

June 19, 2017
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

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

Ex-Officios Present: Kam Washburn (for Bob Showers) & Joe Brehler

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

Members of the Public Present: Clint Nemeth, QoE Consulting; Chris Reed, Avflight; Dan Kehoe, Mead & Hunt; Abeer Khatib, C & S; Drew Sequin, Ventrex; Joel Zachrich; Anna Young & Michala White, Marketing Interns; Richard Best, Old Forge Flyers

CALL TO ORDER

1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:31 p.m. with a quorum present.

APPROVAL OF MINUTES

- a. Greg Ward moved the Board approve the minutes of the May 15, 2017 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. None

RESOLUTIONS

#17-12 Intergovernmental Agreements with Clinton and Eaton Counties regarding Ex-Officio Membership

- a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #17-12 authorizing the Chairman of the Board to sign the intergovernmental agreements regarding Ex-Officio Membership with Clinton and Eaton counties on behalf of the Airport Authority.
- b. The motion passed unanimously.

#17-13 FY2017 Business Development Funds Transfer to FY2018 Business Development Budget

- a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #17-13 authorizing the transfer of \$100,000 from FY2017 Business Development budget

to FY2018 Business Development budget to cover the costs of the Authority's brand enhancement project and authorized the President – CEO to sign all related documents on behalf of the Authority.

- b. Chris Holman asked if the brand enhancement includes the airport name. Wayne Sieloff indicated yes.
- c. The motion passed unanimously.

#17-14 Adams Outdoor Advertising Limited Partnership – Ground Site Lease Agreement

- a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #17-14 authorizing the ground site lease agreement with Adams Outdoor Advertising Limited Partnership.
- b. Chris Holman asked if this agreement is different than their last. Jon Vrabel responded that the only difference is the rate.
- c. The motion passed unanimously.

#17-15 Acceptance of Federal Grant 3-26-0055-5617 for Cargo Apron Expansion Phase 1 Design

- a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #17-15 authorizing the President – CEO, or designee, to accept Federal grant 3-26-0055-5617 for the design of the Cargo Apron Expansion Phase 1 project and to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#17-16 Acceptance of State Contract No. 2017-0526 State Match for Cargo Ramp Expansion Phase 1 Design

- a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #17-16 accepting State contract 2017-0526 for the Cargo Ramp Expansion Phase 1 Design in support of the federal grant 3-26-0055-5617 and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#17-17 Acceptance of State Contract FM33-1-C26 for the Mason Jewett Field Rehabilitation of Hangar Taxilanes and Perimeter Road Construction Project B-26-0106-2016

- a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #17-17 authorizing the President – CEO, or designee, to accept State contract FM33-1-C26 for the Rehabilitate Hangar Taxilanes and Perimeter Road project and sign all associated documents on behalf of the Authority.
- b. Victor Celentino asked what the timeline is and if the tenants have been notified. Wayne Sieloff replied that construction is scheduled for August 2017 and yes, the tenants have been notified.
- c. The motion passed unanimously.

#17-18 QoE Consulting Contract for Construction Administration and Related Services – Mason Jewett Field Rehabilitation of Hangar Taxilanes and Perimeter Road Construction – Amendment 2

- a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #17-18 approving a contract with QoE Consulting for Construction Administration and Related Services for the Rehabilitation of Hangar Taxilanes and Perimeter Road construction project 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.

#17-19 Construction Contract Award for Rehabilitation of Hangar Taxilanes and Perimeter Road at Mason Jewett Field

- a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #17-19 authorizing the award of a construction contract for the Rehabilitation of Hangar Taxilanes and Perimeter Road project at Mason Jewett Field to Reith Riley Construction Company in the not to exceed amount of \$171,430.40 and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for 9 months, period ending April 30, 2017.

- Payroll is under budget for the year due to unfilled positions so we plan to make an additional MERS pension payment which will increase our percent funded from 77% to 78%. Dale noted that when he started the percent funded was 62%.
- Dale provided an update on the OPEB (other post-employment benefits) legislation moving through the State. It appears that all governmental units will be submitting an OPEB financial progress report to the State. If the OPEB plan is under a specific percentage, the unit must provide a plan of action to the State. Specific guidelines will be provided to the Board when available. Ex-Officio board member, Joe Brehler, stated that this impending legislation will put many units of governments under financial duress, even though they aren't under duress under the current pay-as-you-go method of paying for health benefits to retirees.

QUESTIONS ON STAFF REPORTS

1. Greg Ward asked if the case regarding the employee receiving harassing phone calls had been resolved. Eric Patrick reported that the case was investigated and an attempt to contact the subject was made without success. The complainant was advised to obtain a personal protective order and we have had no further complaints filed to date.
2. Chris Holman welcomed the interns in attendance and Nicole Noll-Williams introduced Anna Young and Michala White. She added that they have brought loads of ideas and have been very productive.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- Wayne introduced Sean Clemmons, new Operations Officer. Mr. Clemmons holds a B.S. Degree in Aviation Science from Utah Valley University. Prior to coming to Capital Region International Airport, he completed a one-year internship with Bismarck Airport in North Dakota. Sean also worked as a Line Service Technician for Signature Flight Support in Van Nuys, California and he is a Certified Member of the American Association of Airport Executives.
- Wayne also introduced Larry Horn, new Public Safety Officer. Prior to coming to CRIA, Mr. Horn was a security specialist/advisor for several different security contractors in the Middle East and Haiti. In addition, he served as a police officer for DeWitt Township for eight and a half years and for the City of Mason for four years. Mr. Horn also holds an associate's degree from Lansing Community College.
- Wayne added that the only position yet to be filled is the Director of Engineering & Development.
- As Vice-Chair of the Michigan Association of Airport Executives, Wayne was asked to testify at the House Transportation Committee last month regarding the importance of Michigan commercial aviation airports.

- Wayne continues to meet with local corporations; DLZ, ASL Architecture, DBI Office, LAFCU, and Jackson.
- Wayne and staff met with the rental car companies to determine the needs of their facilities. They discussed funding options, including a possible Customer Facility Charge (CFC) where funds would be used for rental car facility improvements such as the fueling systems, wayfinding and adding space for vehicles.
- We received a tour of the solar carport project at MSU where solar panels are used instead of steel roofs and discussed possible opportunities to install a similar system at the airport.
- Our FAA inspection was June 5-7 which includes an audit of records, ARFF response time and fueling procedures. After the three-day review, we received a couple recommendations and a finding, no discrepancies. The hard work and efforts of staff toward this accomplishment is much appreciated.
- We received a \$10,000 grant for terminal concession improvements from MDOT.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. None

ADJOURN

1. Greg Ward moved the meeting be adjourned at 5:09 pm.
2. The motion carried, and the meeting was adjourned.

signed

Chris Holman, Chair

signed

Bonnie Wohlfert, Secretary