



# CAPITAL REGION AIRPORT AUTHORITY

John Shaski  
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

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

## June 23, 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, Blake Roy, and Bonnie Wohlfert

**Members of the Public Present:** Brian Hurtekant, Clinton County Commissioner; Robert Pena, Ingham County Commissioner; 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. Debbie Groh led, and all recited the Pledge of Allegiance.

### APPROVAL OF MINUTES

1. Matthew Lantzy moved the Board to approve the minutes of the May Budget Public Hearing & Regular Board Meeting.
2. The motion passed unanimously.

### COMMUNICATIONS & SPECIAL ITEMS

1. None

### PUBLIC COMMENT

1. None

### REPORTS AND RECOMMENDATIONS FOR ACTION

#### **#25-18 Approval of Rehabilitate Runway 10R-28L (7,450' x 50') Design Project**

- a. Victor Celentino moved the Capital Region Airport Authority (a) approve the filing of the applications, including all understandings and assurances contained therein, for Airport Improvement Grant #3-26-0055-072-2025; (b) directs and authorizes the President & CEO (or his or her designee), to act in connection with such applications, to provide such additional information as may be required, and to execute all related documents, including any grant agreement; and (c) ratifies any actions taken by the President & CEO (or his or her designee) related to the foregoing prior to the date hereof.
- b. The motion passed unanimously.

#### **#25-19 Approval of Phase 2 – Terminal Study Project**

- a. Debbie Groh moved the Capital Region Airport Authority Board (a) approve the filing of the applications, including all understandings and assurances contained herein, for Airport Improvement Grant #3-26-0055-073-2025; (b) directs and authorizes the President & CEO (or his or her designee), to act in connection with such applications, to provide such additional information as may be required, and to execute all related documents, including any grant

- agreement, and (c) ratifies any actions taken by the President & CEO (or his or her designee) related to the forgoing prior to the date hereof.
- b. Victor Celentino questioned if the 2.5% funded by CRAA applies to the professional engineering services agreements for both resolution 25-18 and 25-19. Robert Benstein indicated yes, these items used to be presented as separate resolutions but are combined now due to recommendations by our attorney.
  - c. The motion passed unanimously.

**#25-20 Ratify execution of Michigan Air Service Program Grant**

- a. Jennifer Jacob moved the Capital Region Airport Authority Board ratify the execution of the Michigan Air Service Program Grant contract# 2025-0446.
- b. The motion passed unanimously.

**#25-21 Authorization to publish notice of potential debt financing related to a number of possible capital projects at Capital Region International Airport**

- a. Yvette Collins moved the Capital Region Airport Authority Board authorize the President & CEO (or his or her designee) to direct the publication of notice of intent to issue bonds under Michigan's Revenue Bond Act, when necessary under state law as determined in consultation with bond counsel.
- b. Victor Celentino reiterated that this resolution is just authorizing a feasibility study, a separate action/resolution would be presented if a capital investment is identified. Debbie Groh asked who our bond counsel is; Elliott Black indicated Miller Canfield. Debbie also confirmed that CRAA currently has no debt.
- c. The motion passed unanimously.

**#25-22 Revise the increase in Customer Facility Charge (CFC) paid by customers renting vehicles at the Capital Region International Airport**

- a. Matthew Lantzy moved the Capital Region Airport Authority Board approve the modified increase in the CFC (\$3.00 to \$5.00 per day, five-day limit/maximum \$25.00 per transaction) pending revised notification to the rental car companies.
- b. Robert Showers asked how many cars are rented per year. Elliott Black will provide this information via email. Yvette Collins asked if this adjusted rate will be accepted ; Rob Benstein indicated that CRAA heard the concerns from the rental car managers and adjusted the rates. Elliott Black added that CRAA is confident they will be satisfied with the adjustment. Debbie Groh asked if we are still competitive and Elliott responded yes, the high in the industry is \$9.75/day with a 7-10 day limit/maximum.
- c. The motion passed unanimously.

**REPORTS**

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**Elliott Black – Financial Report for period ending 4/30/25**

Operating revenues

YTD Revenues are \$7.2 million (\$1.026 million or 16.6% better than YTD Budget).

Key contributing factors include:

- Airline rates and charges (\$254k or 8.7% better than YTD Budget)
- Concession revenues (\$138k or 19.5% better than YTD Budget)
- Parking revenues (\$326k or 49.8% better than YTD Budget)

Operating expenses

YTD Expenses are \$8.2 million (\$51k or 0.6% better than YTD Budget).

Net operating revenue

YTD Net Operating Loss is \$1.02 million (\$1.08 million or 51.4% better than YTD Budget).

Selected Non-Operating Revenues and Expenses

YTD Property Tax revenues are \$5.57 million (\$339k or 6.5% better than YTD Budget)  
YTD Investment Income is \$1.8 million (\$1.142 million or 171% better than YTD Budget)

Mason Jewett Field

Operating revenues: YTD Revenues are \$159.7k (\$33.7k or 26.8% better than YTD Budget).  
Operating expenses: YTD Expenses are \$155k (\$20k or 14.9% worse than YTD Budget).  
Net operating revenue: YTD Net Operating Revenue is \$5.1k

Payroll Expenses YTD Variance of (\$300,913) is largely due to funding the MERS pension.

Debbie Groh commented that the airline operating revenue of 43.95% is good (page 12) because it shows non-airline revenue is getting stronger. Debbie also likes the new cash and investments format (page 21).

Victor Celentino asked if the 56% non-airline revenue on page 12 included the property taxes; Elliott indicated that tax revenue is non-operating income.

Jennifer Jacob inquired about the wildlife management expense being zero on page 16. Staff indicated that the USDA assists at Mason for wildlife management and \$7,500/year is budgeted. LAN is \$3,000 - \$4,000/year. Staff will look into why the report shows zero.

Robert Showers asked what percentage of the revenue property taxes is; Elliott will provide the answer via email.

**Robert Benstein – Vice President & COO Report**

CRAA staff hosted an airline industry update and tour for the Mid-Michigan Business Travel Coalition earlier this month. Staff also hosted a presentation and tour for Pottersville Schools Aviation Summer Camp.

Conceptual design for the Roadway Improvements Project has been completed; work will transition to detailed design next month.

Demolition and site restoration of the former Lansing Community College campus at LAN has been completed.

Reconstruction of the terminal ramp at TEW is anticipated to begin in late August. The project will be completed in two phases and is expected to take 25 days.

Work has begun on Phases 2 & 3 of the closed-circuit television system (CCTV) upgrade project. The project entails replacement of all the old analog cameras with new internet protocol (IP) cameras.

**OLD BUSINESS**

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1. None

**NEW BUSINESS**

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1. None

**PUBLIC COMMENT**

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1. Bob Pena, Ingham County Commissioner, commented on a recent pancake breakfast and promoted the hot air balloon rides available on July 3 at the Ingham County Fairgrounds. He also promoted the new Apple Vacations Cabo flights at a recent commissioners meeting.

**BOARD COMMENTS**

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1. Debbie Groh thanked the CRAA staff for their assistance with preparing Mason Jewett Field for the arrival of the C47 Hairless Joe. She also shared that some Young Eagle riders had to be turned away since they did not have enough pilots to provide rides.

**ADJOURNMENT**

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1. John Shaski moved the meeting to be adjourned at 5:02 pm.
2. The motion carried, and the meeting was adjourned.

signed

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John Shaski, Chair

signed

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Bonnie Wohlfert, Secretary