



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

June 24, 2024 REGULAR BOARD MEETING Chair John Shaski

Board Members Present: John Shaski, Yvette Collins, Jennifer Jacob, Victor Celentino, and Debbie Groh

Board Members Absent: Matthew Lantzy

Ex-Officio Present: Mark Mudry and Robert Showers

Management, Staff and Employees Present: Rob Benstein, Ron O'Neil, Steve Ball, Blake Roy, and Bonnie Wohlfert

Members of the Public Present: Tim Stump, Appollo; John Wagner; Bob Pena, Ingham County; Mark Breukink, Mead & Hunt

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 led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board approve the minutes of the May 20, 2024, Budget Public Hearing and Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-10 Airline Rates and Charges and Operating Requirements Ordinance

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the Airline Rates and Charges and Operating Requirements Ordinance as amended for Fiscal Year 2025. This Rates and Charges Ordinance shall be effective July 1, 2024.
- b. The motion passed unanimously.

#24-11 Consolidated Schedule of Rates & Charges Amendment FY2025

- a. Debbie Groh moved the Capital Region Airport Authority approve the Consolidated Schedule of Rates and Charges as amended for Fiscal Year 2025. These Rates and Charges shall be effective July 1, 2024.
- b. The motion passed unanimously.

#24-15 Adoption of labor agreement between the Capital Region Airport Authority and the American Federation of State, County, and Municipal Employees (AFSCME) for Maintenance Department Bargaining Unit members

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the adoption of a new twenty-four (24) month agreement with the Maintenance Department Unit of the American Federation of State, County, and Municipal Employees (AFSCME) effective July 1, 2024, through June 30, 2026, and authorized the President & CEO to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

#24-16 Approval of Title VI Plan and Board Chair's signature on the Title VI Plan Policy Statement

- a. Yvette Collins moved the Capital Region Airport Authority approve 1) the Title VI Plan and authorized the President & CEO, or designee(s), to implement the program and 2) authorized the Board Chair to sign the Title VI Policy Statement.
- b. Debbie Groh commented that the plan is pretty advanced and complicated. Victor Celentino agreed and added that there was a lot of time involved in developing the plan.
- c. The motion passed unanimously.

#24-17 Acceptance of Michigan Air Service Contract

- a. Jennifer Jacob moved the Capital Region Airport Authority Board accept State Contract 2024-0646 which will be used to reimburse CRAA for expenses related to the support of Breeze Airways' new service between the Capital Region International Airport and Fort Myers, Florida, and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. Debbie Groh asked if the grant is offered every year. Nicole Noll-Williams indicated that this grant is new per the enacted House Bill 4437, a one-time \$5 million dollar appropriation of Federal American Rescue Plan Act Funds issued to the Michigan Department of Transportation to support the Michigan Air Service Program.
- c. The motion passed unanimously.

#24-18 Approval of Consent to Assignment Agreement

- a. Yvette Collins moved the Capital Region Airport Authority approve the Consent to Assignment Agreement with John Wagner and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#24-19 Approval of Ground Site Lease and Commercial Operating Agreement with GWF Management, LLC

- a. Yvette Collins moved the Capital Region Airport Authority approve the Ground Site Lease and Commercial Operating Agreement with GWF Management, LLC, and authorized the President & CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 4/30/24

Operating Revenue - YTD \$906,702 (15.10%) over budget - Concessions (\$231k), Land Rent (\$130k), Other (\$265k) and Parking (\$402k) are higher than budget

Operating Expense - YTD \$590k (7.32%) under budget

Other Revenue/Expense - YTD \$6M over budget, largely due to the state earmark.

Income Statement Comparison - YTD Operating Income \$1.1M higher compared to the same period last year. Operating Revenues \$883k higher and Operating Expenses \$217k lower

Mason Jewett Field (TEW) - Operating Income \$37,923 over budget

Victor Celentino inquired about the CARES Reserve on page 14 of the board report. Rob explained that this is the ARPA/CARES/CRRSA grant funds currently not allocated.

Nicole Noll-Williams, President & CEO

Nicole attended ACI-NA's JumpStart Air Service Development Conference which began with a full day of educational sessions followed by two days of airport-airline meetings (speed dating with airlines). She met with all of our current carriers to discuss current and future service needs in addition to targeted carriers not providing service today.

- Breeze Airways shared that their two destinations, Orlando International Airport (MCO) and Fort Myers' Southwest Florida International Airport (RSW) are booking well. Additional marketing and awareness will be a focus for advertising with a start date of October 2nd.
- Nicole looks forward to an update from Avelo on their future service to LAN, no details at this time.
- The 2025 Apple Vacations schedule has been released. Nonstop to Cancun, Montego Bay, or Punta Cana beginning January 2025. Cancun departures are Mondays, Wednesdays, and Saturdays (Jan 25 through April 14, 2025 at 7:50 am); Montego Bay departs on Fridays (January 31 through April 11, 2025 at 8:00 am); and Punta Cana departs on Sundays and Thursdays (January 26 through April 13, 2025 at 7:00 am).

Nicole also highlighted some additional services available at LAN.

- Spartan LANding Lounge, in partnership with Michigan State University, offers comfortable seating options and wall-mounted TVs near TSA.
- Capital Brewport, our full service restaurant.
- Market Twenty 4 Seven offers a variety of grab-and-go refreshments before and after the security checkpoint.
- The Visitor Pass Program offers post-security access.
- The Fly Lansing Viewport, a public aircraft viewing area where you can enjoy planes taking off and landing dawn to dusk.

Eaton RESA is now accepting applications for the Aviation Careers Institute (ACI), for juniors and seniors in high school interested in exploring careers in aviation. This program aims to support the industry's demands with an estimated 600,000 new pilots needed over the next 20 year.

Future Events

- The EAA Chapter 55 Young Eagles Aviation Day events at Mason Jewett Airport are scheduled for July 13 and August 10.
- Mason Aviation Day – Saturday, August 17
- Lansing Community College Aviation Technology Program Graduation, August 2nd.
- Rosie the Riveter Day – March 21, 2025, CRAA will host in the Friendship Room. Debbie Groh and Jennifer Jacob are helping with needed connections.

Victor Celentino commented on the tour being provided tomorrow for a group of at-risk youth and asked how this came about. Nicole shared that the group contacted the airport, likely because of the relationship Chief Gonzalez has with the organization.

Jennifer Jacob shared that a student she gave a free airplane ride to last year is now attending the Eaton RESA program.

Nicole added that Mead & Hunt has been a great partner developing the Title VI Plan.

OLD BUSINESS

1. None

NEW BUSINESS

1. John Shaski shared that an ad-hoc board policy committee will be formed.

PUBLIC COMMENT

1. Robert Pena, Ingham County, commented that the Fly Lansing Viewport is used by a weekly night riding bike group, and it is much appreciated.

BOARD COMMENTS

1. Debbie Groh thanked the maintenance staff for making Mason Jewett Field look great for the fly-in last Saturday.
2. John Shaski added that the airport looks great every time he visits. It's a pleasure to work with such great staff.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:08 pm.
2. The motion carried, and the meeting was adjourned.

Signed

John Shaski, Chair

Signed

Bonnie Wohlfert, Secretary