April 20, 2015
REGULAR MONTHLY BOARD MEETING
Chris Holman, Chair

Board Members Present: Chris Holman, Victor Celentino, John Shaski, Patricia Spitzley, Dick Baker (4:32 pm)
Absent: Paul Hufnagel

Ex-Officios Present: Robert Showers & Joseph Brehler

Management, Staff and Employees Present: Bob Selig, Lisa Carr, Anne Figueroa, Dale Feldpausch, Ron O’Neil, John Wilson, Mark Garnsey and Bonnie Wohlfert

Members of the Public Present: Dan Otto; Dan Kehoe & Bob Leisering, Mead & Hunt; Dan & Margaret Schiffer; Vickie & Ken Vandenbelt; Dave & Debbie Groh; Andon Pogoncheff

CALL TO ORDER
1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:30 p.m. with a quorum present.

PUBLIC COMMENT
1. None

COMMUNICATIONS
1. None

REPORTS
1. FY 2016 Budget Presentation – Dale Feldpausch
   FY 2016 Budget includes Source of Funds and Use of Funds of $13,869,591 with Mill Levy Certification of .6990 mills, which produces approximately $4,635,000. Dale thanked the board for attending the budget work sessions. Chris Holman thanked the staff for their work in preparing the budget and asked the board members if they had any questions. Victor Celentino indicated that all his questions were answered at the budget work session and that he also appreciated the staff’s efforts.

QUESTIONS ON STAFF REPORTS
1. None

APPROVAL OF MINUTES
a. Victor Celentino moved the Board approve the minutes of the March 16, 2015 Regular Board meeting.
b. The motion passed unanimously.

RESOLUTIONS
#15-11 Budget FY2016 Approval
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution 15-11 adopting the proposed Budget for Fiscal Year 2016 as presented and authorized the President – CEO to execute all documents necessary for budget implementation. Moreover, the Authority authorized the President – CEO to certify to Ingham County the necessary mill levy amounts.
b. The roll call vote was: Mr. Baker, Yes; Mr. Celentino, Yes; Mr. Shaski, Yes; Ms. Spitzley, Yes; Mr. Holman, Yes.
c. The motion passed unanimously.

#15-12 Rates and Charges Ordinance – FY 2016
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution 15-12 adopting the Rates and Charges Ordinance for Fiscal Year 2016, effective July 1, 2015, subject to a 30 day airline review and comment period in accordance with the terms of the airline agreement.
b. The motion passed unanimously.

#15-13 AT&T Michigan Communications Easement
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution 15-13 granting an easement located on Airport property along Eden Road adjacent the Mason Jewett Field to AT&T Michigan for communications purposes and authorized the President – CEO to sign all documents on behalf of the Authority.
b. The motion passed unanimously.

#15-14 Alternate Appointment to CARTS (Capital Area Regional Transportation Study) Technical Committee of TCRPC (Tri-County Regional Planning Commission)
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution 15-14 appointing Jonathon Vrabel, Senior Vice President & COO as its alternate to represent the Airport Authority on the CARTS Technical Committee of the Tri-County Regional Planning Commission.
b. Patricia Spitzley asked who the main Airport Authority representative is on the CARTS Committee. Robert Selig indicated that he is the delegate to the CARTS Committee and Jonathan Vrabel is now the alternate.
c. The motion passed unanimously.

#15-15 Award of Contract for Landscape Maintenance Services – Outdoor Specialties
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution 15-15 awarding the contract for landscape maintenance to Outdoor Specialties effective April 27, 2015 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
b. Joe Brachler commented on the difference between the current cost, $48,204.98, and the lowest bid of $31,041.00. He wondered if the cost is low because their employees are being underpaid. Bob Selig reported that the decrease is due in part to efficiencies set forth by Outdoor Specialties. They are located close to the airport and have other clients in the area. Ron O’Neil added that the current cost included several add-ons. We will now be under one larger account instead of being piecemealed.
c. The motion passed unanimously.

MONTHLY REPORT
Financial Report: Dale Feldpausch
* Presented financials for period ended February 28, 2015

QUESTIONS ON STAFF REPORTS
Victor Celentino commented that the Mason Jewett Field fuel (gallons sold) is down significantly. Ron O’Neil indicated that we were not competitive in the fuel market
the first quarter because we purchased fuel in September at a higher rate. We recently purchased 8,000 gallons and the price will now be $4.30/gallon. Victor also asked what NOTAMS were. Bob Selig explained that it stands for Notice to Airmen and information such as safety issues and landing conditions are provided through these notices.

MONTHLY REPORT

Report of the President & CEO – Robert Selig
- Developing the Budget and Rates & Charges has been the primary focus the past month. Thanks to the Director level staff for all their work.
- Nicole Noll-Williams has been on the road a lot lately, including nights and weekends, visiting airlines and attending events. Thanks to Keith Williams (Nicole’s spouse) for the extra efforts at home.
- Dick Baker inquired about the status of Customs. Bob reported that we received a positive inspection by Customs & Border Protection and Avflight will now lease and operate a CFS (Container Freight Station) in the Port Lansing building in conjunction with TOC Logistics International and Logistics Control Company. Bob added that Gary Bartek is doing a good job bringing in leads.
- Patricia Spitzley asked what we are doing to encourage the community to fly from Lansing. Bob explained that over the years we have had various strategies. Currently we are working with the Chamber, LEAP and other leaders in the community to encourage the understanding that it’s their airport and it’s to everyone’s advantage if we use Lansing more. In addition, United Airlines is moving to the upper concourse with Delta which offers better exposure.

NEW BUSINESS
1. None

PUBLIC COMMENT
1. Vickie Vandenbeld with the EAA Chapter 55 (Experimental Aircraft Association) at Mason Jewett Field shared information about upcoming events:
   - Young Eagles Aviation Days, 2nd Saturday of June, July & August
   - Dawn Patrol Pancake Breakfast, June 14, 2015
   - Mason Aviation Days, August 15, 2015

BOARD MEMBER COMMENTS
1. None

ADJOURN
1. Victor Celentino moved the meeting be adjourned at 5:11 p.m.
2. The motion carried, and the meeting was adjourned.

Chris Holman, Chair
Bonnie Wohlfert, Secretary