



# CAPITAL REGION AIRPORT AUTHORITY

John Shaski  
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

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

## January 23, 2023 REGULAR BOARD MEETING Chair John Shaski

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

**Ex-Officio Present:** Robert Showers, Mark Mudry (4:36 pm)

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

**Members of the Public Present:** Kam Washburn; Dan Kehoe & Bob Leisenring, Mead & Hunt; Robert Pena, Ingham County Commissioner; David Joye, RS&H; Gabrielle Lawrence, Commissioner Liaison.

### 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. Matthew Lantzy led, and all recited the Pledge of Allegiance.

### APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the November 28, 2022 Regular Board Meeting and November 28, 2022 Closed Session.
2. The motion passed unanimously.

### COMMUNICATIONS & SPECIAL ITEMS

1. John Shaski thanked Kam Washburn for his impactful service to CRAA as the Clinton County Ex-Officio. John added that although the position is non-voting, he appreciated and valued Kam's great feedback; other board members agreed. Nicole Noll-Williams also offered her thanks for Kam's support of her personally and for the board. Kam was presented an engraved crystal globe and a photo was taken with all board members.
2. John Shaski also welcomed back Robert Showers as the new/returning Clinton County Ex-Officio and Gabrielle Lawrence as the (Ingham County) Commissioner Liaison.

### PUBLIC COMMENT

1. None

### REPORTS AND RECOMMENDATIONS FOR ACTION

#### #23-01 Approval of amended FY2023 Capital Budget

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the amended FY2023 Capital Budget involving decreases to mill levy funded and CARES funded capital expenditures and an increase to Customer Facility Charge (CFC) funded capital expenditures.
- b. The motion passed unanimously.

### REPORTS

#### Sunil Khetarpal – Financial Report for period ending 11/30/2022

#### YTD Operating Revenue

Current month is \$39K over budget; overall YTD is \$46K over budget.

- Airline revenues are lower by (\$47K) all around weakness.
- Concessions (rental cars) revenues are above budget by \$46K.
- Parking, Fuel & Remaining - revenues are above budget by \$48K.

#### YTD Operating Expense

Current month is under budget by \$41K, overall YTD \$158K under budget.

- Employee Development - Education & Training under budget by \$8K.
- Maintenance expenses were over budget by (\$37K) due to summer airfield maintenance and HVAC, will balance out during the year.
- Services are under budget by \$11K.
- Payroll is below budget by \$43K on lower wages and health insurance costs.
- Utilities and Fuel are under budget by \$41K
- Business Development is under budget by \$72K

#### Mason Jewett Field

- Revenues were higher than budget by \$12K due to fuel sales.
- Expenses were lower than the budget by \$1K.

Debbie Groh inquired about the vacant position in Mason; Nicole reported that the position has been filled; Chris Speckin will be introduced at the February 1 tenant meeting.

Grant Balances will be requested/received prior to due dates. John Shaski commented on the great work of staff in applying for and using the grant money in the allotted time frame.

#### 2022 Highlights & 2023 Preview

##### **Katherine Japinga, Director of Marketing**

##### **2022 Accomplishments and Highlights**

- Streamlined branding efforts, creative assets and social media profiles
- Developed and launched multi-media advertising and marketing campaign primarily focused on general awareness
- Redesigned and launched new FlyLansing.com website
- Relaunched CRAA e-newsletter with new format, goals and purpose
- Increased social media presence and developed a more consistent social strategy
- Planned and hosted multiple special events and announcements
- Reestablished relationships with community partners, business groups and nonprofits

##### **2023 Forecast and Goals**

- Continue utilizing traditional mediums while exploring additional options within the space (streaming radio, additional OTT)
- Develop new general "Fly Lansing" creative assets and messaging campaign (TV commercial, billboards)
- Build on social media and digital ad success – increase investment into these items and develop new, unique campaigns
- Events:
  - Friendship Room events
  - Possible airline partner events
  - Cargo Ramp groundbreaking
  - "Be a Tourist" event at LAN
  - Fly Lansing Tailgate
  - Port Lansing Site Readiness groundbreaking

- Continue to build brand awareness and community utilization of Avelo Airlines
- Explore partnership opportunities beyond current scope and tri-county area
  - Identify and expand outreach efforts in create and cost-effective ways
- Create a stronger connection between the airport and the community
  - Airport tours, visits, field trips
  - Aviation Careers Institute with Eaton RESA

Comments/suggestions from board members:

- Like how LAN is incorporated into messaging (**LAND ANYWHERE, BUSINESS PLAN**).
- Overall, a smart branding plan.
- Another accomplishment was the tour for sensory sensitive passengers.
- Suggested postings that focused on UPS, Jackson, and Dart.

### **Ron O'Neil, Director of Facilities & Infrastructure**

#### **2022 Accomplishments and Highlights**

- Long-term Parking Lot Rehabilitation Project
- PFAS Grant #1 Completed
- Completed Aircraft Crash Site Clean Up
- Market Place Twenty-4-Seven Renovation Project
- Elevator Rehabilitation Project
- Airport Perimeter Barbed Wire Project
- Friendship Room Renovation
- Avelo Airlines Start Up
- CRAA E911 Compliance
- Silver Bells in the City Electric Light Parade

#### **2023 Forecast – Capital Region International Airport (LAN)**

- Tower Facility Renovation
- Crash Phone Replacement
- Car Rental Service Buildings Renovation
- EV Car Chargers
- Phase 2 PFAS Grant
- Phone/Laptop Charging Stations
- Incinerator
- Meditation Space/Sensory Room

#### **2023 Forecast – Mason Jewett Field**

- Fuel Tank Project
- Crack Sealing Project

### **Rob Benstein, Vice President & COO**

#### **Capital Projects Update 2022 and 2023**

##### CY2022

- Taxiway C Rehabilitation – construct, complete
- Transient Apron Entrance – construct, complete
- Expand Cargo Ramp – design, 90% complete
- De-icing Containment Facility – design, 90% complete
- Rehabilitate Taxilanes – design (TEW), 90% complete

##### CY2023

- Expand Cargo Ramp – construct, Pre-application submitted; solicit bids in January

- De-icing Containment Facility – construct, Pre-application submitted; solicit bids in January
- Terminal Apron Rehabilitation – design, Pre-application submitted
- Master Plan Update, Pre-application submitted
- Port Lansing Site Readiness – design, RFQ issued Jan. 6; responses due Feb. 3
- Rehabilitate Taxilanes – construct (TEW), Solicit bids in Feb.; MAC transfer in March

**Nicole Noll-Williams, President & CEO**

Eaton RESA is hosting an Aviation Careers Institute (ACI) Open House at LAN on Wednesday, January 25 from 4:30 – 7:30 pm. The Open House will include program partners, Crosswinds Aviation and MSUFCU.

Many community events have been hosted in the Friendship Room.

A TSA Precheck Enrollment Event is scheduled at LAN for February 21-24, 2023. The link is available to schedule an appointment.

Quarterly Tenant Meetings at Mason Jewett Field have been scheduled for Feb 1, May 3, August 2, and November 1 from 5:30 – 6:30 pm.

Apple Vacations flights will kick off on Saturday, January 28. There will be three flights per week to Cancun, 2 flights per week to Punta Cana, and one flight to Jamaica.

We will be supporting the American Airlines' FAA slot exemption for DCA. Voter's Voice will be utilized to provide easy support letter submittal.

Delta Airlines will be switching to CRJ900 aircraft (76 seats) in mid-March. John Shaski mentioned that CRJ900s usually are parked at terminal A in Detroit which could mean easier connections.

Avelo Airlines switched to AM departures on January 12, 2023. John Shaski shared that he had experienced a couple delays with Avelo's evening departure, but the Brewport stayed open late, and the staff were super busy.

We continue to engage with the community; Nicole presented at the Mount Pleasant Rotary today and Katherine Japinga is scheduled to present to a Convention & Visitors Bureau group tomorrow.

**OLD BUSINESS**

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1. None

**NEW BUSINESS**

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1. None

**PUBLIC COMMENT**

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1. Robert Pena, Ingham County Commissioner, shared details about his recent travels through airports in Seattle and Portland. He described their religious room/chapel and sensory rooms. He also mentioned the airports had mother's rooms and animal relief areas.

**BOARD COMMENTS**

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1. Debbie Groh requested the Authority communicate with Mr. Brown about the tenant snow plowing procedures at Mason. If the snow banks are too high, low-wing aircraft cannot get through. Victor Celentino asked if this is creating a safety hazard and can the Authority impose a fine. Staff indicated that the topic will be brought up at the tenant meeting scheduled

on February 1. Daniel Schiffer suggested Debbie speak with Lloyd Brown personally since he may not be aware that his snow plow contractor is creating the banks.

**ADJOURNMENT**

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1. John Shaski moved the meeting be adjourned at 6:07 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