

**November 20, 2017**  
**REGULAR MONTHLY BOARD MEETING**  
Chair Chris Holman

**Board Members Present:** Chris Holman, John Shaski, Victor Celentino, Greg Ward

**Board Members Absent:** Samantha Harkins & Dick Baker

**Ex-Officios Present:** Joe Brehler & Robert Showers (arrived 4:43 pm)

**Management, Staff and Employees Present:** Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Nicole Noll-Williams, Rob Benstein, Ron O'Neil, Tammie Lewandowsky and Bonnie Wohlfert

**Members of the Public Present:** Andon Pogoncheff; Mark Breukink, Mead & Hunt; Chris Reed, Avflight; Abeer Khatib, C & S Companies

**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 October 16, 2017 Regular Board meeting.
- b. The motion passed unanimously.

**PUBLIC COMMENT**

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1. None

**COMMUNICATIONS**

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1. 2018 Board Meeting Schedule

**REPORTS**

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1. None

**RESOLUTIONS**

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**#17-31 Amending Annual Rates & Charges Ordinance**

- a. John Shaski moved the Capital Region Airport Authority Board adopt the amended Rates & Charges Ordinance for Fiscal Year 2018.
- b. Wayne Sieloff added that this amendment is a result of recent meetings with Avflight, the Fixed Based Operator (FBO) and in preparation of new rental car company agreements anticipated to be in place in early 2018.
- c. The motion passed unanimously.

**#17-32 Establishment of a Health Care Savings Program**

- a. John Shaski moved the Capital Region Airport Authority Board approve the establishment of a Health Care Savings Program through the Michigan Employee Retirement System (MERS). Additionally, the board adopted the uniform resolution and authorized the President – CEO, or his designee, to sign all related documents.
- b. The motion passed unanimously.

**#17-33 Revisions to the Authority's Employee Policies and Procedures Manual, specifically the Personnel Provisions and the Benefits Sections**

- a. Victor Celentino moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual (noted below) and authorized the President & CEO, or designee, to revise, develop, and implement all guidelines and procedures related to these changes.
- b. List of changes:
  - New Policy in Section 400 – Benefits, Section 400.17 – Health Care Savings Plan
  - Revise Policy in Section 400 – Benefits 400.05 – Retirement, Subsection C
  - Revise Policy in Section 400 – Benefits, 400.08 – Sick Leave, Subsection A, item 1
  - Revise Policy in Section 300 – Personnel Provisions, 300.02 – Employee Defined
  - Revise Policy in Section 300 – Personnel Provisions 300.08 – Pay Practices and Employee Evaluations Subsection E) Longevity Payment
  - Title Change and Formatting
- c. The motion passed unanimously.

**#17-34 Labor Agreement between the Capital Region Airport Authority and the American Federation of State, County and Municipal Employees (AFSCME) for Maintenance Department Bargaining Unit members**

- a. Victor Celentino 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 Maintenance Department Unit of the American Federation of State, County and Municipal Employees (AFSCME) beginning January 1, 2018 through December 31, 2019, and hereby authorized the President & CEO to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

**MONTHLY FINANCIAL REPORT**

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Financial Report: Wayne Sieloff presented financials for period ending September 30, 2017.

- The slight change in payroll reflects an additional MERS (Municipal Employees' Retiree System) payment of \$100,000.

**QUESTIONS ON STAFF REPORTS**

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1. None

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

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- We have two new advertising partners. Potters Park Zoo has a display on the second floor near the café and Sparrow Hospital will have a large display on the main floor across from the Cafe.
- We hosted United Airlines staff this past weekend. They enjoyed the MSU vs. Maryland football game and Nicole introduced them to MSU executives and corporate managers.
- The holiday decorations will be installed tomorrow and holiday music to begin shortly thereafter.
- Apple Vacations flights to Cancun, Jamaica and Punta Cana will be available from 12/23/17 – 4/5/18. Watch for their Black Friday Deal.
- The next TSA Precheck event is scheduled for the week of January 29, 2018.
- Thanks to staff for their work in negotiating the new union contracts.

**NEW BUSINESS**

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1. None

**PUBLIC COMMENT**

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1. None

**BOARD MEMBER COMMENTS**

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1. Victor Celentino congratulated Greg Ward on his position as chair of the Economic & Business Development Committee for Andy Schor's transition team. Victor also recognized Samantha Harkins as the incoming Mayor's Chief of Staff.
2. Chris Holman thanked everyone and wished all a Happy Thanksgiving.

**ADJOURN**

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1. Victor Celentino moved the meeting be adjourned at 4:49 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