March 21, 2016
REGULAR MONTHLY BOARD MEETING
Chris Holman, Chair

Board Members Present: Chris Holman, Victor Celentino, Samantha Harkins, John Shaski, Greg Ward & Dick Baker
Absent: None

Ex-Officios Present: Robert Showers & Joseph Brehler

Management, Staff and Employees Present: Bob Selig, Anne Figueroa, Dale Feldpausch, Jonathon Vrabel, Robert Benstein, Ron O’Neil, Nicole Noll-Williams

Members of the Public Present: Pam Tobin, Crosswinds Aviation; Clint Nemeth, QoE; Dan Kehoe, Mead & Hunt and Roger Marks, C2AE.

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.

APPROVAL OF MINUTES
a. Victor Celentino moved the Board approve the minutes of the December 15, 2015 Regular Board meeting. Greg Ward supported.
   b. The motion passed unanimously.

PUBLIC COMMENT
1. Pam Tobin, Office Manager from Crosswinds Aviation, introduced herself and wanted to let the airport know that Crosswinds wants to create a presence at the airport and that they will be focusing on their flight training school. Chris Holman thanked them for helping CRAA and creating a new source of pilots for the airlines.

COMMUNICATIONS
1. None

REPORTS
1. None

Chris Holman welcomed Samantha Harkins and Greg Ward as new board members.

RESOLUTIONS

#16-01 Accept State Contract 2016-1618 for MJF Grant
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-01 accepting State contract number 2016-0168 for the 2016 State Block Grant Program in the amount of $55,575. The projects under this contract are: Runway 10-28 and Parallel Taxiway A Surface Treatment Design and Hangar Taxilanes 3, 5 and Access Road Rehabilitation Design and authorized the President – CEO to sign all necessary documents on behalf of the Authority.
   b. The motion passed unanimously.

#16-02 RS&H Michigan, Inc. Contract – Design Cargo Ramp Expansion
a. Victor Celentino moved the Capital Region Airport Authority Board approve Resolution #16-02 approving a contract with RS&H Michigan, Inc. to design the
cargo ramp expansion and authorized the President - CEO to sign all necessary documents on behalf of the Authority.

b. The motion passed unanimously.

#16-03 QoE Consulting Contract – Design & Construction Mason Runway 10-28 Seal Coating & Hangar Taxi lane and Perimeter Road Rehabilitation

a. John Shaski moved the Capital Region Airport Authority Board approve Resolution #16-03 approving a contract with QoE Consulting for design and construction services of the Runway 10-28 seal coating and Hangar Taxi lane and Perimeter Road Rehabilitation at Mason Jewett Field and authorized the President - CEO to sign all necessary documents on behalf of the Authority.

b. The motion passed unanimously.

#16-04 Authorization to Sell Authority Hangar

a. John Shaski moved the Capital Region Airport Authority Board approve Resolution 16-04 authorizing the sale, or sale listing of the Authority’s hangar facility at 16639 Corporate Aviation Drive, subject to a final sale arrangement being approved by the Authority Board and authorized the President – CEO to sign all necessary documents on behalf of the Authority.

b. The motion passed unanimously.

MONTHLY FINANCIAL REPORT

Financial Report: Dale Feldpausch
- Presented financials for period ended January 31, 2016

QUESTIONS ON STAFF REPORTS

John Shaski asked, what were the TSA Precheck numbers? Nicole Noll-Williams replied that the numbers were just short of 1200. The original plan was 3 days and one agent but due to response, in spite of the snow storm, it grew to 10 days with 2 agents. Chris Holman stated that this was good marketing for the airport to get frequent flyers coming to this airport instead of Detroit.

REPORT OF THE PRESIDENT & CEO – ROBERT SELIG

- The Budget work sessions are scheduled for this week. Good job by Dale Feldpausch, Directors, financial and legal consultants to find ways to prepare a good budget.

- No official update on the American bid for routes. The rumors are that it is still under consideration. CRAA and our Congressional delegates are keeping up the pressure.

- We attended the America Conference for International and Charter Service. This will be a good source of revenue for the future and we were encouraged.

- Passenger activity report shows activity is down 20% due to Sun Country and Allegiant leaving the market. It should even out in October when the international flights return.
  
  ○ Dick Baker noted that Delta was down too. Bob also stated that United was up 10%. John Shaski asked what caused the increase: more flights, filled seats or bigger planes? Bob replied that it is more people.

  ○ Victor Celentino asked Bob what his opinion is of the American Airlines decision. Bob replied that there was no way to tell. Jonathon Vrabel
recently went to Washington to meet with the Congressional delegates. They are actively involved to get this decision made. Bob also reminded that we still need the local community to remain engaged.

NEW BUSINESS
1. None

PUBLIC COMMENT
1. None

BOARD MEMBER COMMENTS
1. Dick Baker welcomed the new board members.

ADJOURN
1. The motion carried, and the meeting was adjourned at 5:00 pm.

Chris Heiman, Chairman

Anne Rigueroa for
Bonnie Wohlfert, Secretary