

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

MARCH 29, 2023

WEDNESDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 8:30 a.m. on Wednesday March 29, 2023, by President David Sage.

Present: David Sage, President
Michael Misch, Vice President
Andrew Kostielney, Treasurer

Absent: Vincent Henderson, Secretary
Patrick Mac Carthaigh, Vice President of Operations

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
Mike Ornat, Safety Chief
Kerianne Linn, Properties Manager
Aaliyah McKinney, Recording Secretary
Jim Sipocz, Friend of the Authority
Randy Jones, Corporate Wings

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the February 22, 2023, Board meeting.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve the Minutes from the Board meeting held on February 22, 2023.

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 3, 2023.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve the Payroll Warrants dated March 3, 2023.

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

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The next item on the Agenda is approval of the Payroll Warrants dated March 17, 2023.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve the Payroll Warrants dated March 17, 2023.

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 29, 2023.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated March 29, 2023.

Mr. Misch questioned what is included in the \$6,000 WNDU annual plan. Ms. Curtis stated that SBN receives a combination of regular television spots and Over the Top (OTT) advertisements.

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

Mr. Sage introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2023.

Mr. Kostielney moved, and Mr. Misch seconded the motion to accept the Financial Statement report for the month of January 2023.

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Accrual Basis) for the period ending January 31, 2023. Refer to the attached report.

Mr. Misch questioned what the interest rate for the business checking account at First Source Bank is. Ms. Matousova stated that the interest rate is 4.3%.

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

Mr. Sage introduced: PRIVILEGE OF THE FLOOR

There were no comments from the floor.

Mr. Sage introduced the next item on the Agenda, Tabled and Unfinished Business. There was none. He then introduced Continuing Business of which there was none. Mr. Sage introduced the next item on the Agenda, New Business.

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NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO APPROVE RESOLUTION 2023-2, BUDGET TRANSFER.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve Resolution 2023-2, Budget Transfer.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXEC SESSION ITEM 2023-3-1.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve Exec Session item 2023-3-1.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF OPERATING PERMIT TO PLANE CARE OF NORTHERN MICHIGAN, D/B/A NORTHERN MICHIGAN JET SERVICES.

Mr. Kostielney moved, and Mr. Misch seconded the motion to approve extension of Operating Permit to Plane Care of Northern Michigan, d/b/a Northern Michigan Jet Services.

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

Mr. Sage introduced: CONSIDERATION TO AUTHORIZE STAFF TO COMPLETE AND ADVERTISE A REQUEST FOR PROPOSAL (RFP) TO SOLICIT, RECEIVE, REVIEW PROPOSALS, AND RETURN A RECOMMENDATION TO THE BOARD FOR POSSIBLE TENANTS TO LEASE AVAILABLE BUILDING SPACES.

Mr. Kostielney moved, and Mr. Misch seconded the motion to authorize staff to complete and advertise a Request For Proposal (RFP) to solicit, receive, review proposals, and return a recommendation to the Board for possible tenants to lease available building spaces.

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

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Mr. Sage introduced: CONSIDERATION TO AUTHORIZE STAFF TO COMPLETE AND ADVERTISE A REQUEST FOR PROPOSAL (RFP) TO SOLICIT, RECEIVE, REVIEW PROPOSALS, AND RETURN A RECOMMENDATION TO THE BOARD FOR AIRPORT CUSTODIAL SERVICES.

Mr. Kostielney moved, and Mr. Misch seconded the motion to authorize staff to complete and advertise a Request For Proposal (RFP) to solicit, receive, review proposals, and return a recommendation to the Board for Airport Custodial Services.

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

Mr. Sage introduced: CONSIDERATION TO AWARD PHASE 2 OF THE TERMINAL ROOF REPLACEMENT TO MIDLAND ENGINEERING, THE LOW BIDDER, IN THE AMOUNT NOT TO EXCEED \$841,600.

Mr. Kostielney moved, and Mr. Misch seconded the motion to award Phase 2 of the Terminal Roof Replacement to Midland Engineering, the low bidder, in the amount not to exceed \$841,600.

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

THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2023 Composite Statistic Chart for the period ending January 31, 2023.

Mr. Misch questioned if aircraft operation was lower in January due to bigger planes being flown. Mr. Daigle responded that he believes most of it is General Aviation aircraft activity reduction.

Mr. Sage questioned how many taxis each taxi company operates. Ms. Linn stated that it varies, but each company is supposed to have six in service.

