

January 27, 2020
REGULAR BOARD MEETING
Chair John Shaski

Board Members Present: John Shaski, Greg Ward, Victor Celentino, Debbie Groh, Jordan Leaming

Board Member Absent: Daniel Schiffer

Ex-Officios Present: Joe Brehler & Kam Washburn

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

Members of the Public Present: Bob Leisenring, Mead & Hunt; Mike Borta, Prein & Newhof

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.
2. John Shaski welcomed new Ex-Officio Kam Washburn and expressed his appreciation for Robert Showers' contributions.

APPROVAL OF MINUTES

- a. Greg Ward moved the Board approve the minutes of the December 16, 2019 Regular Board Meeting.
- b. The motion passed unanimously.
- c. Greg Ward moved the Board approve the minutes of the January 8, 13 and 22, 2020 Personnel Committee Meetings.
- d. The motion passed unanimously.
- e. Jordan Leaming moved the Board approve the minutes of the January 21, 2020 Marketing Committee Meeting.
- f. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS & RECOMMENDATIONS FOR ACTION

#20-01 Lansing Board of Water and Light water main easements – 3535 Capital City Blvd.

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the granting of two easements to the City of Lansing's Board of Water and Light for the purpose of relocating, installing and maintaining a water main for service to 3535 Capital City Blvd. (WGT Holdings) as well as additional facilities to the west, and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. Victor Celentino asked if the easements included any costs or expands approval. Rob Benstein advised that there is no cost to the Authority for the easements; WGT Holdings pays the filing fees and there is no expansion of approval.
- c. Greg Ward requested recusal since he is employed by Consumers Energy.
- d. The motion passed unanimously.

#20-02 Removal of Wayne Sieloff and Dale Feldpausch as individual trustees and appointment of Alerus Financial and Benefits (Alerus) as corporate trustee of the CRAA Deferred Compensation Plan Trust

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the removal of Co-Trustees Wayne Sieloff and Dale Feldpausch and that Alerus be appointed as successor Trustee of the CRAA Deferred Compensation Plan Trust, effective as of February 1, 2020.
- b. Victor Celentino presented a comment submitted to him by Board Member, Daniel Schiffer who was unable to attend the meeting. The comment was that maybe CRAA should have one trustee instead of none. Dale Feldpausch explained that this is a new offering by Alerus. CRAA's CEO and CFO would still work with Alerus to decide on the body of investments that are available to employees. Jordan Leaming questioned the custodial/fiduciary relationship and whether there is any benefit to keeping one trustee.
- c. Since the resolution was not time sensitive, Victor Celentino moved to table until the February 24, 2020 board meeting to allow staff to gather further information.
- d. The roll call vote for the motion to table was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.

REPORTS

Dale Feldpausch, Vice-President & CFO

Presented financials for period ending November 30, 2019

Victor Celentino and Greg Ward posed questions regarding Investment Income, Capital Contributions and Operating Income from pages 9 & 10 of the Board Report.

Robert Benstein, Quality & Compliance Director

- On January 6, Rob attended an informational meeting regarding a proposed oil/gas well in Vevay Township. Jordan Development Company is proposing to install an oil/gas well approximately 2,000 feet west of Mason Jewett Field. The developer filed the appropriate notice with the FAA, and the airspace review determined that the drilling rig is not a hazard to air navigation. If the developer's drilling permit is approved by the State, the drilling rig would be in place for approximately three weeks.
- We will be attending LEAP's Business Attraction Workshop this Friday.
- Rob will be attending the Routes air service development conference in Indianapolis next week along with Mike Bown, our air service consultant.
- Next months' agenda will include:
 - Amended State Contract related to our 2016 Airport Improvement Program grant. We received an additional \$490,768 for the taxiway turning improvements project that was completed in 2017.
 - Revised 2020 Capital Budget due to various additions, deletions and changes to projects.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Debbie Groh inquired about the email group used for communicating with Mason hangar owners and sub-tenants. Rob Benstein explained that we have updated our email group using the based aircraft listing and responses from individuals interested in being added.
2. Greg Ward asked about the pothole at the entrance to the airport. Ron O'Neil explained that it is in the right-of-way, not our responsibility but we will patch it.
3. Greg Ward inquired about the agenda for the 2020 Michigan Airport Conference. Rob Benstein explained that the conference includes updates from FAA and MDOT, project management and topics related to operations and maintenance. Dale Feldpausch added that the conference is invaluable from an accounting perspective.
4. John Shaski remarked that it's great that Rob is attending the Routes conference.
5. John Shaski asked about the delay in Airline Performance data (October 2019 reported in January 2020). Rob Benstein explained that the data is not available from MDOT until about 3 months later.
6. Jordan Leaming thanked Karissa Weight and Spencer Flynn for their efforts involving the Rebranding.
7. Dale Feldpausch provided further explanation for questions posed earlier during the financial report.
8. Greg Ward acknowledged Ashley Lucas' participation as a panelist at the Women's Aviation Career Symposium.
9. John Shaski commented on how great the Marketplace and new Convention & Visitors Bureau banner looks.
10. Greg Ward provided an update regarding the Personnel Committee meetings. The committee is currently conducting interviews with employees and developing a stakeholder survey.
11. Debbie Groh questioned the note "scheduled passengers do not include charters" from page 22 of the board report (MDOT stats). Rob Benstein explained that this MDOT data is comparing LAN to nearby airports. Charters are included on other pages of the board report.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:30 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary