

**July 27, 2020**  
**REGULAR BOARD MEETING**  
Chair John Shaski

*Due to the Covid-19 Pandemic the Board Meeting was held as an Audio/Video Conference (GoToMeeting)*

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

**Ex-Officio Present:** Kam Washburn

**Ex-Officio Absent:** Joseph Brehler

**Management, Staff and Employees Present:** Rob Benstein, Sophie Giviyani-Kermani, Karissa Weight, Spencer Flynn, Corey Rees, Ron O'Neil, Dakota Gamble and Bonnie Wohlfert

**Members of the Public Present:** Dan Kehoe & Bob Leisenring, Mead & Hunt

**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 4:00 p.m. with a quorum present.

**ELECTION OF OFFICERS**

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1. Victor Celentino moved the Board elect the following officers:  
Chairperson: John Shaski  
Vice Chairperson: Greg Ward
2. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes
3. The motion passed unanimously.

**APPROVAL OF MINUTES**

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1. Jordan Leaming moved the Board approve the minutes of the June 22, 2020 Board Meeting and the July 20, 2020 Finance Committee Meeting.
2. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, 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

**RECOMMENDATIONS FOR ACTION**

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**#20-21 Award of Contract for Pavement Joint and Spall Repair**

- a. Victor Celentino moved the Capital Region Authority Board award the contract for Pavement Joint and Spall Repairs to Scodeller Construction, Inc. in an amount not-to-exceed \$960,617.50 and authorized the President-CEO to sign all associated documents on behalf of the Authority.
- b. Victor Celentino asked where the companies are located. Rob Benstein stated that Interstate Sealant & Concrete is located in East Lansing and Scodeller is in Wixom. Rob added that ISC was not within 10% of the low bid; per our Local Bidder Preference policy.

Debbie Groh asked if this service covers both Lansing and Mason airports; Rob indicated yes. Debbie asked about the process and when work will commence. Ron O'Neil reported that cracks will be cut out and repoured to stop fod and spalling; work will start this year and involve some taxiway closures.

- c. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes
- d. The motion passed unanimously.

## REPORTS

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### **Sophie Giviyan-Kermani, Director of Finance & Accounting**

Presented financials for period ending May 31, 2020

- Better performance in the first 3 quarters helped to balance the last quarter loss.
- This report included Investment Details by Organization (pages 13-15) per Jordan Leaming's request.

### **Robert Benstein, Interim President & CEO**

- Approval of the Mason Jewett Field ALP Update project is on the Michigan Aeronautics Commission agenda for this Wednesday (July 29). We anticipate having the MDOT contract available for approval at our August meeting.
- We applied for a \$250,000 grant through MDOT/EGLE for testing of PFAS at Capital Region International Airport. Award of grants will be announced in early August.
- MEDC Site Readiness Program Update: The Port Lansing Next Michigan Development Corporation was awarded a \$55,000 grant to develop a site readiness plan for the Port Lansing Global Logistics Center.
  - The project will include preliminary design, utility analysis, and conceptual drawings for the site
  - There is a \$10,000 local match from CRAA
  - CRAA is working with DeWitt Township (sponsoring unit of local government) and LEAP on development of an RFP for preliminary engineering services
- The annual MDOT Michigan Airport Programming (MAP) meeting for Mason Jewett Field is scheduled for October 14<sup>th</sup>.
- We received our first CARES Act reimbursement in the amount of \$321,436 and have submitted our second reimbursement request for \$518,121. After discussions with MDOT staff, it was determined that we would submit future requests on a quarterly basis.
- Delta is adding a 3<sup>rd</sup> Detroit flight to the August schedule; however, they dropped the Minneapolis flight from the August and September schedules
- Advanced bookings have slowed down a bit from -39% YOY for the week of July 6<sup>th</sup> to -55% YOY for the week of July 13<sup>th</sup>; however, this is still better than the national average.
- TSA screenings averaged about 671,000 passengers per day through July 26<sup>th</sup>, or about 26.25% of last year's numbers. This is up from an average of 483,000 per day for the month of June, or about 18.90 of last year's numbers.
- Advanced bookings for the week of July 13<sup>th</sup> were slightly down from the prior week: -65% vs -63%.

John Shaski congratulated MEDC on receipt of the \$55,000 grant and is hopeful that we receive the \$250,000 grant from MDOT/EGLE. John asked Rob to elaborate on what the CARES Act reimbursements included. Rob reported that the first reimbursement of \$321,436 was primarily Customs and Border Protection services. The second reimbursement request of \$518,121 includes COVID related cleaning and supplies along with equipment/vehicles that are not AIP (Airport Improvement Program) eligible.

Debbie Groh asked about site cleanup on page 2 of the Board Report. Rob Benstein explained that we have received the final closure from EGLE for the October aircraft crash site. The large hole has been filled and the farmer was able to plant the parcel.

Kam Washburn inquired about passenger health screenings. Rob Benstein explained that the airlines are requiring passengers to complete a health screening questionnaire as part of the check-in process and require masks/face coverings to be worn on-board aircraft. Delta will also not accept a passenger's claim of a medical exemption to the mask requirement; passengers will be required to undergo additional health screening with a contracted medical professional. There was additional discussion regarding when the Health Department becomes involved and the airport's past experience with a COVID positive passenger.

#### **OLD BUSINESS**

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1. Greg Ward reported that the Personnel Committee plans to include the President & CEO selection at the August 24, 2020 board meeting.
2. Karissa Weight provided the following updates:
  - President & CEO interviews are scheduled for August 17-18, 2020
  - Seven candidates were identified to provide a video interview; six submissions were received
  - The next Personnel Committee meeting is scheduled for August 12, 2020 at 4:00 pm.
  - John Collins will conduct an Executive Skills Assessment and Global Business Resource Group will handle reference checking
  - The interviews will be conducted by three panels; the Board, Management Staff and Community Members selected through the external outreach process
3. John Shaski expressed appreciation to Mr. Brewer (Global Business Resource Group), Karissa Weight and all involved in the search process.

#### **NEW BUSINESS**

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1. None

#### **PUBLIC COMMENT**

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1. None

#### **BOARD COMMENTS**

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1. John Shaski commented on the good work of the Finance Committee and added that we will evaluate the pros/cons of meeting in-person for the August board meeting.

#### **ADJOURNMENT**

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1. John Shaski moved the meeting be adjourned at 5:09 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