Mr. Daigle presented the three industry awards that SBN recently earned as a result of the Taxiway Bravo realignment and Terminal Apron reconstruction (Bid B) project. The awards include the 2022 Indiana Quality Asphalt Pavement award from the Asphalt Pavement Association of Indiana (APAI); the Quality Construction award by the National Asphalt Pavement Association (NAPA); and the 2023 Excellence in Concrete Pavement award from the Indiana Chapter of the American Concrete Pavement Association.

Mr. Daigle informed the Board about the food drive that took place from February 22 – March 17 along with the partner potluck that occurred on March 17. The 2,300+ items collected during the food drive were donated to the Keller Park Community Church food pantry. Mr. Daigle thanked the organizers and donors for their hard work and support.

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Mr. Daigle thanked the Board members for their flexibility and willingness to reschedule the March Board meeting.

Mr. Sage introduced: ADJOURNMENT

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

There was a motion by Mr. Kostielney and seconded by Mr. Misch to adjourn the meeting.

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

The Board meeting was adjourned at 8:46 a.m.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

By:



Secretary

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

ST. JOSEPH COUNTY AIRPORT AUTHORITY

Monthly Financial Report - Modified Accrual

For the Period Ending January 31, 2023

	Year To Date Comparison					Annual Comparison			
	01/31/2022		01/31/2023		Incr/(Decr)	2021	2022	2023	2023
	Actual	% of Annual	Actual	% of budget		actual	actual	budget	projections
Operating Activity									
Operating Revenue									
Airfield	84,601	8 %	89,169	8 %	4,569	1,039,140	1,083,096.04	1,177,861	1,070,031
Terminal - Aviation	166,513	8 %	175,883	8%	9,370	1,997,095	2,066,043.07	2,238,439	2,110,596
Terminal - Non-Aviation	18,401	8 %	21,464	10%	3,063	181,639	238,506.30	214,615	257,566
Concessions	100,371	6 %	107,708	8%	7,337	1,483,202	1,715,155.17	1,422,276	1,292,492
Parking	224,091	8 %	279,078	8 %	54,986	2,400,620	2,980,793.55	3,286,748	3,348,931
FBO	49,880	7 %	54,742	9%	4,862	614,469	718,616.21	642,862	656,910
Building	13,644	3 %	15,540	4%	1,896	377,870	411,111.39	397,277	186,477
Other	10,000	48 %	10,000	63%	0	13,000	21,000.00	16,000	16,000
Total Operating Revenue	667,501	7 %	753,584	9%	86,082	8,107,036	9,234,321.73	8,578,086	8,939,003
			0						
Operating Expenses									
Employee Expenses	461,019	8 %	562,079	8 %	101,060	5,431,677	5,951,874.99	6,806,305.78	7,307,032
Supplies	32,319	3 %	38,990	2 %	6,672	733,883	1,005,730.71	1,987,600.00	467,884
Repairs	42,846	2 %	46,545	2 %	3,699	1,466,921	2,671,421.74	2,474,700.00	558,541
Service Contracts	11,440	7 %	5,213	3 %	(6,227)	121,704	153,695.80	150,100.00	62,557
Marketing	84,123	16 %	52,460	8 %	(31,664)	500,814	540,676.67	689,900.00	629,515
Utilities (Gas, Water, Elec)	58,661	9 %	113,585	15 %	54,924	629,929	650,120.77	750,000.00	1,363,017
Other Services and Charges	192,017	8 %	223,870	9 %	31,854	1,876,412	2,555,603.49	2,627,575.00	2,686,446
Total Operating Expenses	882,425	7 %	1,042,743	7 %	160,318	10,761,340	13,529,124.17	15,486,180.78	13,074,992
Operating Income (excluding depreciation)	(214,923)		(289,159)		(74,236)	(2,654,304)	(4,294,802)	(6,908,095)	(4,135,989)
Non-Operating Activity									
Other Revenue									
Property Taxes	0	0 %	0	0 %	0	2,447,993	2,502,402.24	3,300,000	3,300,000
Financial Institution Taxes	0	0 %	0	0 %	0	4,537	5,120.29	5,566	5,566
License Excise Taxes	0	0 %	0	0 %	0	194,217	186,806.14	263,593	263,593
Com. Vehicle Excise Taxes	0	0 %	0	0 %	0	18,659	19,262.54	26,920	26,920
C.O.I.T.	33,791	1 %	38,381	9 %	4,590	581,848	428,199.04	450,000	450,000
Interest Revenue	6,262	#DIV/0!	86,834	98 %	80,571	55,342	372,421.20	88,819	88,819
Federal Grant LEO	9,505	3 %	0	0 %	(9,505)	125,020	107,588.20	100,000	100,000
Federal Grant - ARP	0	N/A	0	N/A	0	-	4,994,943.00	-	-
Federal Grant-CARES	0	0 %	0	N/A	0	3,085,898	0.00	-	-
Miscellaneous Revenue	11,530	0 %	744	1 %	(10,786)	71,482	321,780.50	100,000	100,000
Customer Facility Charge	27,625	#####	53,586		25,961	321,545	721,756.00	700,000	643,032
Total Other Revenue	88,714	1 %	179,544	4 %	90,831	6,906,541	9,660,279.15	5,034,898	4,977,930
Total Income	(126,210)		(109,615)		16,595	4,252,236	5,365,476.71	(1,873,197)	841,940
Capital Activity									
Capital Grants	124,101	13 %	490,068	0 %	365,967	12,064,153	17,142,667.90	38,552,858	38,552,858
Capital Spending	254,506	25 %	599,483	21 %	344,976	12,058,265	21,712,097.64	46,607,458	46,607,458
Net Activity	(256,615)		(219,029)		37,586	4,258,124	796,047	(9,927,797)	(7,212,660)

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
RESOLUTION 2023-2**

BUDGET TRANSFER FOR FISCAL YEAR 2023

WHEREAS, it has been determined that budgeted funds for roof replacement were classified as capital, but have to be recorded as services expense according to GAAP,

NOW THEREFORE be it ordained by the St. Joseph County Airport Authority District Board, that for the expenses of the taxing unit the following sums of money are hereby to be transferred from the capital outlay line item budget to the specified services line item budget as detailed in this resolution.

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 may be necessary in order to effectuate the purposes and intent of this resolution. This Resolution shall be in full force and effect from and after its passage..

FROM ACCOUNTS

Category – 6400 Capital Outlays

Acct. 6410 – Land and Land Improvements	\$ 850,000.00
Acct. 6410 – Land and Land Improvements	<u>\$ 1,000,000.00</u>
Total:	\$1,850,000.00

TO ACCOUNTS

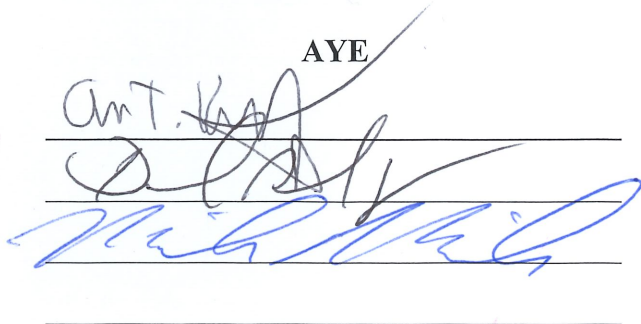
Category - 6300 Services

Acct. 6360 – Repair-Buildings	\$1,250,000.00
Acct. 6359 – Repair-Pavements/Grounds	<u>\$ 600,000.00</u>
Total:	\$1,850,000.00

ADOPTED this 29 day of March 2023.

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**ST. JOSEPH COUNTY AIRPORT
AUTHORITY DISTRICT**

ATTEST:

By: Absent

 Secretary

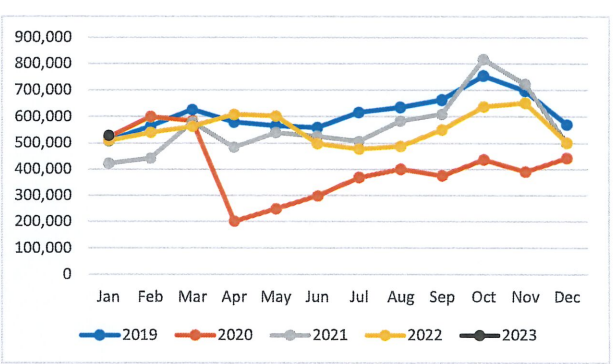
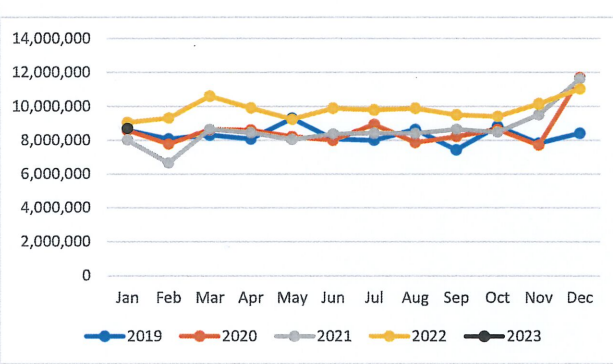
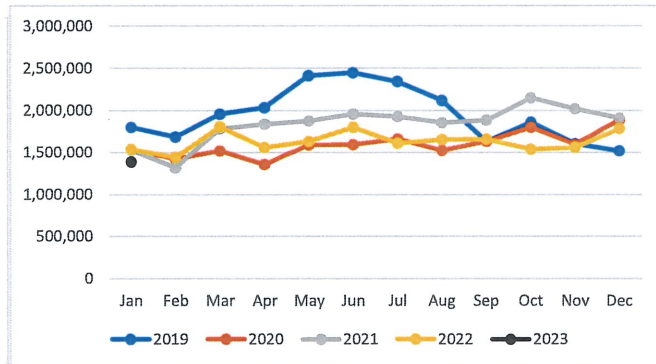
By: 

 President

2023 COMPOSITE STATISTIC CHART



	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff	%	2021	2022	2023	Diff	%
Jan	1,526,394	1,534,927	1,388,489	(146,438)	-9.54%	8,007,000	9,039,600	8,703,435	(336,165)	-3.72%	422,069	509,330	528,696	19,366	3.80%
Feb	1,318,007	1,437,603				6,649,820	9,299,000				441,377	539,704			
Mar	1,784,293	1,806,958				8,641,070	10,586,680				579,104	562,910			
Apr	1,838,807	1,557,877				8,439,000	9,902,380				483,939	608,603			
May	1,876,932	1,629,489				8,054,200	9,237,440				539,959	601,986			
Jun	1,960,534	1,798,094				8,370,300	9,870,760				525,641	497,879			
Jul	1,930,510	1,607,973				8,419,500	9,774,060				506,406	476,485			
Aug	1,855,901	1,652,943				8,396,600	9,870,680				584,011	487,086			
Sep	1,885,100	1,654,673				8,649,600	9,490,394				609,089	550,612			
Oct	2,149,123	1,535,816				8,478,000	9,408,560				816,370	636,767			
Nov	2,019,444	1,556,970				9,506,956	10,151,468				723,276	652,288			
Dec	1,910,637	1,785,332				11,606,740	11,000,780				499,308	501,342			
Total	22,055,682	19,558,655				103,218,786	117,631,802				6,730,549	6,624,992			
YTD	1,526,394	1,534,927	1,388,489			8,007,000	9,039,600	8,703,435			422,069	509,330	528,696		



2023 COMPOSITE STATISTIC CHART



Car Rental - Car Rental Days						TNC Activity					Restaurant/Gift Shop - Gross Sales						
For Ref.	2021	2022	2023	Diff.	%	For Ref.	2021	2022	2023	Diff.	%	For Ref.	2021	2022	2023	Diff.	%
Jan	3,843	9,583	8,180	(1,403)	-14.64%		2,169	2,743	3,576	833	30.37%		\$105,612	\$144,430	\$181,930	37,500	25.96%
Feb	2,555	10,089					774	1,771					\$121,695	\$158,357			
Mar	5,212	11,100					831	1,859					\$172,140	\$201,962			
Apr	10,972	13,625					817	1,781					\$149,689	\$177,767			
May	13,990	16,510					1,014	1,958					\$161,123	\$170,637			
Jun	15,103	11,154					1,477	2,046					\$169,924	\$180,810			
Jul	16,793	16,262					2,353	2,744					\$179,650	\$181,054			
Aug	18,076	16,689					1,760	3,110					\$164,149	\$177,556			
Sep	15,925	16,667					2,581	2,614					\$171,287	\$180,898			
Oct	17,945	18,057					2,721	3,588					\$212,199	\$222,155			
Nov	14,645	16,059					2,093	3,102					\$175,877	\$215,733			
Dec	11,050	11,908					1,334	1,808					\$189,168	\$205,334			
Ann. To	146,109	167,703					19,924	29,124					\$1,972,513	2,216,693			
YTD	3,843	9,583	8,180				2,169	2,743	3,576				105,612	144,430	181,930		

