

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

June 29, 2023

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, June 29, 2023, by President David Sage.

Present: David Sage, President
Michael Misch, Vice President
Dr. Vincent Henderson, Secretary

Absent: Andrew Kostielney, Treasurer

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
Aaliyah McKinney, Recording Secretary
Melanie Roberson, Staff Accountant
Barbara DeBuysser, Financial Specialist
Jim Sipocz, Friend of the Authority
Hodge Patel, Abonmarche
Randy Jones, Corporate Wings
Austin Ricci, Corporate Wings

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the May 25, 2023, Board meeting.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve the Minutes from the Board meeting held on May 25, 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 May 26, 2023.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve the Payroll Warrants dated May 26, 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 June 9, 2023.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve the Payroll Warrants dated June 9, 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 June 23, 2023.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve the Payroll Warrants dated June 23, 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 June 29, 2023.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated June 29, 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 APRIL 2023.

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

In Ms. Matousova's absence, Mr. Daigle referred to the Statement of Revenues Disbursements and Activity (Accrual Basis) for the period ending April 30, 2023. Refer to the attached report.

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

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Mr. Sage introduced: PRIVILEGE OF THE FLOOR

Jim Sipocz, friend of the Authority, posed three questions during this time.

First, Mr. Sipocz mentioned that there were flights to LaGuardia from SBN listed on Wikipedia a few weeks ago, then stated that the information has since been removed from the site and was curious about the accuracy of that information. Ms. Curtis stated that SBN does have flights to LaGuardia on American and Delta during football season; but since Wikipedia is a public site that anybody can edit, there is no way for the airport to control what information is posted there.

Next, Mr. Sipocz mentioned that the street stripes on Lincoln Way West between the airport entrance and the bypass have not been redone by the county in at least three years, although he has tried multiple times to contact them. He questioned if it would be possible for someone on the Board to reach out to the county concerning this issue. Mr. Misch stated that he would take care of contacting them regarding this matter.

Finally, Mr. Sipocz questioned if there is anticipation of a significant increase in international flights due to the new EV battery cell plant coming to St. Joseph County. Mr. Daigle stated that he is unsure as that information is not available at this time.

There were no additional 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.

NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO APPROVE THE 2023-2024 INSURANCE RENEWALS FOR THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND AUTHORIZING THE CEO/EXECUTIVE DIRECTOR TO SIGN THE NECESSARY DOCUMENTS TO IMPLEMENT THE RENEWALS.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve the 2023-2024 insurance renewals for the St. Joseph County Airport Authority and authorizing the CEO/Executive Director to sign the necessary documents to implement the renewals.

Mr. Sage questioned if all the policies arise at the same time and if so, what is the date. Mr. Daigle confirmed that they do, and the date is July 1st.

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

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Mr. Sage introduced: CONSIDERATION TO APPROVE AND AWARD FOR THE 4TH PHASE OF THE "TAXIWAY 'B' AND TERMINAL APRON PROJECT" (TBAT – D) TO THE LOWEST QUALIFIED BIDDER, REITH RILEY CONSTRUCTION CO., INC., FOR WORK NOT TO EXCEED BASE BID PLUS OPTIONS 1 & 2, IN THE AMOUNT OF \$27,193,579.50.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve and award for the 4th phase of the "Taxiway 'B' and Terminal Apron Project" (TBAT – D) to the lowest qualified bidder, Reith Riley Construction Co., Inc., for work not to exceed Base Bid plus Options 1 & 2, in the amount of \$27,193,579.50.

Mr. Misch questioned if the Board's vote to approve this item will be based on the federal funding the airport receives, and if the Board is approving the base bid for option one or two based on that funding. Mr. Daigle confirmed that that is correct.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE A 1-YEAR EXTENSION TO UNITED CAB COMPANY AGREEMENT.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve a 1-year extension to United Cab Company agreement.

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 MODERN EAGLE CAB COMPANY AGREEMENT.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve a 1-year extension to Modern Eagle Cab Company agreement.

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 SKSSM LUXURY CHAUFFER FOR LIMOUSINE SERVICES.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve a 1-year extension to SKSSM Luxury Chauffer for limousine 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 AN EXTENSION TO MICHIANA AIRCRAFT AGREEMENT.

Mr. Misch moved, and Dr. Henderson seconded the motion to approve an extension to Michiana Aircraft agreement.

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 April 30, 2023.

Mr. Daigle introduced the Board to the Airport Authority's new Financial Specialist, Barbara DeBuysser, and welcomed her to the team.

Mr. Sage introduced: ADJOURNMENT

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

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

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

The Board meeting was adjourned at 11:47 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 April 30, 2023

Year To Date Comparison

	04/30/2022		04/30/2023		Incr/(Decr)
	Actual	% of Annual	Actual	% of budget	
Operating Activity					
Operating Revenue					
Airfield	338,316	31 %	360,256	31 %	21,940
Terminal - Aviation	676,053	33 %	714,462	32%	38,409
Terminal - Non-Aviation	69,632	29 %	87,760	41%	18,128
Concessions	456,931	27 %	493,712	35%	36,782
Parking	993,726	33 %	1,285,984	39%	292,258
FBO	204,083	28 %	226,514	35%	22,431
Building	126,120	31 %	134,596	34%	8,476
Other	10,000	48 %	23,000	144%	13,000
Total Operating Revenue	2,874,860	31 %	3,326,285	35%	451,425
			0		
Operating Expenses					
Employee Expenses	1,953,134	33 %	2,409,996	35 %	456,862
Supplies	346,114	34 %	322,751	16 %	(23,363)
Repairs	463,737	17 %	419,282	17 %	(44,455)
Service Contracts	31,681	21 %	41,507	28 %	9,826
Marketing	162,833	30 %	212,770	31 %	49,937
Utilities (Gas, Water, Elec)	244,085	38 %	277,354	37 %	33,269
Other Services and Charges	494,491	19 %	725,152	28 %	230,661
Total Operating Expenses	3,696,075	27 %	4,408,812	28 %	712,737
Operating Income (excluding depreciation)	(821,215)		(1,082,527)		(261,312)

Annual Comparison

	2021	2022	2023	2023
	actual	actual	budget	projections
Operating Activity				
Operating Revenue				
Airfield	1,039,140	1,083,096	1,177,861	1,080,769
Terminal - Aviation	1,997,095	2,066,043	2,238,439	2,143,387
Terminal - Non-Aviation	181,639	238,506	214,615	263,280
Concessions	1,483,202	1,715,155	1,422,276	1,481,137
Parking	2,400,620	2,980,794	3,286,748	3,857,951
FBO	614,469	718,616	642,862	679,543
Building	377,870	411,111	397,277	403,787
Other	13,000	21,000	16,000	16,000
Total Operating Revenue	8,107,036	9,234,322	9,396,078	9,925,854
Operating Expenses				
Employee Expenses	5,431,677	5,951,875	6,806,305.78	6,962,212
Supplies	733,883	1,005,731	1,987,600.00	968,254
Repairs	1,466,921	2,671,422	2,474,700.00	1,257,845
Service Contracts	121,704	153,696	150,100.00	124,520
Marketing	500,814	540,677	689,900.00	638,310
Utilities (Gas, Water, Elec)	629,929	650,121	750,000.00	832,062
Other Services and Charges	1,876,412	2,555,603	2,627,575.00	2,175,455
Total Operating Expenses	10,761,340	13,529,124	15,486,180.78	12,958,658
Operating Income (excluding depreciation)	(2,654,304)	(4,294,802)	(6,090,103)	(3,032,803)

Non-Operating Activity

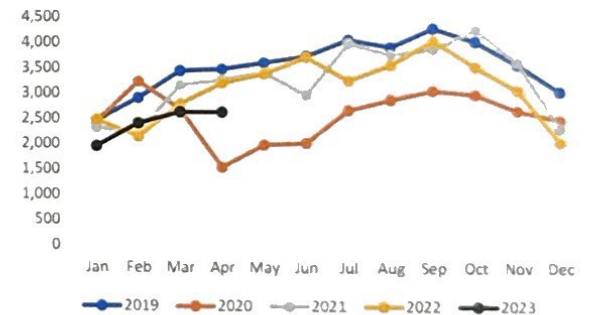
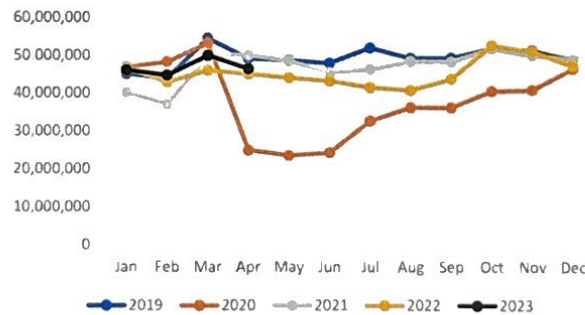
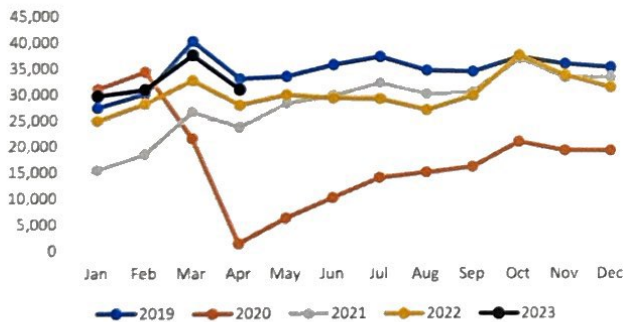
Other Revenue					
Property Taxes	0	0 %	0	0 %	0
Financial Institution Taxes	0	0 %	0	0 %	0
License Excise Taxes	0	0 %	0	0 %	0
Com. Vehicle Excise Taxes	0	0 %	0	0 %	0
C.O.I.T.	135,165	32 %	153,524	34 %	18,359
Interest Revenue	26,915	7 %	364,984	411 %	338,070
Federal Grant LEO	19,073	18 %	28,285	28 %	9,212
Federal Grant - ARP	2,803,279	56 %	0	N/A	(2,803,279)
Federal Grant-CARES	0	0 %	0	N/A	0
Miscellaneous Revenue	32,755	10 %	173,885	174 %	141,130
Customer Facility Charge	141,469	20 %	210,843		69,375
Total Other Revenue	3,158,655	33 %	931,521	19 %	(2,227,134)
Total Income	2,337,441		(151,006)		(2,488,446)
Capital Activity					
Capital Grants	4,563,725	13 %	490,068	0 %	(4,073,656)
Capital Spending	6,119,225	25 %	2,742,194	21 %	(3,377,031)
Net Activity	781,940		(2,403,131)		(3,185,071)

Other Revenue				
Property Taxes	2,447,993	2,502,402	3,300,000	3,300,000
Financial Institution Taxes	4,537	5,120	5,566	5,566
License Excise Taxes	194,217	186,806	263,593	263,593
Com. Vehicle Excise Taxes	18,659	19,263	26,920	26,920
C.O.I.T.	581,848	428,199	450,000	450,000
Interest Revenue	55,342	372,421	88,819	1,094,953
Federal Grant LEO	125,020	107,588	100,000	100,000
Federal Grant - ARP	-	4,994,943	-	-
Federal Grant-CARES	3,085,898	-	-	-
Miscellaneous Revenue	71,482	321,781	100,000	100,000
Customer Facility Charge	321,545	721,756	700,000	632,529
Total Other Revenue	6,906,541	9,660,279	5,034,898	5,973,561
Total Income	4,252,236	5,365,477	(1,055,205)	2,940,758
Capital Activity				
Capital Grants	12,064,153	17,142,668	38,552,858	38,552,858
Capital Spending	12,058,265	21,712,098	46,607,458	46,607,458
Net Activity	4,258,124	796,047	(9,109,805)	(5,113,842)

2023 COMPOSITE STATISTIC CHART



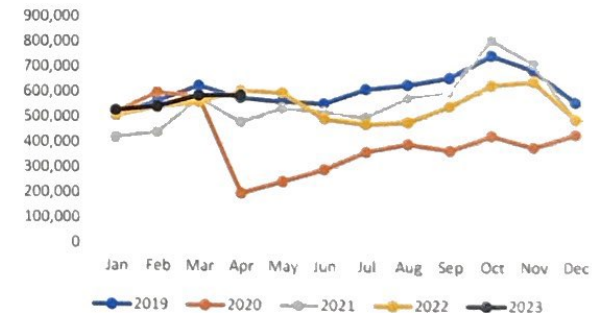
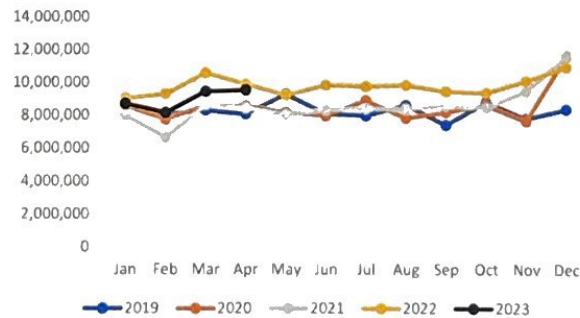
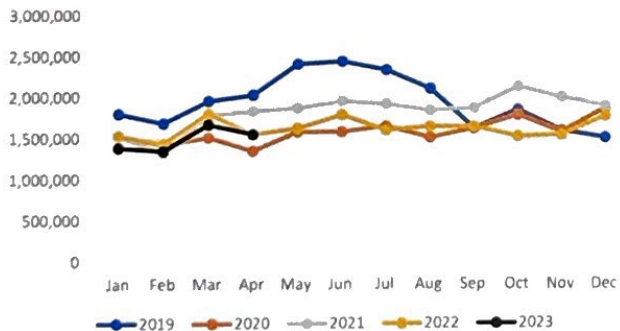
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
Jan	15,463	24,966	29,703	4,737	18.97%	40,212,339	46,692,655	46,125,804	(566,851)	-1.21%	2,323	2,481	1,960	(521)	-21.00%
Feb	18,512	28,257	30,957	2,700	9.56%	37,100,102	42,980,546	44,768,740	1,788,194	4.16%	2,212	2,149	2,412	263	12.24%
Mar	26,703	32,817	37,664	4,847	14.77%	49,878,238	46,095,733	50,032,891	3,937,158	8.54%	3,169	2,793	2,629	(164)	-5.87%
Apr	23,782	28,119	31,088	2,969	10.56%	50,190,644	45,111,357	46,511,429	1,400,072	3.10%	3,263	3,203	2,595	(608)	-18.98%
May	28,450	30,127				48,556,650	44,236,632				3,401	3,385			
Jun	30,046	29,528				45,485,465	43,348,059				2,968	3,708			
Jul	32,515	29,448				46,458,257	41,682,314				3,989	3,253			
Aug	30,412	27,319				48,507,803	40,928,975				3,763	3,560			
Sep	30,825	30,163				48,437,707	43,991,213				3,866	4,041			
Oct	37,324	38,001				51,946,325	52,874,638				4,250	3,525			
Nov	33,755	34,167				50,157,150	51,221,012				3,620	3,067			
Dec	33,858	31,860				49,173,807	47,515,917				2,314	2,047			
Total	341,645	364,772				566,104,487	546,679,051				39,138	37,212			
YTD	84,460	114,159	129,412	15,253	13.36%	177,381,323	180,880,291	187,438,864	6,558,573	3.63%	10,967	10,626	9,596	(1,030)	-9.69%



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	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	1,671,767	(135,191)	-7.48%	8,641,070	10,586,680	9,452,900	(1,133,780)	-10.71%	579,104	562,910	588,430	25,520	4.53%
Apr	1,838,807	1,557,877	1,554,170	(3,707)	-0.24%	8,439,000	9,902,380	9,549,380	(353,000)	-3.56%	483,939	608,603	589,684	(18,919)	-3.11%
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	6,467,501	6,337,365	5,963,102	(374,263)	-5.91%	31,736,890	38,827,660	35,868,130	(2,959,530)	-7.62%	1,926,489	2,220,547	2,250,973	30,426	1.37%



2023 COMPOSITE STATISTIC CHART



	Republic Parking - Gross Sales					South Shore Passengers					International Flights - GAF				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
Jan	\$175,389	\$298,806	\$372,121	\$73,315	24.54%	4,618	8,972	9,775	803	8.95%	2	5	9	4	80.00%
Feb	\$177,392	\$316,284	\$354,454	\$38,170	12.07%	4,932	8,940	8,829	(111)	-1.24%	4	6	11	5	83.33%
Mar	\$280,790	\$364,154	\$486,224	\$122,070	33.52%	7,332	13,530	12,919	(611)	-4.52%	1	8	10	2	25.00%
Apr	\$259,266	\$345,794	\$451,036	\$105,242	30.43%	10,467	14,608	13,773	(835)	-5.72%	4	14	13	-1	-7.14%
May	\$234,437	\$311,107				10,437	15,290				12	17			
Jun	\$245,370	\$263,585				11,197	15,014				4	9			
Jul	\$260,188	\$253,972				15,889	18,102				7	11			
Aug	\$242,553	\$258,883				11,650	14,814				6	16			
Sep	\$268,367	\$278,520				14,806	13,613				10	18			
Oct	\$333,167	\$367,839				20,259	16,039				13	11			
Nov	\$297,978	\$316,313				15,419	14,639				13	18			
Dec	\$274,240	\$273,090				14,889	13,374				10	8			
Ann.	\$3,049,137	\$3,648,347				141,895	166,935				86	141			
YTD	\$892,837	\$1,325,038	\$1,663,835	\$338,797	25.57%	27,349	46,050	45,296	(754)	-1.64%	11	33	43	10	30.30%

