

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

JANUARY 30, 2020

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, January 30, 2020, 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  
Mike Ornat, Safety Chief  
Michelle Reedy, Human Resources Manager  
Karen Gorbitz, Staff Accountant  
Sue Oakley, Accounting/Purchasing Assistant  
Kennedy Richardson, Marketing Intern  
Melanie Roberson, Staff Accountant  
Sandy Schick, Recording Secretary

Richard Ives, Friend of the Authority  
James Sipocz, Friend of the Authority  
Dean Moore, SBCSC  
Chad Addie, SBCSC

Dr. Asdell call to order the St. Joseph County Airport Authority District Board meeting at 11:30 a.m.

Dr. Asdell stated the first item on the Agenda is the election of officers to the District Board of the St. Joseph County Airport Authority for 2020.

Dr. Asdell read the nominations of officers to the District Board of the St. Joseph County Airport Authority for 2020, for a one (1) year term:

- Jay Asdell is nominated to the position of President
- Thomas Botkin is nominated to the position of Vice President
- Abraham Marcus is nominated to the position of Treasurer
- David Sage is nominated to the position of Secretary
- Michael Daigle is nominated to the position of Assistant Treasurer

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Mr. Sage moved and Mr. Marcus seconded the motion to accept the nominations of the officers as presented for 2020.

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

Dr. Asdell introduced the next item on the Agenda, approval of the Minutes from the December 12, 2019, Board meeting.

Mr. Sage moved and Mr. Marcus seconded the motion to approve the Minutes from the Board meeting held on December 12, 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 December 13, 2019.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated December 13, 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 December 27, 2019.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated December 27, 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 January 10, 2020.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated January 10, 2020.

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 January 24, 2020.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated January 24, 2020.

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 January 30, 2020.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated January 30, 2020.

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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 NOVEMBER 2019.

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

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

Mr. Kobb stated that Operating Revenues increased year-to-date \$751,282.26. The Total Operating Expenses increased \$230,575.47 for the month. That increase was due mainly to repair projects (roof repair over the Administration offices, construction of a quiet room in the Information Center for testing, and the perimeter fencing). Other Services and Charges were up about \$87,000.00 resulting from legal fees and the State Board of Accounts expense for the 2018 Audit.

Both of those accounts have increased year over year. Mr. Sage questioned those increase at the last Board meeting. Mr. Kobb indicated a response was e-mailed to the Board yesterday; and if there are any questions, please contact him.

Mr. Kobb stated there was a net Operating Loss of \$158,000.00 for the month and \$1,000,000.00 year-to-date. Other Revenues increased for the month and increased \$600,000.00 year-to-date. Total Operating Expenses increased \$1,117,346.19 year-to-date.

Mr. Kobb indicated that Capital Grants increased for the month \$709,898.00 and there was Capital Spending for the Parking Lot Project.

Passenger Facility Charge Revenue decreased for the month but increased \$206,691.94 year-to-date.

There being no 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

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.

Mr. Marcus moved and Mr. Botkin seconded the **motion to remove** the new five (5) year Standard Use and Lease Agreement between the St. Joseph County Airport Authority and South

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Bend Community School Corporation for space in the Terminal building from Tabled and Unfinished Business.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried. Dr. Asdell stated this proposal will be considered again under New Business.

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. Sage moved and Mr. Botkin seconded the **motion to remove** the 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 from Tabled and Unfinished Business.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried. Dr. Asdell stated this proposal will be considered again under New Business.

Dr. Asdell introduced Continuing Business, which there was none.

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

## NEW BUSINESS

Dr. Asdell introduced: CONSIDERATION TO APPROVE RESOLUTION 2020-01 DESIGNATING THE APPOINTMENT OF THE TREASURER, ABRAHAM MARCUS, AND THE ASSISTANT TREASURER, MICHAEL DAIGLE, FOR A ONE (1) YEAR TERM.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve Resolution 2020-01 designating the appointment of the Treasurer, Abraham Marcus, and the Assistant Treasurer, Michael Daigle, for a one (1) year term.

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

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND DELTA AIRLINES FOR THE TICKET COUNTER, OPERATIONS, AND BAG MAKEUP AREAS EFFECTIVE JANUARY 1, 2020.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and Delta Airlines for the Ticket Counter, Operations, and Bag Makeup areas effective January 1, 2020.

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Mr. Sage clarified that this agenda item and the next three (3) agenda items regarding airline leases are governed by the new increased 2020 Rate and Charges Resolution. Mr. Daigle confirmed all airline leases reflect the 2020 Rate and Charges increases approved by the Board.

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 TO THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND UNITED AIRLINES FOR THE TICKET COUNTER, OPERATIONS, AND BAG MAKEUP AREAS EFFECTIVE JANUARY 1, 2020.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and United Airlines for the Ticket Counter, Operations, and Bag Makeup areas effective January 1, 2020.

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 STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND ALLEGiant AIRLINES FOR THE TICKET COUNTER, OPERATIONS, AND BAG MAKEUP AREAS EFFECTIVE JANUARY 1, 2020.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and Allegiant Airlines for the Ticket Counter, Operations, and Bag Makeup areas effective January 1, 2020.

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 STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND AMERICAN AIRLINES FOR THE TICKET COUNTER, OPERATIONS, AND BAG MAKEUP AREAS EFFECTIVE JUNE 7, 2019.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and American Airlines for the Ticket Counter, Operations, and Bag Makeup areas effective June 7, 2019.

Dr. Asdell questioned if the June 7, 2019, date is correct. Mr. Daigle confirmed it is correct.

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

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Dr. Asdell introduced: CONSIDERATION TO APPROVE A NEW 90-DAY OPERATING AGREEMENT WITH ROYAL EXCURSION FOR TRANSPORTATION SERVICES FROM THE SOUTH BEND INTERNATIONAL AIRPORT TO THE CHICAGO O'HARE AND MIDWAY INTERNATIONAL AIRPORTS.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve a new 90-day Operating Agreement with Royal Excursion for transportation services from the South Bend International Airport to the Chicago O'Hare and Midway International Airports.

Mr. Sage questioned whether Royal Excursion will be picking up and dropping off at the same location as Coach USA; and if they will have an office at the Airport. Mr. Daigle confirmed Royal Excursion will be utilizing the same location; however, they will not have an office at the Airport.

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 TO THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND UNITED PARCEL SERVICE (UPS) FOR RAMP AND LANDING FEES.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and United Parcel Service (UPS) for Ramp and Landing fees.

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 STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND FEDERAL EXPRESS (FEDEX) FOR RAMP AND LANDING FEES.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and Federal Express (FedEx) for Ramp and Landing fees.

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 STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND CSA AIR FOR THE FEDEX RAMP AND LANDING FEES.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve a one (1) year extension to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and CSA Air for the FedEx Ramp and Landing fees.

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

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Dr. Asdell introduced: CONSIDERATION TO APPROVE LEASE AMENDMENT #8, NOTICE TO PROCEED, TO THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND GENERAL SERVICES ADMINISTRATION (GSA) AND AUTHORIZATION FOR THE APPROVED DESIGN BUILD CONTRACTOR TO PROCEED WITH THE CONSTRUCTION OF THE TSA SPACE IN THE TERMINAL BUILDING.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve Lease Amendment #8, Notice to Proceed, to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and General Services Administration (GSA) and authorization for the approved design build contractor to proceed with the construction of the TSA 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 SIX (6) MONTH EXTENSION (LEASE AMENDMENT #9) TO THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND GENERAL SERVICES ADMINISTRATION (GSA) FOR THE BREAKROOM FOR TRANSPORTATION SECURITY ADMINISTRATION (TSA) IN THE TERMINAL BUILDING.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve a six (6) month extension (Lease Amendment #9) to the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and General Services Administration (GSA) for the Breakroom for Transportation Security Administration (TSA) 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 MONTH-TO-MONTH AMENDMENT TO THE LEASE AGREEMENT EXTENSION BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND THE ST. JOSEPH COUNTY BOARD OF COMMISSIONERS FOR THE ST. JOSEPH COUNTY SHERIFF DEPARTMENT FOR OFFICE SPACE AT THE SAFETY BUILDING.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve a month-to-month amendment to the lease agreement extension between the St. Joseph County Airport Authority and the St. Joseph County Board of Commissioners for the St. Joseph County Sheriff Department for office space at the Safety 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 STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND ATLANTIC AVIATION FOR THE STERILIS AUTOCLAVE, THE REGULATED GARBAGE PROCESSING EQUIPMENT.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve a one (1) year extension to

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the Standard Use and Lease Agreement between the St. Joseph County Airport Authority and Atlantic Aviation for the Sterilis Autoclave, the regulated garbage processing equipment.

Mr. Sage questioned where the equipment is located. Mr. Daigle stated the Sterilis Autoclave is attached to the connection that goes from Gate 9 to the Federal Inspection Station.

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.

Mr. Marcus moved, and Mr. Botkin seconded the motion 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.

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

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

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

Dr. Asdell introduced: CONSIDERATION DIRECTING STAFF TO PREPARE, ADVERTISE, AND RECEIVE THE REQUEST FOR PROPOSAL (RFP) FROM COMPANIES OR INDIVIDUALS DESIRING TO OPERATE A CONCESSION AT THE SOUTH BEND INTERNATIONAL AIRPORT; AND THEN FOR STAFF TO EVALUATE AND RETURN A RECOMMENDATION TO THE BOARD.

Mr. Marcus moved, and Mr. Sage seconded the motion directing Staff to prepare, advertise, and receive the Request for Proposal (RFP) from companies or individuals desiring to operate a concession at the South Bend International Airport; 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.



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Dr. Asdell introduced: CONSIDERATION DIRECTING STAFF TO ADVERTISE A REQUEST FOR QUALIFICATIONS (RFQ) FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY INSURANCE PROGRAMS; AND THEN FOR STAFF TO EVALUATE AND RETURN A RECOMMENDATION TO THE BOARD.

Mr. Botkin moved, and Mr. Marcus seconded the motion directing Staff to advertise a Request for Qualifications (RFQ) for the St. Joseph County Airport Authority insurance programs; 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 PAVEMENT REPAIR PROJECTS ON THE AIRFIELD AND LANDSIDE; AND THEN FOR STAFF TO EVALUATE AND RETURN A RECOMMENDATION TO THE BOARD.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve proceeding with the solicitation of bids for pavement repair projects on the Airfield and Landside; 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 the Executive Director's Report.

## THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2019 Composite Statistic Chart for the period ending November 30, 2019. Please refer to the attached 2019 Composite Statistic Chart.

Mr. Daigle stated there has been an increase of 13.73% in Enplanements year-to-date. Aircraft Landed Weight decreased 1.26% in November but increased 9.16% year-to-date. Air Cargo decreased in November; however, it is up 3.09% year-to-date. Aircraft Operations increased 15.24% and Aviation Fuel Flowage increased 4.15% in November. Car Rental Sales, and Restaurant/Gift Shop increased slightly in November. Republic Parking Gross Sales decreased slightly in November; however, it is up 12.65% year-to-date. South Shore Passengers and South Shore Operations decreased slightly in November. Bus Passengers and International Flights also decreased for the month of November.

Mr. Daigle stated that this morning the President of the Board, Dr. Jay Asdell, presented a \$10,000.00 check to the Robert L. Miller, Sr. Veterans Center. This donation will be used primarily to improve the outdoor recreational space for the Veterans, improving safety and security; and additional dollars will go to the Color Guard. Also, each of the Veterans at the facility received a \$25.00 gift card for their personal use.

Mr. Daigle commented that 2,100 teddy bears from the Bears in the Air event were donated in December to five (5) area hospitals. Mr. Daigle again thanked the Airport Authority team for

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all their help in making this event so successful. He also thanked the Board for their participation in the Bears in the Air event.

Mr. Daigle stated Staff is excited today for the approval of the South Bend Community School Sponsorship program and Flight Simulator program. This is a great partnership between the Airport Authority and the South Bend Community School Corporation; and, also, the community. He thanked the Board for their approval.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR


Mr. Jim Sipocz addressed the Board. Mr. Sipocz stated JetBlue purchased carbon offsets for its domestic flights and questioned if Staff was aware of this. Mr. Daigle stated he had read an article regarding carbon offsets. Mr. Daigle continued that he does not know what ramifications this will have within the airline industry. He stated that everyone wants clean air and water; and, at some point, hopes this will benefit everyone.

Dr. Asdell introduced: ADJOURNMENT

Dr. Asdell asked for a motion to adjourn the meeting.  
There was a motion by Mr. Sage and seconded by Mr. Marcus to adjourn the meeting.  
The Board meeting was adjourned at 11:55 a.m.

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

  
David R. Sage, Secretary

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