

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
May 22, 2025 **THURSDAY**

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:33 a.m. on Thursday May 22, 2025, by President David Sage.

Present: David Sage, President
Andrew Kostielney, Vice President
Vincent Henderson, Treasurer
Ashley Portolese-Miller, Secretary

Comprising a quorum of the St. Joseph County Airport Authority District Board; also present at the meeting were:

Mike Daigle, CEO & Executive Director
Michael Misch, Attorney
Julie Curtis, Vice President of Marketing & Air Service Development
Patrick Mac Carthaigh, Vice President of Operations
Renata Matousova, Vice President of Finance & Administration
Nelfa Newport, Recording Secretary
Kerianne Linn, Property Manager
Mike Ornat – Chief Dept of Safety
Jim Sipocz, Friend of the Authority
Pat Frame, VP RS&H
Hodge Patel, Business Development Abonmarche

The next item on the agenda is to approve the Minutes from April 29, 2025 Board Meeting.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated April 29, 2025.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

The next item on the Agenda is approval Minutes for May 16, 2025 Board Meeting.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Minuets from the May 16th, 2025 Board Meeting.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

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The next item on the Agenda is the approval of Payroll Warrants for April 25, 2025

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants for April 25, 2025.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

Mr. Sage introduced the next item on the Agenda, Approve Payroll Warrants for May 9, 2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants for May 9, 2025.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

The next item on the Agenda, Approve Invoice Vouchers and Claim Payments as per Schedule dated May 22,2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to Approve Invoice Vouchers and Claim Payments as per Schedule dated May 22,2025.

There being no comments, questions, or discussion, the motion carried with three Aye votes and Mr. Sage abstained.

FINANCIAL STATEMENT FOR THE MONTH OF MARCH 2025.

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Modified Accrual Basis) for the period ending March 31, 2025. Refer to the attached report.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to accept the Financial Statement report for the month of March 2025.

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There being no comments, questions, or discussion, with a unanimous vote, the motion carried to accept the report.

Mr. Sage introduced: PRIVILEGE OF THE FLOOR

Mr. Sipocz had informed the Board that there is a sign at the intersection of Mayflower & Lincolnway that is being blocked by a tree and is making the sign hard to read. He also mentioned he was thankful for the new service route to Ft. Lauderdale and hopes more routes are available soon.

Mr. Sage introduced the next item on the Agenda, Tabled and Unfinished Business. There was none.

Mr. Sage then introduced Continuing Business, of which there was none.

Mr. Sage introduced the next item on the Agenda, New Business.

NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO APPROVE LEASE EXTENSION TO LARGE AIRCRAFT STORAGE HANGAR WITH SBN, INC. D/B/A ATLANTIC AVIATION.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve Lease Extension to Large Aircraft Storage Hangar with SBN, Inc dba Atlantic Aviation.

Mr. Sage asked the question, what's the length of the term? comment- Mr. Daigle stated it was for 10 years.

There being no other questions, comments, or discussion, with a unanimous vote, the motion carried.

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Mr. Sage introduced: CONSIDERATION TO APPROVE LEASE EXTENSION WITH UNITED CAB.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve Lease Extension with United Cab.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF OPERATING PERMIT TO PLANE CARE, INC, D/B/A NORTHERN MICHIGAN JET SERVICES.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve Extension of Operating Permit to Plane Care, INC, d/b/a Northern Michigan Jet Services.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Mr. Sage introduced: CONSIDERATION TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH BUTLER, FAIRMAN & SEUFERT, INC., FOR THE TERMINAL FRONTAGE IMPROVEMENTS, TO INCLUDE "PART B" SERVICES FOR THE FINAL DESIGN AND BOT ADMINISTRATION IN A LUMP SUM AMOUNT OF \$391,454.00.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to Amend Professional Services Agreement with Butler, Fairman & Seufert, Inc., for the Terminal Frontage Improvements, to include "Part B" Services for the final design and BOT Administration in a lump sum amount of \$391,454.00

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

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Mr. Sage introduced: CONSIDERATION TO APPROVE THE 2025-2026 INSURANCE RENEWALS FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND AUTHORIZING THE CEO/EXECUTIVE DIRECTOR TO SIGN THE NECESSARY DOCUMENTS TO IMPLEMENT THE RENEWAL.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the 2025-2026 Insurance Renewals for the St. Joseph County Airport Authority and Authorizing the CEO/Executive Director to sign the necessary documents to implement the renewal.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Mr. Sage introduced: CONSIDERATION TO APPROVE 1-YEAR EXTENSION TO THE LEASE AND OPERATIONS AGREEMENT FOR SIGNATURE AVIATION, AND ASSOCIATED AGREEMENTS, WHERE APPLICABLE.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve Lease Extension for 1 year for Signature Aviation.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2025 Composite Statistic Chart for the period ending March 31, 2025.

Mr. Daigle thanked the board members for their ongoing support for the new air service announcement and support to the admin team.

Mr. Sage introduced: ADJOURNMENT

Mr. Sage asked for a motion to adjourn the meeting.

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There was a motion by Mr. Henderson and seconded by Mr. Kostielney to adjourn the meeting.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

The Board meeting was adjourned at 11:45 a.m.

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By:  _____
Secretary

Written By: Michael A. Daigle, A.A.E