

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 31, 2022

MONDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Monday, March 31, 2022, by President Abraham Marcus.

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
Mitchell Heppenheimer, Attorney
Julie Curtis, Vice President Marketing & Air Service Development
Renata Matousova, Vice President Finance
Michelle Reedy, Vice President Human Resources
Susan Oakley, Recording Secretary
Randy Jones, Corporate Wings
Jamey Coffman, Corporate Wings
Jim Sipocz, Friend of the Authority

Mr. Marcus introduced the first item on the Agenda, approval of the Minutes from the February 28, 2022, Board meeting.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve the Minutes from the Board meeting held on February 28, 2022.

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 4, 2022.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated March 4, 2022.

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 18, 2022.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve the Payroll Warrants dated March 18, 2022.

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

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 31, 2022

MONDAY

The next item on the Agenda is the approval of the Invoice Vouchers and Claim Payments as per the Schedule dated March 31, 2022.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated March 31, 2022.

Mr. Marcus questioned if the payment to Elite Clean for material and labor to refinish the terrazzo floors in the terminal building was for the old floors. Mr. Daigle responded that this payment was to refurbish the terrazzo in certain areas of the terminal and the concourse, where the flooring is just over ten years old.

There being no further 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 FEBRUARY 2022.

Dr. Asdell moved, and Mr. Sage seconded the motion to accept the Financial Statement report for the month of February 2022.

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Cash Basis) for the period ending February 28, 2022. 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 RESOLUTION 2022-02, FOR THE APPROVAL OF SIGNATURES AND PROVIDING AUTHORITY FOR THE AUTHORITY'S FINANCIAL NEEDS.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve Resolution 2022-02, for the approval of signatures and providing authority for the Authority's financial needs.

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

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 31, 2022

MONDAY

Mr. Marcus introduced: CONSIDERATION TO APPROVE RESOLUTION 2022-03, FOR THE APPROVAL OF THE UPDATED RATES AND CHARGES DOCUMENT.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve Resolution 2022-03, for the approval of the updated Rates and Charges document.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE RESOLUTION 2022-04, FOR THE TRANSFER OF REAL PROPERTY FROM THE AUTHORITY TO ST. JOSEPH COUNTY.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve Resolution 2022-04, for the transfer of real property from the Authority to St. Joseph County.

Mr. Sage questioned whether this would be effective immediately. Mr. Daigle responded that it would be effective when all the approvals have been completed by both parties. Mr. Marcus questioned whether the county agreed to take the property. Mr. Heppenheimer responded that they are working through the easements and documents at this time. Dr. Asdell questioned the planned use for this property. Mr. Daigle responded that there is a gentleman who is going to build a warehouse-type facility, north of Lathrop Road, for a prospective client.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE RESOLUTION 2022-05, FOR THE ESTABLISHMENT OF AN AIR SERVICE INCENTIVE POLICY.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve Resolution 2022-05, for the establishment of an Air Service Incentive Policy.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE UNITED LEASE EXTENSION FOR 1 YEAR BEGINNING JAN 1, 2022.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve United Lease extension for 1 year beginning Jan 1, 2022.

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

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 31, 2022

MONDAY

Mr. Marcus introduced: CONSIDERATION TO APPROVE A MONTH-TO-MONTH COMMERCIAL PERMIT FOR UNIFI AVIATION LLC.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve a month-to-month Commercial Permit for Unifi Aviation LLC.

Dr. Asdell questioned the services that would be provided by Unifi Aviation LLC. Mr. Daigle responded that this company provides maintenance for ground support equipment, such as tugs and baggage carts, for American Airlines, United, and Delta. Unifi Aviation LLC will not lease space, but the authority will receive 5% of their gross receipts.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE AN OPERATING PERMIT FOR IMPERIAL CHARTER BUS SERVICE FOR 1 YEAR BEGINNING APRIL 1, 2022.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve an Operating Permit for Imperial Charter Bus service for 1 year beginning April 1, 2022.

Mr. Sage questioned the destinations for their service. Mr. Daigle responded that the destinations would vary, but that this would give them approval to provide service on Authority property.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE EXTENSION FOR AUTOCLAVE OPERATIONS (INTERNATIONAL TRASH) WITH ATLANTIC AVIATION FOR 1 YEAR BEGINNING JANUARY 1, 2022.

Mr. Sage moved, and Dr. Asdell seconded the motion to approve extension for Autoclave operations (International Trash) with Atlantic Aviation for 1 year beginning January 1, 2022.

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

Mr. Marcus introduced: CONSIDERATION TO APPROVE A 1-YEAR OPTION ON COMMERCIAL PERMIT WITH SKYLINE COMFORT LLC, (MASSAGE CHAIRS) BEGINNING AUG 1, 2022.

Dr. Asdell moved, and Mr. Sage seconded the motion to approve a 1-year option on commercial permit with Skyline Comfort LLC, (massage chairs) beginning Aug 1, 2022.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 31, 2022

MONDAY

Dr. Asdell questioned the number of massage chairs currently at SBN. Mr. Daigle responded that there are four chairs: two pre-security, and two post-security. Skyline Comfort remits the larger of either \$500, or 40% of their gross receipts per month.

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

Mr. Marcus introduced: CONSIDERATION TO AWARD THE LOW BID IN THE AMOUNT OF \$220,000 TO JERRY REED EXCAVATING FOR THE DEMOLITION OF THE AIR COMMERCE CENTER BUILDING, WITH OPTION 1, THE PARKING LOT REMOVAL, AND AUTHORIZING THE CEO & EXECUTIVE DIRECTOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS.

Dr. Asdell moved, and Mr. Sage seconded the motion to award the low bid in the amount of \$220,000 to Jerry Reed Excavating for the Demolition of the Air Commerce Center Building, with Option 1, the parking lot removal, and authorizing the CEO & Executive Director to sign any and all necessary documents.

Mr. Daigle noted that there were nine bidders for this project. Dr. Asdell commented that this seemed like a good deal. Mr. Daigle agreed, and stated that we have used this company before, and they have always done a very good job. Mr. Misch questioned whether there was asbestos in the building. Mr. Daigle responded that there is no asbestos in the Air Commerce Center. Mr. Heppenheimer questioned whether the trees were going to be taken down. Mr. Daigle responded that we elected not to have the trees removed at this time, as this will help keep the soil stabilized.

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 2022 Composite Statistic Chart for the period ending January 31, 2022.

Mr. Misch questioned the difference between the number of cars rented versus the increase in rental costs. Mr. Daigle responded that he would gather the data and share the information with the Board.

Dr. Asdell requested the most current information on the mask mandates. Mr. Daigle responded that, at this time, the mask mandate is in effect until April 18.

Mr. Marcus introduced: PRIVILEGE OF THE FLOOR

Mr. Randy Jones, St. Joseph County resident and president of Corporate Wings, stated that he came to South Bend in 1992 and has been a friend of the airport since that time. Mr. Jones continued, stating that he became aware of a bill going through the Indiana State Legislature

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

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regarding public school board meetings. The article he read stated that this legislation was to apply to all public board's legislative bodies, and the change that it proposed was to allow public comments for agenda items, obviously reserving Privilege of the Floor until the end of the meeting. Mr. Jones noted that once the business is concluded, there is no way the Board could benefit from any comments on any specific issues. Mr. Jones said that this bill was signed into law by Governor Holcomb, but that the law only applies to school boards. Mr. Jones stated that he feels the Airport Authority Board could benefit from public comments on specific agenda items prior to taking action, and he hopes that the Board will take this under consideration. Mr. Jones also stated the only way for the public to know what is on the agenda is to attend a Board meeting, since there is no advance notice of items to be discussed. Ms. Curtis noted that the agenda is posted on the website for the public to access, at least 48 hours before the Board meeting, and has been this way for a long time. Mr. Jones expressed his appreciation for this.

Mr. Daigle commented that, after reading the item that was passed regarding school boards, he believes the new law goes into effect on July 1. Mr. Daigle continued, stating that he has not had a chance to discuss with our attorney and Board members as to whether or not we might want to amend the way we conduct our meetings. Mr. Daigle thanked Mr. Jones for his comments.

Mr. Marcus introduced: ADJOURNMENT

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

There was a motion by Dr. Asdell and seconded by Mr. Sage 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.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

By: 

Michael P. Misch, Secretary

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

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
RESOLUTION 2022-02**

A RESOLUTION DESIGNATING AUTHORIZED DEPOSITORIES

WHEREAS, Resolution 2022-01 established the position of Assistant Treasurer pursuant to IC 8-22-3-20 to fulfil the requirements of the position of Treasurer; and,

WHEREAS, Resolution 2022-01 also authorized the officers and agents of the St. Joseph County Airport Authority Board to execute whatever documents and to take whatever actions which may be necessary in order to effectuate the purposes and intent of this Resolution; and,

WHEREAS, the Executive Director established a position of Vice President of Finance to perform all duties necessary to comply with IC 5-13-9 and IC 5-13-6.

WHEREAS, to comply with all requirements with all Assistant Treasurer duties for deposition under IC 5-13-6 and investing under the IC 5-13-9, it is necessary for the St. Joseph County Airport Authority District Board to designate persons and authorize them to establish bank accounts to receive and disburse funds;

NOW, THEREFORE, BE IT RESOLVED that all Board Members, the Assistant Treasurer, and the Vice President of Finance are authorized to exercise the following powers:

- (1) Designation authority to deposit and withdraw funds and to endorse checks including facsimile signatures;
- (2) Designation authority with respect to wire transfers;
- (3) Designation authority to purchase savings instruments;
- (4) Signature authority to execute agreements pertaining to other depository related Bank Services
- (5) Designation authority with respect to business debit card issuance and use

ADOPTED this 31st **day of** March **2022.**

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD



President – Abraham Marcus



Vice President – David R. Sage



Treasurer – Dr. Bernard J. Asdell



Secretary – Michael P. Misch

ATTEST:



By:

Secretary – Michael P. Misch

**ST. JOSEPH COUNTY AIRPORT
AUTHORITY DISTRICT**



By:

President – Abraham Marcus



Airport Rates and Charges

Effective April 1, 2022

Approved by the Airport Authority Board of Directors

Resolution 2022-03

A RESOLUTION REPLACING RESOLUTION 2021- 06 ESTABLISHING RATES AND CHARGES FOR PERSONS, FIRMS, OR CORPORATIONS DOING BUSINESS WITH THE ST. JOSEPH COUNTY AIRPORT AUTHORITY BEGINNING JANUARY 1, 2022

WHEREAS, Ordinance 2015-01 ordained that the Authority shall establish a schedule of fees, charges, rates and conditions for all users of facilities and services with the jurisdiction of the St. Joseph County Airport Authority District and for all persons, firms, or corporations doing business with the St. Joseph County Airport Authority; and,

WHEREAS, Resolution 2021-06 established Rates and Charges for doing business with the Saint Joseph County Airport Authority in calendar year 2022; and

WHEREAS, the Saint Joseph County Airport Authority wishes to clarify and amend language.

NOW, THEREFORE BE IT RESOLVED BY THE ST. JOSEPH COUNTY AIRPORT AUTHORITY THAT:

Section One. For the fiscal year ending December 31, 2022, the following rates and charges shall be set for all users of facilities and services within the jurisdiction of the St. Joseph County Airport Authority District and for all persons, firms, or corporations doing business with the St. Joseph County Airport Authority, except for those persons, firms, or corporations which have negotiated rates and charges through a separate agreement with the St. Joseph County Airport Authority.

Aircraft Landing Fees		Signatory	Non-Signatory	
All Aircraft*	Per 1,000 lbs. MGLW > 12,500 lbs. (MGLW - Maximum Gross Landing Weight) * Exemptions: 1. U.S. Government owned aircraft 2. Tenant based General Aviation Aircraft 3. Aircraft under 12,500 lbs.	\$1.38	\$3.03	
Aircraft Loading Bridge Fees		Signatory	Non-Signatory	
All Aircraft*	Loading Bridge	Per Flight	\$12.51	\$27.95
	Switchback Ramp	Per Flight	\$125.00	\$175.00
Counter Airline Fees		Signatory	Non-Signatory	
(In addition to Landing and Loading Bridge Fees)				
Counter Fee - Per Enplaned Passenger			\$0.71	
Terminal Common Space - Per Enplaned Passenger			\$4.16	
Terminal Common Space - Per Deplaned Passenger			\$1.30	
Gate Fee		Per Flight	\$237.52	
Per Turn Fee - Terminal Space		Per Flight	\$65.24	\$136.38
Public Address System		Per Month	\$37.01	\$81.24
Terminal Space - Exclusive		Signatory	Non-Signatory	
Administrative		Per sq. ft. per year	\$20.95	\$48.19
Counter		Per sq. ft. per year	\$46.90	\$97.65
Operations		Per sq. ft. per year	\$41.76	\$97.65
Bag Make-up		Per sq. ft. per year	\$35.73	\$97.65
Per Turn Fee			\$67.20	\$140.47
Terminal Space - Common Space		Signatory	Non-Signatory	
Hold Room Area		Per sq. ft. per year	\$43.33	
Check Point		Per sq. ft. per year	\$43.33	
Bag Claim		Per sq. ft. per year	\$48.59	
Inbound Bag Room		Per sq. ft. per year	\$35.73	
Public Address System		Per Month	\$38.12	\$83.68
Airline Shared Costs *		Signatory	Non-Signatory	
* Allocation by enplaned passengers compared to total enplaned passengers.				
Security		Per Year	\$67,847.50	
Access Control		Per Year	\$79,785.77	
Other Airport Fees		Signatory	Non-Signatory	
Fuel Flowage Fees		Per Gallon	\$0.09	-
Banner Towing		Per Year	\$733.09	-
Glycol Permit		Per Year	\$100.00	-
Ground Rent		Per sq. ft. per yr.	\$0.30	-
Hangar Rental		Per Day	-	-
Hangar Rental		Month to Month	-	-
Ramp Parking		Linear Ft. per Mo.	\$6.02	\$12.91
Passenger Facility Charge (PFC)		\$4.50 per Enplaned Commercial Passenger, per FAA approved PFC Application.		



Airport Rates and Charges

Effective April 1, 202

Approved by the Airport Authority Board of Director

U.S. Customs and Border Protection Fees (CBP)				Rate
	General Aviation Facility (GAF) Fee		Single Engine	\$100.00
			Twin Engine	\$200.00
			> 8,000 lbs.	\$300.00
	Federal Inspection Service Fee		Commercial - Per Passenger	\$5.00
	Surcharge - Any Operation Outside of Normal FIS Hours (Mon-Fri 8:00 a.m. - 4:30 p.m. EST)			\$100.00
Ground Transportation				Rate
Buses	Scheduled		Per Boarded Passenger	\$2.50
	Charter	<i>Passenger Count</i>		Large (30 +)
		Contract	Per Departure	\$56.83
		Non-Contract	Per Departure	\$125.01
Limousine Operations	Limousine, Van & Private Motor Carriers of Passengers		Per Year (Per Permit)	\$200.00
Rental Car Companies	Customer Facility Charge (CFC) (Per Contract)		Day/Max	\$2.50/\$20.00
			*Effective 2/1/22 (Per Contract)	\$4.50/\$49.50
Taxi Cab	Cab Company Operation Permit		Per Year	\$600.00
Transportation Network Company (TNC) <small>(e.g.: Uber, Lyft, etc.)</small>			Annual Permit	\$1,500.00
			Per Pick Up	\$2.00
			Rate	
Non-Airline Tenants	Level II Office Space (Premier)		Per sq. ft. per year	\$51.89
	Level I Office Space (Standard)		Per sq. ft. per year	\$20.95
	CAM (Common Area Maintenance)		Per sq. ft. per year	\$3.41
	Rate			
Badging Fees			Non-Regulated	\$85.00
			Regulated	\$90.00
	Initial Issue		Sterile	\$65.00
	Renewal/Reissue		AOA/Public	\$30.00
			Sterile	\$35.00
			Sterile	\$25.00
	Rate			
	Finger Print Processing			\$30.00
	Contractors (\$100.00 Refunded on Badge Return)			\$200.00
	<i>Contractor badge renewal</i>			\$60.00
	Badges Expired for more than 30 days - Processed as Initial Issue			
			1st Replacement	\$50.00
			2nd Replacement	\$100.00
			3rd Replacement *	\$250.00
			Rate	
Refund to Employee for Returned "Lost Badge"			\$20.00	
<i>Employee Transfer - Same as Badge Renewal Price Unless Access Level Change (e.g. AOA to Sterile)</i>				
Airport Parking Charges				Rate
<i>Waived for Authority Employees</i>				
Parking Pass Replacement		<i>Lost Hang Tag</i>	\$10.00	
Parking or Safety Violation		<i>Minimum Fine</i>	\$20.00	
Rental Overflow Parking		<i>Per Month</i>	\$25.00	
Unattended Vehicle on the Front Drive		<i>Minimum Fine</i>	\$100.00	
Administrative Charges				Rate
Cyber Key Replacement			\$150.00	
Lost Keys (Plus Actual Cost to Rekey)			\$100.00	
Copies - Black & White (Maximum of 25 Copies)		Per Page	\$0.10	
Copies - Color (Maximum of 25 Copies)		Per Page	\$0.25	
Fax		Per Page	\$1.00	
Police & Other Reports		Per Page	\$3.00	
Returned Check Fee		Per Check	\$25.00	
Administrative Fee		Per Invoice Amount	15%	
Invoice Payment Credit Card Processing Fee		Per Invoice Amount	3%	
Policy Violations				Rate
First Violation			\$100.00	
Second Violation			\$250.00	
Third Violation			\$500.00	
Subsequent Violations			\$1,000.00	



Airport Rates and Charges

Effective April 1, 2022

Approved by the Airport Authority Board of Directors

Public Room Rental			Rate	
<i>Plus Setup if Required</i>	Atrium or Board Room		1-4 Hours \$75.00	
	Studebaker Room		1-4 Hours \$50.00	
	Room or Event Setup (<i>Plus Actual Labor Costs</i>)		Per Hour \$20.00	
Airport Authority Resources	Personnel (minimum charge 1 hour)		Straight Time	Overtime
	Maintenance Department	Per Hour	\$46.32	\$69.48
	Operations Department	Per Hour	\$35.30	\$52.95
	Public Safety Department	Per Hour	\$39.64	\$59.47
	Public Safety Department (<i>Charters - Non-Terminal</i>)		Per Occurrence	\$285.73
	Equipment (* Requires Airport Authority Operator) (minimum charge 1 hour/day)		Rate	
	Air Compressor		Per Day	\$227.00
	* Fork Lift		Per Hour	\$73.00
	Light Carts		Per 48 Hours	\$412.00
	Lighted X		Per Day	\$340.00
	* Other Heavy Equipment (e.g. Broom, Plow or Large Mower)		Per Hour	\$165.00
	* Pick-up Truck		Per Hour	\$73.00
	* Scissor Lift		Per Day	\$100.00
	* Tractor & Brush Hog		Per Day	\$536.00

Section Two. There shall be added to all sums due the Authority and unpaid, an interest charge of one and one-half (1 1/2%) percent of the principal sum for each full calendar month of delinquency, computed as simple interest. No interest shall be charged upon any account until payment is thirty (30) days overdue, but such interest, when assessed thereafter, shall be computed from the due date.

Section Three. Any Resolution, Rule, or Regulation of the Board in conflict with any provision of this Resolution is repealed.

Be It Further Resolved, that the officers and agents of the St. Joseph County Airport Authority District Board be, and they are hereby authorized to execute whatever documents and to take whatever actions which may be necessary in order to effectuate the purposes and intent of this Resolution.

Section Four. This Resolution shall be in full force and effect from and after its passage.

However, the St. Joseph County Airport Authority District Board reserves the right to modify the rates and charges set out herein upon appropriate circumstances by proper procedures as established by the St. Joseph County Airport Authority District Board.

Adopted this 31st day of March 2022.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

President - Abraham Marcus

Vice President - David R. Sage

Treasurer - Dr. Bernard J. Asdell

Secretary - Michael Misch

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
RESOLUTION 2022-04**

**ESTABLISHING A RESOLUTION REGARDING THE TRANSFER OF REAL
PROPERTY FROM THE ST. JOSEPH COUNTY AIRPORT AUTHORITY TO ST.
JOSEPH COUNTY, INDIANA**

WHEREAS, the St. Joseph County Airport Authority (the "Airport") owns real property described on the attached Exhibit 1 (the "Property"); and

WHEREAS, the Airport has determined that the Property should be transferred to St. Joseph County, Indiana by and through its Board of Commissioners (the "County"); and

WHEREAS, the Airport desires to transfer the Property to the County, a governmental entity, for the sum of Zero Dollars (\$0.00) and the County desires to acquire the Property for the sum of Zero Dollars (\$0.00); and

WHEREAS, in exchange for the Property, the County desires to grant the Airport certain Easements as described on the attached Easement Agreements; and

WHEREAS, Ind. Code § 36-1-11-8 allows a transfer of property from one governmental entity to another "upon terms and conditions agreed upon by the entities as evidenced by the adoption of a substantially identical resolution by each entity" and the transfer "may be made for any amount of real property, cash . . . as agreed upon by the entities."

NOW, THEREFORE, BE IT RESOLVED by the members of the Board of the St. Joseph County Airport Authority that Resolution 2022-04 shall be set forth to effectuate the transfer of the Property to the County as follows:

Section 1. The Airport Authority District Board authorizes Michael A. Daigle, A.A.E., to execute any and all documents necessary to transfer the Property to the County for the sum of Zero Dollars (\$0.00), and to obtain the Easements as described on the attached Easement Agreements.

Section 2. Michael A. Daigle, A.A.E., is hereby authorized to take appropriate actions to effectuate the transfer of the Property on the terms as set forth in Section 1 herein.

Section 3. This Resolution shall be in full force and effect from and after its passage.

Adopted this 31 day of March, 2022.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

EXHIBIT 1

Real Estate: Parcel # 025-1010-0398

A part of the East Half of the Southwest Quarter of the Southwest Quarter of Section 28, Township 38 North, Range 2 East, German Township, St. Joseph, Indiana, described as follows: Beginning at a point 20 feet North of the Southwest corner of the Southwest Quarter of the Southwest Quarter of said Section; running thence North 508 feet; thence West 165 feet; thence South 508 feet; thence East 154 feet to the place of beginning, being known as Lot Numbered 4 of the "Unrecorded Plat of Witz' Plat, in German Township, now within the City of South Bend, St. Joseph County, Indiana", together with the North Half of the Vacated Douglas Road lying South and adjacent, St. Joseph County, Indiana Tax Key Number (25-1010-0398).

Containing 2.0 Acres more less.

Subject to all legal highways, easements and restrictions of record.

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
RESOLUTION 2022-05**

A RESOLUTION Establishing an Air Service Incentive Policy

WHEREAS, The St. Joseph County Airport Authority desires to continue to serve the travel needs of our community; and,

WHEREAS, the Airport Authority desires to incentivize the airlines that may serve our community, present and future; and,

NOW, THEREFORE, BE IT RESOLVED BY THE ST. JOSEPH COUNTY AIRPORT AUTHORITY THAT;

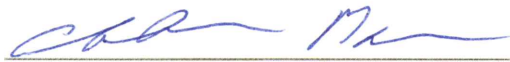
The attached Air Service Incentive Policy is hereby effective until Dec 31, 2027

BE IT FURTHER RESOLVED,

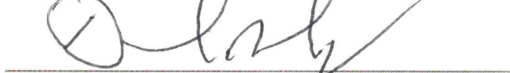
That the Authority Board may amend such policy, as needed, for the interest of serving our community.

ADOPTED this 31st day of March 2022.

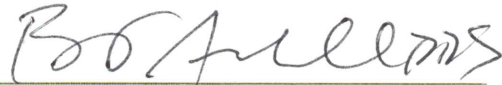
ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD



President – Abraham Marcus



Vice President – David R. Sage




Treasurer – Dr. Bernard J. Asdell



Secretary – Michael P. Misch

ATTEST:

By:



Secretary – Michael P. Misch

**ST. JOSEPH COUNTY AIRPORT
AUTHORITY DISTRICT**

By:



President – Abraham Marcus



Air Service Incentive Policy

Effective March 31, 2022 – December 31, 2027

Air Service Incentive Program Goals:

- SBN seeks to expand current air service through new routes and carriers.
- The program is designed to offset the initial investment required for a new carrier to initiate service at SBN or for an existing carrier to offer new routes by offering reduced fees and marketing support.

SBN Air Service Incentives:

- New Carrier to Existing Route(s): One-time \$50,000 Marketing Support
- New Domestic Route(s)
 - \$75,000 in Marketing Support for first year/season
 - Landing Fee Waiver for first year/season on new route(s) only
- Minimum Revenue Guarantee: As negotiated for year-round daily service to an unserved domestic hub for up to two years
- New International Route(s)
 - \$100,000 in Marketing Support for the first year/season
 - Landing Fee Waiver for the first year/season
 - Federal Inspection Service Fee Waiver for first year/season (\$5 per pax)
- Base of Operations
 - \$50,000 in Marketing Support for any/all route(s) for the first year
 - Deferred Base Space Rental for first year; 50% for second year; fair market value for third year

Additional Marketing Support for All New Service:

- SBN will host a press conference announcing the new service with participation from state and local government officials, chamber representatives, and airline personnel at the discretion of the air carrier.
- As the air carrier makes the new service announcement, SBN will issue press releases for all new nonstop routes.
- SBN will host a ribbon cutting/gate party for the inaugural flight.
- SBN will promote the new service on its social media channels including Facebook, Twitter, Instagram, LinkedIn, and any others as the social media landscape evolves.

Definitions:

- New Carrier: Any air carrier not serving SBN with scheduled service under its own brand.
- New Route: Any metropolitan area not currently served by another airline. New routes to larger airports that are currently served by service to smaller airports in the area are not considered new routes.
- Base of Operations: Minimum of two based aircraft and crew year-round.

Stipulations for SBN Air Service Incentives

- The air carrier will be eligible for fee waivers from the first day of service up to 12 months. At the conclusion of the incentive period, the air carrier will be invoiced, and must pay, the landing fees in accordance with the St. Joseph County Airport Authority's Airport Rates and Charges resolution as required by the lease agreement. If the air carrier discontinues service, the air carrier shall forfeit its right to claim any additional incentives offered through this policy starting on the date service discontinues.
- For purposes of determining eligibility, affiliated airlines, joint venture partners, and predecessor and successor airlines in an airline merger or acquisition shall be treated as a single carrier and will not be considered a new entrant to SBN. A regional carrier is eligible for the incentives if it markets and sells its service independent of a branded carrier which currently provides service at SBN.
- If an air carrier received benefits under this policy and exits the SBN market, it will not be eligible for additional incentives for a 24-month period.

The St. Joseph County Airport Authority Board of Directors may modify or enhance this policy as they deem appropriate.

ST. JOSEPH COUNTY AIRPORT AUTHORITY
Revenues, Disbursements, and Activity (Cash Basis) - Detail
For the Period Ending February 28, 2022

Reporting Book:
As of Date:

CASH
02/28/2022

	02/28/2021	02/28/2022	Incr/(Decr)	YTD 02/28/2021	YTD 02/28/2022	Incr/(Decr)
Operating Revenue						
Airfield	63,366.61	137,759.95	74,393.34	131,073.10	281,555.23	150,482.13
Terminal - Aviation	157,963.55	306,844.03	148,880.48	317,028.75	592,365.34	275,336.59
Terminal - Non-Aviation						
Terminal Rent - Commercial	3,983.10	5,442.50	1,459.40	7,963.00	9,073.15	1,110.15
Terminal Rent - Governmental	804.43	8,396.76	7,592.33	1,608.86	16,318.35	14,709.49
P. A. Use - Car Rental	83.40	139.00	55.60	166.80	222.40	55.60
Parking Violations	211.25	0.00	(211.25)	211.25	278.00	66.75
Taxicabs	1,548.00	5,486.00	3,938.00	5,886.00	8,154.00	2,268.00
Security Fees/Non-Aviation	799.84	873.17	73.33	1,599.68	1,684.88	85.20
I. D. Badges/Non-Aviation	15.00	1,100.00	1,085.00	80.00	1,410.00	1,330.00
Other/Non-Aviation	0.00	0.00	0.00	10.00	0.00	(10.00)
Total Terminal - Non-Aviation	7,445.02	21,437.43	13,992.41	17,525.59	37,140.78	19,615.19
Concessions						
Rental Car Concessions	43,820.04	72,488.73	28,668.69	87,935.38	157,535.90	69,600.52
Operating Permit	100.00	0.00	(100.00)	100.00	0.00	(100.00)
Terminal Operating Permit	0.00	100.00	100.00	0.00	200.00	200.00
Airfield Operating Permit	257.13	294.33	37.20	670.32	405.95	(264.37)
Specialized Aviation Service Operation	967.50	1,094.21	126.71	1,699.77	4,341.31	2,641.54
Restaurant Concession	18,254.31	28,375.17	10,120.86	34,096.09	28,375.17	(5,720.92)
Display Advertising	2,916.67	5,833.34	2,916.67	5,833.34	12,311.82	6,478.48
Interstate Limo Concession	1,250.10	534.17	(715.93)	3,750.30	3,725.69	(24.61)
Massage Chair Concessions	500.00	500.00	0.00	1,000.00	1,000.00	0.00
Total Concessions	68,065.75	109,219.95	41,154.20	135,085.20	207,895.84	72,810.64
Parking	133,030.80	653,228.40	520,197.60	264,565.71	653,228.40	388,662.69
FBO	40,673.64	48,377.32	7,703.68	81,480.76	103,397.98	21,917.22
Building	16,353.76	17,287.93	934.17	34,093.56	36,304.32	2,210.76
Other	0.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
Total Operating Revenue	486,899.13	1,304,155.01	817,255.88	990,852.67	1,921,887.89	931,035.22

Operating Expenses

ST. JOSEPH COUNTY AIRPORT AUTHORITY
 Revenues, Disbursements, and Activity (Cash Basis) - Detail
 For the Period Ending February 28, 2022

Reporting Book:
 As of Date:

CASH
 02/28/2022

	02/28/2021	02/28/2022	Incr/(Decr)	YTD 02/28/2021	YTD 02/28/2022	Incr/(Decr)
Employee Expenses	450,313.61	467,672.45	17,358.84	899,161.64	922,998.22	23,836.58
Supplies	72,331.63	50,401.70	(21,929.93)	126,428.17	80,914.47	(45,513.70)
Repairs	20,913.34	35,866.92	14,953.58	90,381.19	78,526.99	(11,854.20)
Service Contracts	2,768.02	6,480.98	3,712.96	15,096.53	17,619.82	2,523.29
Marketing	32,392.65	19,761.35	(12,631.30)	88,524.30	101,718.48	13,194.18
Utilities (Gas, Water, Elec)	39,812.34	47,244.48	7,432.14	97,525.53	105,905.14	8,379.61
Other Services and Charges	90,607.95	213,201.72	122,593.77	214,422.99	403,475.88	189,052.89
Total Operating Expenses	709,139.54	840,629.60	131,490.06	1,531,540.35	1,711,159.00	179,618.65
Operating Income (excluding depreciation)	(222,240.41)	463,525.41	685,765.82	(540,687.68)	210,728.89	751,416.57
Other Revenue						
C.O.I.T.	47,293.42	33,791.17	(13,502.25)	94,586.84	67,582.34	(27,004.50)
Interest Revenue	4,365.09	5,932.32	1,567.23	8,390.64	12,194.81	3,804.17
Federal Grant LEO	0.00	9,568.00	9,568.00	18,647.00	19,073.40	426.40
Miscellaneous Revenue	0.00	205.19	205.19	652.60	12,501.54	11,848.94
Total Other Revenue	51,658.51	49,496.68	(2,161.83)	122,277.08	111,352.09	(10,924.99)
Total Income	(170,581.90)	513,022.09	683,603.99	(418,410.60)	322,080.98	740,491.58
Capital Activity						
Capital Grants	0.00	2,038,546.45	2,038,546.45	111,057.60	2,162,647.45	2,051,589.85
Capital Spending	(1,358,406.43)	(4,119,614.87)	(2,761,208.44)	(1,358,406.43)	(4,374,121.30)	(3,015,714.87)
Net Activity	(1,358,406.43)	(2,081,068.42)	(722,661.99)	(1,247,348.83)	(2,211,473.85)	(964,125.02)
Debt Service Activity						
Tax Revenue	297.64	295.70	(1.94)	720.28	587.55	(132.73)
Passenger Facility Charge Revenue	60,553.93	237,943.08	177,389.15	60,803.39	363,710.10	302,906.71
Net Activity	60,851.57	238,238.78	177,387.21	61,523.67	364,297.65	302,773.98
Cumulative Building Activity						
Tax Revenue / Interest	1,051.95	810.69	(241.26)	2,009.97	1,537.45	(472.52)
Total Cumulative Building Activity	1,051.95	810.69	(241.26)	2,009.97	1,537.45	(472.52)

2022 COMPOSITE STATISTIC CHART



	Airline Enplanements								Aircraft Landed Weight								Aircraft Operations							
	For Ref.								For Ref.								For Ref.							
	2018	2019	2020	2021	2022	Diff.	%	2018	2019	2020	2021	2022	Diff.	%	2018	2019	2020	2021	2022	Diff.	%			
Jan	24,334	27,446	31,089	15,463	24,966	9,503	61.46%	37,338,558	45,119,355	46,956,721	40,212,339	46,692,655	6,480,316	16.12%	2,090	2,469	2,437	2,323	2,481	158	6.80%			
Feb	23,589	30,163	34,427	18,512				34,116,427	43,915,750	48,317,342	37,100,102				2,564	2,905	3,235	2,212						
Mar	31,761	40,371	21,628	26,703				44,471,024	54,550,047	53,255,392	49,878,238				3,405	3,443	2,691	3,169						
Apr	26,440	33,159	1,488	23,782				38,592,178	49,157,940	25,000,949	50,190,644				3,124	3,472	1,545	3,263						
May	27,042	33,646	6,385	28,450				40,158,989	48,752,498	23,653,345	48,556,650				3,241	3,606	1,990	3,401						
Jun	31,349	35,982	10,329	30,046				47,137,609	48,069,964	24,410,105	45,485,465				3,377	3,731	2,028	2,968						
Jul	32,358	37,589	14,244	32,515				48,676,256	52,156,923	32,787,340	46,458,257				4,174	4,053	2,672	3,989						
Aug	33,370	34,972	15,303	30,412				50,721,887	49,413,089	36,427,743	48,507,803				3,555	3,911	2,880	3,763						
Sep	32,843	34,800	16,384	30,825				50,567,236	49,570,763	36,408,280	48,437,707				4,654	4,281	3,056	3,866						
Oct	37,330	37,640	21,265	37,324				54,636,739	52,012,517	40,748,322	51,946,325				3,923	4,022	2,982	4,250						
Nov	35,608	36,398	19,816	33,755				52,171,472	51,515,544	41,103,205	50,157,150				3,103	3,576	2,666	3,620						
Dec	32,853	35,763	19,586	33,858				49,320,627	49,127,887	46,731,628	49,173,807				2,890	3,041	2,485	2,314						
Ann. Totals	368,877	417,929	211,744	341,645				547,909,002	593,362,307	455,798,372	566,104,487				40,100	42,510	30,667	39,138						
YTD	24,334	27,446	31,089	15,463	24,966	9,503	61.46%	37,338,558	45,119,355	46,956,721	40,212,339	46,692,655	6,480,316	16.12%	2,090	2,469	2,437	2,323	2,481	158	6.80%			

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

Highlighted numbers - Lower than current year

2022 COMPOSITE STATISTIC CHART



	Air Cargo - Pounds Enplaned & Deplaned								Total Gross Landed Weight - Cargo								Aviation Fuel Flowage - Gallons							
	For Ref.								For Ref.								For Ref.							
	2018	2019	2020	2021	2022	Diff.	%	2018	2019	2020	2021	2022	Diff.	%	2018	2019	2020	2021	2022	Diff.	%			
Jan	1,843,758	1,800,406	1,531,563	1,526,394	1,534,927	8,533	0.56%	7,990,900	8,592,000	8,577,300	8,007,000	9,039,600	1,032,600	12.90%	405,970	508,391	521,332	422,069	509,330	87,261	20.67%			
Feb	1,774,488	1,685,905	1,421,503	1,318,007				7,711,100	8,071,600	7,762,400	6,649,820				436,183	563,504	599,532	441,377						
Mar	1,851,234	1,957,265	1,515,570	1,784,293				8,634,500	8,304,100	8,621,000	8,641,070				536,600	626,890	583,673	578,104						
Apr	1,717,205	2,033,219	1,353,341	1,838,807				7,580,500	8,069,800	8,591,400	8,439,000				505,154	579,000	201,422	483,939						
May	2,069,079	2,414,023	1,585,719	1,876,932				9,121,800	9,291,800	8,204,500	8,054,200				496,824	565,763	247,933	539,959						
Jun	2,054,333	2,449,186	1,589,329	1,960,534				8,269,700	8,079,500	7,985,400	8,370,300				483,691	558,063	297,386	525,641						
Jul	1,850,470	2,344,420	1,657,177	1,930,510				7,560,400	7,993,900	8,933,700	8,419,500				552,415	615,989	368,329	506,406						
Aug	2,110,500	2,119,468	1,522,375	1,855,901				8,826,900	8,634,500	7,855,894	8,396,600				696,916	635,253	399,593	584,011						
Sep	2,207,003	1,631,790	1,631,499	1,885,100				8,046,600	7,425,000	8,207,820	8,649,600				901,028	963,561	375,253	609,089						
Oct	1,942,067	1,862,042	1,797,376	2,149,123				8,393,094	8,818,400	8,652,100	8,478,000				700,934	754,441	435,530	816,370						
Nov	1,825,215	1,603,884	1,592,248	2,019,444				8,182,294	7,818,500	7,700,260	9,506,956				668,753	696,536	390,493	723,276						
Dec	1,706,870	1,517,426	1,886,237	1,910,637				8,697,200	8,413,020	11,654,635	11,606,740				588,774	569,333	442,064	499,308						
Ann. Totals	22,952,222	23,419,034	19,083,937	22,055,682				99,014,968	99,512,120	102,746,409	103,218,786				6,973,242	7,336,724	4,862,540	6,730,549						
YTD	1,843,758	1,800,406	1,531,563	1,526,394	1,534,927	8,533	0.56%	7,990,900	8,592,000	8,577,300	8,007,000	9,039,600	1,032,600	12.90%	405,970	508,391	521,332	422,069	509,330	87,261	20.67%			

Comments:

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2022 COMPOSITE STATISTIC CHART



	Car Rental - Gross Sales								Restaurant/Gift Shop - Gross Sales								Republic Parking - Gross Sales							
	For Ref.								For Ref.								For Ref.							
	2018	2019	2020	2021	2022	Diff.	%		2018	2019	2020	2021	2022	Diff.	%		2017	2018	2019	2020	2021	Diff.	%	
Jan	\$567,289	\$698,471	\$729,762	\$441,153	\$724,316	\$283,163	64.19%		\$148,963	\$168,895	\$163,073	\$105,612	\$144,430	\$38,818	36.76%		\$285,292	\$310,436	\$354,715	\$175,389	\$298,806	\$123,417	70.37%	
Feb	\$595,332	\$682,397	\$754,761	\$438,200					\$146,779	\$180,879	\$193,464	\$121,695					\$271,854	\$343,289	\$379,742	\$177,392				
Mar	\$795,129	\$889,712	\$579,120	\$654,855					\$194,745	\$239,253	\$118,802	\$172,140					\$350,756	\$439,565	\$251,950	\$280,790				
Apr	\$778,450	\$1,003,632	\$140,492	\$769,853					\$156,803	\$197,310	\$13,851	\$149,689					\$317,946	\$382,901	\$18,585	\$259,266				
May	\$909,803	\$1,078,072	\$280,476	\$1,084,985					\$162,292	\$210,096	\$37,077	\$161,123					\$274,283	\$342,200	\$44,217	\$234,437				
Jun	\$1,001,124	\$1,080,068	\$488,404	\$1,167,501					\$206,732	\$222,580	\$60,612	\$169,924					\$296,506	\$341,681	\$68,761	\$245,370				
Jul	\$1,371,950	\$1,458,011	\$732,751	\$1,415,916					\$206,437	\$238,848	\$89,230	\$179,650					\$297,498	\$302,894	\$91,822	\$260,188				
Aug	\$1,317,134	\$1,394,398	\$927,404	\$1,583,919					\$209,213	\$216,414	\$102,262	\$164,149					\$296,295	\$316,135	\$95,474	\$242,553				
Sep	\$1,234,325	\$1,205,292	\$738,409	\$1,306,573					\$206,175	\$215,717	\$109,100	\$171,267					\$287,693	\$320,529	\$119,370	\$268,367				
Oct	\$1,149,256	\$1,222,851	\$681,311	\$1,462,623					\$218,985	\$225,575	\$136,919	\$212,199					\$359,033	\$365,173	\$165,793	\$333,167				
Nov	\$1,008,292	\$1,039,499	\$579,117	\$1,192,301					\$211,669	\$219,652	\$114,698	\$175,877					\$334,068	\$332,839	\$146,284	\$297,978				
Dec	\$749,294	\$894,183	\$440,276	\$850,361					\$184,283	\$197,911	\$122,988	\$189,168					\$287,249	\$313,701	\$135,848	\$274,240				
Ann. Totals	\$11,477,178	\$12,626,586	\$6,952,283	\$12,366,240					\$2,253,076	\$2,533,130	\$1,262,076	\$1,972,513					\$3,658,473	\$4,111,343	\$1,872,581	\$3,049,137				
YTD	\$567,289	\$698,471	\$729,762	\$441,153	\$724,316	\$283,163	64.19%		\$148,963	\$168,895	\$163,073	\$105,612	\$144,430	\$38,818	36.76%		\$285,292	\$310,436	\$354,715	\$175,389	\$298,806	\$123,417	70.37%	

Comments:

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GAF - Suspension of flights July 2020 through September 2020

Highlighted numbers - Lower than current year

2022 COMPOSITE STATISTIC CHART



	South Shore Passengers								South Shore Ops.								International Flights - GAF							
	For Ref.								For Ref.								For Ref.							
	2018	2019	2020	2021	2022	Diff.	%	2018	2019	2020	2021	2022	Diff.	%	2018	2019	2020	2021	2022	Diff.	%			
Jan	15,027	14,125	15,044	4,618	8,972	4,354	94.26%	195	186	199	195	197	2	1.03%	10	6	10	2	5	3	150.00%			
Feb	16,778	12,881	15,748	4,932				180	166	185	152				9	11	8	4						
Mar	21,211	20,397	8,640	7,332				199	197	185	201				10	7	4	1						
Apr	20,509	20,180	1,902	10,467				182	194	150	194				7	7	0	4						
May	19,452	19,127	2,914	10,437				185	183	153	177				13	12	4	12						
Jun	20,965	20,088	3,854	11,197				181	182	161	175				13	8	8	4						
Jul	25,692	23,571	5,847	15,889				209	190	183	196				7	13	1	7						
Aug	22,069	20,433	6,293	11,650				192	190	189	154				8	13	0	6						
Sep	20,944	19,530	6,151	14,806				190	192	192	188				12	16	0	10						
Oct	18,422	20,997	6,760	20,259				201	201	199	194				20	20	3	13						
Nov	22,997	22,150	4,924	15,419				193	190	190	192				16	9	1	13						
Dec	22,575	22,795	4,523	14,889				194	197	194	199				7	13	4	10						
Ann. Totals	246,641	236,274	82,600	141,895				2,301	2,268	2,180	2,217				132	135	41	86						
YTD	15,027	14,125	15,044	4,618	8,972	4,354	94.26%	195	186	199	195	197	2	1.03%	10	6	10	2	5	3	150.00%			

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

Highlighted numbers - Lower than current year