

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

**MARCH 28, 2019**

**THURSDAY**

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:31 a.m. on Thursday, March 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  
Melanie Roberson, Staff Accountant  
Sue Oakley, Accounting Purchasing Assistant  
Randy Jones, Corporate Wings  
Shannon Jannik, Corporate Wings  
Shea Hodowaniec, Corporate Wings  
Jamey Coffman, Corporate Wings  
Laurie Ziolkowski, Corporate Wings  
Alan Hunt, Airport Authority Maintenance  
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 February 28, 2019, Board meeting.

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

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated March 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 March 22, 2019.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated March 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 March 28, 2019.

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

Dr. Asdell questioned the payments to Indiana Michigan Power for monthly electric services, check #8854 in the amount of \$24,551.56 and check #8896 in the amount of \$26,611.23. Dr. Asdell asked for clarification on why there were two bills in such close date proximity. Mr. Kobb stated this was due to the timing of when bills were received. They were in fact for two separate billing cycles.

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 JANUARY 2019.

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

Mr. Kobb referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending January 31, 2019. 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 FOR APPROVAL A REQUEST TO ADVERTISE A REQUEST FOR QUALIFICATIONS (RFQ) FOR THE PURPOSE OF CREATING THE ST. JOSEPH COUNTY AIRPORT AUTHORITY MASTER PLAN.

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Mr. Sage moved, and Mr. Marcus seconded the motion to request to advertise a RFQ for the purpose of creating the St. Joseph County Airport Authority master plan.

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

Dr. Asdell introduced: CONSIDERATION TO ACCEPT AN AIP GRANT FROM THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY MASTER PLAN.

Mr. Botkin moved, and Mr. Sage seconded the motion to accept an AIP grant from the FAA for the St. Joseph County Airport Authority Master Plan.

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

Dr. Asdell introduced: CONSIDERATION TO ACCEPT A GRANT FROM THE INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY MASTER PLAN.

Mr. Botkin moved, and Mr. Marcus seconded the motion to accept a grant from INDOT for the St. Joseph County Airport Authority Master Plan.

Dr. Asdell introduced: CONSIDERATION FOR APPROVAL TO PROCEED WITH THE SOLICITATION OF BIDS FOR THE FOLLOWING PROJECTS: 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 proceed with the solicitation of bids for the expansion of the paid parking lot and the reconstruction of the rental car parking lot.

There being no further 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 FOLLOWING PAVEMENT REPAIR PROJECTS: FUEL FARM ENTRANCE, ERA LOT, SAFETY PARKING LOT, FRONT DRIVE, EAST SIDA GATE ROAD, PORTIONS OF RUNWAY 9R-27L AND RUNWAY 9L-27R.

Mr. Sage moved, and Mr. Marcus seconded the motion to proceed with the solicitation of bids for the pavement repair projects as noted above.

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

Dr. Asdell introduced: PRESENTATION OF PARTNER OF THE YEAR AWARD TO CORPORATE WINGS.

The Partner of the Year award is bestowed to a business partner who yields significant business growth, operation investment, and outstanding customer service. Corporate Wings has made significant accomplishments within the past year that have contributed to its success at SBN.

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They have partnered with American Airlines, made substantial investments for new equipment, and began facility renovations. These progressive actions allowed Corporate Wings to see a 70% growth in revenue and a 25% growth in total fuel gallons sold. Additionally, they handled more than 190 charter flights and have almost tripled the number of employees. The award was last presented in 2016 to South Bend Chocolate Company.

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 January 31, 2019. Please refer to the attached 2019 Composite Statistic Chart.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR

Alan Hunt of the Airport Authority Maintenance Department addressed the Board regarding fiscal trend concerns raised by some members of the department.

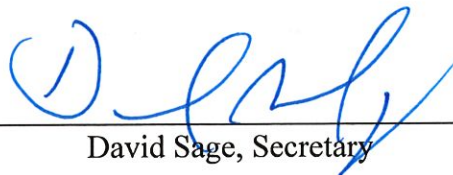
Jim Sipocz asked a question regarding military drones flying over public space and if there was any knowledge of that happening in South Bend. Mr. Daigle said not to his knowledge.

Randy Jones thanked the Authority for the Partner of the Year award and took the opportunity to introduce select members of his team and to thank his team at Corporate Wings.

Dr. Asdell introduced: ADJOURNMENT

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

By: \_\_\_\_\_



David Sage, Secretary

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