

January 22, 2018
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, Victor Celentino, John Shaski, Greg Ward, Dick Baker
Ex-Officio Present: Robert Showers
Ex-Officio Absent: Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Eric Patrick, Nicole Noll-Williams, Rob Benstein, Ron O'Neil, Karissa Weight and Bonnie Wohlfert

Members of the Public Present: Chris Reed, Avflight; Mark Breukink, Mead & Hunt; Clint Nemeth, 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 4:30 p.m. with a quorum present.

APPROVAL OF MINUTES

- a. Dick Baker moved the Board approve the minutes of the December 11, 2017 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. None

RESOLUTIONS

#18-01 Revision to Customs and Border Protection Information Technology Systems and Equipment Refresh Project

- a. Greg Ward moved the Capital Region Airport Authority Board authorize the increase payment of up to \$2,514.00 to the U.S. Customs and Border Protection for the refresh of Information Technology Systems and Equipment as required by the 2008 Memorandum of Agreement for the User Fee Airport Program. This resolution authorized the President & CEO, or designee, to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

#18-02 Amendments to Employment Agreement of President & CEO

- a. John Shaski moved the Capital Region Airport Authority Board approve an employment agreement with the President & CEO to amend provisions of the existing agreement including providing a 1.5% salary increase and extending the term of the agreement by three-years, and authorized the Chairman, or his designee, to sign all related documents on behalf of the Authority.

- b. Dick Baker asked if there are any changes to Wayne's duties or responsibilities. Chris Holman stated that he would like to formalize the review process in the future and will be looking for input from the board members.
- c. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for period ending November 30, 2017.

- Dale stated that the budget process has begun and work sessions will be scheduled in late March or early April. He also reminded board members that we are now using a compensatory formula verses residual with the airlines. Last year was the first year using the compensatory formula and it worked out well. Dick Baker inquired about a contingency plan if we are short. Dale informed that a buffer is built into the budget for slight downturns and reserves are available with board approval for larger needs.
- Victor Celentino inquired about a statistic he read which stated since American Airlines entered the market, airport traffic has increased 21%. Dale stated that we had predicted a 15% increase and added that an airline like American or Delta is easier to predict than an Apple Vacations.

QUESTIONS ON STAFF REPORTS

1. Dick Baker was pleased to see the free luggage carts available in baggage claim.
2. Victor Celentino, referencing the Marketing report, asked about the Jim Robinson bullet point. Nicole Noll-Williams explained that Jim Robinson, CEO of Farm Bureau and Chairman of the Mid-Michigan Business Travel Coalition, delivered the talking points during the December Economic Club luncheon. His comments focused on the increased frequencies and additional destination available through Apple Vacations. He also introduced and thanked Lynda Kroll, Regional Sales Representative for Apple Vacations, for their continued service into Lansing. Nicole added that Jim Robinson will be retiring in June.
3. Chris Holman asked Nicole Noll-Williams to report on the American Airlines' application with the FAA. Nicole explained that American was granted a DCA slot exemption in spring 2016, which will expire in June 2018. American has filed an application with the Federal Aviation Administration (FAA) and U.S. Department of Transportation to extend this slot to October 2019, as the FAA have done for two other airlines, but community support is needed. We are using the Voter Voice tool, the exact same process as last time, please visit flylansing.com for details. Discussion followed regarding changing the letter each week in the Voter Voice tool or adding a personal message. John Shaski advised that the reality is they can't read them all; it's the number of letters that matters. He added that if we lost the American DCA service, hopefully American would see our value and add Charlotte, Philadelphia, Dallas or Atlanta. Nicole stated that Charlotte is the focus for American and Atlanta has been the focus for Delta.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- Wayne introduced Terrance Vinson of Port Lansing Global Logistics, LLC who recently began operations of the airport's distribution facility. Chris Holman asked if they would be providing freight forwarding. Terrance stated no as they will be focused on providing pack & ship, inventory, barcoding and acceptance criteria. He added that the controls and structure need to be put in place first.
- Attended an introductory meeting with Mayor Schor. They are reviewing appointments and will announce a replacement for Samantha Harkins soon.
- City Council Liaison Patricia Spitzley has been appointed by the City Council.
- We will be reviewing SOP's (Standard Operating Procedures) currently in place at the airport and will as part of the process propose updates the board bylaws.
- The Car Rental Concessions Request for Bids (RFB) process has been underway since December. We have issued five addendums to answer questions and modify the

documents. The revised bid deadline is February 8, 2018. We will bring recommendations for award of contract to the board in February or March. The new contracts will have an April 1, 2018 start date.

- We have received proposals for upgrading the FIDS (Flight Information Display Screens) system to provide better information including ADA visual paging. The proposals are currently being reviewed and a recommendation for award of a contract is anticipated in the next 60 days.
- Training opportunities and airport related conferences are provided through AAAE (American Association of Airport Executives) and the Airport Council International – North America We have budgeted for up to three board members to attend a conference.
- Wayne thanked the board members for their continued support.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. A discussion occurred regarding setting of CEO goals and objectives as well as a strategic planning process. Chris Holman suggested setting up a committee and requested that staff research peer group best practices. Wayne added that staff is currently working on one year and multi-year initiatives and board input is welcome.

ADJOURN

1. Greg Ward moved the meeting be adjourned at 5:17 pm.
2. The motion carried, and the meeting was adjourned.

signed
Chris Holman, Chair

signed
Bonnie Wohlfert, Secretary