

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

APRIL 25, 2019

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, April 25, 2019, by President Bernard J. Asdell.

Present: Bernard J. Asdell, President
Thomas S. Botkin, Vice President
Abraham Marcus, Treasurer/Assistant Secretary
David R. Sage, Secretary

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

Mike Daigle, CEO & Executive Director
Mitch Heppenheimer, Attorney
Julie Curtis, Vice President of Marketing & Development
Lisa Jump, Vice President of Human Resources
Cliff Jenkins, Maintenance Manager
Kerianne Linn, Properties Manager
Karen Gorbitz, Staff Accountant
Melanie Roberson, Staff Accountant
Sue Oakley, Accounting/Purchasing Assistant
Sandy Schick, Administrative Assistant/Recording Secretary

Richard Ives, Friend of the Authority
Jim Sipocz, Friend of the Authority

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the March 28, 2019, Board meeting.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the Minutes from the Board meeting held on March 28, 2019.

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

The next item on the Agenda is approval of the Payroll Warrants dated April 5, 2019.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the Payroll Warrants dated April 5, 2019.

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

The next item on the Agenda is approval of the Payroll Warrants dated April 19, 2019.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated April 19, 2019.

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 the Invoice Vouchers and Claim Payments per the Schedule dated April 25, 2019.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated April 25, 2019.

There being no questions, comments, or discussion, the motion carried.

Dr. Asdell introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY 2019.

Mr. Sage moved, and Mr. Botkin seconded the motion to accept the Financial Statement report for the month of February 2019.

Mr. Daigle referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending February 28, 2019. Refer to the attached report.

Mr. Sage questioned the Operating Expenses – Supplies and why there was such an increase. Mr. Daigle explained there were Ticket Counter improvements for the Airlines which contributed to the increase in expenses. Also, it is a timing issue on when the invoices were received and required payment. This should even out over the next few months.

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

Dr. Asdell introduced the next two (2) items on the Agenda, Tabled and Unfinished Business, which there is none and Continuing Business, which there is none.

Dr. Asdell introduced the next item on the Agenda, New Business.

NEW BUSINESS

Dr. Asdell introduced: CONSIDERATION DIRECTING STAFF TO PREPARE, DISTRIBUTE, AND RECEIVE THE REQUEST FOR PROPOSAL (RFP) FROM COMPANIES OR INDIVIDUALS DESIRING TO OPERATE TWO (2) ATM (AUTOMATED TELLER MACHINE) CONCESSIONS AT THE AIRPORT.

Mr. Sage moved, and Mr. Botkin seconded the motion to direct Staff to prepare, distribute, and receive the Request for Proposal (RFP) from companies or individuals desiring to operate two (2) ATM (Automated Teller Machine) concessions at the Airport.

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

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Dr. Asdell introduced: CONSIDERATION DIRECTING STAFF TO PREPARE, DISTRIBUTE, AND RECEIVE THE REQUEST FOR PROPOSAL (RFP) FROM COMPANIES OR INDIVIDUALS DESIRING TO OPERATE THE MASSAGE CHAIR CONCESSION AT THE AIRPORT.

Mr. Marcus moved, and Mr. Botkin seconded the motion to direct Staff to prepare, distribute, and receive the Request for Proposal (RFP) from companies or individuals desiring to operate the Massage Chair concession at the Airport.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND MEAD & HUNT, INC. FOR ENGINEERING AND DESIGN SERVICES FOR THE EXPANSION OF THE PAID PARKING LOT AND THE RECONSTRUCTION OF THE RENTAL CAR PARKING LOT.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve a Professional Services Agreement between the St. Joseph County Airport Authority and Mead & Hunt, Inc. for engineering and design services for the expansion of the paid parking lot and the reconstruction of the rental car parking lot.

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

Dr. Asdell introduced the Executive Director's Report.

THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2019 Composite Statistic Chart for the period ending February 28, 2019. Please refer to the attached 2019 Composite Statistic Chart. Mr. Daigle commented that the increased air service has contributed to the increase in Aircraft Landed Weight, Aircraft Operations, Aviation Fuel Flowage, Car Rental Sales, Restaurant/Gift Shop Sales, and Republic Parking Gross Sales month after month.

Mr. Daigle stated that this winter season we have had the most ice events at the Airport compared to previous years. Mr. Daigle commended the Staff for their hard work and great efforts to keep the Airport open and keeping the patrons safe. Staff also received kudos from the tenants throughout the Airport and the FAA for their hard work.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR

There were no comments from the floor.

Dr. Asdell introduced: ADJOURNMENT

Dr. Asdell asked for a motion to adjourn the meeting.
There was a motion by Mr. Marcus and seconded by Mr. Botkin to adjourn the meeting.
The Board meeting was adjourned at 11:43 a.m.

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By: _____



David R. Sage, Secretary

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

St. Joseph Airport Authority
 Revenues, Disbursements, and Activity (Cash Basis) - SUMMARY
 For the Two Months Ending Thursday, February 28, 2019

	February 2018	February 2019	Incr/(Decr)	2018 YTD	2019 YTD	Incr/(Decr)
Operating revenues:						
Airfield	\$57,311.44	\$63,560.37	\$6,248.93	\$117,694.32	\$126,506.18	\$8,811.86
Terminal - Aviation	141,362.48	158,638.68	17,276.20	284,166.81	317,544.84	33,378.03
Terminal - Nonaviation	14,482.25	15,734.84	1,252.59	33,866.88	34,857.99	991.11
Concessions	92,402.79	124,069.98	31,667.19	186,674.31	229,279.63	42,605.32
Parking	201,569.42	258,994.75	57,425.33	416,629.22	496,395.83	79,766.61
FBO	47,172.23	40,247.90	(6,924.33)	94,914.02	79,603.05	(15,310.97)
Building and Land Rents	35,017.19	35,391.05	373.86	81,713.93	135,067.10	53,353.17
Other	5,000.00	0.00	(5,000.00)	15,000.00	10,000.00	(5,000.00)
Total Operating Revenues	\$594,317.80	\$696,637.57	\$102,319.77	\$1,230,659.49	\$1,429,254.62	\$198,595.13
Operating expenses:						
Employee Expenses	\$410,348.21	\$424,755.55	\$14,407.34	\$858,492.98	\$844,620.46	(\$13,872.52)
Supplies	28,291.53	118,320.03	90,028.50	162,198.03	197,958.54	35,760.51
Repairs	45,062.33	86,511.74	41,449.41	67,068.34	162,259.03	95,190.69
Service Contracts	10,111.16	8,257.85	(1,853.31)	13,791.70	16,164.86	2,373.16
Marketing/Advertising	45,056.72	5,904.63	(39,152.09)	88,629.09	68,144.76	(20,484.33)
Utilities (Gas, Water, Elec)	76,792.90	61,179.19	(15,613.71)	145,027.78	124,735.90	(20,291.88)
Other Services and Charges	71,447.98	95,148.97	23,700.99	88,992.13	265,835.66	176,843.53
Total Operating Expenses	\$687,110.83	\$800,077.96	\$112,967.13	\$1,424,200.05	\$1,679,719.21	\$255,519.16
Operating income	(\$92,793.03)	(\$103,440.39)	(\$10,647.36)	(\$193,540.56)	(\$250,464.59)	(\$56,924.03)
Other revenues:						
Property taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other tax distributions	26,370.83	34,362.08	7,991.25	52,741.66	68,724.16	15,982.50
Interest & investment revenue	16,290.32	27,202.35	10,912.03	31,339.74	51,195.92	19,856.18
Federal grant - LEO	0.00	0.00	0.00	8,883.40	0.00	(8,883.40)
Other revenue	404.10	0.00	(404.10)	3,626.32	303.50	(3,322.82)
Total Other Revenues	43,065.25	61,564.43	18,499.18	96,591.12	120,223.58	23,632.46
Total Income	(\$49,727.78)	(\$41,875.96)	\$7,851.82	(\$96,949.44)	(\$130,241.01)	(\$33,291.57)
Capital Activity						
Capital Grants	\$0.00	\$0.00	\$0.00	\$215,509.00	\$773,655.00	\$558,146.00
Capital Spending	(108,537.81)	(329,777.06)	(221,239.25)	(335,263.40)	(363,957.01)	(28,693.61)
Net Activity	(\$108,537.81)	(\$329,777.06)	(\$221,239.25)	(\$119,754.40)	\$409,697.99	\$529,452.39
Debt Service Activity						
Tax Revenue/Interest	\$80.82	\$3,734.10	\$3,653.28	\$675.46	\$8,773.47	\$8,098.01
Passenger Facility Charge Revenue	209,202.39	102,083.69	(107,118.70)	272,906.11	233,296.42	(39,609.69)
Bond Principle Payment	0.00	0.00	0.00	0.00	0.00	0.00
Bond Interest Exp. & Fees	(850.00)	0.00	850.00	(850.00)	(1,050.00)	(200.00)
Net Activity	\$208,433.21	\$105,817.79	(\$102,615.42)	\$272,731.57	\$241,019.89	(\$31,711.68)
Cum Building Activity						
Airline Revenue Guarantee-AA	\$0.00	\$0.00	\$0.00	\$0.00	(\$284,432.00)	(\$284,432.00)
State Grant Revenue - AA	0.00	291,780.00	291,780.00	0.00	291,780.00	291,780.00
Tax Revenue/Interest	\$4,238.21	\$7,452.10	\$3,213.89	\$8,076.81	\$14,519.69	\$6,442.88
Net Activity	\$4,238.21	\$299,232.10	\$294,993.89	\$8,076.81	\$21,867.69	\$13,790.88

