



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

Nicole Noll-Williams, C.M.
President - CEO

July 25, 2022 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Kam Washburn, Mark Mudry

Management, Staff and Employees Present: Nicole Noll-Williams, Rob Benstein, Katherine Japinga, Sunil Khetarpal, Steve Gonzalez, Steve Ball, Blake Roy, and Bonnie Wohlfert

Members of the Public Present: Lindsey McKeever, Executive Director, Ingham County Fair; and Dan Kehoe, Mead & Hunt, Inc.

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.
2. John Shaski led, and all recited the Pledge of Allegiance.

ELECTION OF OFFICERS

1. Victor Celentino moved the Board elect the following officers for the 2022-2023 fiscal year:
Chairperson: John Shaski
Vice Chairperson: Matthew Lantzy
2. The motion passed unanimously.

APPROVAL OF MINUTES

1. Matthew Lantzy moved the Board approve the minutes of the June 27, 2022 Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Lindsey McKeever, Executive Director, Ingham County Fair, thanked the board for purchasing a Memory Garden Brick in support of the fair.

REPORTS AND RECOMMENDATIONS FOR ACTION

#22-22 Accept State Contract for the Rehabilitate Taxiways 1, 2, 4, 6, & 7 Project at Mason Jewett Field

- a. Victor Celentino moved the Capital Region Airport Authority Board accept State Contract 2022-0791 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#22-23 Appointment of CRAA Officer Delegate and Alternate and Certification of CRAA Employee Delegate and Alternate to the 2022 MERS Annual Meeting

- a. Yvette Collins moved the Capital Region Airport Authority Board appoint Sunil Khetarpal, Vice President – CFO as Officer Delegate and Julie Harris as Officer Alternate for the 2022 Annual Meeting of the Municipal Employees Retirement System (MERS). In addition, the Board

certifies the election of Rick Willis as Employee Delegate and Julianne Stenger as the Employee Alternate for the 2022 Annual Meeting of MERS.

- b. The motion passed unanimously.

#22-24 Revision to Air Service Incentive Guidelines

- a. Matthew Lantzy moved the Capital Region Airport Authority approve revising the Air Service Incentive Guidelines and authorized the President – CEO to negotiate, execute, and deliver agreements and any other related documents on behalf of the Authority consistent with this Resolution. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be, and the same hereby are, rescinded.
- b. Victor Celentino questioned the need for these changes and asked if this resolution was in reference to tomorrow's announcement. Nicole Noll-Williams indicated that this language puts us in a stronger position moving forward and also pertains to tomorrow's announcement.
- c. The motion passed unanimously.

REPORTS

Sunil Khetarpal – Financial Report for period ending 5/31/2022

YTD Operating Revenue

Airline - Revenues are down by (\$130K) because of United leaving the market.

Concessions (Rental Cars) - YTD revenues are above budget by \$198K.

Parking, Fuel & Remaining - YTD revenues are higher by \$197K as Land & Building Rents are higher along with small others.

Overall Revenues are higher than budgeted by \$265K.

YTD Operating Expense

Employee Development- Education & Training - Lower than budget by \$44K expected to be used in this FY.

Maintenance - Expenses were lower than budgeted by \$218K.

Marketing - Above budget by (69K) in support of our airline partners.

Payroll - Continues to track below budget by \$346K as open positions (PSO, Ops Officer), weren't filled.

Supplies - Due to less snow removal during 20-21 season was lower by \$98K.

Utilities and Fuel –Lower than budgeted by \$133K.

Overall Operating Expenses are lower than budgeted by \$662K.

Mason Jewett Field (TEW)

Fuel Revenue continues to be lower than budgeted resulting in over deficit of (24K).

Balance Sheet

Reserves are trending higher as we continue to draw down the CARES funding.

In addition, Sunil reported that inflation will affect the fiscal year 2023 budget.

Victor Celentino commented on the Mason fuel revenue and repairs YTD variance. Nicole shared that the addition of the fan in the hangar caused the repairs variance. Sunil shared that we will see better results next year in fuel revenue due to a new process being put in place to monitor it. Victor asked about the property tax collections; Sunil reported that we are up to 5.9 million.

Nicole Noll-Williams, President & CEO

Nicole provided presentations during the Lansing City Council meeting and Lansing Rotary recently.

Nicole met with Trey Hettinger, Airport Properties for UPS, recently in Louisville, KY to discuss

their facility plans and needs for the future.

On June 2nd, the Authority received a "Merits Further Consideration" letter from the Economic Development Administration regarding CRAA's grant application that was submitted in March. Final approval of an award is conditioned upon EDA's assessment of the additional information provided, project feasibility, funding priorities, and the availability of funding.

Scodeller Construction completed crack sealing and spall repairs on the cargo ramp for the year (this is a multi-year project).

Over the next few weeks, Board of Water & Light will be repairing various electric circuit faults on the airport.

CRAA maintenance staff has been busy repainting airfield markings at LAN, with similar work at TEW to follow.

Our TSA Precheck Pop-Up event is scheduled from Aug. 29-Sept. 2 in the Community Room at LAN. We have started in-terminal promotion, and plan to do social media promotion as soon as the link to sign up for an appointment is live (scheduled for week of July 18).

With the new fiscal year, we are in the process of finalizing all of our community partnerships for the year and working on creative asset updates for all of the partnerships. In addition, we're in the process of creating our media plan to execute full-year media buys for our general advertising campaign, as well as our Apple Vacations promotions.

Mason Aviation Day is scheduled for Saturday, August 20th. Admission is free; events include a pancake breakfast (7:30 am – 11:00 am), lunch (noon – 2:00 pm), a static aircraft display, and airplane rides (\$30 per person).

The new Mason Jewett Field sign has been ordered; delivery and installation are expected during the 3rd quarter 2022.

Air Service Announcement tomorrow, Tuesday, July 26th at 10:00 am. All are welcome to attend.

Victor Celentino asked if there was a mask requirement for the event; Nicole indicated masks are not required but can be worn. Victor commented on the Authority having no vacant positions and congratulated staff for their efforts. He also loved reading about the summer group tours that have been arranged. Nicole added that Steve Gonzalez participated in an MDOT tour today as well. We are also looking into potential events for next year since the "Be A Tourist In Your Own Town" event has stopped.

The LCC Aviation Program graduation is scheduled for August 1, 2022 at 6:00 pm if anyone is interested in attending.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Kam Washburn asked more about the UPS visit. Nicole indicated they are good partners; they are pleased with the current operations and their demands are being met. During peak times (Christmas and Prime Days) additional aircrafts are utilized. Cargo ramp repairs were discussed; this work is in process. UPS is also monitoring the impact of the Amazon warehouse demand on next day shipments. Mark Mudry was asked when the Amazon warehouse is scheduled for completion since it is practically in his backyard; he reported that the completion date is not determined yet but likely within a year.
2. Yvette Collins mentioned that the time on the clock at the airport entrance is off. Future upgrades/replacement costs for the clock and boulevard sign were discussed.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:00 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary