



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

April 28, 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, Elliott Black, Katherine Japinga, Blake Roy, Steve Gonzalez, and Bonnie Wohlfert

Members of the Public Present: Bob Pena, Ingham County; Brian Hurtekant, Clinton County Commission; Mark Breukink and Dan Kehoe, 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 Shaski led, and all recited the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Matthew Lantzy moved the Board to approve the minutes of the February 24, 2025, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#25-06 Presentation of Proposed FY 2026 Budget and Establishing Budget Public Hearing

- a. Victor Celentino moved the Capital Region Airport Authority place on file for public inspection, the proposed fiscal year 2026 budget and set the public hearing for the proposed budget for May 19, 2025, at 4:30 pm. Additionally, the Board will hold its regularly scheduled meeting immediately following the public hearing for purposes of considering adoption of the proposed fiscal year 2026 budget and other items (if necessary). Furthermore, the Board authorized the President – CEO to advertise notice of the public hearing in a local newspaper as required.
- b. The motion passed unanimously.

#25-07 Ratify execution of Small Community Air Service Development Program Grant Agreement

- a. Debbie Groh moved the Capital Region Airport Authority Board to ratify the execution of the Small Community Air Service Development Program Grant Agreement.
- b. Yvette Collins and Jennifer Jacob asked about Newark and Las Vegas. Rob Benstein indicated that the application was very specific about destinations but can be amended if

needed. Debbie Groh asked how the \$1M is used and Rob indicated that it is used for the MRG (Minimum Revenue Guarantee). Bob Showers asked if this incentive puts us in a better position with airlines and Rob indicated yes.

- c. The motion passed unanimously.

#25-08 Approval of Ground Site Lease Agreement with Jetstar, LLC

- a. This resolution was removed from the agenda.

#25-09 Update Authority's "Employee Policies and Procedures Manual" to reflect statutory changes resulting from Michigan's Earned Sick Time Act (ESTA), and updates to the Authority's vehicle use policy

- a. Yvette Collins moved the Capital Region Airport Authority Board to approve the proposed revisions to the Authority's Employee Policies and Procedures Manual in order to comply with the new legislation.
- b. Victor Celentino, Personnel Committee Chair, shared that the committee reviewed the resolution as length and recommends it for board approval.
- c. The motion passed unanimously.

REPORTS

Elliott Black – Financial Report for period ending 2/28/25

Operating revenues

YTD Revenues are \$5.47 million (\$528k or 10.69% better than YTD Budget).

Key contributing factors include airline rates and charges, concession revenues, and parking revenues.

Operating expenses

YTD Expenses are \$6.3 million (\$355k or 5.4% better than YTD Budget).

Key contributing factors include equipment, maintenance, and services.
Key offsets include payroll, insurance, Utilities, fuel, and communications.

Net operating revenue

YTD Net Operating Loss is \$799k (\$885k or 52.5% better than YTD Budget).

Selected Non-Operating Revenues and Expenses

YTD Property Tax revenues are \$4.46 million (\$277k or 6.6% better than YTD Budget)

YTD Investment Income is \$1.54 million (\$1.0 million or 188% better than YTD Budget)

Mason Jewett Field

Operating revenues

YTD Revenues are \$144k (\$43k or 43% better than YTD Budget).

Key factors include net fuel revenue and land rent.

Operating expenses

YTD Expenses are \$120k (\$13k or 13% worse than YTD Budget).

The primary contributing factor is payroll.

Net operating revenue

YTD Net Operating Revenue is \$23.8k (\$29.6k better than YTD Budget).

Elliott shared that page 22 of the board report is new and replaces the previous pages titled Cash & Investments Financial Statement Classification and Institutional Listing. He added that "available cash" is higher than usual due to maturing CDs that were reinvested in March 2025.

Robert Benstein – Vice President & COO Report

LAN will be hosting a TSA Pre-Check enrollment event this week. Appointments are available Tuesday - Friday between 9:00 AM and noon, and between 1:00 PM and 5:00 PM.

CRAA will be hosting a tour of TEW and discussion of future projects for MDOT Aeronautics officials this Wednesday.

The CRAA Public Safety Department will be conducting its annual live fire training this Friday. Several local fire departments have been invited to participate.

CRAA and engineering staff will be meeting with FAA officials at the Detroit Airports District Office on Tuesday, May 6th to discuss upcoming projects.

LAN will be hosting a Michigan Economic Development Corporation lunch and learn event for local economic development professionals on Wednesday, May 7th.

The next quarterly TEW Tenant Meeting will be held at the LCC Aviation Technology Center on Wednesday, May 7th at 5:30 PM.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. John Shaski congratulated Steve Gonzalez on earning his Certified Member (C.M.) designation from the American Association of Airport Executives (AAAE). John also thanked Board Members Debbie Groh and Jennifer Jacob for their assistance with the Rosie the Riveter Day event as well as Katherine Japinga and Steve Ball.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 4:51 pm.
2. The motion carried, and the meeting was adjourned.

Signed

John Shaski, Chair

Signed

Bonnie Wohlfert, Secretary