

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

**AUGUST 31, 2023**

**THURSDAY**

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, August 31, 2023, by President David Sage.

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

Absent: 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 & Administration  
Mike Ornat, Public Safety Chief  
Aaliyah McKinney, Recording Secretary  
Jim Sipocz, Friend of the Authority  
Hodge Patel, Abonmarche  
Paul Shaffer, BF&S  
Lisa Kinsman, Mead & Hunt  
Mark Breukink, Mead & Hunt  
Randy Jones, Corporate Wings  
Danielle Szucsits, Corporate Wings  
Jamey Coffman, Corporate Wings

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the July 27, 2023, Board meeting.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Minutes from the Board meeting held on July 27, 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 August 4, 2023.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated August 4, 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 August 18, 2023.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated August 18, 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 August 31, 2023.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated August 31, 2023.

Mr. Misch questioned what the 1<sup>st</sup> Source Bank charges are for. Ms. Matousova stated that they are account management fees.

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 JUNE 2023.

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

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Accrual Basis) for the period ending June 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.

Mr. Sage introduced: PRIVILEGE OF THE FLOOR

Lisa Kinsman, Mead & Hunt, thanked the airport for the privilege of working collectively on projects over the years. She also stated that she and her team look forward to continuing to collaborate for many more years to come.

Randy Jones, Corporate Wings, thanked the airport for its support and partnership during the two-day Deice Seminar, SBN's annual Aviation Education Day where Corporate Wings was the Presenting Sponsor, and the Aer Lingus charter flight for the University of Notre Dame Fighting Irish football team that flew directly from South Bend to Dublin, Ireland.

There were no additional comments from the floor.

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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: INTRODUCTION OF 2024 REVENUE AND EXPENSE BUDGETS.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Introduction of 2024 Revenue and Expense budgets.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE PURCHASE OF PARCELS NUMBERED:

71-03-32-326-009.000-008

71-03-32-326-008.000-008

71-03-32-327-001.000-008

71-03-32-327-002.000-008

71-03-32-327-005.000-008

71-03-32-327-003.000-008

and authorizing the CEO & Executive Director to take the necessary steps to move this item forward and sign any and all appropriate documents.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the purchase of the aforementioned parcels and authorizing the CEO & Executive Director to take the necessary steps to move this item forward and sign any and all appropriate documents.

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

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Mr. Sage introduced: CONSIDERATION TO APPROVE THE PURCHASE OF PARCELS NUMBERED:

71-03-32-304-010.000-008  
71-03-32-304-011.000-008  
71-03-32-302-001.000-008  
71-03-32-304-001.000-008  
71-03-32-304-002.000-008  
71-03-32-304-009.000-008  
71-03-32-304-015.000-008  
71-03-32-304-010.000-008  
71-03-32-303-001.000-008  
71-03-31-426-001.000-009

and authorizing the CEO & Executive Director to take the necessary steps to move this item forward and sign any and all appropriate documents.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the purchase of the aforementioned parcels and authorizing the CEO & Executive Director to take the necessary steps to move this item forward and sign any and all appropriate documents.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE A 1-YEAR NEW AGREEMENT WITH WRIDZ LLC FOR TNC SERVICES.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve a 1-year new agreement with Wridz LLC for TNC services.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE A 1-YEAR EXTENSION FOR CARDINAL BUSES, INC FOR CHARTER BUS SERVICES.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve a 1-year extension for Cardinal Buses, Inc for Charter Bus 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 FOR ROYAL EXCURSION FOR CHARTER BUS SERVICES.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve a 1-year extension for Royal Excursion for Charter Bus Services.

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

Mr. Sage introduced: CONSIDERATION TO ENTER INTO FEE NEGOTIATIONS WITH SELECTED FIRM(S) FOR A CONTINUING SERVICES AGREEMENT FOR AIRPORT PROFESSIONAL SERVICES (ENGINEERING, PLANNING, ENVIRONMENTAL, GRANT ADMINISTRATION, ETC.) AND APPROVAL FOR THE CEO & EXECUTIVE DIRECTOR TO EXECUTE A FIVE (5) YEAR AGREEMENT WITH THE SELECTED FIRM FOLLOWING SUCCESSFUL FEE NEGOTIATIONS.

