



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

January 27, 2025 REGULAR BOARD MEETING Chair John Shaski

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

Ex-Officio Present: Mark Mudry and Robert Showers

Management, Staff and Employees Present: Rob Benstein, Ron O'Neil, Katherine Japinga, Elliott Black, Blake Roy, Steve Gonzalez, and Bonnie Wohlfert

Members of the Public Present: Terry Lutz, TLZ Aerospace; Robert Pena, Ingham County; Mark Breukink, Mead & Hunt; Brian Hurtekant, Clinton County Commissioner

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. Debbie Groh led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Debbie Groh moved the Board approve the minutes of the December 16, 2024, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. Terry Lutz, TLZ Aerospace, distributed an email to the board dated December 9, 2024, that he received from Nicole Noll-Williams regarding maintenance requests/operational concerns at TEW. Terry's response dated December 11, 2024, was also provided where he highlighted, "Aviation safety is a shared responsibility. The process details are best discussed in person...." Terry also included a letter that describes an event he experienced while flying as Captain on a DC-9 for Northwest Airlines. It was the closest he ever came to having an accident in airline flying, and it would have been a tragic one. Terry also included a slide describing "Where SMS Resides" (Safety Management System) as well as a slide about risk and communication.

REPORTS AND RECOMMENDATIONS FOR ACTION

#25-01 Consent of Assignment and Amendment to Craig Wieland Ground Site Lease Agreement

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve the assignment and amendment of the Craig Wieland Ground Site Lease Agreement and authorized the President-CEO to sign all associated documents on behalf of the Authority.
- b. Jennifer Jacob asked where this lease is located, and staff indicated at the north end of taxiway seven near Great Lakes Air Ventures.
- c. The motion passed unanimously.

#25-02 Appointment of Elliott Black as Capital Region Airport Authority Treasurer

- a. Victor Celentino moved the Capital Region Airport Authority Board appoint Elliott Black as the Capital Region Airport Authority Board Treasurer.
- b. Elliott Black shared that it is an honor to be here. He has 35 years of experience in airport planning, finance, and development. He worked at Boston Logan where he helped manage a billion-dollar development program. After Boston, he went to Chicago O'Hare where he led the City's negotiating team with the airlines to secure the funding for the first phase of the O'Hare Modernization Program. He then joined the FAA in 2004, initially in the Great Lakes Regional Office, and then in 2010 went to Washington Headquarters in an executive leadership role, as Deputy Director, then Director of the Office of Airport Planning and Programming and finally as FAA's Director of Airport Policy. Nicole added that Elliott is a great addition to the team.
- c. The motion passed unanimously.

REPORTS

Robert Benstein – Financial Report for period ending 11/30/24

Operating Revenue

- YTD revenues are \$279k (9.04%) higher than budget
- Other Revenue (FIS fees) is lower than budget

Operating Expense

- YTD expenses are \$215k (5.21%) lower than budget
- Insurance, Other, Payroll, and Utilities/Fuel/Communications are higher than budget

Other Revenue/Expense

- YTD Net Income Before Capital Contributions is \$2.168M (555%) higher than budget
- All Other Income except for Grant Revenue is higher than budget
 - Business Development expenses are higher than budget
 - Depreciation & OPEB expenses are lower than budget

Income Statement Comparison

- YTD Operating Loss is \$304k higher compared to the same period last year
- Operating Revenues are \$99k higher compared to same period last year
 - Operating Expenses are \$403k higher compared to same period last year

Mason Jewett Field (TEW)

- YTD Operating Income is \$39k higher than budget
- Operating Revenues are \$40k higher than budget
 - Operating Expenses are \$1.2k higher than budget

Victor Celentino noted that the property tax revenue appears to be close to budget; staff agreed.

Debbie Groh asked about "services" and "other" expenses (page 17) actual to budget. Rob Benstein will provide details via email.

Victor Celentino asked about the payroll expenses (page 18) at Mason and asked for a breakdown or further explanation. Debbie reiterated this request.

Jennifer Jacob asked about the new fuel vendor at Mason. Ron O'Neil shared that the vendor has good fuel prices and are working out well.

Debbie Groh asked about the lease deferred revenue (page 19). Rob Benstein will provide details via email.

Debbie Groh also inquired about the CDs vs. CDARS (page 21) FDIC insurance coverage. Nicole indicated that Elliott Black will be developing an overall plan for investments.

Nicole Noll-Williams - President & CEO report

Nicole wished all a Happy New Year and commented on the holiday luncheon held December 19 and the retirement luncheon for Thomas Shaulis (20 years of service) on December 13.

On January 16, soldiers with the Michigan Army National Guard 272nd Regional Support Group returned home to Michigan after nearly a year-long deployment and were welcomed by friends and family at LAN.

Effective March 6, Envoy Air will replace Air Wisconsin as the operator for American Airlines' service to/from Chicago (ORD). Service will be on two-class, 65-seat E-170 aircraft with two flights per day, increasing to three flights per day starting April 4.

The LAN Port of Entry status and Apple Vacations' charters both started in 2009. 2024 marks the 15th year of Apple charters!

The roadway improvements project design is underway with staff reviewing proposed options. The roadway project will upgrade Port Lansing Road from Global Logistics Drive to Airport Road and Capital City Blvd., as well as Capital City Blvd. from Grand River to Circle Drive.

The Master Plan project is still underway with two more public meetings to be scheduled.

The RFQ (Request for Qualifications) for Owner's Representative Services for Terminal Design/Construction statement of qualifications are being reviewed by staff.

The Lansing Community College buildings west of the terminal have been removed. We hope to share an exciting announcement next month regarding this location.

A BETA Technologies visit is being planned for 2025. *Beta Technologies is a South Burlington, Vermont-based aerospace manufacturer that has also developed a network of chargers which can supply power to their aircraft.*

The electric vehicle car charging units in the parking lot are now operational. Promotions are planned for social media.

Nicole will be attending the Routes Americas conference in February to meet with UPS, Delta, American, JetBlue, etc.

Yvette Collins asked what the Owner's Representative is. Nicole explained that an owner's representative is someone with expertise representing CRAA on the project design and construction.

John Shaski asked about the CATA Rydz program. Nicole explained that is it similar to an Uber/Lyft on demand service. Rides are provided to/from nine locations in the MSU/East Lansing

area to the airport. Just download the Rydz app and reserve your ride. The service is available from 4 am to midnight every day for \$1.25/one way. Robert Showers added that this service is likely funded by a Federal grant that can end.

Victor Celentino asked if Breeze Airways is doing well. Nicole shared that their load factor is around 80%. Orlando service is year-round, Fort Myers is seasonal, and they will have additional aircraft coming online in the fall. Please share and promote the service to friends and family.

Debbie Groh commented on the guest hosting of the Micheal Patrick Shiels Big Show and asked about Liz Andrews, Fly Lansing Travel. Nicole explained that she and Tim Daman have co-hosted the show for the past two years. Liz Andrews, Ralph Aliseo, and Sherri Przybysz were guests, and they promoted the Apple Vacations service.

Debbie Groh also commented on the holiday luncheon. She shared that it was well attended, good food, and everyone had the chance to spin the prize wheel.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Terry Lutz congratulated Jennifer Jacob on a recent accomplishment as a pilot. He also requested, in writing, a copy of the SMS plan for KLAN, outlined in AC 150/5200-37A Safety Management Systems for Airports, as submitted to the FAA. In the case that a request for waiver has been submitted, a copy of the waiver request, and approval document from the FAA, are requested.

BOARD COMMENTS

1. Robert Showers introduced Brian Hurtekant as a new Clinton County Commissioner. Brian introduced himself and provided a brief background about his experience. He is Chair of the Ways and Means Committee and assigned to the Clinton County Road Commission, among others.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:25 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary