

July 26, 2021
REGULAR BOARD MEETING
Chair John Shaski

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

Ex-Officio Present: Kam Washburn, Mark Mudry

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

Members of the Public Present: Bob Pena, Ingham County; Dan Kehoe, Mead & Hunt; Dave Groh; and Margaret Schiffer.

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.

ELECTION OF OFFICERS

1. Victor Celentino moved the Board elect the following officers for the 2021-2022 fiscal year:
Chairperson: John Shaski
Vice Chairperson: Matthew Lantzy
2. The roll call vote was: Mr. Celentino, Yes; Ms. Collins, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Schiffer, Yes; Mr. Shaski, Yes
3. The motion passed unanimously.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the June 28, 2021 Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#21-22 Authorizing Authority President & CEO to negotiate Airline Incentive Agreement with passenger and cargo airlines on behalf of the Capital Region Airport Authority

- a. Victor Celentino moved the Capital Region Airport Authority Board authorize the Airport Authority's President & CEO to negotiate Airline Incentive Agreements with passenger and cargo airlines that include but would not necessarily be limited to: MRGs (Minimum Revenue Guarantees), rates and charges abatements and marketing support. Any negotiated agreement will require Airport Authority Board approval before the negotiated agreement becomes binding.
- b. Victor commented on previous success with recruiting airlines utilizing revenue guarantees (Atlanta & Reagan National). Daniel Schiffer questioned the "Airline Invoicing Process" noted on page two of the 09-49 resolution referenced in this 21-22 resolution.

Airline Invoicing Process: Invoicing for airport fees and charges will be in accordance with the Authority's standard process; fees due will be held as accounts receivable with no payments required in the first year; fees are due within 30 days at the end of each operational year if airline does not meet the eligibility for waivers.

Dan would prefer this language be changed to require payment and then reimburse the airline if terms have been met. Nicole suggested resolution 09-49 be revised/amended at the next board meeting to clarify the language.

- c. The motion to approve Resolution 21-22, as is, passed unanimously.

#21-23 Ratify execution of Airport Coronavirus Relief Grant Program (ACRGP) Concession Addendum

- a. Yvette Collins moved the Capital Region Airport Authority Board ratify the execution of Airport Coronavirus Relief Grant Program (ACRGP) Concession Addendum No. 3-26-0055-061-2021.
- b. Daniel Schiffer asked if our attorney reviewed the grant and Robert Benstein indicated that our attorney, Varnum, has to sign all grants.
- c. The motion passed unanimously.

REPORTS

Sophie Giviyan-Kermani, Director of Finance & Accounting

Sophie referenced page 3 of the board report (Executive Summary of Financial Statements – Period Ending 5/31/21) and asked if the board members had any questions. No questions were posed, and John Shaski commented on the great summary provided. Sophie added that CRRSA (Coronavirus Response and Relief Supplemental Appropriations) grant funds as of 5/31 have been added to page 5 of the board report.

Nicole Noll-Williams, President & CEO

- Nicole is continuing to meet with community and legislative leaders as well as passenger and cargo carriers.
- Board members received a copy of the Authority's response to the safety and economic impact of FAA's proposed reduction in operating hours of the tower (midnight – 5:30 am). Additional meetings are being scheduled with FAA and we will continue to provide updates.
- Rob is continuing to work with FAA and MDOT to close out 3 grants (2015, 2017, and 2018). Once completed we will be able move forward with the Master Plan.
- Katherine Japinga, our new Director of Marketing, will begin August 2nd.
- The Director of Business Development position was closed last Friday. Phone interviews are being scheduled over the next couple weeks. Over 59 applicants applied for the position.
- The Operations Manager position had over 40 applicants, phone interviews were scheduled last week, and in-person interviews will be scheduled in the coming weeks.
- CRAA hosted a tour for the Mason Public Schools – Level Up Program including a tour of ARFF. A special thank you to Jackson for allowing them to tour their hangar.
- PFAS Testing Grant on Airport – We have received no positive tests in drinking water wells; levels of PFOS have been detected in 9 of the 14 sites on airport due to the use of AFFF (triple F) Fire Fighting Foam. Additional testing is in place and should be completed by Feb. 2022; we will provide updates as next steps are determined.
- An Aircraft Viewing Area has been created on Caravan Drive East of the airport. The site consists of 3 picnic tables for viewing / picnics, and we are planning a grand opening prior to the August board meeting.

- A second-floor concession/seating area (Market Twenty 4 Seven) will be completed in August with the exception of a couple pieces of furniture. The board members were given a drawing of the space and invited to a tour following the meeting.
- Upcoming Events
 - Employee Cookout on Thursday, August 12th
 - MSU vs Nebraska Tailgate on Saturday, September 25th
 - Mason Aviation Days is Saturday, August 21st
 - September 27th Board Meeting will be held in Mason at the LCC Facility
 - TSA Pre-Check Event during the week of November 1st
- Bookings remain strong in total, driven by leisure demand – no impact from COVID Delta variant to-date.
- Network airlines expect to be profitable in 3Q21; 4Q21 will be more difficult; labor shortages still impacting capacity plans.
- Delta to Minneapolis is now expected to return 4Q21
- Brochures for the Apple Leisure Group charters were given to board members; flights run from January 28, 2022 – April 7, 2022 to Cancun and Punta Cana.

Victor Celentino asked about American Airlines capacity and Nicole explained that there will be more seats in the market this fall. She added that DCA flights no longer use a gate that requires passengers to board a bus to/from the terminal. Passengers now arrive directly in the main terminal.

Kam Washburn posed a few questions regarding the PFAS testing related to the Clinton County Health Department.

Daniel Schiffer questioned the FY2021 Enplaned Passengers total of 60,230 on page 17 of the board report. Nicole Noll-Williams explained the difference between seats vs. enplanements and added that we have primarily business vs. leisure travelers. She offered to provide forecasting numbers which Dan was interested in.

Kam Washburn shared that he attended a trust fund meeting recently and the advisors noted that the wildcard in all their forecasts was the Delta Variant of Covid. Nicole added that so far, the covid variant has not impacted bookings.

John Shaski asked if we are PFAS testing at Mason; Ron indicated we are not.

The age cap (65 years) for commercial pilots was discussed along with the need for technicians to service aircraft. The LCC Aviation Technology program and Great Lakes Air Ventures were highlighted in the conversation as having a positive impact on this need. Debbie Groh suggested the Authority Board attend the August 2, 2021 LCC Aviation Program Graduation; many members were interested in attending and details will be shared.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Robert Pena, new Ingham County Commissioner, shared a few comments.

- He has been sharing information regarding the International flight options in an effort to inform friends/colleagues.
- He is excited about the DCA flight.
- The Ingham County Fair will be held this year (August 3-7); he will be in the Exhibition Hall right across the road from Mason Jewett Field.

BOARD COMMENTS

1. Yvette Collins informed the board that she will be coming back from Switzerland on August 23 (the next board meeting date) and requested a dial-in option in order to attend.
2. Debbie Groh thanked the Authority for the nice shirt and suggested members where them at the LCC Aviation Program Graduation scheduled on August 2, 2021.

ADJOURNMENT

1. John Shaski thanked Dave Groh, Margaret Schiffer, and all present for attending and moved the meeting be adjourned at 5:24 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary