

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

JULY 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, July 30, 2020, by President Bernard J. Asdell. Per the guidelines set forth by Governor Holcomb, the Board meeting was held with only eleven (11) participants (Board members and required Staff). A telephone number was published and notification was established for a teleconference to join into the meeting.

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 Marketing & Air Service Development
Aaron Kobb, Vice President Finance
Tim O'Donnell, Vice President Operations
Sue Oakley, Accounting/Purchasing Assistant
Sandy Schick, Recording Secretary

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

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the June 25, 2020, Board meeting.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the Minutes from the Board meeting held on June 25, 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 June 26, 2020.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated June 26, 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 July 10, 2020.

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

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Mr. Sage questioned what the process is if the Board does not approve the Payroll Warrant. Mr. Kobb stated that today there would be zero impact, but for the audit, there would be a finding.

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

The next item on the Agenda is approval of the Payroll Warrants dated July 24, 2020.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve the Payroll Warrants dated July 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 July 30, 2020.

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

Dr. Asdell questioned the payment to Arconas Corporation for Social Distancing Decals for the Terminal Building, Check No. 10742 in the amount of \$2250.00, and asked what they actually said. Ms. Curtis commented that the decals are custom printed, with our logo, and specifically designed for airports.

There being no further 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 MAY 2020.

Mr. Sage moved, and Mr. Botkin seconded the motion to accept the Financial Statement report for the month of May 2020.

Mr. Kobb referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending May 31, 2020. Refer to the attached report.

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 was none and Continuing Business which there was none.

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

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NEW BUSINESS

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND ENTERPRISE LEASING D/B/A NATIONAL CAR RENTAL AND ALAMO RENT A CAR FOR COUNTER SPACE IN THE TERMINAL BUILDING.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve a one (1) year extension to the lease agreement between the St. Joseph County Airport Authority and Enterprise Leasing d/b/a National Car Rental and Alamo Rent A Car for counter 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 LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND ENTERPRISE LEASING FOR COUNTER SPACE IN THE TERMINAL BUILDING.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve a one (1) year extension to the lease agreement between the St. Joseph County Airport Authority and Enterprise Leasing for counter 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 LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND GENERAL SERVICES ADMINISTRATION (GSA) FOR TRANSPORTATION SECURITY ADMINISTRATION (TSA) FOR OFFICE SPACE AT THE AIR COMMERCE CENTER THROUGH OCTOBER 31, 2020.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve a one (1) year extension to the lease agreement between the St. Joseph County Airport Authority and General Services Administration (GSA) for Transportation Security Administration (TSA) for office space at the Air Commerce Center through October 31, 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 LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND GENERAL SERVICES ADMINISTRATION (GSA) FOR TRANSPORTATION SECURITY ADMINISTRATION (TSA) FOR THE BREAKROOM IN THE TERMINAL THROUGH OCTOBER 31, 2020.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve a one (1) year extension to the lease agreement between the St. Joseph County Airport Authority and General Services Administration (GSA) for Transportation Security Administration (TSA) for the Breakroom in the Terminal through October 31, 2020.

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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 NEW MONTH TO MONTH COMMERCIAL PERMIT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND CAVU AIRCRAFT DETAILING AT THE AIRPORT.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve a new month to month Commercial Permit between the St. Joseph County Airport Authority and CAVU Aircraft Detailing at the Airport.

Dr. Asdell questioned exactly what CAVU Aircraft Detailing is going to do. Dr. Asdell commented that CAVU was at his hangar recently. Mr. O'Donnell stated CAVU was going to go into the hangars and clean the aircraft. It is a no drip, no water process, and nothing is going into the drains. CAVU will use an environmentally friendly spray and wipe down the aircraft.

Dr. Asdell questioned if CAVU was going to work through the FBOs. Mr. O'Donnell stated that CAVU is not going to work through the FBOs. CAVU will have their own access to the T-Hangars.

Mr. Marcus questioned who CAVU is working for. Mr. O'Donnell stated that CAVU is working for themselves. Mr. Marcus questioned if the T-Hangar tenants would contact CAVU directly for their services. Mr. O'Donnell confirmed that T-Hangar tenants would contact CAVU directly.

Dr. Asdell questioned the cost of the permit. Mr. O'Donnell stated that the cost to CAVU is five (5) percent of gross sales.

Dr. Asdell questioned what CAVU is going to charge for their services. Mr. O'Donnell indicated that he did not have that information.

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

Dr. Asdell introduced: CONSIDERATION DIRECTING STAFF TO PREPARE, DISTRIBUTE, AND RECEIVE THE REQUEST FOR PROPOSAL (RFP) FROM COMPANIES OR INDIVIDUALS DESIRING TO FARM ON AIRPORT PROPERTY.

Mr. Botkin moved, and Mr. Sage seconded the motion to prepare, distribute, and receive the Request for Proposal (RFP) from companies or individuals desiring to farm on Airport property.

Mr. Daigle referred to the map identifying the farming locations. All the red squares are the farming locations; however, not all the locations may be able to be farmed. The positive for the Airport Authority is that the farmed land would not have to be maintained.

2020 COMPOSITE STATISTIC CHART



	Airline Enplanements			Aircraft Landed Weight			Air Cargo			Aircraft Operations					
	For Ref. 2018	2019	2020	Diff.	%	2018	2019	2020	Diff.	%	For Ref. 2018	2019	2020	Diff.	%
Jan	24,334	27,446	31,089	3,643	13.27%	37,338,558	45,119,355	46,956,721	1,837,366	4.07%	1,843,758	1,800,406	1,531,563	-268,843	-14.93%
Feb	23,589	30,163	34,427	4,264	14.14%	34,116,427	43,915,750	48,317,342	4,401,592	10.02%	1,774,488	1,685,905	1,421,503	-264,402	-15.68%
Mar	31,761	40,371	21,628	-18,743	-46.43%	44,471,024	54,550,047	53,255,392	-1,294,655	-2.37%	1,851,234	1,957,265	1,515,570	-441,695	-22.57%
Apr	26,440	33,159	1,488	-31,671	-95.51%	38,592,178	49,157,940	25,000,949	-24,156,991	-49.14%	1,717,205	2,033,219	1,353,341	-679,878	-33.44%
May	27,042	33,646	6,385	-27,261	-81.02%	40,158,989	48,752,498	23,653,345	-25,099,153	-51.48%	2,069,079	2,414,023	1,585,719	-828,304	-34.31%
Jun	31,349	35,982				47,137,609	48,069,984				2,054,333	2,449,186			
Jul	32,358	37,589				48,676,256	52,156,923				1,850,470	2,344,420			
Aug	33,370	34,972				50,721,887	49,413,099				2,110,500	2,119,468			
Sep	32,843	34,800				50,567,236	49,570,763				2,207,003	1,631,790			
Oct	37,330	37,640				54,636,739	52,012,517				1,942,067	1,862,042			
Nov	35,608	36,398				52,171,472	51,515,544				1,825,215	1,603,884			
Dec	32,853	35,763				49,320,627	49,127,887				1,706,870	1,517,426			
Ann. Totals	369,877	417,929				547,909,002	593,362,307				22,952,222	23,419,034			
YTD	133,166	164,785	95,017	-69,768	-42.34%	194,677,176	241,495,590	197,183,749	-44,311,841	-18.35%	9,255,764	9,890,818	7,407,696	-2,483,122	-25.11%
											40,100	42,510	11,898	-3,997	-25.15%
											14,424	15,895	11,898	-3,997	-25.15%

Comments:

International - General Aviation first flight 6/30/2017
 American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily
 Bus Passengers - Coach USA ceases operations 12/31/2019
 COVID-19 Pandemic - Indiana Stay at home order started Tuesday, March 24, 2020 at 11:59 p.m.
 through Sunday, May 3, 2020 at 11:59 p.m.



	Aviation Fuel Flowage - Gallons			Car Rental - Gross Sales			Restaurant/Gift Shop - Gross Sales			Republic Parking - Gross Sales					
	For Ref. 2018	2019	2020	Diff	%	For Ref. 2018	2019	2020	Diff.	%	For Ref. 2018	2019	2020	Diff.	%
Jan	405,970	508,391	521,332	12,941	2.55%	\$567,289	\$698,471	\$729,762	\$31,291	4.48%	\$148,963	\$168,895	\$163,073	-\$5,822	-3.45%
Feb	436,183	563,504	599,532	36,028	6.39%	\$595,332	\$682,397	\$754,761	\$72,364	10.60%	\$146,779	\$180,879	\$193,464	\$12,585	6.96%
Mar	536,600	626,890	583,673	-43,217	-6.89%	\$795,129	\$889,712	\$579,120	-\$310,592	-34.91%	\$194,745	\$239,253	\$118,802	-\$120,451	-50.34%
Apr	505,154	579,000	201,422	-377,578	-65.21%	\$778,450	\$1,003,632	\$140,492	-\$863,140	-86.00%	\$156,803	\$197,310	\$13,851	-\$183,459	-92.98%
May	496,824	565,763	247,933	-317,830	-56.18%	\$909,603	\$1,078,072	\$280,476	-\$797,596	-73.98%	\$162,292	\$210,096	\$37,077	-\$173,019	-82.35%
Jun	483,691	558,063				\$1,001,124	\$1,060,068				\$206,732	\$222,580			
Jul	552,415	615,989				\$1,371,950	\$1,458,011				\$206,437	\$238,848			
Aug	696,916	635,253				\$1,317,134	\$1,394,398				\$209,213	\$216,414			
Sep	901,028	663,561				\$1,234,325	\$1,205,292				\$206,175	\$215,717			
Oct	700,934	754,441				\$1,149,256	\$1,222,851				\$218,985	\$225,575			
Nov	668,753	696,536				\$1,008,292	\$1,039,499				\$211,669	\$219,652			
Dec	588,774	569,333				\$749,294	\$894,183				\$184,283	\$197,911			
Ann. Totals	6,973,242	7,336,724				\$11,477,178	\$12,626,586				\$2,253,076	\$2,533,130			
YTD	2,380,731	2,843,548	2,153,892	-689,656	-24.25%	\$3,645,803	\$4,352,284	\$2,484,611	-\$1,867,673	-42.91%	\$809,582	\$996,433	\$526,267	-\$470,166	-47.18%
											\$3,668,473	\$4,111,343	\$1,049,209	-\$765,182	-42.30%
											\$1,500,131	\$1,818,391	\$1,049,209	-\$765,182	-42.30%

Comments:
 International - General Aviation first flight 6/30/2017
 American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily
 Bus Passengers - Coach USA ceases operations 12/31/2019
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2020 COMPOSITE STATISTIC CHART



	South Shore Passengers				South Shore Ops.				Bus Passengers				International Flights - GAF							
	For Ref.	2018	2019	2020	Diff.	%	2018	2019	2020	Diff.	%	For Ref.	2018	2019	2020	Diff.	%			
Jan	15,027	14,125	15,044	919	6.51%	195	186	199	13	6.99%	2,912	1,741	0	-1,741	-100.00%	10	6	4	66.67%	
Feb	16,778	12,881	15,748	2,867	22.26%	180	166	185	19	11.45%	1,889	1,792	0	-1,792	-100.00%	9	11	8	-27.27%	
Mar	21,211	20,397	8,640	-11,757	-57.64%	199	197	185	-12	-6.09%	1,995	1,788	0	-1,788	-100.00%	10	7	4	-42.86%	
Apr	20,509	20,180	1,902	-18,278	-90.57%	182	194	150	-44	-22.68%	2,257	1,905	0	-1,905	-100.00%	7	7	0	-100.00%	
May	19,452	19,127	2,914	-16,213	-84.76%	185	183	153	-30	-16.39%	2,651	2,375	0	-2,375	-100.00%	13	12	4	-8	-66.67%
Jun	20,965	20,088				181	182				2,720	2,612				13	8			
Jul	25,692	23,571				209	190				2,818	2,771				7	13			
Aug	22,069	20,433				192	190				2,408	2,439				8	13			
Sep	20,944	19,530				190	192				1,483	1,996				12	16			
Oct	18,422	20,997				201	201				1,907	2,313				20	20			
Nov	22,997	22,150				193	190				1,921	1,819				16	9			
Dec	22,575	22,795				194	197				2,083	2,252				7	13			
Ann. Totals	246,641	236,274				2,301	2,268				27,044	25,803				132	135			
YTD	92,977	86,710	44,248	-42,462	-48.97%	941	926	872	-54	-5.83%	11,704	9,601	0	-9,601	-100.00%	49	43	26	-17	-39.53%

Comments:
 International - General Aviation first flight 6/30/2017
 American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily
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 through Sunday, May 3, 2020 at 11:59 p.m.

St. Joseph Community Airport Authority
 Revenues, Disbursements, and Activity (Cash Basis) - SUMMARY
 For the Five Months Ending Sunday, May 31, 2020

	May 2019	May 2020	Incr/(Decr)	2019 YTD	2020 YTD	Incr/(Decr)
Operating revenues:						
Airfield	\$68,421.99	\$40,151.76	(\$28,270.23)	\$341,801.11	\$317,844.29	(\$23,956.82)
Terminal - Aviation	160,585.47	153,614.32	(6,971.15)	803,226.39	807,981.08	4,754.69
Terminal - Nonaviation	16,756.75	9,199.22	(7,557.53)	94,029.36	64,178.30	(29,851.06)
Concessions	147,985.22	54,025.08	(93,960.14)	629,638.52	392,620.95	(237,017.57)
Parking	308,240.61	33,060.36	(275,180.25)	1,434,875.78	788,537.99	(646,337.79)
FBO	40,036.30	40,609.92	573.62	200,386.95	203,741.40	3,354.45
Building and Land Rents	40,874.97	28,842.09	(12,032.88)	255,969.60	194,395.90	(61,573.70)
Other	0.00	0.00	0.00	10,000.00	10,000.00	0.00
Total Operating Revenues	\$782,901.31	\$359,502.75	(\$423,398.56)	\$3,769,927.71	\$2,779,299.91	(\$990,627.80)
Operating expenses:						
Employee Expenses	\$541,932.50	\$541,457.94	(\$474.56)	\$2,192,612.46	\$2,270,601.72	\$77,989.26
Supplies	59,367.39	47,261.62	(12,105.77)	392,676.18	345,464.51	(47,211.67)
Repairs	66,911.10	51,850.61	(15,060.49)	381,605.51	213,518.98	(168,086.53)
Service Contracts	11,180.67	16,525.00	5,344.33	56,342.06	47,238.66	(9,103.40)
Marketing/Advertising	41,096.74	29,513.10	(11,583.64)	181,935.65	223,073.86	41,138.21
Utilities (Gas, Water, Elec)	51,177.30	62,829.62	11,652.32	307,757.10	275,467.92	(32,289.18)
Other Services and Charges	59,193.57	137,806.88	78,613.31	583,035.88	678,061.24	95,025.36
Total Operating Expenses	\$830,859.27	\$887,244.77	\$56,385.50	\$4,095,964.84	\$4,053,426.89	(\$42,537.95)
Operating income	(\$47,957.96)	(\$527,742.02)	(\$479,784.06)	(\$326,037.13)	(\$1,274,126.98)	(\$948,089.85)
Other revenues:						
Property taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other tax distributions	59,669.08	98,811.58	39,142.50	197,117.40	241,969.90	44,852.50
Interest & investment revenue	26,360.61	2,382.76	(23,977.85)	130,686.28	66,968.41	(63,717.87)
Federal grant - LEO	9,815.00	0.00	(9,815.00)	53,124.60	7,251.00	(45,873.60)
Other revenue	31,353.28	1,457.00	(29,896.28)	42,861.64	7,112.12	(35,749.52)
Total Other Revenues	127,197.97	102,651.34	(24,546.63)	423,789.92	323,301.43	(100,488.49)
Total Income	\$79,240.01	(\$425,090.68)	(\$504,330.69)	\$97,752.79	(\$950,825.55)	(\$1,048,578.34)
Capital Activity						
Capital Grants	\$21,600.00	\$0.00	(\$21,600.00)	\$1,102,450.77	\$1,207,042.80	\$104,592.03
Capital Spending	(661,985.87)	(230,143.71)	431,842.16	(1,444,519.31)	(2,368,994.94)	(924,475.63)
Net Activity	(\$640,385.87)	(\$230,143.71)	\$410,242.16	(\$342,068.54)	(\$1,161,952.14)	(\$819,883.60)
Debt Service Activity						
Tax Revenue/Interest	\$5,564.04	\$404.58	(\$5,159.46)	\$22,302.95	\$9,665.80	(\$12,637.15)
Passenger Facility Charge Revenue	263.18	55,774.23	55,511.05	698,070.12	640,936.64	(57,133.48)
Bond Principle Payment	0.00	0.00	0.00	0.00	0.00	0.00
Bond Interest Exp. & Fees	0.00	0.00	0.00	(1,050.00)	0.00	1,050.00
Net Activity	\$5,827.22	\$56,178.81	\$50,351.59	\$719,323.07	\$650,602.44	(\$68,720.63)
Cum Building Activity						
Airline Revenue Guarantee-AA	\$0.00	\$0.00	\$0.00	(\$867,992.00)	\$0.00	\$867,992.00
State Grant Revenue - AA	0.00	0.00	0.00	291,780.00	0.00	(291,780.00)
Tax Revenue/Interest	\$6,534.91	\$681.52	(\$5,853.39)	\$34,974.92	\$16,199.13	(\$18,775.79)
Net Activity	\$6,534.91	\$681.52	(\$5,853.39)	(\$541,237.08)	\$16,199.13	\$557,436.21

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Dr. Asdell indicated that corn has already been planted on some of the land. Mr. O'Donnell indicated that the Airport Authority is going to change the crop selection so that it does not attract wildlife or interfere with flight arrivals and departures.

Dr. Asdell questioned what areas on the map are currently being farmed. Mr. O'Donnell indicated that land near the soccer field, J and K are being farmed. Discussions continued regarding the farm proposal.

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 2020 Composite Statistic Chart for the period ending May 31, 2020. Mr. Daigle commented that our activity level coming back is equal to or greater than the national average. Please refer to the attached 2020 Composite Statistic Chart.

Mr. Daigle congratulated Sandy Schick on her retirement and thanked her for her years of service to the Airport Authority, the Airport Authority Board and all the Authority team members.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR

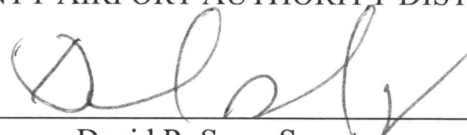
There were no comments from the floor.

Dr. Asdell introduced: ADJOURNMENT

Dr. Asdell asked for a motion to adjourn the meeting.
There was a motion by Mr. Sage and seconded by Mr. Botkin to adjourn the meeting.
The Board meeting was adjourned at 11:45 a.m.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

By: _____


David R. Sage, Secretary

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