

**January 25, 2021**  
**REGULAR BOARD MEETING**  
Chair John Shaski

*This meeting was held via GoToMeeting.*

**Board Members Present:** John Shaski, Greg Ward, Debbie Groh, Daniel Schiffer and Victor Celentino

**Ex-Officio Present:** Kam Washburn, Mark Mudry

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

**Members of the Public Present:** William Brewer, Global Business Resource Group; Vickie Vandenberg, Robert Pena, Ingham County Board Liaison; Gloria Lubben, SecurAlarm; Dan Kehoe, Mead & Hunt; 2 guests

**CALL TO ORDER & ROLL CALL**

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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**

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1. Victor Celentino moved the Board approve the minutes of the November 23, 2020 Regular Board Meeting.
2. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.
3. The motion passed unanimously.

**COMMUNICATIONS & SPECIAL ITEMS**

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1. None

**PUBLIC COMMENT**

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1. None

**REPORTS AND RECOMMENDATIONS FOR ACTION**

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**#21-01 Revised Consolidated Schedule of Rates & Charges FY2021**

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve the Revised Consolidated Schedule of Rates and Charges as amended for Fiscal Year 2021. The Rates and Charges shall be retro-active effective July 1, 2020.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

**#21-02 659B, LLC Ground Site Lease and Commercial Operating Agreement at Mason Jewett Field**

- a. Daniel Schiffer moved the Capital Region Airport Authority Board approve a 30-year Ground Site Lease and Commercial Operating Agreement with 659B, LLC and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.

- b. Debbie Groh asked if the lease was transferred or new and Robert Benstein indicated that a new lease was negotiated. Debbie asked if 659B, LLC is the same as Great Lakes Air Ventures or a different entity. Rob stated that 659B, LLC is a different entity comprised of three individuals and this agreement only allows 659B, LLC to rent hangar space.
- c. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.
- d. The motion passed unanimously.

**#21-03 Contract for Video Surveillance System Enhancements - SecurAlarm**

- a. Victor Celentino moved the Capital Region Airport Authority Board award the Video Surveillance System Enhancements project to SecurAlarm in an amount not-to-exceed \$623,000 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. Victor Celentino inquired about the low bidder and discrepancy in the scoring. Rob Benstein explained that SecurAlarm received the highest score and was the lowest responsive and responsible proposer; price was a factor in the scoring. Phase 1 of the project which includes replacement of the video management system, integration with the access control system, and replacement of cameras that are no longer functioning properly will be complete by July 2021. Phase 2 would involve expansion and conversion to new digital cameras. Debbie Groh asked how many phases will be involved. Rob indicated phases 1-3 are needed and phases 4-5 involving additional technology related to the perimeter fence line and new operations center will require further evaluation.
- c. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.
- d. The motion passed unanimously.

**#21-04 Professional Consultant Services Agreement, Triterra – PFAS Testing**

- a. Victor Celentino moved the Capital Region Airport Authority Board award the Professional Consultant Services Agreement to Triterra in an amount not-to-exceed \$201,966 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.
- c. The motion passed unanimously.

**REPORTS**

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**Sophie Giviyani-Kermani, Director of Finance & Accounting**

Presented financials for period ending November 30, 2020

- Victor Celentino asked about Maintenance on the YTD Operating Expense on page 6 since it has been a mild winter so far. Ron O'Neil indicated that snowfall has been below average, but ice has been a factor with deicer costing \$4.11/gallon.
- Greg Ward asked how many positions are open and Sophie indicated that we have 3 Operations Officers, 2 Public Safety Officers and 1 Human Resources position open.
- Daniel Schiffer asked about the Capital Contributions YTD Variance of -75.71%, page 7. Sophie and Rob explained that it a timing issue. We have two grant closeouts in process then we'll receive funds; the airport pays the last 10% of projects and is reimbursed following close-out.
- Daniel Schiffer asked about how we were using the Mason Jewett Field CARES money. Rob explained that we are planning to replace the hangar door.

**Robert Benstein, Interim President & CEO**

The US Congress recently approved the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). Under this Act, approximately \$2B in grants will be awarded to airports, including:

- \$1.75B to primary airports (10,000 or more enplanements)
- \$45M to non-primary/general aviation airports
- Additional \$200M to primary airports to provide rent relief to concessionaires

At this time, it is unknown how much will be allocated to CRAA; however, based on the language in the Act, the estimate is \$1.2M.

The Authority was recently awarded a \$2,000 Air Service Program grant from MDOT for the purpose of providing annual live fire training to our Public Safety Officers.

The Authority will be conducting a table-top emergency exercise with our mutual-aid partners this Friday. In addition, the full-scale emergency exercise that was postponed due to COVID has been tentatively re-scheduled for May 11<sup>th</sup>.

The Parking Lot Management Agreement with SP+ was executed and we resumed collecting parking fees on December 7<sup>th</sup>. Parking revenue for the month of December was \$19,789, which resulted in a net operating income of \$3,369.

The Authority recently executed an agreement with Gravity Works for the redesign/upgrade of its website.

Personnel updates:

- Stephanie Snell was promoted from the position of Airport Operations Officer to the Airport Compliance Coordinator.
- Barb Davidson, Airport Operations Officer, submitted her resignation effective February 4<sup>th</sup>; she has accepted a position with the University of Michigan.
- Scott Worden, Airport Operations Officer, announced his retirement effective March 6<sup>th</sup>.

For the 12 months ended September 2020, passenger enplanements at LAN were down 44.3% compared to the prior 12-month period. This is in-line with the national average, which saw a reduction of 42.7%.

The airlines' schedules continue to be very consistent, with the following service to be provided through March:

AA – one daily flight to Chicago O'Hare

DL – three (3) daily flights to Detroit

UA – one daily flight to Chicago O'Hare

Service to DCA and MSP will likely resume in the summer.

- Debbie Groh asked about the criteria used for the Flights & Seats Forecast data (pages 20 & 21 of the board report). Rob Benstein stated that the graphs are based on airline data which changes frequently. Data three weeks in advance has been the most accurate (15,920 seats for March is double what we expect; 7500 seats and 150 flights is a more accurate forecast).
- Victor Celentino expressed concern about the parking lot fees with many people still hurting. Rob Benstein explained that we have waived fees if the travelers had to quarantine unexpectedly and anyone that was in the parking lot prior to December 7, 2020 exited for free. Rob added that the SP+ employees were laid off for approximately 6 months.

- John Shaski congratulated Stephenie Snell on her promotion, wished Barb Davidson good luck with her new position and congratulated Scott Worden on his retirement. In addition, he thanked Rob, Sophie, and the team for their continued dedication.
- Debbie Groh expressed concern about the Operations, Public Safety and Human Resource openings. Rob Benstein agreed that these are key positions and we will move quickly to fill them.
- Rob discussed scheduling a board retreat/workshop in early February to discuss mid-year budget, the staffing plan and capital projects. Debbie Groh requested an updated organization chart prior to the meeting.
- The upcoming union negotiations (June 2021) were discussed along with who would be involved for CRAA.

#### **OLD BUSINESS**

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1. None

#### **NEW BUSINESS**

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1. Sophie shared Line of Credit information received from PNC and Dart Bank and board members discussed the options. Further discussions and planning will be part of the Board Retreat/Workshop and Finance Committee agendas. Sophie clarified that these are line of credit proposals, subject to negotiations and attorney approval.

#### **PUBLIC COMMENT**

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1. None

#### **BOARD COMMENTS**

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1. Victor Celentino wished everyone a Happy New Year and welcomed Mark Mudry as the new Eaton County Ex-Officio. He also welcomed Robert Pena, Ingham County Board Liaison, replacing Carol Koenig.

#### **ADJOURNMENT**

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1. John Shaski moved the meeting be adjourned at 5:43 pm.
2. The motion carried, and the meeting was adjourned.

*signed*  
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John Shaski, Chair

*signed*  
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Bonnie Wohlfert, Secretary