

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

APRIL 27, 2023

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, April 27, 2023, by President David Sage.

Present: David Sage, President
Michael Misch, Vice President
Andrew Kostielney, Treasurer
Dr. Vincent Henderson, 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
Patrick Mac Carthaigh, Vice President of Operations
Julie Curtis, Vice President of Marketing & Air Service Development
Renata Matousova, Vice President of Finance
Michelle Reedy, Vice President of Human Resources
Mike Ornat, Safety Chief
Kerianne Linn, Properties Manager
Aaliyah McKinney, Recording Secretary
Samantha Brady, Terminal Services Supervisor
Hodge Patel, Abonmarche
Jim Sipocz, Friend of the Authority
Randy Jones, Corporate Wings
David D. Straughn

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the March 29, 2023, Board meeting.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve the Minutes from the Board meeting held on March 29, 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 31, 2023.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve the Payroll Warrants dated March 31, 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 April 14, 2023.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve the Payroll Warrants dated April 14, 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 April 27, 2023.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated April 27, 2023.

There being no 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 FEBRUARY 2023.

Dr. Henderson moved, and Mr. Misch seconded the motion to accept the Financial Statement report for the month of February 2023.

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Accrual Basis) for the period ending February 28, 2023. Refer to the attached report.

There being no 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 5TH AMENDMENT TO THE AGREEMENT FOR NICTD/SOUTH SHORE, AN EXTENSION UNTIL JUNE 30, 2023.

Dr. Henderson moved, and Mr. Kostielney seconded the motion to approve 5th amendment to the Agreement for NICTD/South Shore, an extension until June 30, 2023.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE AND AWARD FOR CONSTRUCTION ADMINISTRATION (C&A) SERVICES FOR THE AIRPORT LIGHTING CONTROLS AND MONITORING SYSTEMS (ALCMS) PROJECT TO MEAD & HUNT IN THE AMOUNT OF \$172,069.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve and award for Construction Administration (C&A) services for the Airport Lighting Controls and Monitoring Systems (ALCMS) project to Mead & Hunt in the amount of \$172,069.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE A NEW FOREIGN TRADE ZONE OPERATOR, JAYCO, INC. OF MIDDLEBURY, IN AND AUTHORIZING THE CEO & EXECUTIVE DIRECTOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve a new Foreign Trade Zone Operator, Jayco, Inc. of Middlebury, IN and authorizing the CEO & Executive Director to sign any and all necessary documents.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE A 1 YEAR EXTENSION TO THE CONCESSION AGREEMENT FOR ENTERPRISE LEASING OF INDIANAPOLIS, LLC FOR RENTAL CAR SERVICES.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve a 1 year extension to the concession agreement for Enterprise Leasing of Indianapolis, LLC for rental car services.

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

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Mr. Sage introduced: CONSIDERATION TO APPROVE A 1 YEAR EXTENSION TO THE CONCESSION AGREEMENT FOR ENTERPRISE LEASING OF INDIANAPOLIS, LLC D/B/A/ NATIONAL ALAMO FOR RENTAL CAR SERVICES.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve a 1 year extension to the concession agreement for Enterprise Leasing of Indianapolis, LLC d/b/a/ National Alamo for rental car services.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE AMENDMENT #1 TO LEEP, INC FOR A CPI ADJUSTMENT TO THE GROUND LEASE.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve Amendment #1 to Leep, Inc for a CPI adjustment to the ground lease.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE 2021 AND 2022 LEASE AGREEMENTS FROM AMERICAN AIRLINES.

Dr. Henderson moved, and Mr. Misch seconded the motion to approve the 2021 and 2022 Lease agreements from American 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 2023 Composite Statistic Chart for the period ending February 28, 2023.

Mr. Daigle recognized and congratulated Terminal Services Supervisor Samantha Brady for being selected as one of the recipients of Michiana's 2023 Forty under 40 award.

