

December 11, 2017
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, John Shaski, Greg Ward, Samantha Harkins and Dick Baker (arrived 4:48 pm)

Board Members Absent: Victor Celentino

Ex-Officios Present: Joe Brehler & Robert Showers

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Eric Patrick, Nicole Noll-Williams, Rob Benstein, Ron O'Neil, Tammie Lewandowsky, Kevin Miller, Michael Froehlich, Jose Cruz, Karissa Weight and Bonnie Wohlfert

Members of the Public Present: Chris Reed, Avflight; Dan Kehoe & Bob Leisenring, Mead & Hunt; Gordy Bogner, QoE Consulting; Andon Pogoncheff

CALL TO ORDER

1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:32 p.m. with a quorum present.

APPROVAL OF MINUTES

- a. Greg Ward moved the Board approve the minutes of the November 20, 2017 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. None

RESOLUTIONS

#17-35 Labor Agreement between the Capital Region Airport Authority and the Police Officers Association of Michigan (POAM) for the Public Safety and Operations Bargaining Unit members

- a. Samantha Harkins moved the Capital Region Airport Authority Board approve the adoption of a new two (2) year agreement, including the terms of the agreement, with the Police Officers Association of Michigan (POAM) for the Public Safety and Operations Unit beginning January 1, 2018 through December 31, 2019, and authorized the President & CEO to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

#17-36 Acceptance of State Contract FM33-1-C26 for the Design of Supplemental Wind Cones Installation at Mason Jewett Field, Project number B-26-0106-2117

- a. Greg Ward moved the Capital Region Airport Authority Board authorize the President – CEO, or designee, to accept State contract FM33-1-C26 for the Design of Supplemental

Wind Cones Installation at Mason Jewett Field and sign all associated documents on behalf of the Authority.

- b. Wayne Sieloff explained that this resolution involves acceptance of the grant and the next resolution is for the design by QoE Consulting. There is no construction cost yet.
- c. The motion passed unanimously.

#17-37 QoE Consulting Contract for Design Services – Mason Jewett Field Installation of Supplemental Wind Cones

- a. John Shaski moved the Capital Region Airport Authority Board approve a contract with QoE Consulting for Design Services for the Installation of Supplemental Wind Cones at Mason Jewett Field and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

#17-38 Approval of Initial Health Care Savings Program Participation Agreements

- a. Greg Ward moved the Capital Region Airport Authority Board approve the adoption of the two (2) Initial Participation Agreements associated with the Health Care Savings Program with the Michigan Employee Retirement System (MERS). Additionally, the board authorized the President – CEO, or his designee, to sign all related documents and make modifications to the participation agreements if any are required by MERS.
- b. Wayne Sieloff explained that this resolution is based on board action from last month involving the establishment of a Health Care Savings Program. One participation agreement is for employees hired before 12/1/17 and the other is for employees hired on or after 12/1/17.
- c. Joe Brehler questioned the 6-year vesting and the overall benefit of a Health Care Savings Program (HCSP). Wayne Sieloff explained that the 6-year vesting coincides with the vesting of the current Hybrid Retirement Plan for newer employees. After 6 years of employment at the CRAA, the employee will be vested in the contributions made by the CRAA into that employee's HCSP.
- d. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for period ending October 31, 2017.

Dale also provided an update on the bills that passed in the State Legislature involving OPEB (Other Post-Employment Benefits). The final bills passed reflect the taskforce's recommendations involving a 5-step process that includes setting up a plan to properly fund the OPEB liability. All municipalities will be required to provide their funding plan to the State of Michigan. The CRAA OPEB liability is currently 0% funded.

QUESTIONS ON STAFF REPORTS

1. Greg Ward asked Chief Patrick about the process used when rental cars are not returned. Chief Patrick explained that they are processed through Clinton County. Greg also inquired about the small grass fire that Public Safety responded to and Chief Patrick explained that a small animal was on the overhead power lines when there was a power surge, causing spark, which resulted in the animal falling into the grass area directly near the lines causing a fire.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- Wayne introduced Jose Cruz, new Public Safety Officer. Mr. Cruz has earned an Associate's degree in law enforcement from Grand Rapids Community College, and he is a graduate of GRCC's police academy. Prior to coming to CRIA, Mr. Cruz was a police officer for the City of Wyoming, and he interned with the East Grand Rapids Department of Public Safety.

- Wayne also introduced Michael Froehlich, new Public Safety Officer. Prior to coming to CRIA, Mr. Froehlich served as a police officer for the Ferndale Police Department. He was also a dispatcher/security officer for the department of public safety at Ferris State University, where he earned a Bachelor of Science degree in criminal justice.
- We have only one vacancy now on our maintenance staff; interviews are being conducted.
- Planning of the large project involving reconstruction and shifting of runway 6/24 is ongoing. We met with the FAA about 6 weeks ago. We are in the process of submitting a summarized action plan to the FAA with the goal of having the FAA support us moving forward with the next steps for the project.
- Our food and beverage concessionaire, EMA Enterprises, operates both the 1st and 2nd floor restaurant locations. We are working on a possible partnership/branding with another entity to improve the service and product offered.
- We provided a presentation and tour for an international delegation of executives from the Anhui province in China coordinated by the Visiting International Professional Program (VI PP) at Michigan State University. The delegation also visited MDOT, Michigan Department of Transportation.
- Wayne reminded board members that the January and February 2018 board meetings are scheduled for the 4th Monday (Jan 22 and Feb 21).
- Wayne wished all a great holiday with their families.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. Samantha Harkins announced that this is her last board meeting; she is resigning effective 12/31/17. Her new position as Chief of Staff for Mayor-elect Schor does not allow her to remain on the CRAA Board. She said that she has enjoyed the past 2 years; it has been a great experience. Chris Holman thanked Samantha and stated we are losing a great asset.
2. Chris Holman wished all Happy Holidays. He added we are in a great place with many blessings to count.

ADJOURN

1. Greg Ward moved the meeting be adjourned at 5:01 pm.
2. The motion carried, and the meeting was adjourned.

signed

Chris Holman, Chair

signed

Bonnie Wohlfert, Secretary