

**January 23, 2017**  
**REGULAR MONTHLY BOARD MEETING**  
Chair Chris Holman

**Board Members Present:** Chris Holman, Victor Celentino, John Shaski, Greg Ward  
Samantha Harkins & Dick Baker

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

**Management, Staff and Employees Present:** Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Ron O'Neil, Robert Benstein, Kevin Miller, Sean Harte, Paul Hawkins, Tammie Lewandowsky & Bonnie Wohlfert

**Members of the Public Present:** Dan Kehoe, Mead & Hunt; Rod Wilkins, CAAG; Ken Shriber, CAAG; Pam Tobin, CAAG; Andon Pogoncheff; Matt Cerviti

**CALL TO ORDER**

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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**

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- a. Victor Celentino moved the Board approve the minutes of the December 19, 2016 Regular Board meeting; Greg Ward supported.
- b. The motion passed unanimously.

**PUBLIC COMMENT**

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1. None

Wayne Sieloff introduced two new Operations Officers, Sean Harte (mentioned last month, but not in attendance) and Paul Hawkins. They both hold a B.S. Degree in Aviation Science and Administration from Western Michigan University. Sean Harte is also a licensed glider pilot and Paul Hawkins has completed an internship with the FAA at Chicago's O'Hare International Airport.

**COMMUNICATIONS**

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1. None

**REPORTS**

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1. None

**RESOLUTIONS**

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**#17-01 Revisions to the Authority's Employee Policies and Procedures Manual Section 600.01, Paragraph G – CRAA Issued and Personal Shared Cellular Phones and Other Devices**

- a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #17-01 amending the Employee Policies and Procedures Manual to include the option of the Authority to provide a monetary stipend for cellular equipment and services as an alternative to the Authority issuing cellular equipment and covering the cost of cellular

- services. This resolution authorized the President and CEO, or designee, to revise, develop, and implement all guidelines and procedures related to this policy amendment.
- b. Joe Brehler asked if the cellular devices would be text/email friendly and if so then employees would be subject to FOIA (Freedom of Information Act). Dale Feldpausch confirmed that FOIA would apply. Greg Ward asked what the monthly stipend amount would be. Wayne Sieloff replied, \$25 for low-level users; \$50 for high-level users and \$75 if cellular tethering a tablet/laptop is applicable.
  - c. The motion passed unanimously.

**#17-02 Labor Agreement between Capital Region Airport Authority and the Maintenance Department bargaining unit of the American Federation of State, County and Municipal Employees (AFSCME)**

- a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #17-02 adopting a new one year agreement with the Maintenance Department Unit of the American Federation of State, County and Municipal Employees beginning January 1, 2017 through December 31, 2017, and authorized the President – CEO to sign all related documents on behalf of the Authority.
- b. Dick Baker inquired about the onetime certification bonus for non-required certificate or license. Wayne Sieloff explained that staff is developing a list of training that is of value to the airport and applicable to the employee's job.
- c. The motion passed unanimously.

**#17-03 Labor Agreement between Capital Region Airport Authority and the Police Officers Association of Michigan (POAM)/Operations & Public Safety Labor Agreement**

- a. John Shaski moved the Capital Region Airport Authority Board approve Resolution #17-03 adopting a one-month extension agreement with the Operations Department Unit of the Police Officers Association of Michigan ending February 28, 2017 and authorized the President – CEO or designee to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

**MONTHLY FINANCIAL REPORT**

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Financial Report: Dale Feldpausch presented financials for one month, period ending November 30, 2016.

- C.I.P. paving and other airfield projects have been suspended until warmer weather. Two large, long overdue projects that are underway involve updating the public parking lot computer hardware, software and network fiber and our Access Control System of door locks and card readers.
- Budget process has begun. We will be using the same formula that we implemented last year, compensatory. A discussion followed regarding legacy carriers not signing the current agreements but still paying their bills and if the agreements included a termination clause.
- OPEB (Other Post-Employment Benefits) will be reviewed as part of the budget. We are watching the legislative action. Samantha Harkins asked about OPEB and our number of retirees.

**QUESTIONS ON STAFF REPORTS**

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1. None

**REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF**

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- Wayne thanked the members of the negotiation teams. No further extensions should be needed. In 6-7 months from now an Executive Session may be beneficial near the beginning of the next negotiation cycle.

- Nicole Noll-Williams, Mike Bown and Wayne Sieloff met with planning staff at Delta last week. They discussed ideas for increasing existing service and growth opportunities.
- Tim Daman will be joining Nicole and Wayne at a meeting with American tomorrow in Dallas. Similar discussions are planned regarding the Chicago and DCA service.
- Apple Vacations and United meetings are scheduled in February.
- Wayne is now a Rotary Club member and his new member presentation is scheduled for February 10, 2017.
- The Human Resource position was posted as part-time and we received no interest. The full-time HR posting closes this Friday and we have 10 good applicants.
- Wayne will be attending the Dewitt Board of Trustees meeting later this evening.

#### **NEW BUSINESS**

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1. None

#### **PUBLIC COMMENT**

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1. None

#### **BOARD MEMBER COMMENTS**

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1. John Shaski asked if the Public Safety & Operations Report could state unreturned rental vehicle instead of stolen vehicle.
2. Greg Ward thanked Bonnie Wohlfert for providing the new Dropbox link to the board pack.
3. Dick Baker commented on the Delay/Cancel log and asked if analysis could be done regarding the reasons. John Shaski suggested a "reason" column be added to the report to indicate weather, etc.

#### **ADJOURN**

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1. Greg Ward moved the meeting be adjourned at 5:14 pm.
2. The motion carried, and the meeting was adjourned.

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*signed*  
Chris Holman, Chair

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*signed*  
Bonnie Wohlfert, Secretary