Mr. Daigle informed the Board that the process of replacing the airport's 40-year-old windows would begin that week.

Mr. Daigle informed the Board about the ongoing artwork competition presented by Congressman Rudy Yakym and referred to the artwork that was on display on the wall outside the Airport Authority offices. He also informed the Board about the event that will take place at the airport on Saturday, May 6 to honor the winners.

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Mr. Misch questioned what steps need to be taken to obtain funding from the state budget. Mr. Daigle stated that it was unclear at this time and explained that the process for applications is still being reviewed.

Mr. Sage introduced: ADJOURNMENT

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

There was a motion by Dr. Henderson 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 11:44 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 February 28, 2023

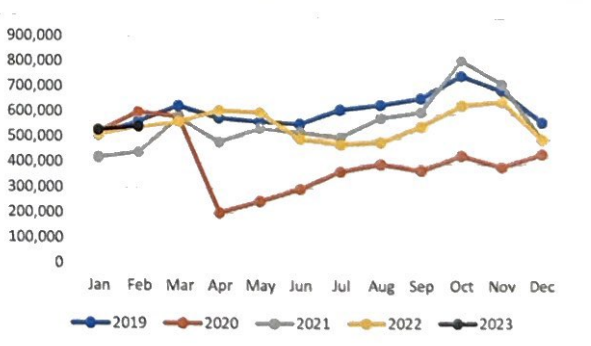
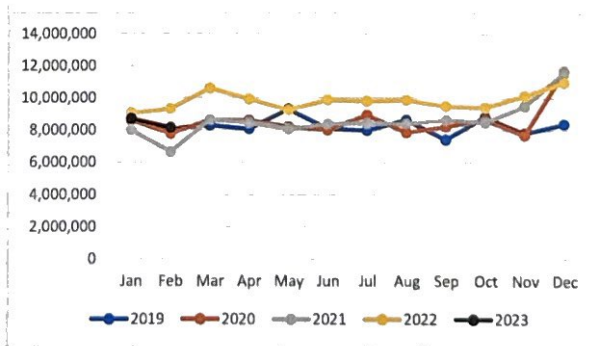
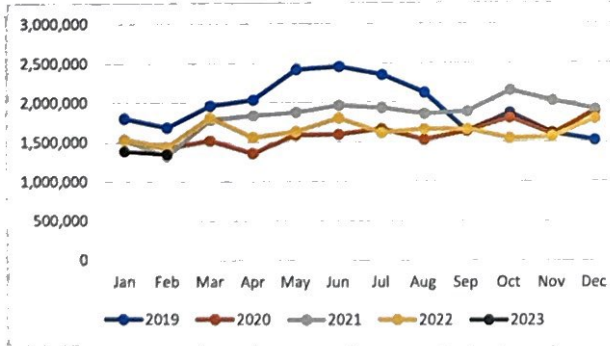
	Year To Date Comparison				
	02/28/2022		02/28/2023		Incr/(Decr)
	Actual	% of Annual	Actual	% of budget	
Operating Activity					
Operating Revenue					
Airfield	165,313	15 %	178,245	15 %	12,932
Terminal - Aviation	332,948	16 %	351,607	16%	18,659
Terminal - Non-Aviation	34,935	15 %	40,325	19%	5,390
Concessions	204,863	12 %	218,353	15%	13,490
Parking	461,291	15 %	544,905	17%	83,614
FBO	99,429	14 %	109,702	17%	10,273
Building	28,292	7 %	31,497	8%	3,205
Other	10,000	48 %	10,000	63%	0
Total Operating Revenue	1,337,071	14 %	1,484,634	16%	147,563
			0		
Operating Expenses					
Employee Expenses	926,287	16 %	1,066,800	16 %	140,513
Supplies	115,652	11 %	126,277	6 %	10,625
Repairs	94,482	4 %	192,134	8 %	97,652
Service Contracts	18,438	12 %	17,820	12 %	(619)
Marketing	102,057	19 %	93,761	14 %	(8,296)
Utilities (Gas, Water, Elec)	105,905	16 %	157,196	21 %	51,291
Other Services and Charges	411,939	16 %	330,929	13 %	(81,010)
Total Operating Expenses	1,774,760	13 %	1,984,916	13 %	210,156
Operating Income (excluding depreciation)	(437,689)		(500,282)		(62,592)

