

AGENDA

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
SOUTH BEND INTERNATIONAL AIRPORT
4477 PROGRESS DRIVE, SOUTH BEND, INDIANA
MEETING THURSDAY DECEMBER 11, 2025 TIME 11:30 A.M.**

Board members:

Position and Name

Term

President David R. Sage

Sep 17, 2024 to Dec 31, 2028

Vice President Andrew T. Kostielney

Aug 16, 2022 to Jan 31, 2026

Treasurer Vincent C. Henderson

Jan 10, 2023 to Dec 31, 2026

Secretary Ashley Portolese-Miller
(appointed by SJC Commissioners)

Dec 2, 2024 to Dec 31, 2028

1. Call to Order.

2. Consideration to approve Minutes for Nov 20, 2025, Board meeting.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

3. Approve Payroll Warrants for Nov 21, 2025.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

4. Approve Payroll Warrants for Dec 5, 2025.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

5. Approve Invoice Vouchers and Claim Payments as per Schedule dated Dec 11, 2025.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

6. Report of Financial Statement for the Month of Oct 2025.

Motion to accept the report.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

PRIVILEGE OF THE FLOOR

TABLED AND UNFINISHED BUSINESS - NONE

CONTINUING BUSINESS - NONE

NEW BUSINESS

1. Consideration to award a construction contract for the Safety Building HVAC Improvements to the lowest responsible and responsive bidder for bids opened and evaluated at Dec 11, 2025, 10:30 Special Board meeting and as recommended by staff.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

2. Consideration to Open bids and acknowledge report of bids for staff review for the Front Drive FAA Commercial Travel Lanes.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____
(SBN Project Manager to come up and open sealed bids)

3. Consideration to approve Resolution 2025-14 for the St. Joseph County Airport Authority Salary and Hourly pay ranges for 2025.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

4. Consideration to approve the St. Joseph County Airport Authority 2026 Board of Directors Meeting Schedule.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

5. Consideration to approve advertisements for bids for the South Auxiliary Parking Lot Phase 2 - Drainage.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

6. Consideration to approve Fuel Flowage Permit for LECO.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

7. Consideration to approve Autoclave Operating Permit extension for Atlantic Aviation.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

8. Consideration to approve extension to Use and Operating Agreement for United Parcel Service (UPS)

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

9. Consideration to approve Amendment 1 to the Automobile Rental Concession Agreement for Enterprise Leasing Company of Indianapolis, LLC.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

10. Consideration to approve Amendment 1 to the Automobile Rental Concession Agreement for Enterprise Leasing Company of Indianapolis, LLC, doing business as (DBA) National Alamo.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

11. Consideration to authorize CEO and Executive Director to execute an extension of Use and Operating Agreement for up to six months with Signatory Commercial Airlines while new agreement is being finalized.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

EXECUTIVE DIRECTOR'S REPORT

ADJOURNMENT

1. Motion to adjourn the meeting.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____