



CAPITAL REGION AIRPORT AUTHORITY

John Shaski
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

May 19, 2025

BUDGET PUBLIC HEARING & REGULAR BOARD MEETING

Chair John Shaski

Board Members Present: John Shaski, Victor Celentino, Matthew Lanty, Debbie Groh, Yvette Collins (4:35 pm) and Jennifer Jacob (4:41 pm)

Ex-Officio Present: Robert Showers and Mark Mudry (4:41 pm)

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

Members of the Public Present: Brian Hurtekant, Clinton County Commissioner; Dan Kehoe, Mead & Hunt; Bob Pena, Ingham 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 4:31 p.m. with a quorum present.
2. John Shaski led, and all recited the Pledge of Allegiance.

BUDGET PUBLIC HEARING COMMENT

1. John Shaski stated the Budget Public Hearing notice was published in the Lansing State Journal on Tuesday, May 13, 2025, and was also available on-line for seven (7) days. The Authority received no requests to view the budget.
2. John asked if any member of the public would like to comment on the proposed FY2026 budget. No comments were received.
3. John Shaski moved to close the Budget Public Hearing and move to the Regular Board Meeting.
4. The roll call vote was Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Lantzy, Yes; Mr. Shaski, Yes.
5. The motion passed unanimously.

APPROVAL OF MINUTES

1. Victor Celentino moved the Board to approve the minutes of the April 28, 2025, Regular Board Meeting.
2. The motion passed unanimously.

COMMUNICATIONS & SPECIAL ITEMS

1. None

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

#25-10 Budget FY2026 Approval

- a. Victor Celentino moved the Capital Region Airport Authority approve the proposed budget for fiscal year 2026 as presented and authorized the President – CEO to execute all documents necessary for budget implementation.

- b. John Shaski thanked the staff for the work involved in creating the budget.
- c. The motion passed unanimously.

#25-11 Airline Rates and Charges and Operating Requirements Ordinance

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the Rates and Charges and Operating Requirements Ordinance as amended for fiscal year 2026. This Rates and Charges Ordinance shall be effective July 1, 2025.
- b. Debbie Groh asked about Section 3-5 Payment for Additional Services (last sentence) and 3-6 Books and Records Required to be Kept (third paragraph). Nicole Noll-Williams explained that both sections address the level of service expected and this language provides a remedy if needed. Debbie also asked about Exhibit G, Section F Mid-Year Adjustments. Nicole Noll-Williams did not recall this being done before and Rob Benstein added that when the Authority used a residual vs a compensatory model, mid-year adjustments may have applied.
- c. The motion passed unanimously.

#25-12 Consolidated Schedule of Rates & Charges Amendment FY2026

- a. Debbie Groh moved the Capital Region Airport Authority Board approve the Consolidated Schedule of Rates and Charges as amended for fiscal year 2026. These Rates and Charges shall be effective July 1, 2025.
- b. Debbie Groh asked what MTOW stands for and Rob Benstein stated Maximum Take Off Weight.
- c. The motion passed unanimously.

#25-13 Update the Authority's Board Policy Manual

- a. Victor Celentino moved the Capital Region Airport Authority Board to approve the proposed revisions to the Authority's Board Policy Manual.
- b. The motion passed unanimously.

#25-14 Update the Authority's Rules & Regulations

- a. Victor Celentino moved the Capital Region Airport Authority Board to approve the proposed revisions to the Authority's Rules & Regulations.
- b. Debbie Groh inquired about Section 6.07 Prohibited Activities; discussion followed. Debbie also inquired about Section 7.17 No Camping. Nicole Noll-Williams explained that this section addresses the homeless population but added that every effort is made to assist the person with transportation to a shelter. Debbie asked if Section 6.01, Use of the Airport, applies to hangar owners at Mason. Staff explained that these Rules and Regulations apply to Lansing but then discussed that Section 6.01 also names Mason Jewett Field. The rules and regulations for Mason Jewett Field will be updated as well. Debbie asked if Section 4.06, 2 Minimum Liability/Auto Insurance Requirements apply to Mason tenants. Rob Benstein explained that this section is intended for commercial aeronautical providers only. Jennifer Jacob inquired further about no camping since general aviation tenants tend to camp in a tent near their aircraft at air shows or fly-ins. Staff and board members agreed that this is a different type of camping.
- c. The motion passed unanimously.

#25-15 Approval of Lease with the Michigan House of Representatives

- a. Jennifer Jacob moved the Capital Region Airport Authority Board to approve the lease with the Michigan House of Representatives and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. Victor Celentino asked what the Michigan House of Representatives uses this space for, and staff explained that they store documents and furniture.
- c. Matt Lantzy abstained from voting since he works for the Michigan House of Representatives.
- d. The motion passed unanimously.

#25-16 Increase the Customer Facility Charge (CFC)

- a. Matthew Lantzy moved the Capital Region Airport Authority Board to approve the proposed increase in the Customer Facility Charge (CFC), pending the completion and outcome of the required administrative process.
- b. Victor Celentino asked if staff anticipate any opposition to this increase. Nicole stated that we do not expect pushback since CRAA fees are less than neighboring airports.
- c. The motion passed unanimously.

#25-17 Revision to Air Carrier Incentive Program

- a. Matthew Lantzy moved the Capital Region Airport Authority Board to approve revising the Air Carrier Incentive Program and authorized the President – CEO to negotiate, execute, and deliver agreements and any other related documents on behalf of the Authority.
- b. Yvette Collins asked if this applies to service to Kalamazoo and Nicole explained that the 50-mile driving distance is from the destination airport. For example, service to Orlando (MCO) vs Orlando Sanford (SFB) is the same market.
- c. The motion passed unanimously.

REPORTS

Elliott Black – Financial Report for period ending 3/31/25

Operating revenues: YTD Revenues are \$6.36 million (14.45% better than YTD Budget)
Operating expenses: YTD Expenses are \$7.37 million (1.05% better than YTD Budget)
Net operating revenue: YTD Net Operating Loss is \$1.01m (46.6% better than YTD Budget)

Selected Non-Operating Revenues and Expenses:
YTD Property Tax revenues are \$5.01 million (6.6% better than YTD Budget)
YTD Investment Income is \$1.68 million (179% better than YTD Budget)

Operating expenses: YTD Expenses are \$135k (11.5% worse than YTD Budget)

Net operating revenue: YTD Net Operating Revenue is \$21.2k (\$29.7k better than YTD Budget)

Debbie Groh requested an income statement pie chart (page 12) for Mason Jewett Field. She also asked if land rent included agricultural and hangars. Staff will confirm and respond. Debbie also requested a breakdown for the "other expenses" on page 19.

Nicole Noll-Williams, President & CEO Report

Breeze Airways announced the addition of nonstop flights from LAN to Tampa International Airport beginning Oct. 1, 2025. This new service is in addition to nonstop flights to Orlando, as well as the return of nonstop flights to Fort Myers (will return on Oct. 3). Two grants are being amended to reflect this Tampa service.

The TSA Precheck pop-up enrollment event hosted at LAN on April 29-May 2 was a success. Out of a total of 320 appointment slots available, nearly 240 applicants were processed during the 4-day long pop-up event.

The 2026 Apple Vacations destinations were announced (16th year of service). Cancun and Punta Cana will return for 2026 (same departure day schedule as 2025), and a new destination for 2026 was added to the schedule – Los Cabos, Mexico. This service will essentially replace the service to Montego Bay and will be offered once/week on Fridays. TUI will be the ground handler again.

The LAN team has hosted the entire 6th grade class from Grand Ledge Public Schools (450 students, 4 groups) for an airport presentation about careers at the airport, as well as a tour of the ARFF facility and equipment and maintenance facility and equipment. Victor Celentino asked if CRAA reaches out to the schools. Nicole explained that the groups typically contact the airport and request a tour. Ron O'Neil added that Grand Ledge Public Schools reached out after Katherine Japinga, and he attended their career day event. Victor Celentino expressed his appreciation for the outreach efforts.

Victor Celentino asked about the Real ID requirement effective May 7, 2025. Nicole explained that if passengers do not have the Real ID, TSA conducts additional screening but can still process the passenger.

OLD BUSINESS

1. Debbie Groh shared that the last Mason tenant meeting was good, she appreciates the wildlife report and requested it be sent to all tenants.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD COMMENTS

1. Debbie Groh requested the CRAA leadership contact list previously provided be updated and distributed.

ADJOURNMENT

1. John Shaski moved the meeting to be adjourned at 5:33 pm.
2. The motion carried, and the meeting was adjourned.

signed

John Shaski, Chair

signed

Bonnie Wohlfert, Secretary