

**May 4, 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

**Board Member Absent:** Daniel Schiffer

**Ex-Officios Present:** Joe Brehler & Kam Washburn

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

**Members of the Public Present:** Andon Pogoncheff; Donald Frank; Bob Leisenring & Dan Kehoe, Mead & Hunt; Craig Lyons, Lansing State Journal; caller (kev)

**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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- a. Greg Ward moved the Board approve the minutes of the February 24, 2020 Regular Board Meeting, the March 4, 2020 Marketing Committee Meeting, the March 5 and 30, 2020 Personnel Committee Meetings, and the April 13 and 14, 2020 Budget Work Sessions.
- b. The motion passed unanimously.

**COMMUNICATIONS & SPECIAL ITEMS**

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1. None

**PUBLIC COMMENT**

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1. Andon Pogoncheff asked about Delta dropping service to LAN. Rob Benstein explained that Delta Air Lines has requested an "exemption from service obligation" but the Department of Transportation has not ruled on it yet. CRAA and others have responded in opposition. The DOT has denied a similar request by United Airlines; we should receive a ruling within 2 weeks.

**RECOMMENDATIONS FOR ACTION**

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**#20-08 Presentation of Proposed FY 2021 Budget and Establishing Budget Public Hearing**

- a. Greg Ward presented the proposed fiscal year 2021 budget which reflects Source of Funds of \$14,202,011 and Use of Funds of \$14,202,011. This proposed budget includes an effective Mill Levy Certification of .6990 mills, which produces approximately \$5,901,650. The CRAA placed on file for public inspection the proposed fiscal year 2021 budget and set the public hearing for the proposed budget for May 18, 2020 at 4:30 pm (likely via GoToMeeting). Additionally, the board will hold its regularly scheduled meeting immediately following the public hearing for purposes of considering adoption of the proposed fiscal year 2021 budget and other items. Furthermore, the Board authorized the President – CEO to advertise notice of the public hearing in a local newspaper as required.

- b. Debbie Groh asked about the International Operations amount of \$749,450 on the Mill Levy Allocation page and where that is located on the Statement of Source, Use of Funds page. Rob Benstein explained that the majority, \$713,150, is Customs and Border Protection (under services expense) and the breakdown can be found under tab 4, Departmental Income Statements, (International Services).
- c. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Ward, yes; Mr. Shaski, Yes
- d. The motion passed unanimously.

**#20-09 Interim President – CEO Salary**

- a. Victor Celentino moved the Capital Region Airport Authority Board refer Resolution #20-09 to the Personnel Committee which is meeting May 7, 2020 at 4:30 pm.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Ward, yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

**#20-10 Appointment of Sophie Giviyani-Kermani as CRAA Board Treasurer**

- a. Greg Ward moved the Capital Region Airport Authority Board appoint Sophie Giviyani-Kermani as the CRAA Board Treasurer in accordance with Article III, Section 1 of the Authority By-Laws. Dale Feldpausch, previous CRAA Board Treasurer, retired from the Authority on April 17, 2020.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Ward, yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

**#20-11 AT&T Communications Facilities Easement – 2450 Port Lansing Road**

- a. Jordan Leaming moved the Capital Region Airport Authority Board grant an easement to Michigan Bell Telephone Company dba AT&T Michigan for the purposes of installing and maintaining communications facilities for service to 2450 Port Lansing Road (Niowave) and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Ward, yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

**20-12 AT&T Communications Facilities Easement – 3535 Capital City Blvd.**

- a. Jordan Leaming moved the Capital Region Airport Authority Board grant an easement to Michigan Bell Telephone Company dba AT&T Michigan for the purposes of installing and maintaining communications facilities for service to 3535 Capital City Blvd. (WGT Holdings) and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Ward, yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

**#20-13 Assignment of David J. Carlson Lease – Concession Agreement to Gabe F. Blosser**

- a. Jordan Leaming moved the Capital Region Airport Authority approve the assignment of the David J. Carlson Lease – Concession Agreement to Gabe F. Blosser 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. Leaming, Yes; Mr. Ward, yes; Mr. Shaski, Yes
- c. The motion passed unanimously.

**NEW BUSINESS**

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**1. Discuss establishing a Finance Committee**

Sophie Giviyani-Kermani explained that the Authority By-Laws include a Finance committee as a standing committee and most finance committees meet 8-12 times per year specifically for advising the board. John Shaski agreed that establishing a finance committee was a great idea. Victor Celentino suggested changing the first bullet of the draft resolution as follows:

- ~~Develop an annual operating budget~~
- Recommend an annual operating budget to the full board

The Finance Committee members would serve a one-year term and Ex-Officios can participate. Board members or Ex-Officios interested in serving were advised to email Rob Benstein, Sophie Giviyani-Kermani or John Shaski.

## REPORTS

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### **Greg Ward, Personnel Committee Chair**

The Personnel Committee will continue the CEO search process with the next meeting scheduled for May 7, 2020 at 4:30 pm (via GoToMeeting – connection details posted).

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

Presented financials for period ending February 29, 2020

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

- The CARES Act grant application was submitted to the FAA. CRAA will likely need a contract with MDOT for grant administration since we anticipate reimbursement will be processed through the State.
- CRAA has agreed to suspend SP+ Parking operations until passenger traffic is at a level sufficient to cover their operating expenses.
- Delta Air Lines filed an exemption from the Department of Transportation mandated service obligation. CRAA, Convention & Visitors Bureau, LEAP, Lansing Community College and the Travel Coalition submitted letters opposing Delta's request. Conference calls are also scheduled with Representative Slotkin and Senator Peters.
- Passenger traffic appears to be trending upwards slightly. TSA has now screened 100,000+ passengers for 11 days in a row; the longest streak since April 6.

## OLD BUSINESS

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1. None

## PUBLIC COMMENT

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1. None

## BOARD COMMENTS

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1. None

## ADJOURNMENT

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1. John Shaski moved the meeting be adjourned at 5:21 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