

October 28, 2019
REGULAR BOARD MEETING
Chair John Shaski

Board Members Present: John Shaski, Greg Ward, Victor Celentino, Debbie Groh, Daniel Schiffer, Jordan Leaming (4:32 pm)

Ex-Officios Present: Joe Brehler & Robert Showers

Management, Staff and Employees Present: Rob Benstein, Dale Feldpausch, Karissa Weight, Eric Patrick, Spencer Flynn, Dakota Gamble, Corey Rees, Ron O'Neil and Bonnie Wohlfert

Members of the Public Present: Jeff Stevens, Maner Costerisan; Craig Lyons, Lansing State Journal; Gordy Bogner & Mike Borta, Prein & Newhof; Dan Kehoe, Mead & Hunt; Diane Wing

CALL TO ORDER & ROLL CALL

1. John Shaski, Chair, called the Regular 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 (Daniel Schiffer seconded) the Board approve the minutes of the August 26, 2019 Regular Board Meeting, the September 9, 2019 Board Strategy Session & Closed Sessions and the September 30, 2019 Special Board Meeting & Closed Sessions.
- b. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS & RECOMMENDATIONS FOR ACTION

Auditor's Report for Fiscal Year ended June 30, 2019, Jeff Stevens, Maner Costerisan

- Audited and issued an unmodified opinion on financial statements. There were no internal controls or compliance issues identified.
- An accounting pronouncement involving leases will go into effect next year.
- Victor Celentino asked about the substantial change in postemployment expenses. Jeff Stevens and Dale Feldpausch explained that the decrease is due to the significant OPEB (other postemployment benefits) plan changes made in 2017-2018.
- Daniel Schiffer noted that the last paragraph of the Maner Costerisan letter to board members stated "for the use of the Board of Education and management of Capital Region Airport Authority". Jeff Stevens apologized for the error; "Board of Education" should not be included.

#19-21 Audited Financial Statements for the Fiscal Year ended June 30, 2019

- a. Debbie Groh moved the Capital Region Airport Authority Board accept the audited financial statements as prepared and presented by the Authority's CPA firm Maner Costerisan for the Fiscal Year ended June 30, 2019. Maner Costerisan has issued an Unmodified Opinion on the financial statements which indicates that the Airport Authority has fairly presented its financial position and has met all government auditing standards in conformity with generally accepted accounting principles.

- b. The motion passed unanimously.

Resolution 19-22 was inadvertently skipped; it was presented after 19-23.

#19-23 WGT Holdings, LLC Curb Cut License Agreement

- a. Debbie Groh presented the Capital Region Airport Authority Board the WGT Holdings, LLC Curb Cut License Agreement. Ms. Groh asked if WGT Holdings was on airport property and Rob Benstein explained that the building is not on airport property. The Authority owns the boulevard (Capital City) and this is a license to use the road only. Several questions were posed: Is 20 years typical? Could we go less than 20 years? Can the board say no? There was no one in attendance from WGT Holdings. Staff explained that the license states they shall not use Capital City Blvd. for truck traffic. Trucks can access the facility from Grand River Avenue. Dale Feldpausch added that the Authority can't unjustly discriminate. Since the board still had concerns, they decided to table the resolution.
- b. Victor Celentino moved to table this resolution
- c. The motion to table passed unanimously.

#19-22 Amendment 1 to Great Lakes Air Ventures LLC Commercial Operating and Lease Agreement

- a. Debbie Groh moved the Capital Region Airport Authority Board approve Amendment 1 to the Great Lakes Air Ventures, LLC Commercial Operating & Lease Agreement and authorized the President & CEO to execute the amendment on behalf of the Airport Authority.
- b. The motion passed unanimously.

#19-24 Revisions to the Authority's Employee Policies and Procedures Manual, specifically the Finance & Accounting Provisions, Business Travel and Expenses Policy

- a. Greg Ward moved the Capital Region Airport Authority Board approve amending the Employee Policies and Procedures Manual by approving revisions to policy Section 900 Finance & Accounting Provisions, per the attachment and authorized the President and CEO, or designee, to revise, develop and implement all guidelines and procedures related to these changes.
- b. Karissa Weight explained that verbiage was revised to comply with the Fair Labor Standards Act (FLSA) and administrative procedures.
- c. The motion passed unanimously.

#19-25 Appreciation to CRAA Staff, Mutual Aid and Community Partners

- a. The Capital Region Airport Authority Board is extremely appreciative and formally thanks all those involved in the response to the aircraft that crashed on October 3rd 2019. The Airport staff provided an amazing response in conjunction with members of Clinton County Sheriff's Office, Delta Township Fire Department, Lansing Police Department, Lansing Fire Department, Michigan State Police, Eaton County Sheriff's Office and Bath Township Fire Department. Additionally, we would also like to thank the Salvation Army, American Red Cross and Sparrow for their support and efforts.
- b. Greg Ward moved the board request the Director of Public Safety & Operations convey the Board's gratitude and sincere thanks to those involved in the emergency response on October 3, 2019, as well as those involved in the efforts that followed through October 5, 2019.
- c. The motion passed unanimously.

REPORTS

Eric Patrick, Director of Public Safety & Operations, acknowledged CRAA staff members that played a critical role during the incident.

- Public Safety Officers Brian Crawford and Aaron Reynolds were the first on the scene and were able to conduct a scene size up and relay that critical information to Operations, facilitating the appropriate resource response.
- Operations Officer Scott Worden, Sean Harte and Operations Manager Ashley Patterson handled all the call taking, dispatching and escort duties during the incident.
- Maintenance staff quickly assisted with escort duties to free up Public Safety Officer Brian Parker so that he could respond to the fire station and cover ARFF duties allowing us to keep the Airfield open. The Maintenance crew also built a temporary road to the crash site to aid in the extrication of the aircraft from the field.
- Spencer Flynn, Marketing Manager kept the news outlets and the community members well-informed and corrected information in real-time. His coordination and collaboration were greatly appreciated by the media specifically LSJ and News 10.
- Bonnie Wohlfert and Austin Rademacher, Marketing Intern provided support in establishing the media room as well as providing critical functional support to the EOC.
- Dakota Gamble and Corey Rees, as well as Warren Stensrud and Kaylyn Saterlee from the Travel Agency, assisted throughout the day with responding to the influx of calls, assisting with the press conference and addressing unforeseen needs of the EOC team throughout the day.

Operations and public safety spent over 250 hrs. in support of the response and recovery efforts. The leadership team and support personnel that were present in the EOC during the incident worked together seamlessly.

In closing, Eric stated, although it was the saddest day of his career, it was also the proudest. The teamwork, collaboration and support that he witnessed that day is something that he will always remember. Those moments are the reasons why he will always be honored to be a part of this organization.

Debbie Groh asked what form the resolution will take. Staff indicated that a formal letter will be sent to the mutual aid partners. John Shaski added that he is beyond proud of the team and remarked about Eric's concern and attention for how the team was doing. Debbie suggested a letter be added to the employee's personnel files. John Shaski asked if any more follow-up information was available regarding the accident; Rob Benstein indicated no; it will likely be several months.

Dale Feldpausch, Vice-President & CFO

Presented financials for period ending August 31, 2019

- Debbie Groh asked what is included in Other Revenue and Other Expenses. Dale explained that Other Revenue includes room rental, FIS, tiedown/parking and travel agency fees. Other Expenses include property tax and signs. Debbie also asked for fuel sales and a summary income statement to be included for Mason Jewett Field.
- Jordan Leaming asked about the management of the Authority investments. Dale Feldpausch explained that we invest in CD's with PNC, Comerica, etc. and we primarily use Commonwealth for our treasuries. We do not utilize other types of investments, thus no advisor needed. Daniel Schiffer added that with a financial manager we may be able to increase our capital gains and make more money on our money.

John Shaski mentioned that the Authority will go back to monthly board meetings starting January 2020. The next regular board meeting is December 16, 2019 and a board retreat is proposed for November.

Robert Benstein, Quality & Compliance Director

- Robert commented on how impressed he was with the staff's response to the aircraft accident on 10/3/19. He noted that everyone executed their duties well and there was excellent communication and coordination. He added that it is comforting to know that staff will respond calmly, professionally and effectively in times of crisis.
- DeWitt Charter Township has applied for a Community Development Block Grant to assist CRAA and LEAP in developing a site readiness plan for the Port Lansing Global Logistics Center. DeWitt Township is the Unit of General Local Government (UGLG). The \$70,000 grant (\$10,000 local match from CRAA) is through the Michigan Economic Development Corporation (MEDC). The project includes preliminary design, utility analysis, conceptual drawings and marketing (website and brochure).
- Port Lansing Global Logistics has moved out of the warehouse. We are working with an existing tenant to take over the space and are identifying options for recovering rent/fees that are owed.
- The Experimental Aircraft Association will be hosting a workshop for local emergency responders at Mason Jewett Field on Friday, November 1, 2019 at 7:00 pm. Airport Public Safety staff will be in attendance to assist and answer any questions.
- The Airport will be hosting the Lansing Economic Area Partnership (LEAP) Board meeting on Tuesday, November 12, 2019 at 3:30 pm.
- A Capital account projects update (hand-out) was distributed to the board. John Shaski indicated that he'd like to address the FY2017 and FY2018 items at a November Strategy Session.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Diane Wing, East Lansing resident (near Frandor Shopping Center), inquired about the apparent uptick of private planes, not commercial, since September flying over her home. She supports and understands the economic benefit of the airport but is wondering how much is too much noise. Daniel Schiffer explained that there is a way of tracking the flights using Flightaware.com. He added that it is not likely traffic from LAN; there are 8-10 smaller airports in the area; most likely the traffic is from Mason Jewett Field. Victor Celentino directed the airport staff to check into the increase. John Shaski added that he uses the app Flightradar24.

BOARD COMMENTS

1. Greg Ward inquired about the TSA Precheck event scheduled for November 18-22. Spencer Flynn reported that there are only 150 appointments left (350 available per agent) therefore, we will likely have two agents which will allow for 700 appointments plus walk-ins.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:53 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary