



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

August 26, 2024 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Mark Mudry and Robert Showers

Management, Staff and Employees Present: Nicole Noll-Williams, Rob Benstein, Ron O'Neil, Steve Ball, and Bonnie Wohlfert

Members of the Public Present: Terry Lutz, KTEW Tenant; Rich Floyd, Hanger Owner; Mark Breukink, Mead & Hunt; Bob Pena, Ingham County

ELECTION OF OFFICERS

1. Debbie Groh moved the Board elect the following officers for the 2024-2025 fiscal year:
Chairperson: John Shaski
Vice Chairperson: Victor Celentino
2. The motion passed unanimously.

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. Matthew Lantzy moved the Board approve the minutes of the June 24, 2024, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Terry Lutz, pilot, and flight instructor, commented on safety related events that occurred during August 2024 at Mason Jewett Field.
 - Men and Equipment on Runway without NOTAM (Notice to Airmen) – On Monday, August 12, 2024, while conducting the ground portion of a flight review, Mr. Lutz and a pilot were sitting in the Mason Jewett terminal building and briefing for the flight. Two essential pre-flight checks were the weather and NOTAMs. They were seated in the airport terminal with full view of the airfield. On the runway at about 8:30 am were two CRAA trucks. In addition, there were two men outside the trucks and performing some sort of work on the runway. They had just checked the NOTAMs, and there was nothing shown for work in progress on the runway. The weather was marginal for VFR flying but acceptable for IFR flying. Without a NOTAM, an inbound IFR airplane would not have known about the work in progress on the runway. This was called in to CRAA Operations.
 - AWOS (Automated Weather Observing System) Inoperative – On Tuesday, August ?, 2024, while preparing for the same flight review, they tried to check the AWOS for weather, the AWOS was inoperative. This was called in to CRAA Operations.

- Clip Broken on Ground Wire – On Wednesday, August 21, 2024, while flying with another pilot, also for a flight review, when fueling the aircraft after flight, the clip for the ground wire was observed to be broken off. This was called in to CRAA Operations.
- Incorrect Altimeter Setting Transmitted by AWOS – Also on Wednesday, August 21, 2024, while taxiing for takeoff for a personal flight, there was someone from MDOT working on the mast that supports the weather measuring equipment. The AWOS was transmitting, but the altimeter setting was in error by about .20 points (it was 30.12 and should have been 30.31. KLAN was 30.30 and KJXN was 30.31). Fortunately, this was in the ‘safe’ direction – an airplane approaching in the weather would be about 200’ higher above the ground than indicated. Imagine the opposite with weather close to approach minimums. This was called in to CRAA Operations and to Great Lakes Approach.
- Mr. Lutz shared that these safety related events are completely avoidable and totally unacceptable in today’s air traffic system. He also shared the guidance provided in his November 15, 2022, letter regarding a proposed KTEW Airport Superintendent position.

REPORTS AND RECOMMENDATIONS FOR ACTION

#24-20 Adoption of Labor Agreement between CRAA and the Capitol City Labor Program (CCLP) Public Safety and Operations Unit

- a. Matthew Lantz moved the Capital Region Airport Authority Board approve the adoption of a new twenty-four (24) month agreement with the Capitol City Labor Program Public Safety and Operations Unit 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.

#24-21 Appointment of CRAA Officer Delegate and Alternate and Certification of CRAA Employee Delegate and Alternate to the 2024 MERS Annual Meeting

- a. Debbie Groh moved the Capital Region Airport Authority appoint Rob Benstein as Officer Delegate and the new director of Finance & Administration (TBD) as Alternate for the 2024 Annual Meeting of the Municipal Employees Retirement System (MERS). In addition, the Board certified the election of Rick Willis as Employee Delegate and Geoff Horvath as the Employee Alternate for the 2024 Annual Meeting of MERS.
- b. Debbie Groh asked if the director of finance and administration is not determined before the meeting will Rob Benstein be the primary. Nicole Noll-Williams indicated yes.
- c. The motion passed unanimously.

#24-22 Approval of Strategic Site Readiness Program Sub-Grant Agreement

- a. Jennifer Jacob moved the Capital Region Airport Authority Board approve the Strategic Site Readiness Program (SSRP) Sub-Grant Agreement with the Lansing Area Economic Partnership in the amount of \$104,000 to partially fund site readiness activities on the undeveloped land and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. Matthew Lantz asked where this location is on the aerial map. Nicole Noll-Williams pointed out the area on the north side of the runway. Yvette Collins asked what the total cost will be, and Nicole indicated \$168,000.
- c. The motion passed unanimously.

#24-23 Approval of Consent to Assignment Agreement

- a. Yvette Collins moved the Capital Region Airport Authority approve the Consent to Assignment Agreement (KPW Management, LLC to Reuben Levinsohn) and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously.

#24-24 Employment Agreement for President & CEO

- a. Victor Celentino moved the Capital Region Airport Authority Board approve the President & CEO employment agreement and authorized the Chair (or his designee) to sign all related documents on behalf of the Authority.
- b. Victor thanked the Personnel Committee members for participating in the process.
- c. The motion passed unanimously.

#24-25 Assignment and Amendment of Great Lakes Air Ventures, Inc. Commercial Operating and Lease Agreement

- a. Victor Celentino moved the Capital Region Airport Authority approve the assignment and amendment of the Great Lakes Air Ventures, Inc. Commercial Operating and Lease Agreement and authorized the President & CEO to sign all associated documents on behalf of the Authority.
- b. Jennifer Jacob asked if this new owner could be responsible for checking the airfield with a detailed list. Nicole Noll-Williams indicated not right now but added that staff from operations and maintenance currently use a checklist. The multiple fuel system issues that have come up lately have not been an issue for several years. In addition to the new fuel system for Mason, cameras will be put in place. CRAA is open to discussion. Debbie Groh suggested forming a separate ad-hoc committee.
- c. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 6/30/24

Operating Revenue - YTD revenues are \$1.017M (14.11%) higher than budget.

- Airline, Building/Office Rents, and Fuel Revenue are lower than budget.
- Concessions, Land Rent, Other, and Parking are higher than budget.

Operating Expense - YTD expenses are \$379k (3.90%) lower than budget.

- All categories except for Airport Development, Maintenance, Marketing/Advertising, and Utilities/Fuel/Communications are lower than budget, which includes environmental testing for the aircraft crash and fuel spill.

Victor Celentino asked about the airline revenue YTD variance being down compared to concessions and parking lot revenue. Rob indicated that he would look into the details and get back to him.

Other Revenue/Expense - YTD revenues are \$7.684M (571.94%) higher than budget.

- All revenue categories except for Gain/Loss on Lease NPV and Interest/Finance Charges are higher than budget.
- Business Development and Depreciation & OPEB expenses are lower than budget.

Income Statement Comparison - YTD Operating Loss is \$1.628M lower compared to the same period last year.

- Operating Revenues are \$964k higher compared to same period last year.
- Operating Expenses are \$665k lower compared to same period last year.

Mason Jewett Field (TEW) - Operating Income is \$55k higher than budget.

- Operating Revenues are \$31k higher than budget.
- Operating Expenses are \$24k lower than budget.

Bob Showers asked about the funding percentages for the pension and OPEB. Nicole indicated that the pension fund is at 92% and Rob shared that OPEB is between 140-150%.

Victor Celentino commented on the Mason Jewett Field income statement that they seem to be holding their own. Rob Benstein shared that capital investments are not reflected.

Nicole Noll-Williams, President & CEO

Capital Region International Airport (LAN) and BETA Technologies are working together to install rapid charging systems to enable commercial electric flight at the Lansing airport. BETA's electric aircraft charging network is powered by the Charge Cube which safely, quickly, and efficiently charges next generation electric aircraft, as well as ground-based electric vehicles. This technology will enable the future of aviation and electric transportation. BETA Technologies will also install multimodal chargers at Cherry Capital Airport (TVC), West Michigan Regional Airport (BIV), and Willow Run Airport (YIP).

The Terminal Apron Rehabilitation Project is advancing smoothly with the final phase set to begin in mid-September. The work involves removing and installing four inches of pavement, upgrading stormwater structures, replacing sections of concrete, and applying fresh paint. These enhancements will improve safety for baggage handlers and streamline aircraft movement on the apron.

CRAA sponsored the Lansing Regional Chamber of Commerce and the Capital Area Manufacturing Council golf outings on August 13.

The Fly Lansing Tailgate is scheduled for Saturday, September 14 at 12:30 pm.

CRAA participated in a Fox 47 News – WSYM video shoot promo for the Detroit Lions.

The Public Safety Department participated in the Eaton County/Delta Township National Night Out event on August 6, 2024, at Sharp Park. The firetruck, R3, was also on display at the Mason Aviation Days event hosted by EAA Chapter 55 on August 17, 2024.

The Maintenance Department took delivery of a new plow truck. Originally ordered in September of 2021 the truck was delayed due to International moving their factory to Texas. MB companies honored the original price and delivered the truck in August of 2024.

The LCC Aviation Technology Program Graduation Ceremony took place on August 2, 2024. Thanks to Jennifer Jacob and Debbie Groh for attending the event.

Maintenance staff worked with O'Leary paint in Lansing to paint the beacon and make it look new again. While doing the painting they also performed preventative maintenance on the beacon. Tanks for the new fuel system at Mason will be set next week and the system should be completed by mid-October.

The Mason Jewett Field quarterly tenant meeting held on August 7, 2024, included updates regarding the fuel farm replacement, new terminal furniture, terminal ramp rehabilitation project, wildlife hazard management, 2024 tenant information, TEW inspections, and the beacon painting.

CRAA currently has the following open positions: Director of Finance and Administration and Maintenance Technician.

OLD BUSINESS

1. None

NEW BUSINESS

1. Victor Celentino suggested forming an ad-hoc committee for Mason. John Shaski agreed, will discuss with management, and make an announcement at an upcoming board meeting.

PUBLIC COMMENT

1. Terry Lutz commented on the ancient fuel system equipment at Mason and added that if CRAA can support the Eaton RESA program there could be a commitment to supervision at Mason.
2. Bob Pena, Ingham County, traveled recently to several airports and suggested we continue to look into providing a chapel, rocking chairs, and additional ground transportation options.

BOARD COMMENTS

1. Jennifer Jacob shared that she flies a lot in Mason and the lack of NOTAMs on short final is concerning. Her husband also experienced an outage of the AWOS system during a severe crosswind.
2. Debbie Groh shared that progress was made during the last tenant meeting to improve communications between Mason tenants and CRAA Operations. Debbie also thanked Aaron Ginsburg for attending Mason Aviation Day with the firetruck. He was very busy and did a wonderful job.
3. John Shaski and Victor Celentino thanked the board for allowing them to continue to serve as Chair and Vice Chair.
4. Nicole Noll-Williams thanked the board for her new contract and the CRAA team. Nicole added that we currently have two mother's room on the second floor, and another is almost ready on the first floor.
5. Debbie Groh shared a picture of a raised platform area/mezzanine she saw on the Henderson, KY, City-County Airport website (<https://www.hendersonkyairport.com/>) and suggested this may be an idea for our viewing area. Nicole shared that sponsorships for this type of improvement would be great.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:23 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary