December 19, 2016
REGULAR MONTHLY BOARD MEETING

Chair Chris Holman

Board Members Present: Chris Holman, John Shaski, Greg Ward & Samantha Harkins, Dick Baker
Absent: Victor Celentino

Ex-Officio Present: None
Absent: Robert Showers & Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Ron O’Neil, Robert Benstein, Nicole Noll-Williams & Bonnie Wohlert

Members of the Public Present: Dan Kehoe, Mead & Hunt; Chris Reed, Avflight; Jon Van Duinen, Prein & Newhof

CALL TO ORDER
1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:35 p.m. with a quorum present.

APPROVAL OF MINUTES
a. Greg Ward moved the Board approve the minutes of the November 21, 2016 Regular Board meeting; John Shaski supported.
b. The motion passed unanimously.

PUBLIC COMMENT
1. None

COMMUNICATIONS
1. None

REPORTS
1. None

RESOLUTIONS

#16-38 Lease and Operating Agreement – Northern Jet Management
a. John Shaski moved the Capital Region Airport Authority Board approve Resolution #16-38 approving the Lease and Operating Agreement with Northern Jet Management and authorized the President – CEO to sign all related documents on behalf of the Authority.
b. Dick Baker asked how this lease came about. Jon Vrabel stated that Northern Jet was referred to us by Jackson National Life. Charles Cox, CEO of Northern Jet, plans to offer an air taxi business with three planes. They expect to be here 6 years with the possibility of buying the building in the future. Dick asked if there was other competition and why we waived fees. Jon explained that one other prospective renter said the rate was too high and added that the building has been empty for five years. Dick asked the staff to provide the going rates and guidelines used to establish our rates. Jon explained that the rate is based on what we have into the building using a 20 year life. John Shaski asked that the
report include hangar availability and competitors in our market. Jon added that we offer services such as ARFF (Air Rescue Fire Fighting), Police and a trash incinerator which factor into it.

c. The motion passed unanimously.

#16-39 Waiver of the Publicly Funded Health Insurance Contribution Act
a. John Shaski moved the Capital Region Airport Authority Board approve Resolution #16-39 authorizing the Airport Authority to waive the cost share requirements of the Publicly Funded Health Insurance Contribution Act for 2017 and authorized the President – CEO to sign all associated documents on behalf of the Authority.
b. Samantha Harkins asked why we have opted out since the inception of the Act. Jon Vrabel explained that our employee’s salaries are lower than others in the area.
c. The motion passed unanimously.

#16-40 Police Officers Association of Michigan (POAM)/Operations & Public Safety Labor Agreement Contract Extension
a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #16-40 adopting a one-month extension agreement to address the outstanding issues with the Operations Department Unit of the Police Officers Association of Michigan ending January 31, 2017 and authorized the President – CEO or designee to sign all related documents on behalf of the Authority.
b. The motion passed unanimously.

#16-41 American Federation of State, County and Municipal Employees (AFSCME)/Maintenance Department Labor Agreement Contract Extension
a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #16-41 adopting a one-month extension agreement to address the outstanding issues with the Maintenance Department Unit of the American Federation of State, County and Municipal Employees ending January 31, 2017 and authorized the President – CEO or designee to sign all related documents on behalf of the Authority.
b. Dick Baker asked when negotiations began and Jon Vrabel indicated the end of October. Dick stated that he is glad staff and employees have agreed to move forward.
c. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

- Chris Holman commented that the airline revenues are up but the parking lot is slightly down.
- Jon Vrabel commented on lower fuel costs and Dick Baker asked if we are impacted by the new road tax. Jon Vrabel stated that we are exempt on diesel and gas but not exempt on aviation fuel in Mason.
- Greg Ward inquired about the parking system upgrades and Jon reported that they on track to be completed by the end of this week or early next week. Dick Baker asked what differences will the system upgrades make. Jon explained that passengers will be able to pay with a credit card at the entrances and it will allow for new prepay options.
QUESTIONS ON STAFF REPORTS

Rob Benstein provided additional information regarding the stolen vehicle on the Public Safety & Operations report. A rental car employee took a red Camaro and we turned over the video to the prosecutor in Clinton County. Normally, stolen vehicles at an airport are rental vehicles that have failed to return.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- Wayne thanked the staff and board for their welcome. He has attended 25 meetings/events in the first couple weeks.
- Anne Figueroa, HR Manager, has announced her retirement effective March 1, 2017. Her last day is set for February 17, 2017. She has truly enjoyed her almost 4 years with the Airport Authority. We will be making an announcement for this open position soon.
- Tom Cross, Director of Cargo & Global Logistics, has submitted his resignation from full time employment. He will be fulfilling his dream of becoming a pilot and has accepted a position with Envoy (formerly American Eagle Airlines), the largest regional airline serving American Airlines. Tom is very dedicated and we are working on a contractual agreement at least during his training period. We plan to use a recruiting company to fill the position long term.
- Dick Baker asked if we would consider partnering with another local government agency for our human resource needs. Wayne indicated that we will consider all options.
- We have a new Operations Officer, Sean Harte. He has a Bachelor's degree in Aviation from Western Michigan University and is a licensed glider pilot.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

BOARD MEMBER COMMENTS

1. John Shaski asked if we are planning an outgoing party for Anne Figueroa. John also congratulated Nicole Noll-Williams on obtaining her C.M. (Certified Member) certification.
2. Chris Holman wished Holiday Greetings to all and added that 2017 was a great year.

ADJOURN

1. Samantha Harkins moved the meeting be adjourned at 5:20 pm.
2. The motion carried, and the meeting was adjourned.

Chris Holman, Chair

Bonnie Wohlfert, Secretary