2019 COMPOSITE STATISTIC CHART



	Airline Enplanements				Aircraft Landed Weight				Air Cargo				Aircraft Operations			
	For Ref. 2017	2018	2019	Diff. %	For Ref. 2017	2018	2019	Diff. %	For Ref. 2017	2018	2019	Diff. %	For Ref. 2017	2018	2019	Diff. %
Jan	23,057	24,334	27,446	3,112 12.79%	36,170,333	37,338,558	45,119,355	7,780,797 20.84%	1,784,156	1,843,758	1,800,406	-43,352 -2.35%	1,976	2,090	2,469	379 18.13%
Feb	24,174	23,689	30,163	6,574 27.87%	35,332,224	34,116,427	43,915,750	9,799,323 28.72%	1,704,796	1,774,488	1,665,905	-88,583 -4.99%	2,635	2,564	2,905	341 13.30%
Mar	30,085	31,761			44,036,966	44,471,024			2,147,721	1,851,234			2,601	3,405		
Apr	23,877	26,440			38,725,078	38,592,178			1,874,776	1,717,205			3,116	3,124		
May	24,522	27,042			38,246,493	40,168,989			2,074,980	2,069,079			3,400	3,241		
Jun	25,310	31,349			38,511,352	47,137,609			2,289,959	2,054,333			3,458	3,377		
Jul	24,798	32,358			37,304,662	48,676,256			1,766,312	1,850,470			3,477	4,174		
Aug	23,548	33,370			39,788,928	50,721,887			2,207,242	2,110,500			3,456	3,555		
Sep	24,188	32,843			38,900,636	50,567,236			2,036,532	2,207,003			4,132	4,554		
Oct	29,311	37,330			42,587,991	54,636,739			2,042,061	1,942,067			4,156	3,923		
Nov	26,675	35,608			40,074,807	52,171,472			1,989,084	1,825,215			3,623	3,103		
Dec	25,946	32,853			39,406,140	48,320,627			1,866,760	1,705,870			2,278	2,890		
Ann. Totals	305,491	368,877			469,065,610	547,909,002			23,764,379	22,952,222			38,308	40,100		
YTD	47,231	47,923	57,609	9,686 20.21%	71,502,557	71,454,985	89,035,105	17,580,120 24.60%	3,488,952	3,618,246	3,486,311	-131,935 -3.65%	4,611	4,654	5,374	720 15.47%

Comments: International - General Aviation first flight 6/30/2017
American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily

2019 COMPOSITE STATISTIC CHART



	Aviation Fuel Flowage - Gallons			Car Rental - Gross Sales			Restaurant/Gift Shop - Gross Sales			Republic Parking - Gross Sales					
	For Ref. 2017	2018	2019	Diff	%	For Ref. 2017	2018	2019	Diff.	%	For Ref. 2017	2018	2019	Diff.	%
Jan	409,200	405,970	508,391	102,421	25.23%	\$551,344	\$567,289	\$698,471	\$131,182	23.12%	\$136,403	\$148,963	\$168,895	\$19,932	13.38%
Feb	422,850	436,183	563,504	127,321	29.19%	\$556,406	\$595,332	\$682,397	\$87,065	14.62%	\$132,327	\$146,779	\$180,879	\$34,100	23.23%
Mar	460,833	536,600				\$688,330	\$795,129				\$173,640	\$194,745			
Apr	479,786	505,154				\$772,959	\$778,450				\$153,747	\$156,803			
May	475,368	496,824				\$888,201	\$909,603				\$137,831	\$162,292			
Jun	460,411	483,691				\$852,879	\$1,001,124				\$162,251	\$206,732			
Jul	487,983	552,415				\$1,020,548	\$1,371,950				\$170,922	\$206,437			
Aug	499,209	696,916				\$1,002,616	\$1,317,134				\$158,419	\$209,213			
Sep	576,969	901,028				\$948,835	\$1,234,325				\$165,255	\$206,175			
Oct	641,684	700,934				\$1,013,253	\$1,149,256				\$188,698	\$216,985			
Nov	505,764	668,753				\$784,073	\$1,008,292				\$162,142	\$211,669			
Dec	438,498	588,774				\$597,304	\$749,294				\$159,552	\$184,283			
Ann. Totals	5,858,555	6,973,242				\$9,676,748	\$11,477,178				\$1,901,187	\$2,253,076			
YTD	832,050	842,153	1,071,895	229,742	27.28%	1,107,750	1,162,621	\$1,380,868	\$218,247	18.77%	268,730	295,742	\$349,774	\$54,032	18.27%
											\$3,169,055	\$3,656,473			
											\$53,735	\$57,146	\$653,725	\$96,579	17.33%

Comments:

International - General Aviation first flight 6/30/2017
 American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily

2019 COMPOSITE STATISTIC CHART



	South Shore Passengers				South Shore Ops.				Bus Passengers				International Flights - GAF			
	For Ref. 2017	2018	2019	Diff. %	For Ref. 2017	2018	2019	Diff. %	For Ref. 2017	2018	2019	Diff. %	For Ref. 2017	2018	2019	Diff. %
Jan	14,626	15,027	14,125	-902 -6.00%	207	195	166	-9 -4.62%	2,788	2,912	1,741	-1,171 -40.21%	0	10	6	-4 -40.00%
Feb	16,499	16,778	12,881	-3,897 -23.23%	188	180	166	-14 -7.78%	2,060	1,889	1,792	-97 -5.13%	0	9	11	2 22.22%
Mar	18,235	21,211			209	199			1,192	1,995			0	10		
Apr	23,040	20,509			200	182			2,803	2,257			0	7		
May	20,085	19,452			208	185			2,997	2,651			0	13		
Jun	22,143	20,965			202	181			3,533	2,720			1	13		
Jul	27,623	25,692			206	209			3,718	2,818			7	7		
Aug	22,887	22,069			209	192			3,248	2,408			15	8		
Sep	23,618	20,944			200	190			2,882	1,483			10	12		
Oct	25,870	18,422			208	201			2,917	1,907			7	20		
Nov	21,387	22,997			201	193			2,528	1,921			7	16		
Dec	24,781	22,575			217	194			3,020	2,083			11	7		
Ann. Totals	260,794	246,641			2,455	2,301			33,696	27,044			58	132		
YTD	31,125	31,805	27,006	-4,799 -15.09%	395	375	352	-23 -6.13%	4,848	4,801	3,533	-1,268 -26.41%	0	19	17	-2 -10.53%

Comments: International - General Aviation first flight 6/30/2017
American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily