

June 22, 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-Officios Present: Joe Brehler & Kam Washburn

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

Members of the Public Present: Andon Pogoncheff; Stephanie Ward & Dan Kehoe, Mead & Hunt; Michael 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 4:30 p.m. with a quorum present.

APPROVAL OF MINUTES

- a. Greg Ward moved the Board approve the minutes of the May 18, 2020 Budget Public Hearing & Board Meeting, the May 29, 2020 and June 12, 2020 Finance Committee Meetings, and the June 15, 2020 Personnel Committee Meeting.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, recused since he did not attend the 5/18 meeting; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

RECOMMENDATIONS FOR ACTION

#20-19 AI-An Logistics Warehouse Lease Agreement

- a. Victor Celentino moved the Capital Region Authority Board approve a two-year warehouse lease agreement with AI-An Logistics and authorized the President-CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

#20-20 Mason Jewett Field Airport Layout Plan Update – award of contract

- a. Debbie Groh moved the Capital Region Airport Authority Board approve a contract with Mead & Hunt for planning/engineering services related to the Mason Jewett Field Airport Layout Plan Update project and authorized the President-CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. Victor Celentino asked if we are confident that we'll receive the funding. Rob Benstein stated that he has no concerns with the funding. 90% will be from State Block Grant Federal entitlement funding, 5% State funding, and 5% funded by the Authority or

\$10,820.67. The dollar amounts will be added next to the percentages on future resolutions to clarify the costs involved. Daniel Schiffer questioned the need for the survey since it has only been 13 years and not much has changed; although, he added we need a better layout for hangars. Rob explained that the ALP needs to be consistent with current FAA Airport Design Standards. Future development involving a layout of parcels for hangars will be included. The largest portion is the obstruction survey; it's important to have current data and the FAA will not provide funding if it is not on the ALP. The obstruction survey is good for at least 10 years.

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

REPORTS

Sophie Giviyani-Kermani, Director of Finance & Accounting

Presented financials for period ending April 30, 2020

Board members posed questions related to budgeted property tax revenue, "Repairs" YTD variance of (163.24%) for Mason Jewett and a detailed investment activity performance was requested.

Robert Benstein, Interim President & CEO

- The Authority has issued the following solicitations:
 - Request for Bids – Pavement Joint and Spall Repairs
 - Request for Qualifications – Professional Airport Consulting Services (LAN 5-year ACIP)
- Air Service Update
 - Delta is adding a 2nd Detroit flight effective July 3, 2020
 - American will resume daily service to Chicago (one flight) effective July 5, 2020
 - United is temporarily suspending service to Chicago effective July 6, 2020 through the month of September
 - American's July capacity is approximately 31% of pre-COVID-19 schedule; Delta's is approximately 35%
 - The August and September schedules are starting to take shape; initial results are encouraging; airlines are adding capacity and destinations.
- On a national level
 - TSA screenings were below 100,000 pax per day in April (-96%); number now approaching 600,000 pax per day (-78%)
 - Leisure travel is driving the recovery; business travel is recovering much slower
 - Full recovery to 2019 levels not expected until winter 2022/2023 (2 ½ years)
 - Near-term industry focus will be on making customers feel safe and encouraging them to fly. Page 3 of the board report provides an example of our marketing efforts.

Debbie Groh asked about the transition of the Ken Shelton hangar to Lansing Community College. Rob Benstein reported that LCC has not determined whether the hangar will be leased space or for their personal use. Debbie asked for an update on the drilling at Mason; Dan Schiffer thought he had heard the oil company withdrew; Rob will inquire and provide an update via email.

OLD BUSINESS

1. Greg Ward asked Karissa Weight to provide an update on the CEO search process. Karissa reported that great progress has been made and we have a strong pool of diverse candidates. The schedule is on track for a mid-August start date. She added that Global Business Resource Group has done an outstanding job networking across the country. They are assessing the candidates' qualifications and will schedule an in-person meeting to review with the Personnel Committee.

NEW BUSINESS

1. John Shaski reported that Debbie Groh has volunteered to join the Finance Committee; therefore, he formally appointed her as a member.

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. John Shaski thanked staff members for keeping the airport stable during these turbulent times. He added that the latest executive order allows for meetings to be held via audio/video conferencing until July 30, 2020. We will review our options prior to the July 27 board meeting to determine if an in-person meeting is feasible.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:14 pm.
2. The motion carried, and the meeting was adjourned.

signed
John Shaski, Chair

signed
Bonnie Wohlfert, Secretary