



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Matthew Lantzy

Daniel Schiffer

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

March 27, 2023 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Mark Mudry

Ex-Officio Absent: Robert Showers

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

Members of the Public Present: Terry Lutz, KTEW Tenant; David Joye, RS&H; Dan Kehoe & Mark Breukink, Mead & Hunt; Bob Pena, Ingham County

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.

APPROVAL OF MINUTES

1. Matthew Lantzy moved the Board approve the minutes of the February 27, 2023 Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Terry Lutz, Mason Tenant, distributed a picture of a crane with a flag attached located near the approach end of runway 10/28. He indicated that a NOTAM should have been posted and commented on the need for a full-time supervisor. Mr. Lutz also shared a photo and information related to the fuel hose used in Mason. He indicated that the fuel hose reel speed is too fast, compared it to the Charlotte airport's reel speed and the average human walking speed. The photo showed damage to the fuel nozzle from it being dragged across the cement. He feels the risk of injury/damage can be addressed.

REPORTS AND RECOMMENDATIONS FOR ACTION

#23-07 Terminal Apron Rehabilitation Project – Award of Contract for Professional Engineering Services

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve a contract with Mead & Hunt for design of the Terminal Apron Rehabilitation Project in an amount not-to-exceed \$188,530, and authorized the President – CEO, or designee, to sign all necessary documents on behalf of the Authority.
- b. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 1/31/23

YTD Operating Revenue

Current month is \$6K over budget. Overall YTD is \$85K over budget.

- Airline revenues are lower by (\$7K) for the month, YTD is lower than budget by (\$22K).
- Monthly Parking Lot revenues are lower by (\$6K) and YTD is lower by (\$33K).
- Monthly Concessions (rental cars) revenues are lower than budget by (\$5K), however YTD is higher by 43K.
- Remaining revenues are higher by \$24K for the month and YTD is above budget by \$107K.

YTD Operating Expense

Current month is over budget by (\$6K), Overall YTD \$119K under budget.

- Employee Development (education & training) is under budget by \$6K.
- Maintenance expenses were over budget by (\$55K) for the month due to pavement maintenance and YTD is over by (\$100K) due to pavement, summer airfield maintenance and HVAC during the year.
- Services are under budget by \$23K for the month, YTD is under budget by 33K.
- Payroll is above budget by (\$14K) for the current month due to payment of unused personal time and overtime due to snow. YTD is lower than budget by \$10K.
- Supplies are under by \$65K YTD.
- Utilities and Fuel –Under budget by \$48K YTD.
- Business Development: Over budget by (\$324K) – Avelo MRG (Minimum Revenue Guarantee) not budgeted.

Mason Jewett Field (TEW)

- YTD Revenues were higher than the budget by \$8K due to fuel sales.

Daniel Schiffer referenced an email he sent with several questions; Nicole indicated that she has answers and will respond. Daniel also inquired about the personal time payout being accrued; Rob Benstein will check with Sunil Khetarpal and provide feedback.

Nicole Noll-Williams, President & CEO

Nicole attended the Routes American conference and had great discussions with several airlines; follow up meetings are planned for this week.

Katherine Japinga did a great job with the American Airlines Slot Exemption Extension Campaign which collected 800+ individual letters of support; 65 corporate/business letters of support, and 23 elected officials/local government/municipality letters of support. We are awaiting a decision from FAA as American Airlines is losing bookings since flights cannot be loaded in the system yet.

The first Quarterly Connections e-newsletter for 2023 was distributed on March 9 to roughly 30,000 individuals. This edition included the recent tragedy at MSU, how companies and businesses in the community can take the pledge to “Fly LAN First”, a spotlight on the Fly Lansing Viewport, and well wishes to the MSU basketball team heading into March Madness.

The FAA will be conducting their annual safety/certification inspection of LAN on April 18th.

We continue to host field trips and group tours. Recent groups included Holt High School students enrolled in the Aviation Elective course program and BOMA (Building Owners and Managers Association) members.

Wildlife efforts at Mason have resulted in a major reduction in the number of geese on the field. USDA conducted a site visit last Friday and we are awaiting their report. Two swan decoys were also purchased, and we will monitor their ability to deter geese.

We have received great response for the flight school with 52 students currently enrolled. The breakdown by school is as follows: Bath 2; Charlotte 4; Dewitt 7; East Lansing 2; Eaton Rapids 5; Fowler 1; Grand Ledge 12; Haslett 1; Laingsburg 2; Lakewood 2; Lansing Catholic 1; Leslie 1; Mason 2; Okemos 3; Pewamo-Westphalia 1; Pottersville 1; Lansing Sexton 1; St. Johns 2; Williamston 1.

Daniel Schiffer commented that the tours enhance the flight school interest.

Victor Celentino questioned how the program was advertised since there was just one student from Lansing Sexton. Nicole shared that Micki O'Neil oversees communication with the schools. Ron O'Neil added that some schools/districts allow direct communication with students while others rely on the guidance and career counselors to share the information with students. Victor strongly encouraged setting up a meeting with Superintendent Shuldiner to discuss ways to better reach students in the Lansing School District.

John Shaski asked when we will know about the DCA slot exemption. Nicole indicated anytime since it is not tied into any legislation. Nicole has a meeting setup with Shannetta Griffin with FAA on Wednesday.

Nicole shared information regarding the Cargo Ramp Ground Breaking event scheduled for April 11.

Mark Mudry recalled a high school career day lecture by a United Airline's pilot that he attended as a junior or senior and wondered if similar events are still available. Debbie Groh recalled an event for teachers of 9-12 graders in all counties. MDOT Aeronautics and the National Guard were involved, lunch and flyers were provided, and she brought a plane to display. John Shaski suggested that these are all great talking points for a meeting with Superintendent Shuldiner.

Debbie Groh inquired about the Airports 101 & Maintenance Workshop flyer that was distributed. Nicole shared that if any board member is interested in attending just let us know. The training course is scheduled for May 8 & 9 at Oakland County International Airport in Waterford, Michigan.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Victor Celentino inquired about the hose reel speed at Mason. Is there something we can do to limit the damage and liability? Ron O'Neil shared that the whole fueling system needs to be replaced; current lead time on tanks is 39 weeks. The reel speed on a new system will be slower since a gear reduction is available. Rob Benstein explained that a user can walk the fuel nozzle back to the reel and then engage the system to reel in the hose instead of trying to walk the nozzle back while the reel is running. Debbie Groh suggested that transient pilots who are not familiar with the setup may be causing the nozzle damage. Adding signage explaining how to use the system was suggested.
2. Yvette Collins thanked staff for creating the Employee Information binder.

ADJOURNMENT

1. John Shaski moved the meeting be adjourned at 5:11 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary