

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 25, 2021

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, March 25, 2021, by President Abraham Marcus. Per the guidelines set forth by Governor Holcomb, the Board meeting was held with ten (10) participants (Board members and required Staff). A telephone number was published, and notification was established for a teleconference to join into the meeting.

Present: Abraham Marcus, President
David Sage, Vice President
Dr. Jay Asdell, Treasurer/Assistant Secretary
Michael Misch, 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, Recording Secretary

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

Mr. Marcus introduced: PRESENTATION OF PARTNER OF THE YEAR AWARD TO UNITED PARCEL SERVICE AND TO THE AIRPORT AUTHORITY TEAM MEMBERS.

The Partner of the Year award is bestowed to business partners who have made significant accomplishments within the past year that have contributed to the ongoing success and services offered at SBN. This year, we are pleased to present two awards to two deserving partners.

2020 was a year like no other. It started with a third year of consecutive double-digit passenger traffic growth. Then the COVID-19 pandemic hit. The St. Joseph County Airport Authority team members faced the challenges head-on by exhibiting our values of service, accountability, and teamwork. Their unwavering commitment to our vision to pursue continuous improvement in adverse and uncertain times has made each member of our team a Partner of the Year. As recognition, each member has been personally thanked and awarded a small token of appreciation of a complimentary meal from our concessionaire South Bend Chocolate Company. On behalf of the entire Board, I would like to extend our gratitude and appreciation to each of the Airport Authority team members.

Our second Partner of the Year award is presented to United Parcel Service. UPS has invested almost \$850,000 into their SBN operation to facilitate the transition of a Boeing 757 to a larger aircraft, the Airbus 300. This investment includes, but is not limited to: ramp improvements, tailstand and towbar, crew stairs, drivable belt loader, tow tractor, fuel stand, and glycol tank. In 2020, the Airbus 300

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operated from November 24, 2020 through January 4, 2021 to accommodate holiday cargo through SBN. Since January 4, 2021, the Airbus 300 continues to operate at SBN during peak cargo periods. This investment and increase in cargo throughput has occurred during a time when the aviation industry is struggling due to the COVID-19 pandemic. The St. Joseph County Airport Authority recognizes our valuable partnership with the United Parcel Service as we work together toward mutual success.

Mr. Marcus introduced the next item on the Agenda, approval of the Minutes from the February 25, 2021, Board meeting.

Mr. Sage moved, and Mr. Misch seconded the motion to approve the Minutes from the Board meeting held on February 25, 2021.

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 5, 2021.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve the Payroll Warrants dated March 5, 2021.

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 19, 2021.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve the Payroll Warrants dated March 19, 2021.

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 as per the Schedule dated March 25, 2021.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated March 25, 2021.

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

Mr. Marcus introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2021.

Mr. Sage moved, and Dr. Asdell seconded the motion to accept the Financial Statement report for the month of January 2021.

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Mr. Kobb referred to the Statement of Revenues Disbursements and Activity (Cash Basis) for the period ending January 31, 2021. Refer to the attached report.

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

Mr. Marcus introduced the next item on the Agenda, Tabled and Unfinished Business which there was none and Continuing Business which there was none.

Mr. Marcus introduced the next item on the Agenda, New Business.

NEW BUSINESS

Mr. Marcus introduced: CONSIDERATION TO APPROVE THE REQUEST TO APPLY FOR, ACCEPT, AND USE OF GRANT FUNDS ASSOCIATED WITH THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT (CRRSAA) AND FOR THE CEO & EXECUTIVE DIRECTOR TO EXECUTE ANY AND ALL APPROPRIATE DOCUMENTS.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve the request to apply for, accept, and use of grant funds associated with the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) and for the CEO & Executive Director to execute any and all appropriate documents.

Mr. Sage questioned whether the rules were available yet. Mr. Daigle responded that the rules are available for this grant.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE A REQUEST FROM THE AUDIT COMMITTEE TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR AUDIT SERVICES IN RELATION TO THE AUTHORITY'S ANNUAL FINANCIAL AUDIT AND SUBSEQUENTLY REVIEW THE RECEIVED PROPOSALS AND BRING FORTH A RECOMMENDATION TO THE BOARD.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve a request from the Audit Committee to advertise a Request for Proposal (RFP) for audit services in relation to the Authority's annual financial audit and subsequently review the received proposals and bring forth a recommendation to the Board.

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

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Mr. Marcus introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR LEASE AGREEMENT WITH THE SOUTH BEND REGIONAL CHAMBER DBA VISIT SOUTH BEND MISHAWAKA FOR SPACE IN THE TERMINAL BUILDING EFFECTIVE MARCH 25, 2021.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve a one (1) year lease agreement with the South Bend Regional Chamber DBA Visit South Bend Mishawaka for space in the terminal building effective March 25, 2021.

Dr. Asdell questioned whether this is a zero-dollar lease. Mr. Marcus responded that it is a zero-dollar lease.

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

THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2021 Composite Statistic Chart for the period ending January 31, 2021. Mr. Daigle commented that it is great to have the Board meeting in person.

Dr. Asdell questioned whether the Canadian border is currently open. Mr. Daigle responded that he was not sure of their current status since their border has opened and closed several times.

Mr. Daigle shared that a few weeks ago he joined a virtual meeting of the Southwest Michigan Chamber of Commerce during which they presented their Economic Impact Award. There were four nominees for this award: Lake Michigan College, Whiteman, South Bend International Airport, and Michigan Economic Development Corporation. The winner was Whiteman, a company specific to the St. Joe / Benton Harbor region. Mr. Daigle stated that it was an extreme honor for SBN to be included in the list of nominees, and that the nomination was due to the efforts of our entire team to continue to work through the difficulties of 2020.

Mr. Marcus questioned the status of the position we are looking to hire in conjunction with the South Bend Elkhart Partnership. Mr. Daigle responded that two weeks ago, he attended the Board meeting of the Marshall County Economic Development Corporation via zoom. They have given tentative, but not formal, approval at this time. The Elkhart Economic Development Corporation is on board. The St. Joseph Chamber, which also supports this program, is on board. Mr. Daigle has spoken with Regina Emberton, CEO for the South Bend - Elkhart Regional Partnership, and she confirmed that they are producing the advertisements for publication in newspapers, and possibly in a national publication. Mr. Daigle anticipates that this will be finalized in the next month or two, so we can move forward to fill this position.

Mr. Heppenheimer questioned whether we had worked out the details of the contract. Mr. Daigle responded that the details of the contract have been finalized.

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Mr. Marcus introduced: PRIVILEGE OF THE FLOOR

There were no comments from the floor.

Mr. Marcus introduced: ADJOURNMENT

Mr. Marcus asked for a motion to adjourn the meeting.

There was a motion by Mr. Sage and seconded by Dr. Asdell to adjourn the meeting.

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

The Board meeting was adjourned at 11:50 a.m.

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By: _____


Michael P. Misch, Secretary

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

St. Joseph Airport Authority
 Revenues, Disbursements, and Activity (Cash Basis) - SUMMARY
 For the One Month Ending Sunday, January 31, 2021

	January 2020	January 2021	Incr/(Decr)	2020 YTD	2021 YTD	Incr/(Decr)
Operating revenues:						
Airfield	\$75,490.75	\$65,737.30	(\$9,753.45)	\$75,490.75	\$65,737.30	(\$9,753.45)
Terminal - Aviation	162,496.93	158,765.20	(3,731.73)	162,496.93	158,765.20	(3,731.73)
Terminal - Nonaviation	18,096.99	10,080.57	(8,016.42)	18,096.99	10,080.57	(8,016.42)
Concessions	102,448.30	63,286.98	(39,161.32)	102,448.30	63,286.98	(39,161.32)
Parking	267,104.39	131,534.91	(135,569.48)	267,104.39	131,534.91	(135,569.48)
FBO	40,760.87	40,807.12	46.25	40,760.87	40,807.12	46.25
Building and Land Rents	33,913.34	17,739.80	(16,173.54)	33,913.34	17,739.80	(16,173.54)
Other	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00
Total Operating Revenues	\$710,311.57	\$497,951.88	(\$212,359.69)	\$710,311.57	\$497,951.88	(\$212,359.69)
Operating expenses:						
Employee Expenses	\$463,606.22	\$448,848.03	(\$14,758.19)	\$463,606.22	\$448,848.03	(\$14,758.19)
Supplies	90,434.03	54,096.54	(36,337.49)	90,434.03	54,096.54	(36,337.49)
Repairs	14,093.71	69,467.85	55,374.14	14,093.71	69,467.85	55,374.14
Service Contracts	12,104.73	12,619.49	514.76	12,104.73	12,619.49	514.76
Marketing/Advertising	68,636.11	56,131.65	(12,504.46)	68,636.11	56,131.65	(12,504.46)
Utilities (Gas, Water, Elec)	32,190.06	57,713.19	25,523.13	32,190.06	57,713.19	25,523.13
Other Services and Charges	103,956.87	123,815.04	19,858.17	103,956.87	123,815.04	19,858.17
Total Operating Expenses	\$785,021.73	\$822,691.79	\$37,670.06	\$785,021.73	\$822,691.79	\$37,670.06
Operating income	(\$74,710.16)	(\$324,739.91)	(\$250,029.75)	(\$74,710.16)	(\$324,739.91)	(\$250,029.75)
Other revenues:						
Property taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other tax distributions	35,789.58	47,293.42	11,503.84	35,789.58	47,293.42	11,503.84
Interest & investment revenue	19,920.35	4,025.55	(15,894.80)	19,920.35	4,025.55	(15,894.80)
Federal grant - LEO	7,251.00	18,647.00	11,396.00	7,251.00	18,647.00	11,396.00
Federal grant - CARES	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue	3,638.60	652.60	(2,986.00)	3,638.60	652.60	(2,986.00)
Total Other Revenues	66,599.53	70,618.57	4,019.04	66,599.53	70,618.57	4,019.04
Total Income	(\$8,110.63)	(\$254,121.34)	(\$246,010.71)	(\$8,110.63)	(\$254,121.34)	(\$246,010.71)
Capital Activity						
Capital Grants	\$747,328.00	\$111,057.60	(\$636,270.40)	\$747,328.00	\$111,057.60	(\$636,270.40)
Capital Spending	(826,173.56)	0.00	826,173.56	(826,173.56)	0.00	826,173.56
Net Activity	(\$78,845.56)	\$111,057.60	\$189,903.16	(\$78,845.56)	\$111,057.60	\$189,903.16
Debt Service Activity						
Tax Revenue/Interest	\$2,689.17	\$422.64	(\$2,266.53)	\$2,689.17	\$422.64	(\$2,266.53)
Passenger Facility Charge Revenue	249,739.97	249.46	(249,490.51)	249,739.97	249.46	(249,490.51)
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	0.00	0.00	0.00
Net Activity	\$252,429.14	\$672.10	(\$251,757.04)	\$252,429.14	\$672.10	(\$251,757.04)
Cum Building Activity						
Airline Revenue Guarantee-AA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grant Revenue - AA	0.00	0.00	0.00	0.00	0.00	0.00
Tax Revenue/Interest	\$4,400.56	\$958.02	(\$3,442.54)	\$4,400.56	\$958.02	(\$3,442.54)
Net Activity	\$4,400.56	\$958.02	(\$3,442.54)	\$4,400.56	\$958.02	(\$3,442.54)

2021 COMPOSITE STATISTIC CHART



	Airline Enplanements			Aircraft Landed Weight			Air Cargo			Aircraft Operations							
	For Ref. 2019	2020	2021	Diff.	%	For Ref. 2019	2020	2021	Diff.	%	For Ref. 2019	2020	2021	Diff.	%		
Jan	27,446	31,089	15,463	-15,626	-50.26%	45,119,355	46,956,721	40,212,339	-6,744,382	-14.36%	1,800,406	1,531,563	1,526,394	-5,169	-0.34%		
Feb	30,163	34,427				43,915,750	48,317,342				1,685,905	1,421,503					
Mar	40,371	21,628				54,550,047	53,255,392				1,957,265	1,515,570					
Apr	33,159	1,488				49,157,940	25,000,949				2,033,219	1,353,341					
May	33,646	6,385				48,752,488	23,653,345				2,414,023	1,585,719					
Jun	35,982	10,329				48,069,984	24,410,105				2,449,186	1,589,329					
Jul	37,589	14,244				52,156,923	32,787,340				2,344,420	1,657,177					
Aug	34,972	15,303				49,413,099	36,427,743				2,119,468	1,522,375					
Sep	34,800	16,384				49,570,763	36,408,280				1,631,790	1,631,499					
Oct	37,640	21,265				52,012,517	40,746,322				1,862,042	1,797,376					
Nov	36,398	19,616				51,515,544	41,103,205				1,603,884	1,592,248					
Dec	35,763	19,586				49,127,887	46,731,628				1,517,426	1,886,237					
Ann. Totals	417,929	211,744				593,362,307	455,798,372				23,419,034	19,083,937					
YTD	27,446	31,089	15,463	-15,626	-50.26%	45,119,355	46,956,721	40,212,339	-6,744,382	-14.36%	1,800,406	1,531,563	1,526,394	-5,169	-0.34%		
											42,510	30,667	2,469	2,437	2,323	-114	-4.68%

Comments:

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



	Aviation Fuel Flowage - Gallons			Car Rental - Gross Sales			Restaurant/Gift Shop - Gross Sales			Republic Parking - Gross Sales		
	For Ref. 2019	2020	Diff %	For Ref. 2019	2020	Diff. %	For Ref. 2019	2020	Diff. %	For Ref. 2019	2020	Diff. %
Jan	508,391	521,332	422,069 -99,263 -19.04%	\$698,471	\$729,762	\$441,153 -\$288,609 -39.55%	\$168,895	\$163,073	\$105,612 -\$57,461 -35.24%	\$310,436	\$354,715	\$175,389 -\$179,326 -50.55%
Feb	563,504	599,532		\$682,397	\$754,761		\$180,879	\$193,464		\$343,289	\$379,742	
Mar	626,890	583,673		\$689,712	\$579,120		\$239,253	\$118,802		\$439,565	\$251,950	
Apr	579,000	201,422		\$1,003,632	\$140,492		\$197,310	\$13,851		\$382,901	\$18,585	
May	565,763	247,933		\$1,078,072	\$280,476		\$210,096	\$37,077		\$342,200	\$44,217	
Jun	568,063	297,386		\$1,060,068	\$468,404		\$222,580	\$60,612		\$341,681	\$68,761	
Jul	615,989	368,329		\$1,458,011	\$732,751		\$238,848	\$89,230		\$302,894	\$91,822	
Aug	635,253	399,593		\$1,394,398	\$827,404		\$216,414	\$102,262		\$316,135	\$95,474	
Sep	663,561	375,253		\$1,205,292	\$738,409		\$215,717	\$109,100		\$320,529	\$119,370	
Oct	754,441	435,530		\$1,222,851	\$681,311		\$225,575	\$136,919		\$365,173	\$165,793	
Nov	696,536	390,493		\$1,039,499	\$579,117		\$219,652	\$114,698		\$332,839	\$146,284	
Dec	569,333	442,064		\$894,183	\$440,276		\$197,911	\$122,988		\$313,701	\$135,848	
Ann. Totals	7,336,724	4,862,540		\$12,626,586	\$6,952,283		\$2,533,130	\$1,262,076		\$4,111,343	\$1,872,561	
YTD	508,391	521,332	422,069 -99,263 -19.04%	\$698,471	\$729,762	\$441,153 -\$288,609 -39.55%	\$168,895	\$163,073	\$105,612 -\$57,461 -35.24%	\$310,436	\$354,715	\$175,389 -\$179,326 -50.55%

Comments: 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.
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2021 COMPOSITE STATISTIC CHART



	South Shore Passengers			South Shore Ops.			International Flights - GAF								
	For Ref. 2019	2020	2021	Diff.	%	For Ref. 2019	2020	2021	Diff.	%	For Ref. 2019	2020	2021	Diff.	%
Jan	14,125	15,044	4,618	-10,426	-69.30%	186	199	195	-4	-2.01%	6	10	2	-8	-80.00%
Feb	12,881	15,748				166	185				11	8			
Mar	20,397	8,640				197	185				7	4			
Apr	20,180	1,902				194	150				7	0			
May	19,127	2,914				183	153				12	4			
Jun	20,088	3,854				182	161				8	6			
Jul	23,571	5,847				190	183				13	1			
Aug	20,433	6,293				190	189				13	0			
Sep	19,530	6,151				192	192				16	0			
Oct	20,997	6,760				201	199				20	3			
Nov	22,150	4,924				190	190				9	1			
Dec	22,795	4,523				197	194				13	4			
Ann. Totals	236,274	82,600				2,268	2,180				135	41			
YTD	14,125	15,044	4,618	-10,426	-69.30%	186	199	195	-4	-2.01%	6	10	2	-8	-80.00%

Comments:

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