

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

February 28, 2019

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:32 a.m. on Thursday, February 28, 2019, by President Jay Asdell.

Present: Dr. Jay Asdell, President
 Thomas S. Botkin, Vice President
 Abraham Marcus, Treasurer
 David 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, Assistant Treasurer
Aaron Kobb, Vice President of Finance
Tim O'Donnell, Vice President of Operations
Julie Curtis, Vice President of Marketing and Development
Lisa Jump, Vice President of Human Resources
Cliff Jenkins, Maintenance Manager
Kerianne Linn, Properties Manager
Tyler Miller, Operations Manager
Mike Ornat, Safety Chief
Karen Gorbitz, Staff Accountant
Melanie Roberson, Staff Accountant
Sue Oakley, Accounting Purchasing Assistant
Susan Cowen, HJ Umbaugh
Randy Jones, Corporate Wings
Richard Ives
Jim Sipocz

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the January 31, 2019, Board meeting.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the Minutes from the Board meeting held on January 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 February 8, 2019.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated February 8, 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 approval of the Payroll Warrants dated February 22, 2019.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated February 22, 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 February 28, 2019.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated February 28, 2019.

Dr. Asdell questioned the payment to South Bend Regional Chamber for 2019 Economic Development, check #8674 in the amount of \$20,000. Dr. Asdell asked for clarification on what that was for. Mr. Daigle stated it is an annual payment to the Chamber in support of economic development initiatives.

Mr. Botkin questioned the payment to Indiana Michigan Power for monthly electric services, check #8715 in the amount of \$25.35. Mr. Kobb stated this was a bill that was received separately from the others and that is the reason there is an additional check to Indiana Michigan Power.

Dr. Asdell questioned the payment to Klink Trucking, Inc. for FAA approved sand for ice control on the airfield, check #8739 in the amount of \$2003.82. Dr. Asdell asked what the FAA requires regarding the purchase of sand. Mr. O' Donnell stated that the FAA has specification requirements that vendors must meet to sell FAA approved.

Mr. Botkin asked a question regarding the reason for two payments to certain vendors in the month in regards to payroll and insurance. Mr. Daigle stated that this does occur in some months simply due to the timing of the payments and the schedule of claims.

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

Dr. Asdell introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER 2018.

Mr. Sage moved, and Mr. Marcus seconded the motion to accept the Financial Statement report for the month of December 2018.

Mr. Kobb referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending December 31, 2018. Refer to the attached report.

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

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FINANCIAL STATEMENT (STATEMENT OF NET POSITION) FOR THE PERIOD ENDING DECEMBER 31, 2018.

Mr. Marcus moved, and Mr. Sage seconded the motion to accept the Financial Statement (Statement of Net Position) report for the period ending December 31, 2018.

Mr. Kobb referred to the Financial Statement (Statement of Net Position) for the period ending December 31, 2018. Refer to the attached report.

There being no additional 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 HOLD A PUBLIC HEARING ON RESOLUTION 2019-02 RE-ESTABLISHING THE AIRPORT CUMULATIVE FUND TAX RATE FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve consideration to hold a public hearing on Resolution 2019-02 re-establishing the airport cumulative fund tax rate.

Dr. Asdell opened the floor to any member of the public wishing to speak in regards to Resolution 2019-02.

There being no further questions, comments, or discussion, the public meeting on Resolution 2019-02 was closed.

Dr. Asdell introduced: CONSIDERATION OF RESOLUTION 2019-02 RE-ESTABLISHING THE AIRPORT CUMULATIVE BUILDING FUND TAX RATE FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the extension to the agreement.

Dr. Asdell read aloud Resolution 2019-02 as follows:

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**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
RESOLUTION 2019-02**

**RESOLUTION RE-ESTABLISHING THE AIRPORT CUMULATIVE BUILDING FUND
FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY, SOUTH BEND, INDIANA**

WHEREAS, pursuant to Indiana Code 8-22-3-25 and Indiana Code 6-1.1-41, the St. Joseph County Airport Authority Board, as the legislative body thereof, has published formal notice, and conducted a public hearing, as to the re-establishment of the Airport Cumulative Building Fund;

WHEREAS, said public hearing, which afforded the opportunity for public input and comment, was held at 11:30 a.m. on February 28, 2019;

NOW THEREFORE, BE IT RESOLVED by the St. Joseph County Airport Authority Board that a need now exists for the re-establishment of the Airport Cumulative Building Fund tax rate for the St. Joseph County Airport Authority for all uses as set out in Indiana Code 8-22-3-25.

BE IT FURTHER RESOLVED that the Airport Authority Board will adhere to the provisions of Indiana Code 8-22-3-25 and Indiana Code 6-1.1-41. The proposed Airport Cumulative Building Fund will not exceed \$0.0133 on each \$100 of net assessed valuation. Said tax rate will be levied beginning with taxes for 2019 payable in 2020.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 28th day of February, 2019, and a copy of this Resolution, shall be submitted to the Department of Local Government Finance of the State of Indiana, as provided by law. All other filings and submissions to the Department of Local Government Finance shall also be properly made. This Airport Cumulative Building Fund is subject to the approval of the Department of Local Government Finance.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION OF THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND ALLEGIANT AIR.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the extension to the agreement.

There being no further 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 2018 Composite Statistic Chart for the period ending December 31, 2018. Please refer to the attached 2018 Composite Statistic Chart.

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Dr. Asdell introduced: **PRIVILEGE OF THE FLOOR**

Mr. Sipocz asked about the United Airlines decision to cancel the South Bend-Newark direct route. Mr. Daigle stated that the route would return seasonally in the fall of 2019.

Dr. Asdell introduced: **ADJOURNMENT**

Mr. Sage moved, and Mr. Botkin seconded the motion to adjourn.

By:



David Sage, Secretary

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