

March 20, 2017
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, John Shaski, Samantha Harkins, Dick Baker, Victor Celentino, Greg Ward (5:05 pm)

Ex-Officios Present: Robert Showers & Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Ron O'Neil, Robert Benstein, Karissa Weight, Tim Sunday & Bonnie Wohlfert

Members of the Public Present: Chris Reed, Avflight; Clint Nemeth, QoE Consulting; Mark Breukink & Dan Kehoe, Mead & Hunt

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. Samantha Harkins moved the Board approve the minutes of the January 23, 2017 Regular Board meeting; Victor Celentino supported.
- b. The motion passed unanimously.
- c. Dick Baker moved the Board approve the minutes of the February 21, 2017 Regular Board meeting; Samantha Harkins supported.
- d. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. Wayne Sieloff introduced Tim Sunday, new Operations Officer. Mr. Sunday has served four years in the United States Air Force as an Airfield Management Shift Lead. He has also completed college coursework in business management, aviation management and electrical maintenance and automation.
2. Wayne Sieloff also introduced Karissa Weight, new Human Resource Manager. Karissa started March 6, 2017 and she is a great addition to our team.

REPORTS

1. None

RESOLUTIONS

#17-04 Acceptance of Co-Trustee of the CRAA Deferred Compensation Plan Trust

- a. John Shaski moved the Capital Region Airport Authority approve Resolution #17-04 appointing Wayne Sieloff as Co-Trustee of the Capital Region Airport Authority Deferred Compensation Plan Trust with Alerus effective upon his delivery of an Acceptance of Trust. This Resolution further authorizes the President – CEO to sign all documents related hereto.

- b. Dick Baker asked about the load associated with the funds we offer employees. Dale Feldpausch indicated the load is .025% and explained as co-fiduciaries they take on personal liability. Dale added that the industry trend is to move away from personal liability and he will be introducing another product that takes on this liability. A brief discussion followed regarding index plans (Vanguard, Fidelity) verses managed plans.
- c. The motion passed unanimously.

#17-05 Labor Agreement between Capital Region Airport Authority and the Police Officers Association of Michigan (POAM)/Operations & Public Safety Labor Agreement

- a. Samantha Harkins moved the Capital Region Airport Authority approve Resolution #17-05 adopting a new one year labor agreement with the Operations Department Unit of the Police Officers Association of Michigan (POAM) beginning January 1, 2017 through December 31, 2017 and authorized the President – CEO to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for 7 months, period ending January 31, 2017.

- Chris Holman asked why Airline revenue was over-budget while Parking Lot revenue was below budget. Dale explained that while actual airline revenue and parking lot revenue do track congruently, how they compare to their respective budgets were not necessarily consistent. He further explained this by noting that the budget for parking revenue was based on industry standards (\$6 per PAX), and if that proves an incorrect measure, then the budget will not be exactly accurate. As this is the case, actual parking revenue compared to budget does not coincide with how actual airline revenues compare to budget. Dale stated that thus far, the budget was operating in a positive fashion, and close attention will be paid in the final months of the fiscal year, as we no longer have the ability to reconcile with the airlines at year end, as we are now on the Compensatory formula.

QUESTIONS ON STAFF REPORTS

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1. Victor Celentino questioned the date on the third column heading of the Mason Jewett Field board report. Ron O'Neil indicated that it should be February 2016, not February 2017.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

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- Late last year Nicole Noll-Williams successfully passed the AAAE Certified Member exam. Recently, Ron O'Neil, our Director of Maintenance did the same and is now a Certified Member of AAAE.
 - Ashley Patterson, one of our Operations Officers, has completed the AAAE ACE (Airport Certified Employee) Trusted Agent program which involves airport credentialing.
 - Wayne met with Ryan Wood, Clinton County Administrator and John Fuentes, Eaton County Controller/Administrator. He looks forward to working with them further.
 - Thanks to the Clinton County Board of Commissioners and Bob Showers for the invitation to their meeting. Wayne indicated that it was great to meet the commissioners and have an opportunity to introduce himself.
 - Thanks to the Ingham County Board of Commissioners and Victor Celentino for the invitation and opportunity to attend the State of County address held at the Potters Park Zoo. Wayne looks forward to visiting Potters Park with his family this summer.

- Wayne and Nicole recently met Dr. Knight, President of Lansing Community College and the college's leadership involved in the Aviation Technology Center located at Mason Jewett Field. They had a great discussion and tour of their facility.
- They also recently met with MSU President Lou Anna K. Simon and some of the university's executive team. The discussion was engaging, insightful, and will certainly assist us as we continue to serve those at the university.
- Wayne recently completed the CTA (Certified Tourism Ambassador) training offered through the Convention & Visitors Bureau. The course and exam were beneficial to him as a new member of the community as they provided information about the region's history, assets, and accomplishments.
- Ross Woodstock and Narine Manukova, on behalf of the Travel Coalition, arranged meetings with Spartan Motors staff and Jim Robinson of Auto Owners. They discussed collaboration opportunities and the companies shared information about their travel needs.
- Internally, we are working with one of our partners, EMA Enterprises, operator of the terminal food, beverage, and retail concessions to improve the passenger experience at LAN. Last month, EMA presented new side and burger menu items as options to step up the food offerings. Evaluation of facility and food preparation equipment improvements required to expand the menu will be completed as part of the process.
- Budget work sessions are scheduled next week and they look forward to discussing the proposed budget and strategies.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. John Shaski commented on a lovely airport employee he met in the Top Flight Club. She was cleaning and filling the supplies. John also thanked the Airport Operations staff for including the percent on time information below the Delay/Cancel data. 90% on time and less than 2% cancel rate is pretty good.

ADJOURN

1. Dick Baker moved the meeting be adjourned at 5:13 pm.
2. The motion carried, and the meeting was adjourned.

signed

Chris Holman, Chair

signed

Bonnie Wohlfert, Secretary