

October 26, 2020
REGULAR BOARD MEETING
Chair John Shaski

At this time, in the COVID-19 pandemic, meetings were allowed up to 20 people per 1,000 square feet. This meeting was held in-person in the Community Room (26 attendees allowed).

Board Members Present: John Shaski, Greg Ward, Debbie Groh, Daniel Schiffer, Victor Celentino and Jordan Leaming (call-in)

Ex-Officio Present: Kam Washburn, Joseph Brehler

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

Members of the Public Present: Mark Breukink & Dan Kehoe, Mead & Hunt; Andon Pogoncheff

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.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the October 5, 2020 Regular Board Meeting and the October 19, 2020 Finance Committee Meeting.
2. Debbie Groh advised the Board that the following discussion was omitted from the Finance Committee minutes under New Business.

There was discussion (after John Shaski exited the meeting) regarding any update from UPS about getting more cargo at LAN. Ron O'Neil brought up that there was contact from UPS regarding expansion/building a new facility. UPS would like to discuss what LAN could offer them by the end of the year. The discussion continued about what a new facility would cost and a \$25 million dollar amount was brought up. Ron O'Neil said that in earlier discussion with City of Lansing, the infrastructure (water electrical & sewer) would need to be run from Sheridan Road. Dan Schiffer indicated that this might be an opportunity to get input from large contractors regarding infrastructure placement, and perhaps CRAA should look into a line of credit. It was also discussed that perhaps CRAA should communicate with UPS before the end of the year.
3. Victor Celentino made a friendly motion to amend the Finance Committee minutes to include this paragraph.
4. Daniel Schiffer, in reference to the Delta negotiations, asked if the changes to the rates and charges has to be retroactive to July 1, 2020. Rob Benstein stated that normally the reconciliation would take place at the end of the fiscal year; however, Delta would like to see the impact of any relief sooner.
5. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Abstained; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.
6. The motion passed.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

RECOMMENDATIONS FOR ACTION

#20-31 Approval of Concessionaire Termination Agreement

- a. Dan Schiffer moved the Capital Region Airport Authority Board approve the Concessionaire Termination Agreement with EMA Enterprises and authorized the President – CEO or designee to sign all related documents on behalf of the Authority.
- b. Without a concessionaire, Victor Celentino asked what is going in. Rob Benstein stated we currently have vending machines available and plan to issue an RFI (Request for Information) to see if there is interest in operating the Brewport. We have also considered providing a Marketplace upstairs until traffic improves.
- c. Jordan Leaming questioned whether the committees should approve their own minutes and if this is the first time this termination agreement has come before the Board. Dan Schiffer indicated yes; this is the first time the termination agreement has come before the full Board. The Finance Committee discussed it and directed staff to work with our attorney to draft a termination agreement. Jordan stated that our committee activity may be straying and questioned if we are sidestepping the monthly Board meetings. Dan Schiffer indicated that the Finance Committee doesn't dictate or approve anything; we are advisory only. This resolution would have come before the Board anyway. Victor Celentino suggested determining what items should or should not be vetted by the committees. Jordan stated that he initially questioned whether the committees are formal committees or workgroups and was informed they are workgroups. If staff would have recommended this anyway, then okay. Jordan also questioned if we have charters for the committees. Dan Schiffer understood Jordan's concern and will review the bylaws. Joe Brehler added that Jordan has a valid concern. The Finance Committee does not have the authority to authorize staff to negotiate before the agreement comes before the Board.
- d. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, No; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes
- e. The motion passed (5 Yes – 1 No)

#20-32 Approval of Parking Lot Management Agreement

- a. Debbie Groh moved the Capital Region Airport Authority Board authorize the President – CEO, or designee, to negotiate a Parking Lot Management Agreement with SP+ and sign all related 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.

REPORTS

Sophie Giviyan-Kermani, Director of Finance & Accounting

Presented financials for period ending August 30, 2020

Robert Benstein, Interim President & CEO

President Trump will be making a campaign stop at LAN tomorrow. An 80-minute long rally will be held at the Avflight hangar and is scheduled to start at 2:00 pm. As many as 10,000 people are expected to attend.

Mead & Hunt has been selected to provide engineering and design services to support LAN's 5-year Airport Capital Improvement Program (ACIP). The ACIP reflects projects funded through the Federal Aviation Administration's Airport Improvement Program. We have identified three projects to be completed over the five-year period:

- Rehabilitate Taxiway C
- Rehabilitate Terminal apron
- Rehabilitate Runway 10R-28L

Our annual FAA planning meeting is scheduled for Monday, November 2nd. Topics of discussion will include the status of open grants, the status of our Passenger Facility Charge (PFC) program, and the 5-year ACIP.

On Sunday, October 18th, TSA screened 1,031,505 passengers; this is the first time since March 16th that TSA has screened over a million passengers. The 18th also marked 32 straight days of week-over-week gains.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. John Shaski thanked the Mead & Hunt staff that were present at the meeting.
2. Debbie Groh requested that Rob Benstein email the Mason snow removal policy/procedures to Mason tenants again this year.

ENTER CLOSED SESSION

1. Victor Celentino moved the board enter Closed Session to consider personnel evaluation of Interim President & CEO at 5:06 pm.
2. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Leaming, Yes; Mr. Schiffer, Yes; Mr. Ward, Yes; Mr. Shaski, Yes.

RETURN TO REGULAR SESSION

1. The board returned to Regular Session at 7:30 pm.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 7:30 pm.
2. The motion carried, and the meeting was adjourned.

signed
John Shaski, Chair

signed
Bonnie Wohlfert, Secretary