

April 26, 2021
REGULAR BOARD MEETING
Chair John Shaski

This meeting was held via GoToMeeting.

Board Members Present: John Shaski, Victor Celentino, Debbie Groh, Yvette Collins, Matthew Lantzy

Board Members Absent: Daniel Schiffer

Ex-Officio Present: Kam Washburn, Mark Mudry

Management, Staff and Employees Present: Rob Benstein, Sophie Giviyani-Kermani, Ron O'Neil, Steve Ball, Stephenie Snell, and Bonnie Wohlfert

Members of the Public Present: Bob Pena, Ingham County; Perry Havenar, AECOM; Dan Kehoe, and Mark Breukink, Mead & Hunt; Nick Patterson, RS&H, Kevin

CALL TO ORDER & ROLL CALL

1. John Shaski, Chair, called the Regular Board Meeting of the Capital Region Airport Authority to order at 4:30 p.m. with a quorum present.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the March 30, 2021 Regular Board Meeting, the April 19, 2021 Budget Work Session, and the April 21, 2021 Budget Work Session.
2. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.
3. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#21-07 Presentation of Proposed FY 2022 Budget and Establishing Budget Public Hearing

- a. Victor Celentino moved the Capital Region Airport Authority Board place on file for public inspection the proposed fiscal year 2022 budget and set the public hearing for the proposed budget for May 24, 2021 at 4:30 pm. Additionally, the Board will hold its regularly scheduled meeting immediately following the public hearing for purposes of considering adoption of the proposed fiscal year 2022 budget and other items (if necessary). The Board authorized the President – CEO to advertise notice of the public hearing in a local newspaper as required.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.
- c. The motion passed unanimously.
- d. John Shaski thanked the staff involved in developing the budget.

#21-08 Employment Agreement for President – CEO

- a. Debbie Groh moved the Capital Region Airport Authority Board approve Resolution 21-08 authorizing the Chair (or his designee) to sign the Employment Agreement for President – CEO (Nicole Noll-Williams).
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.
- c. The motion passed unanimously.
- d. John Shaski formally welcomed Nicole Noll-Williams and added that we are looking forward to her May 10, 2021 start date.

#21-09 Revised Defined Contribution Retirement Plan for Authority President - CEO

- a. Matthew Lantzy moved the Capital Region Airport Authority Board authorize the Director of Finance & Accounting to revise the Defined Contribution Retirement Plan offered by MERS for the new President – CEO and authorized the Interim President – CEO to amend the Employee Policy and Procedures Manual to reflect the revised plan and to sign all related documents on behalf of the Authority.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.
- c. The motion passed unanimously.

REPORTS

Sophie Giviyan-Kermani, Director of Finance & Accounting

Presented financials for period ending February 28, 2021.

- Debbie Groh commented that she likes the “Other Revenue Detail” (page 5) broken out.

Robert Benstein, Interim President & CEO

General News

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) will begin precautionary testing of residential drinking wells near the airport for PFAS beginning the week of May 3rd.

Our FAA-mandated triennial full-scale emergency exercise is scheduled for May 11th at 10:00 AM. The scenario is based on the crash of a 50-seat CRJ aircraft. The full-scale exercise is a comprehensive test and is intended to evaluate the operational capability of the emergency management system in a stress environment with actual mobilization and deployment of personnel and resources.

Our annual FAA certification/safety inspection is scheduled for May 24th.

Air Service Updates

- It appears that Delta Air Lines will be adding a fourth flight to DTW in June; in addition, they will be upgrading their early morning departure to a CRJ-900 (76 seats).
- United Airlines will likely be retaining their current schedule of one flight per day through the end of the year; however, they plan to upgrade the aircraft to an E-170 (65 seats).

Debbie Groh asked if there are any updates regarding the Master Plan survey at Mason (TEW) since the Mead & Hunt meeting. Rob Benstein shared that results are not available yet, but they were very pleased with the number of responses (54); higher than most airports, which shows we have a very engaged tenant group at Mason. Rob added that he or Mead & Hunt could prepare a presentation/summary for the board.

Victor Celentino thanked Rob and Sophie for contacting Mr. Fowler with the Equalization office regarding the millage estimate. Victor also asked if we know the amount of the American Rescue

Plan Act grant yet. Rob Benstein stated that we do not have an amount yet; a consultant estimated it would be 2.5 million and \$140,000 for concessions.

OLD BUSINESS

1. Discuss Board Member mileage and/or per diem

Rob Benstein advised that compensation for Board Members is addressed in the enabling legislation (Act 73 of 1970 which created the Airport Authority). Section 6 states, "All members of the board and executive committee shall serve without compensation from the authority, but shall be entitled to reimbursement by the authority of actual expenses incurred in the discharge of their duties." He added that based on this we could pursue the reimbursement if the board is interested. Debbie Groh indicated that she would like to pursue it. Victor Celentino indicated that he would not like to pursue it and suggested getting input from the County and City. Yvette Collins asked if we could vote to gauge interest prior to contacting the County and City. John Shaski asked for a show of hands in favor and opposed. The results showed one (1) in favor and four (4) opposed. John Shaski indicated that the topic would be tabled for now.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. None

ADJOURNMENT

1. John Shaski advised that board meetings will likely remain virtual for now and return to in-person when appropriate. He thanked Bob Pena for attending and moved the meeting be adjourned at 4:58 pm.
2. The motion carried, and the meeting was adjourned.

signed
John Shaski, Chair

signed
Bonnie Wohlfert, Secretary