

**A G E N D A**

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD  
SOUTH BEND INTERNATIONAL AIRPORT  
4477 PROGRESS DRIVE, SOUTH BEND, INDIANA  
MEETING THURSDAY JANUARY 22, 2026 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. Election of Officers for 2026.

**(President please read Election of Officers statement - last page)**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

3. Consideration to approve Minutes for December 11, 2025, Special Board meeting.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

4. Consideration to approve Minutes for December 11, 2025, Board meeting.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

5. Approve Payroll Warrants for Dec 19, 2025.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

6. Approve Payroll Warrants for Jan 2, 2026.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

7. Approve Payroll Warrants for Jan 16, 2026.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

8. Approve Invoice Vouchers and Claim Payments as per Schedule dated Jan 22, 2026.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

9. Report of Financial Statement for the Month of Nov 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 Open bids and acknowledge receipt of bids and refer bids to staff for review and forthcoming recommendation to Board on South Auxiliary Parking Lot Phase 2 – Drainage project.

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

2. Consideration to award a construction contract to C&E Excavating Inc. for the FAA Funded Front Drive Commercial Travel Lanes Project in the amount of \$3,874,350.50 and authorizing the CEO & Executive Director to approve change orders up to 20% of contract amount.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

3. Consideration to award the Part C professional services (Construction Administration), for the Terminal Frontage Improvements project to Butler Fairman and Seufert for an amount not to exceed \$485,000.00.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

4. Consideration to approve Resolution 2026-1 for the St. Joseph County Airport Authority Salary and Hourly pay ranges for 2026.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

5. Consideration to approve amending Avis Budget Car Rental, LLC Amendment 1, adding the breakroom to the agreement for the rental Car Quick Turn Around (QTA) facility.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

6. Consideration to approve extending lease of Terminal Space to Cogent Industrial, LLC.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

7. Consideration to approve extending the Use and Operating Agreement with Federal Express Corporation (FedEx).

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

8. Consideration to approve extending the Use and Operating Agreement with CSA Air, Inc.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**EXECUTIVE DIRECTOR'S REPORT**

**ADJOURNMENT**

1. Motion to adjourn the meeting.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

## **Election of Officers**

**(To Be Read by the President of the Board)**

Following are the nominations of officers to the District Board of St. Joseph County Airport Authority for 2026:

- **David Sage** is nominated to the position of **President**
  
- **Andrew Kostielney** is nominated to the position of **Vice President**
  
- **Vincent Henderson** is nominated to the position of **Treasurer**
  
- **Ashley Portolese-Miller** is nominated to the position of **Secretary**
  
- **Michael Daigle** is nominated to the position of **Assistant Treasurer**

**Motion to elect Officers.**