. Daniel Schiffer noted that the LCC property involves a couple buildings that may be affected by the design and expansion of runway 6/24. John Shaski assured Ryan that we are open for business and interested in meeting with him.

BOARD COMMENTS

1. John Shaski welcomed Stephenie Snell and Emily Kramer. He also commented on the great work Austin Rademacher is doing as a marketing intern. John also wished all a Merry Christmas and Happy New Year.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:11 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary