

July 17, 2017
REGULAR MONTHLY BOARD MEETING
Chair Chris Holman

Board Members Present: Chris Holman, Victor Celentino, Samantha Harkins, Dick Baker and Greg Ward

Absent: John Shaski

Ex-Officios Present: Bob Showers & Joe Brehler

Management, Staff and Employees Present: Wayne Sieloff, Jonathon Vrabel, Dale Feldpausch, Nicole Noll-Williams, Rob Benstein, Ron O'Neil, Karissa Weight, Eric Patrick and Bonnie Wohlfert

Members of the Public Present: Clint Nemeth, QoE Consulting; Chris Reed, Avflight; Dan Kehoe, Mead & Hunt; Drew Sequin, Ventrex; Pam Tobin; Andrew Souphis, Administration Intern

CALL TO ORDER

1. Chris Holman, Chair, called the Regular Monthly Board Meeting of the Capital Region Airport Authority to order at 4:31 p.m. with a quorum present.

ELECTION OF OFFICERS

1. Victor Celentino moved the Board elect the following officers:
Chairperson: Chris Holman
Vice Chairperson: John Shaski
Treasurer: Dale Feldpausch
Secretary: Bonnie Wohlfert
2. The motion passed unanimously.

APPROVAL OF MINUTES

- a. Samantha Harkins moved the Board approve the minutes of the June 19, 2017 Regular Board meeting.
- b. The motion passed unanimously.

PUBLIC COMMENT

1. None

COMMUNICATIONS

1. None

REPORTS

1. Wayne Sieloff provided the following overview of the Resolutions:

Resolution 17-20 is a land lease continuation for 20 years with two 5-year renewal terms.

Resolution 17-21, Customer Facility Charge (CFC), is the result of recent discussions with the rental car companies. The CFC will be \$3.00/rental day with a maximum charge of \$15.00 and only applies to users of the rental car companies.

Resolution 17-22, Master Airport Revenue Bond Resolution, involves the approval needed by the current bond holders. Since bonds were sold prior to the CFC revenue this revenue will not be paying existing debt. Victor Celentino asked what the estimated revenue will be. Wayne reported that based on last year rental car activity, the CFC is estimated to generate \$700,000 - \$750,000/annually. The list of candidate rental car projects has been developed with input from the rental car companies totals over \$5 million. In future years, the CFC rate setting, lower or higher, will be part of the budget process and be part of the rates set by the board annually.

RESOLUTIONS

#17-20 MH Enterprises, LLC – Lease Agreement

- a. Greg Ward moved the Capital Region Airport Authority Board approve Resolution #17-20 approving a ground site lease to MH Enterprises, LLC and authorized the President – CEO, or designee, to sign all associated documents on behalf of the Authority.
- b. The motion passed unanimously (*Mr. Baker was not present.*)

#17-21 Customer Facility Charge

- a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #17-21 approving the execution of the Customer Facility Charge Ordinance and authorized the President – CEO, or his designee to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

#17-22 Amendment to the Master Airport Revenue Bond Resolution

- a. Samantha Harkins moved the Capital Region Airport Authority Board approve Resolution #17-22 approving the execution of the Resolution Amending Master Airport Revenue Bond Resolution, subject to the approval of the bondholders, and authorized the President – CEO, or his designee to sign all related documents on behalf of the Authority.
- b. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch presented financials for 9 months, period ending May 31, 2017.

- Maner Costerisan conducted an interim audit last week and they will return in August for two weeks of final work.

QUESTIONS ON STAFF REPORTS

1. Chris Holman commented that Apple Vacations was pleased with the winter (international) season. Nicole Noll-Williams reported that next year the international schedule will be 3 weekly departures to Cancun; 2 to Punta Cana, and 1 to Jamaica. Swift Air, the 2nd largest charter operator in the US, will provide the service. Nicole added that American Airlines is doing well with recent load factors of 80-85% on 50 seat aircraft. The DC service has been in place one year with the existing 2-year slot. We will be working with American Airlines to obtain a slot extension or they could also use another existing slot. Nicole asked the board to reach out to friends and family to support the service so it can remain for years to come.

REPORT OF THE PRESIDENT & CEO – WAYNE SIELOFF

- Happy Belated Fiscal New Year! Staff has done a great job with the American Airlines service as well as no findings on the recent FAA inspection.

- Wayne introduced Andrew Souphis, Finance and Administration Intern working with Dale Feldpausch, and added that he has done some great work with improvements to the financial board reports that will be shared later this year.
- Engagement of the community in promotion of the airport is in full swing with the Common Ground Music Festival and a recent Lugnuts game. Dick Baker asked Chris Holman if we have received any feedback from the community. Chris said the response has been incredible and Victor added that the community engagement has made an impression on his colleagues.
- As mentioned in the past, efforts are underway to improve the passenger experience at our terminal. Our goal is to focus on those passenger touch points. The first being the concessions and then the hold rooms on the second floor. Wayne shared concept sketches of a couple Gate Hold Room Design options.

NEW BUSINESS

1. None

PUBLIC COMMENT

1. Pam Tobin, with Capital Area Aviation Group and Old Forge Flyers, commented on the "Be A Tourist in Your Own Town" event held at the airport on June 3, 2017. She said it was wonderful to see so many people at the airport and Avflight. Pam also mentioned that the CAAG will be holding a "Women in Aviation" conference in the fall.

BOARD MEMBER COMMENTS

1. None

ADJOURN

1. Victor Celentino moved the meeting be adjourned at 5:09 pm.
2. The motion carried, and the meeting was adjourned.

signed

Chris Holman, Chair

signed

Bonnie Wohlfert, Secretary