July 18, 2016
REGULAR MONTHLY BOARD MEETING
John Shaski, Vice Chair

Board Members Present: John Shaski, Dick Baker, Victor Celentino & Greg Ward  
Absent: Chris Holman & Samantha Harkins  
Ex-Officios Present: Robert Showers  
Absent: Joe Brehler  
Management, Staff and Employees Present: Bob Selig, Jonathon Vrabel, Dale Feldpausch, Ron O'Neil, Robert Benstein & Bonnie Wohlfert  
Members of the Public Present: Andon Pogoncheff; Bob Buchanan, Vickie Vandenbelt, EAA Chapter 55; Pam Tobin, CAAG; Bob Nelesen, Prein & Newhof; Debbie Groh, TEW; Roxanne Speck, FAA; Dan Kehoe, Mead & Hunt.

CALL TO ORDER  
1. John Shaski, Vice Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:32 p.m. with a quorum present.

APPROVAL OF MINUTES  
a. Greg Ward moved the Board approve the minutes of the June 20, 2016 Regular Board meeting; Victor Celentino supported.  
b. The motion passed unanimously.

PUBLIC COMMENT  
1. None

COMMUNICATIONS  
1. None

REPORTS  
1. None

RESOLUTIONS  
#16-14 Accept State Contract 2016-0388 for 2016 Mason Jewett Field Grant B-26-0106-1914  
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-14 accepting State contract number 2016-0388 for the 2016 State Block Grant Program in the amount of $342,479.00 for the Runway 10-28 and Parallel Taxiway B Surface Treatment Construction and authorized the President – CEO to sign all necessary documents on behalf of the Authority.  
b. The motion passed unanimously.

#16-15 QoE Consulting Contract – Design & Construction Mason Jewett Field Runway 10-28 Surface Treatment & Hangar Taxilane and Perimeter Road Rehabilitation – Amendment 1  
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-15 approving a contract with QoE Consulting for Construction Administration Services for the Runway 10-28 and Taxiway B Surface Treatment
construction project at Mason Jewett Field and authorized the President – CEO to sign all necessary documents on behalf of the Authority.

b. The motion passed unanimously.

#16-16 Contract Award Runway 10-28 and Taxiway B Surface Treatment Construction at Mason Jewett Field
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-16 authorizing the award of a construction contract with Michigan Paving and Materials Co. in the amount of $318,219.50 and authorized the President – CEO to sign all necessary documents on behalf of the Authority.

b. Victor Celentino asked how many bids were received and Jonathon Vrabel replied that 3 bids were received. Dick Baker asked who the companies were and indicated that the board should be provided with this information. Jonathon reported that Reith Reilly and Michigan Paving provided bids but he couldn’t recall the third company; the bid information will be provided via email to the Board. Michigan Paving was the lowest bidder.

c. The motion passed unanimously.

#16-17 Accept Federal Grant 3-26-0055-5516
a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #16-17 accepting the Federal Grant 3-26-0055-5516 for the following projects: Taxiway Turning Improvements Phase 1 and Design Taxiway Fillets Revised Phase 1. This Resolution authorized the President – CEO to sign all associated documents on behalf of the Authority.

b. Victor Celentino asked when this project will start and Bob Selig indicated soon after the grant is received.

c. The motion passed unanimously.

#16-18 Accept State Contract for 2016 AIP Federal Grant
a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #16-18 accepting the State contract in support of the Federal Grant 3-26-0055-5516 and providing the matching funds for 2016 in the amount of $181,767.00 and authorized the President – CEO to sign all associated documents on behalf of the Authority.

b. The motion passed unanimously.

#16-19 RS&H Contract – Taxiway Turning Improvements
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-19 approving a contract with RS&H for $214,100 for construction administrative service for the Taxiway Turning Improvements project and authorized the President – CEO to sign all necessary documents on behalf of the Authority.

b. The motion passed unanimously.

#16-20 Contract Award Taxiway Turning Improvements Phase 1 – E.T. MacKenzie Company
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-20 authorizing the award of a construction contract to E.T. MacKenzie Company in the amount of $3,256,594.25 for the Taxiway Turning Improvements Phase 1.

b. Victor Celentino inquired if E.T. MacKenzie was the only bidder due to a particular requirement. Jonathon Vrabel explained that the first time the project
was bid we received 3 bids. The second time we received just one bid due to other contractors being tied up on other projects.
c. The motion passed unanimously.

#16-21 Resignation/Acceptance of Co-Trustee of the CRAA Deferred Compensation Plan Trust
a. Dick Baker moved the Capital Region Airport Authority Board approve Resolution #16-21 accepting the resignation of Robert F. Selig AAE, President-CEO as Trustee for the Authority’s Deferred Compensation (Part 457) Plan Trust and the Authority’s retirement program through the Michigan Employee Retirement System (MERS). This Resolution authorizes the President-CEO or his designee to sign all related documents on behalf of the Authority.
b. Victor Celentino confirmed that effective August 1, 2016 Dale Feldpausch will be the only Trustee until the Board appoints another person. A discussion followed about the responsibilities of a Trustee and the fees charged by Alerus.
c. The motion passed unanimously.

#16-22 3798 Capital City Boulevard Lease and Sale
a. Dick Baker moved the Capital Region Airport Authority Board approve Resolution #16-22 authorizing the sale of the Authority’s hangar at 3798 Capital City Boulevard to the State of Michigan and authorized a ground site lease, using our standard lease agreement, for the site where the building is located. The lease is for 40 years with two 5 year renewal options. Annual revenue to the Authority through the lease will be approximately $8,319 per year, for 29,710 square feet of improved ground site. The Resolution authorized the President – CEO to sign all necessary documents on behalf of the Authority.
b. The motion passed unanimously.

MONTHLY FINANCIAL REPORT
Robert Showers requested OPEB and MERS funding practice and percentage funded. Dale will provide.

QUESTIONS ON STAFF REPORTS
None

REPORT OF THE PRESIDENT & CEO – ROBERT SELIG
- Overall, 2016 enplanements are gradually improving. Delta is up 9.3% in June; United up 34% in June and up 15% year to date. Competition with American Airlines may be helping.
- Cargo is increasing; UPS 757 narrow body and 767 wide body aircraft are here most days which indicates business growth for the entire state.
- As indicated in Tom Cross’ report, TOC Logistics has sent notice of their intent to terminate their lease and their obligation as the operator of Foreign Trade Zone 275. Tom Cross will be working on finding an operator to replace TOC with Brent Case’ assistance. Dick Baker requested an update to be provided on the status of the recruiting process by Tom Cross at the next meeting.
NEW BUSINESS

1. None

PUBLIC COMMENT

1. Don Bood with Royal Express asked for an update regarding UBER. Dale Feldpausch explained that he is in contact with an UBER representative, they have 2 minor issues to resolve and then a contract will be signed. Bob Selig added that UBER will be paying the same monthly fee as the current taxi companies. Don Bood asked about UBER background checks. Dale stated that the Greater Lansing Taxi Authority conducts background checks for current taxi drivers and nationwide UBER conducts their own driver background checks.
2. Vickie Vandenbelt, EAA Chapter 55, shared the following information. Young Eagles Aviation Day provided Free Airplane Rides to 50 kids (age 8-17) in June and 90 kids in July. The 2nd Saturday in August is their next date. Also, Mason Aviation Day is scheduled for August 20th.

BOARD MEMBER COMMENTS

1. John Shaski commented on the billboards for the new American Airlines service. He booked a flight to Dublin for $480 out of Lansing.

ADJOURN

1. John Shaski moved the meeting be adjourned at 5:23 pm.
2. The motion carried, and the meeting was adjourned.