

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

**DECEMBER 17, 2020**

**THURSDAY**

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:31 a.m. on Thursday, December 17, 2020, by President Bernard J. Asdell. Per the guidelines set forth by Governor Holcomb, the Board meeting was held with thirteen (13) participants (Board members and Staff) via Zoom. A telephone number and website address were published, and notification was established 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  
Julie Curtis, Vice President Marketing & Air Service Development  
Aaron Kobb, Vice President Finance  
Tim O'Donnell, Vice President Operations  
Karen Gorbitz, Staff Accountant  
Melanie Roberson, Staff Accountant  
Sue Oakley, Recording Secretary  
Michelle Reedy, HR Manager  
Randy Jones, Corporate Wings

Dr. Asdell called to order the St. Joseph County Airport Authority District Board meeting at 11:31 a.m.

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the November 19, 2020, Board meeting.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the Minutes from the Board meeting held on November 19, 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 November 27, 2020.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated November 27, 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 December 11, 2020.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated December 11, 2020.

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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 December 17, 2020.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated December 17, 2020.

Mr. Sage questioned numerous charges on the credit card statement for the same amount with the same description. Mr. Daigle explained that this was over a period of time for Officer Jones to attend the Academy and that these are weekly lodging charges.

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

Dr. Asdell introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER 2020.

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

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

Dr. Asdell asked if the parking lot project was completed. Mr. O'Donnell stated that the project is nearly complete with the exception of a few punch list items.

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.

NEW BUSINESS

Dr. Asdell introduced: CONSIDERATION TO APPROVE LEASE AMENDMENT #13, NOTICE TO PROCEED WITH CHANGE ORDER #3, TO THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND GENERAL SERVICES ADMINISTRATION (GSA) FOR THE CONSTRUCTION OF THE TSA SPACE IN THE TERMINAL BUILDING AND AUTHORIZING THE CEO & EXECUTIVE DIRECTOR TO EXECUTE ANY AND ALL APPROPRIATE DOCUMENTS.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve Lease Amendment #13.

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

Dr. Asdell introduced: CONSIDERATION FOR RATIFICATION OF EXECUTIVE SESSION ITEM 2020-11-02, CONTRACT OF CEO & EXECUTIVE DIRECTOR AND AUTHORIZING THE AUTHORITY BOARD PRESIDENT TO TAKE THE STEPS NECESSARY TO MOVE THE ITEM FORWARD AND SIGN ANY AND ALL APPROPRIATE DOCUMENTS.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the ratification of Executive Session Item 2020-11-02.

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 DELTA AIRLINES FOR THE TICKET COUNTER, OPERATIONS, AND BAG MAKEUP AREAS EFFECTIVE JANUARY 1, 2021.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the extension with Delta Airlines.

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

## THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2020 Composite Statistic Chart for the period ending October 31, 2020 (see attached report).

Mr. Daigle presented the 2019 Excellence Award for Airport Training from AAAE. The Authority team watched 498 training videos throughout the year.

Mr. Daigle presented an Award of Appreciation to Timothy K. O'Donnell from AAAE for his dedicated service as a member of the AAAE Board of Directors.

Mr. Daigle provided an update on the 2020 Bears in the Air initiative. In the subsequent days, teddy bears would be delivered to area hospitals for children. In addition, he stated that donations were approaching \$15,000 and thanked everybody for their support.

Mr. Daigle and the entire Board thanked Mr. Botkin for his dedicated years of service on the Authority Board as the December meeting would be his last as a Board Member.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR

Randy Jones, President/General Manager of Corporate Wings – Mr. Jones also thanked Mr. Botkin for his service as a Board Member and wished everybody a safe and happy holiday and New Year.

The Board meeting was adjourned without a motion at 11:50 a.m.

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD**

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ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

By:  \_\_\_\_\_  
David R. Sage, Secretary

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

St. Joseph, Airport Authority  
 Revenues, Disbursements, and Activity (Cash Basis) - SUMMARY  
 For the Ten Months Ending Saturday, October 31, 2020

	October 2019	October 2020	Incr/(Decr)	2019 YTD	2020 YTD	Incr/(Decr)
<b>Operating revenues:</b>						
Airfield	\$98,766.62	\$68,094.57	(\$30,672.05)	\$765,723.60	\$606,966.28	(\$158,757.32)
Terminal - Aviation	162,492.82	159,623.13	(2,869.69)	1,620,096.12	1,618,467.22	(1,628.90)
Terminal - Nonaviation	20,734.97	8,387.57	(12,347.40)	190,794.21	113,738.24	(77,055.97)
Concessions	152,848.86	92,496.75	(60,352.11)	1,464,578.36	840,301.71	(624,276.65)
Parking	328,899.64	149,211.06	(179,688.58)	2,917,528.62	1,228,085.52	(1,689,443.10)
FBO	45,974.11	43,701.07	(2,273.04)	431,146.21	411,647.03	(19,499.18)
Building and Land Rents	39,720.17	18,939.69	(20,780.48)	486,545.96	338,791.26	(147,754.70)
Other	0.00	0.00	0.00	13,000.00	13,000.00	0.00
<b>Total Operating Revenues</b>	<b>\$849,437.19</b>	<b>\$540,453.84</b>	<b>(\$308,983.35)</b>	<b>\$7,889,413.08</b>	<b>\$5,170,997.26</b>	<b>(\$2,718,415.82)</b>
<b>Operating expenses:</b>						
Employee Expenses	\$401,464.85	\$541,875.09	\$140,410.24	\$4,223,465.73	\$4,476,785.91	\$253,320.18
Supplies	79,999.90	50,167.62	(29,832.28)	784,625.39	630,099.93	(154,525.46)
Repairs	380,515.90	399,524.45	19,008.55	1,097,363.96	858,549.19	(238,814.77)
Service Contracts	7,018.26	10,094.75	3,076.49	96,227.17	102,148.72	5,921.55
Marketing/Advertising	29,942.10	28,786.15	(1,155.95)	423,773.85	329,792.53	(93,981.32)
Utilities (Gas, Water, Elec)	57,401.36	47,941.24	(9,460.12)	578,621.19	539,144.61	(39,476.58)
Other Services and Charges	176,704.74	119,598.82	(57,105.92)	1,576,376.78	1,465,812.89	(110,563.89)
<b>Total Operating Expenses</b>	<b>\$1,133,047.11</b>	<b>\$1,197,988.12</b>	<b>\$64,941.01</b>	<b>\$8,780,454.07</b>	<b>\$8,402,333.78</b>	<b>(\$378,120.29)</b>
<b>Operating income</b>	<b>(\$283,609.92)</b>	<b>(\$657,534.28)</b>	<b>(\$373,924.36)</b>	<b>(\$891,040.99)</b>	<b>(\$3,231,336.52)</b>	<b>(\$2,340,295.53)</b>
<b>Other revenues:</b>						
Property taxes	\$0.00	\$0.00	\$0.00	\$1,311,568.87	\$1,300,144.73	(\$11,424.14)
Other tax distributions	34,362.08	35,789.58	1,427.50	477,029.25	503,891.25	26,862.00
Interest & investment revenue	26,294.32	3,397.51	(22,896.81)	274,921.46	82,490.07	(192,431.39)
Federal grant - LEO	8,900.00	0.00	(8,900.00)	110,942.00	65,532.20	(45,409.80)
Federal grant - CARES	0.00	0.00	0.00	0.00	4,604,355.41	4,604,355.41
Other revenue	3,250.00	4,993.86	1,743.86	254,718.52	261,954.10	7,235.58
<b>Total Other Revenues</b>	<b>72,806.40</b>	<b>44,180.95</b>	<b>(28,625.45)</b>	<b>2,429,180.10</b>	<b>6,818,367.76</b>	<b>4,389,187.66</b>
<b>Total Income</b>	<b>(\$210,803.52)</b>	<b>(\$613,353.33)</b>	<b>(\$402,549.81)</b>	<b>\$1,538,139.11</b>	<b>\$3,587,031.24</b>	<b>\$2,048,892.13</b>
<b>Capital Activity</b>						
Capital Grants	\$0.00	\$168.41	\$168.41	\$1,647,263.28	\$1,492,815.85	(\$154,447.43)
Capital Spending	(706,534.63)	(623,128.83)	83,405.80	(3,382,596.49)	(5,128,352.25)	(1,745,755.76)
<b>Net Activity</b>	<b>(\$706,534.63)</b>	<b>(\$622,960.42)</b>	<b>\$83,574.21</b>	<b>(\$1,735,333.21)</b>	<b>(\$3,635,536.40)</b>	<b>(\$1,900,203.19)</b>
<b>Debt Service Activity</b>						
Tax Revenue/Interest	\$3,220.79	\$316.66	(\$2,904.13)	\$43,811.51	\$11,498.50	(\$32,313.01)
Passenger Facility Charge Revenue	154,364.93	66,485.07	(87,879.86)	1,593,347.89	845,193.62	(748,154.27)
Bond Principle Payment	0.00	0.00	0.00	(660,000.00)	(380,000.00)	280,000.00
Bond Interest Exp. & Fees	0.00	0.00	0.00	(193,068.75)	(181,747.37)	11,321.38
<b>Net Activity</b>	<b>\$157,585.72</b>	<b>\$66,801.73</b>	<b>(\$90,783.99)</b>	<b>\$784,090.65</b>	<b>\$294,944.75</b>	<b>(\$489,145.90)</b>
<b>Cum Building Activity</b>						
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	\$5,370.23	\$943.68	(\$4,426.55)	\$204,611.52	\$636,191.61	\$431,580.09
<b>Net Activity</b>	<b>\$5,370.23</b>	<b>\$943.68</b>	<b>(\$4,426.55)</b>	<b>(\$371,600.48)</b>	<b>\$636,191.61</b>	<b>\$1,007,792.09</b>

2020 COMPOSITE STATISTIC CHART



	Airline Enplanements			Aircraft Landed Weight			Air Cargo			Aircraft Operations										
	For Ref. 2018	2019	2020	Diff.	%	For Ref. 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	-263,843	-14.93%	2,090	2,469	2,437	-32	-1.30%
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%	2,564	2,905	3,235	330	11.36%
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%	3,405	3,443	2,691	-752	-21.84%
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%	3,124	3,472	1,545	-1,927	-55.50%
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%	3,241	3,606	1,990	-1,616	-44.81%
Jun	31,349	35,982	10,329	-25,653	-71.29%	47,137,609	48,069,984	24,410,105	-23,659,879	-49.22%	2,054,333	2,449,186	1,589,329	-859,857	-35.11%	3,377	3,731	2,028	-1,703	-45.64%
Jul	32,358	37,589	14,244	-23,345	-62.11%	48,676,256	52,156,923	32,787,340	-19,369,583	-37.14%	1,850,470	2,344,420	1,657,177	-687,243	-29.31%	4,174	4,053	2,672	-1,381	-34.07%
Aug	33,370	34,972	15,303	-19,669	-56.24%	50,721,887	49,413,099	36,427,743	-12,985,356	-26.28%	2,110,500	2,119,468	1,522,375	-597,093	-28.17%	3,555	3,911	2,880	-1,031	-26.36%
Sep	32,843	34,800	16,384	-18,416	-52.92%	50,567,236	49,570,763	36,408,280	-13,162,483	-26.55%	2,207,003	1,631,790	1,631,499	-291	-0.02%	4,654	4,281	3,056	-1,225	-28.61%
Oct	37,330	37,640	21,265	-16,375	-43.50%	54,636,739	52,012,517	40,746,322	-11,266,195	-21.66%	1,942,067	1,862,042	1,797,376	-64,666	-3.47%	3,923	4,022	2,982	-1,040	-25.86%
Nov	35,608	36,398				52,171,472	51,515,544				1,825,215	1,603,884				3,103	3,576			
Dec	32,853	35,763				49,320,627	49,127,887				1,706,870	1,517,426				2,890	3,041			
Ann. Totals	368,877	417,929				547,909,002	593,362,307				22,952,222	23,419,034				40,100	42,510			
YTD	300,416	345,768	172,542	-173,226	-50.10%	446,415,903	492,718,976	367,963,539	-124,755,337	-25.32%	19,420,137	20,297,724	15,605,452	-4,692,272	-23.12%	34,107	35,893	25,516	-10,377	-28.91%

Comments:  
 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.  
 GAF - Suspension of flights July 2020 through September 2020

2020 COMPOSITE STATISTIC CHART



	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%		\$285,292	\$310,436	\$354,715	\$44,279	14.26%
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%		\$271,854	\$343,289	\$379,742	\$36,453	10.62%
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%		\$350,756	\$439,565	\$251,950	-\$187,615	-42.68%
Apr	505,154	579,000	201,422	-377,578	-65.21%		\$778,450	\$1,003,632	\$140,492	-\$663,140	-86.00%		\$156,803	\$197,310	\$13,851	-\$183,459	-92.98%		\$317,946	\$382,901	\$18,585	-\$364,316	-95.15%
May	496,824	565,763	247,933	-317,830	-56.19%		\$905,603	\$1,078,072	\$280,476	-\$797,596	-73.98%		\$162,292	\$210,096	\$37,077	-\$173,019	-82.35%		\$274,283	\$342,200	\$44,217	-\$297,983	-87.08%
Jun	483,691	568,063	297,386	-260,677	-46.71%		\$1,001,124	\$1,060,068	\$468,404	-\$591,664	-56.81%		\$206,732	\$222,680	\$60,612	-\$161,968	-72.77%		\$296,506	\$341,681	\$68,761	-\$272,920	-79.88%
Jul	552,415	615,989	368,329	-247,660	-40.21%		\$1,371,950	\$1,458,011	\$732,751	-\$725,260	-49.74%		\$206,437	\$238,848	\$89,230	-\$149,618	-62.64%		\$297,498	\$302,894	\$91,822	-\$211,072	-69.69%
Aug	696,916	635,253	399,593	-235,660	-37.10%		\$1,317,134	\$1,394,398	\$827,404	-\$566,994	-40.66%		\$209,213	\$216,414	\$102,262	-\$114,152	-52.75%		\$296,295	\$316,135	\$95,474	-\$220,661	-69.80%
Sep	901,028	663,561	375,253	-288,308	-43.45%		\$1,234,325	\$1,205,292	\$738,409	-\$466,883	-38.74%		\$206,175	\$215,717	\$109,100	-\$106,617	-49.42%		\$287,693	\$320,529	\$119,370	-\$201,159	-62.76%
Oct	700,934	754,441	435,530	-318,911	-42.27%		\$1,149,266	\$1,222,851	\$681,311	-\$541,540	-44.29%		\$218,985	\$225,575	\$136,919	-\$88,656	-39.30%		\$369,033	\$365,173	\$165,793	-\$199,380	-54.60%
Nov	668,753	686,536					\$1,008,292	\$1,039,499					\$211,669	\$219,652					\$334,068	\$332,839			
Dec	588,774	569,333					\$749,294	\$894,183					\$184,283	\$197,911					\$287,249	\$313,701			
Ann. Totals	6,973,242	7,336,724					\$11,477,178	\$12,626,586					\$2,253,076	\$2,533,130					\$3,658,473	\$4,111,343			
YTD	5,715,715	6,070,855	4,029,983	-2,040,872	-33.62%		\$9,719,592	\$10,692,904	\$5,932,890	-\$4,760,014	-44.52%		\$1,857,124	\$2,115,567	\$1,024,390	-\$1,091,177	-51.68%		\$3,037,156	\$3,464,803	\$1,590,429	-\$1,874,374	-54.10%

Comments:  
 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.  
 GAF - Suspension of flights July 2020 through September 2020



	South Shore Passengers			South Shore Ops.			International Flights - GAF								
	For Ref.	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%	10	4	66.67%		
Feb	16,778	12,881	15,748	2,867	22.26%	180	166	185	19	11.45%	9	11	8	-27.27%	
Mar	21,211	20,397	8,640	-11,757	-57.64%	199	197	185	-12	-6.09%	10	7	4	-3	-42.86%
Apr	20,509	20,180	1,902	-18,278	-90.57%	182	194	150	-44	-22.68%	7	7	0	-7	-100.00%
May	19,452	19,127	2,914	-16,213	-84.76%	185	183	153	-30	-16.39%	13	12	4	8	-66.67%
Jun	20,965	20,088	3,854	-16,234	-80.81%	181	182	161	-21	-11.54%	13	8	6	2	-25.00%
Jul	25,692	23,571	5,847	-17,724	-75.19%	209	190	183	-7	-3.68%	7	13	1	-12	-92.31%
Aug	22,069	20,433	6,293	-14,140	-69.20%	192	190	189	-1	-0.53%	8	13	0	-13	-100.00%
Sep	20,944	19,530	6,151	-13,379	-68.50%	190	192	192	0	0.00%	12	16	0	-16	-100.00%
Oct	18,422	20,997	6,760	-14,237	-67.80%	201	201	199	-2	-1.00%	20	20	3	-17	-85.00%
Nov	22,997	22,150				193	190				16	9			
Dec	22,575	22,795				194	197				7	13			
Ann. Totals	246,641	236,274				2,301	2,268				132	135			
YTD	201,069	191,329	73,153	-118,176	-61.77%	1,914	1,881	1,796	-85	-4.52%	109	113	36	-77	-68.14%

Comments:

American Airlines - Service started 6/7/2018 to DFW & CLT, Twice Daily  
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