

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

DECEMBER 12, 2019

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:35 a.m. on Thursday, December 12, 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
Aaron Kobb, Vice President Finance & Administration
Tim O'Donnell, Vice President of Maintenance & Operations
Cliff Jenkins, Project Manager
Kerianne Linn, Properties Manager
Megan Murray, Terminal Services Supervisor
Mike Ornat, Safety Chief
Michelle Reedy, Human Resources Manager
Karen Gorbitz, Staff Accountant
Sue Oakley, Accounting/Purchasing Assistant
Melanie Roberson, Staff Accountant

Randy Jones, Corporate Wings
Richard Ives, Friend of the Authority
James Sipocz, Friend of the Authority

Dr. Asdell call to order the St. Joseph County Airport Authority District Board meeting at 11:35 a.m.

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the November 21, 2019, Board meeting.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Minutes from the Board meeting held on November 21, 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 November 29, 2019.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated November 29, 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 December 12, 2019.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated December 12, 2019.

Mr. Botkin questioned the payment to Wolf Commercial Roofing, Inc., Check #9916 in the amount of \$47,900.00 for materials and labor to repair the roof on the Administration area of the Terminal Building.

Mr. O'Donnell responded it is the roof over the Administration offices and the new TSA offices.

Mr. Botkin questioned the payment to Abonmarche Consultants, Inc., Check #9929 in the amount of \$35,000.00 for architectural services for mapping the Terminal building for the Airport Authority.

Mr. Daigle stated this company is mapping the square footage of all the leased and vacant spaces in the Terminal Building and which spaces are leased to which tenant. This is in preparation for part of our Air Service Lease Agreement for the airlines. Mr. Botkin questioned if the company is mapping everything even the closets. Mr. Daigle stated they are mapping everything including the closets.

There being no further comments, questions, or discussion, with a quorum vote, the motion carried. Mr. Sage abstained from voting.

Dr. Asdell introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER 2019.

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

Mr. Kobb referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending October 31, 2019. Refer to the attached report.

Mr. Kobb stated that Operating Revenues increased year-to-date \$703,244.03. The Total Operating Expenses increased \$124,951.17 for the month due to the purchase of custodial supplies in the amount of about \$35,000.00. Repairs also increased as a result of the Mill & Fill Pavement Project. Utilities increased for the month about \$24,000.00, which was just a timing issue regarding receipt and payment of the utility invoices. Other Services and Charges were up about \$72,000.00 resulting from excavation work and tree removal services. This also included retainage for demolition work which was completed.

Mr. Sage questioned the significant increase in Repairs of \$446,841.96 and Other Services and Charges of \$413,365.05 year-to-date. Mr. Kobb indicated he would research the increases and provide a summary with detail to the Board. Mr. Kobb stated this resulted in a net loss of

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\$284,459.93 in Operating Expenses for the month of October and a loss of \$886,770.72 year-to-date.

Total Income decreased \$211,653.53 for the month, however, increased \$393,004.81 year-to-date. Capital Spending reported \$706,534.63 for October, which was mainly for the Parking Lot Expansion Project.

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

Dr. Asdell introduced the next item 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 THE NEWLY NEGOTIATED 2020 UNION CONTRACT FOR THE PUBLIC SAFETY DEPARTMENT.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the newly negotiated 2020 Union Contract for the Public Safety Department.

NOTE: The approved 2020 Union Contract for the Public Safety Department covers the years 2020, 2021, and 2022.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE THE NEWLY NEGOTIATED 2020 UNION CONTRACT FOR THE MAINTENANCE DEPARTMENT.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the newly negotiated 2020 Union Contract for the Maintenance Department.

Mr. Sage questioned if it is for the full three (3) years. Mr. Daigle stated it is for the full three (3) years.

NOTE: The approved 2020 Union Contract for the Maintenance Department covers the years 2020, 2021, and 2022.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A NEW FIVE (5) YEAR STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND SOUTH BEND COMMUNITY SCHOOL CORPORATION FOR SPACE IN THE TERMINAL BUILDING.

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Mr. Daigle requested that the Board Table this Agenda item.

Mr. Sage moved, and Mr. Botkin seconded the motion to Table this Agenda item: A new five (5) year Standard Use and Lease Agreement between the St. Joseph County Airport Authority and South Bend Community School Corporation for space in the Terminal building.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A NEW FIVE (5) YEAR SPONSORSHIP AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND SOUTH BEND COMMUNITY SCHOOL CORPORATION (SBCSC EDUCATION FOUNDATION) NAMING RIGHTS FOR THE FLIGHT SIMULATOR.

Mr. Daigle requested that the Board Table this Agenda item.

Mr. Botkin moved, and Mr. Sage seconded the motion to Table this Agenda item: A new five (5) year Sponsorship Agreement between the St. Joseph County Airport Authority and South Bend Community School Corporation (SBCSC Education Foundation) Naming Rights for the Flight Simulator.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried to Table this Agenda item.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR AMENDMENT TO THE CORPORATE WINGS-SBN LLC FUEL FARM GROUND LEASE.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve a one (1) year Amendment to the Corporate Wings-SBN LLC Fuel Farm Ground Lease.

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 LECO CORPORATION FUEL FLOWAGE PERMIT.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve a one (1) year extension to the Leco Corporation Fuel Flowage Permit.

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

Dr. Asdell introduced the Executive Director's Report.

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THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2019 Composite Statistic Chart for the period ending October 31, 2019. Please refer to the attached 2019 Composite Statistic Chart.

Mr. Daigle stated there has been an increase of 15.10% in Enplanements year-to-date. Aircraft Landed Weight decreased 4.8% in October. Air Cargo decreased in October however it is up 4.5% year-to-date. Aircraft Operations increased 2.52% and Aviation Fuel Flowage increased 7.63% in October. Car Rental Sales, Restaurant/Gift Shop, and Republic Parking Gross Sales all increased slightly in October. South Shore Passengers increased 13.98% and South Shore Operations remained flat. Bus Passengers increased 21.29% for the month of October and International Flights were flat.

Mr. Daigle thanked all the Team members, spouses and friends who assisted with the Bears in the Air Kick Off event. Mr. Daigle also thanked all the Board members and Mr. Heppenheimer for their support for the event. The event was well received by the Community with many positive comments.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR

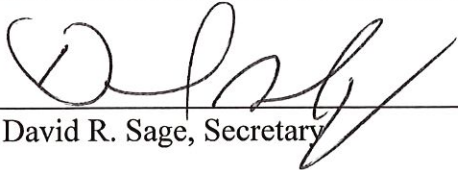
Randy Jones, Corporate Wings, addressed the Board. Mr. Jones invited everyone to an informal Holiday party at Corporate Wings on Sunday, December 15th from 3:00 p.m. to 5:00 p.m. Mr. Jones commented that Corporate Wings is now a 24 hour/7day per week operation.

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. Sage 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

