

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

JUNE 27, 2019

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:35 a.m. on Thursday, June 27, 2019, by President Bernard J. Asdell.

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

Absent: 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
Tim O'Donnell, Vice President Operations & Maintenance
Aaron Kobb, Vice President Finance & Administration
Julie Curtis, Vice President of Marketing & Development
Lisa Jump, Vice President of Human Resources
Kerianne Linn, Properties Manager
Mike Ornat, Safety Chief
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
Randy Jones, Corporate Wings

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the May 23, 2019, Board meeting.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve the Minutes from the Board meeting held on May 23, 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 May 31, 2019.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated May 31, 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 June 14, 2019.

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Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated June 14, 2019.

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

The next item on the Agenda is the approval of the Invoice Vouchers and Claim Payments per the Schedule dated June 27, 2019.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated June 27, 2019.

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

Dr. Asdell introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2019.

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

Mr. Kobb referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending April 30, 2019. Refer to the attached report.

Mr. Kobb remarked that Operating Revenues – Building and Land Rents is strictly a timing issue on when a tenant paid their rent from April 2018 compared to April 2019. Under Operating Expenses – Repairs increased in 2019. There were additional cameras installed at the Airport. The South Bend – Mishawaka Visitors Center was renovated and a new water pump was installed in the Safety Building.

There being no 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 TO APPROVE A NEW OPERATING PERMIT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND SOUTH BEND LUXURY CHAUFFER, A NEW LIMO GROUND TRANSPORTATION COMPANY.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve a new operating permit between the St. Joseph County Airport Authority and South Bend Luxury Chauffeur, a new Limo ground transportation company.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE OPERATING PERMIT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND MODERN EAGLE CAB COMPANY, A GROUND TRANSPORTATION COMPANY.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve a one (1) year extension to the operating permit between the St. Joseph County Airport Authority and Modern Eagle Cab Company, a ground transportation company.

Mr. Marcus questioned what the difference was between the operating fee that the Modern Eagle Cab Company pays compared to the South Bend Luxury Chauffer, the Limo company.

Mr. Daigle stated the South Bend Luxury Chauffer is a Limo company and they get an annual operating permit which costs \$200.00. The Taxicab companies pay an annual fee of \$825.00 for all their cabs.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A NEW ONE (1) YEAR LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND PERFORMANCE PLUS FOR OFFICE SPACE IN THE TERMINAL BUILDING.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve a new one (1) year lease agreement between the St. Joseph County Airport Authority and Performance Plus for office space in the Terminal building.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE OPERATING PERMIT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND CARDINAL BUSSES, LLC, A CHARTER BUS GROUND TRANSPORTATION COMPANY.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve a one (1) year extension to the operating permit between the St. Joseph County Airport Authority and Cardinal Busses, LLC, a Charter Bus ground transportation company.

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

Dr. Asdell introduced: STAFF IS REQUESTING THAT THE BOARD INTRODUCE, AND APPROVE FOR ADVERTISING, ORDINANCE 2019-01. THIS ORDINANCE WILL APPROPRIATE THE PROCEEDS OF THE GENERAL OBLIGATION REFUNDING BONDS OF 2019 AND OTHER AUTHORITY FUNDS AND INVESTMENT EARNINGS.

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Mr. Marcus moved, and Mr. Botkin seconded the motion to introduce, and approve for advertising, Ordinance 2019-01. This Ordinance will appropriate the proceeds of the General Obligation Refunding Bonds of 2019 and other Authority funds and investment earnings.

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

Dr. Asdell introduced: STAFF IS REQUESTING THAT THE BOARD INTRODUCE AND APPROVE FOR ADVERTISING, ORDINANCE 2019-02. THIS ORDINANCE WILL AUTHORIZE THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS FOR THE PURPOSE OF PROVIDING FUNDS TO CURRENTLY REFUND ALL OR A PORTION OF THE AUTHORITY'S GENERAL OBLIGATION BONDS OF 2011 AND 2012 AND PAY THE COSTS OF THE ISSUANCE OF THE REFUNDING BONDS.

Mr. Marcus moved, and Mr. Botkin seconded the motion to introduce and approve for advertising, Ordinance 2019-02. This Ordinance will authorize the issuance of General Obligation Refunding Bonds for the purpose of providing funds to currently refund all or a portion of the Authority's General Obligation Bonds of 2011 and 2012 and pay the costs of the issuance of the Refunding Bonds.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE THE ST. JOSEPH COUNTY AIRPORT AUTHORITY'S 2019-2020 COMPLETE INSURANCE PROGRAMS.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve the St. Joseph County Airport Authority's 2019-2020 complete insurance programs.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE RESOLUTION 2019-02 TO TRANSFER THE PERSONAL PROPERTY DESCRIBED AS A METAL ART SCULPTURE FROM THE AIRPORT AUTHORITY TO THE CITY OF SOUTH BEND.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve Resolution 2019-02 to transfer the personal property described as a Metal Art Sculpture from the Airport Authority to the City of South Bend.

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

Dr. Asdell introduced: CONSIDERATION FOR APPROVAL TO PROCEED WITH THE SOLICITATION OF BIDS FOR THE REMOVAL OF THE TILE FLOORING IN A SELECT AREA IN THE MAIN TERMINAL BUILDING AND THEN FOR STAFF TO EVALUATE AND RETURN A RECOMMENDATION TO THE BOARD.

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Mr. Marcus moved, and Mr. Botkin seconded the motion to proceed with the solicitation of bids for the removal of the tile flooring in a select area in the main Terminal building and then for Staff to evaluate and return a recommendation to the Board.

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

Dr. Asdell introduced: CONSIDERATION FOR APPROVAL TO PROCEED WITH THE SOLICITATION OF BIDS FOR THE INSTALLATION OF THE TERRAZZO FLOORING IN A SELECT AREA IN THE MAIN TERMINAL BUILDING AND THEN FOR STAFF TO EVALUATE AND RETURN A RECOMMENDATION TO THE BOARD.

Mr. Marcus moved, and Mr. Botkin seconded the motion to proceed with the solicitation of bids for the installation of the Terrazzo flooring in a select area in the main Terminal building and then for Staff to evaluate and return a recommendation to the Board.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE THE SELECTION OF THE MEAD AND HUNT ENGINEERING FIRM FOR A MASTER PLAN AND APPROVAL FOR STAFF TO NEGOTIATE AN AGREEMENT FOR THOSE SERVICES.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve the selection of the Mead and Hunt Engineering Firm for a Master Plan and approval for Staff to negotiate an agreement for those services.

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 April 30, 2019. Please refer to the attached 2019 Composite Statistic Chart.

Mr. Daigle stated Lisa Jump, Vice President of Human Resources, has accepted the position of Director of Administration and Human Resources with the Asheville Airport Authority in North Carolina. He thanked her for her hard work and wished her well.

Mr. Daigle stated the annual TSA inspection was just completed and there were zero findings. Mike Ornat, Chief of Airport Security was the coordinator for that inspection. He thanked Chief Ornat and his staff along with Tyler Miller, the Operations Manager, and his staff for their hard work and dedication all year long to make this inspection a success. This is a great accomplishment for the organization.

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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. Botkin and seconded by Mr. Marcus to adjourn the meeting.

The Board meeting was adjourned at 11:50 a.m.

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By: _____



David R. Sage, Secretary

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