	Annual Comparison			
	2021	2022	2023	2023
	actual	actual	budget	projections
Operating Activity				
Operating Revenue				
Airfield	1,039,140	1,083,096	1,177,861	1,069,470
Terminal - Aviation	1,997,095	2,066,043	2,238,439	2,109,643
Terminal - Non-Aviation	181,639	238,506	214,615	241,952
Concessions	1,483,202	1,715,155	1,422,276	1,310,118
Parking	2,400,620	2,980,794	3,286,748	3,269,429
FBO	614,469	718,616	642,862	658,210
Building	377,870	411,111	397,277	188,983
Other	13,000	21,000	16,000	16,000
Total Operating Revenue	8,107,036	9,234,322	9,396,078	8,863,804
Operating Expenses				
Employee Expenses	5,431,677	5,951,875	6,806,305.78	6,934,199
Supplies	733,883	1,005,731	1,987,600.00	757,664
Repairs	1,466,921	2,671,422	2,474,700.00	1,152,801
Service Contracts	121,704	153,696	150,100.00	106,918
Marketing	500,814	540,677	689,900.00	562,564
Utilities (Gas, Water, Elec)	629,929	650,121	750,000.00	943,175
Other Services and Charges	1,876,412	2,555,603	2,627,575.00	1,985,574
Total Operating Expenses	10,761,340	13,529,124	15,486,180.78	12,442,895
Operating Income (excluding depreciation)	(2,654,304)	(4,294,802)	(6,090,103)	(3,579,090)
Non-Operating Activity				
Other Revenue				
Property Taxes	0	0 %	0	0 %
Financial Institution Taxes	0	0 %	0	0 %
License Excise Taxes	0	0 %	0	0 %
Com. Vehicle Excise Taxes	0	0 %	0	0 %
C.O.I.T.	67,582	16 %	76,762	17 %
Interest Revenue	12,195	3 %	178,953	201 %
Federal Grant LEO	19,073	18 %	0	0 %
Federal Grant - ARP	1,298,965	26 %	0	N/A
Federal Grant-CARES	0	0 %	0	N/A
Miscellaneous Revenue	17,454	5 %	765	1 %
Customer Facility Charge	51,583	7 %	101,007	
Total Other Revenue	1,466,852	15 %	357,487	7 %
Total Income	1,029,163		(142,795)	(1,171,958)
Capital Activity				
Capital Grants	2,162,647	13 %	490,068	0 %
Capital Spending	4,374,121	25 %	710,388	21 %
Net Activity	(1,182,311)		(363,115)	819,196

2023 COMPOSITE STATISTIC CHART



	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref. 2021	2022	2023	Diff.	%	For Ref. 2021	2022	2023	Diff	%	For Ref. 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	1,348,676	(88,927)	-6.19%	6,649,820	9,299,000	8,162,415	(1,136,585)	-12.22%	441,377	539,704	544,163	4,459	0.83%
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	2,844,401	2,972,530	2,737,165	(235,365)	-7.92%	14,656,820	18,338,600	16,865,850	(1,472,750)	-8.03%	863,446	1,049,034	1,072,859	23,825	2.27%



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	7,356	(2,733)	-27.09%		774	1,771	2,133	362	20.44%		\$121,695	\$158,357	\$192,762	\$34,405	21.73%
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. Tot	146,109	167,703					19,924	29,124					\$1,972,513	\$2,216,693			
YTD	3,843	9,583	8,180	(1,403)	-43.16%		2,169	2,743	3,576	1,195	43.57%		\$227,307	\$302,787	\$374,692	\$71,905	47.69%