Mr. Misch moved, and Mr. Kostielney seconded the motion to enter into fee negotiations with selected firm(s) for a Continuing Services Agreement for Airport Professional Services (engineering, planning, environmental, grant administration, etc.) and approval for the CEO & Executive Director to execute a five (5) year agreement with the selected firm following successful fee negotiations.

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

Mr. Sage introduced: CONSIDERATION TO AWARD THE “MILL AND OVERLAY” OF THE OVERFLOW GA APRON TO THE LOWEST QUALIFIED BIDDER, MILESTONE CONTRACTORS NORTH, IN THE AMOUNT OF \$419,400.00.

Mr. Misch moved, and Mr. Kostielney seconded the motion to award the “Mill and Overlay” of the overflow GA apron to the lowest qualified bidder, Milestone Contractors North, in the amount of \$419,400.00.

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

Mr. Sage introduced: CONSIDERATION TO AWARD A ONE (1) YEAR CONTRACT EXTENSION TO PERFORMANCE PLUS FOR CUSTODIAL SERVICES.

Mr. Misch moved, and Mr. Kostielney seconded the motion to award a one (1) year contract extension to Performance Plus for custodial services.

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

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

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Mr. Sage introduced: CONSIDERATION TO ADOPT NEW RATES AND CHARGES RESOLUTION.

Mr. Misch moved, and Mr. Kostielney seconded the motion to adopt the new Rates and Charges Resolution.

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 June 30, 2023.

Mr. Daigle announced that there were approximately 1,200 attendees at Aviation Education Day on August 12. He thanked the SBN team and all partners, especially Corporate Wings – the Presenting Sponsor, who were involved in making the day a success.

Mr. Daigle thanked all partners including Corporate Wings, TSA, CBP, and Patrick Mac Carthaigh, Vice President of Operations, for their support and assistance with the Aer Lingus charter flight for the University of Notre Dame Fighting Irish football team.

Mr. Daigle stated that the results of the 2022 audit had been received and were very positive. He thanked the SBN team for carefully following financial policies and procedures, and specifically thanked the Accounting team and Renata Matousova, Vice President of Finance and Administration, for their due diligence, attention to details, and overall support in the process.

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Mr. Sage introduced: ADJOURNMENT

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

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

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

The Board meeting was adjourned at 11:53 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 June 30, 2023

## Year To Date Comparison

	06/30/2022		06/30/2023		
	Actual	% of Annual	Actual	% of budget	Incr/(Decr)
<b>Operating Activity</b>					
Operating Revenue					
Airfield	500,031	46 %	537,977	46 %	37,946
Terminal - Aviation	1,018,109	49 %	1,081,224	48%	63,115
Terminal - Non-Aviation	105,801	44 %	130,687	61%	24,885
Concessions	780,784	46 %	820,051	58%	39,267
Parking	1,495,574	50 %	1,910,749	58%	415,176
FBO	319,149	44 %	348,343	54%	29,194
Building	166,232	40 %	179,456	45%	13,223
Other	16,000	76 %	29,000	181%	13,000
<b>Total Operating Revenue</b>	<b>4,401,682</b>	<b>48 %</b>	<b>5,037,488</b>	<b>54%</b>	<b>635,806</b>
			0		
Operating Expenses					
Employee Expenses	2,969,575	50 %	3,394,886	50 %	425,311
Supplies	475,092	47 %	388,785	20 %	(86,307)
Repairs	705,160	26 %	836,332	34 %	131,172
Service Contracts	78,412	51 %	51,045	34 %	(27,367)
Marketing	229,990	43 %	265,988	39 %	35,998
Utilities (Gas, Water, Elec)	352,271	54 %	381,209	51 %	28,937
Other Services and Charges	1,113,637	44 %	980,021	37 %	(133,617)
<b>Total Operating Expenses</b>	<b>5,924,137</b>	<b>44 %</b>	<b>6,298,265</b>	<b>41 %</b>	<b>374,128</b>
<b>Operating Income (excluding depreciation)</b>	<b>(1,522,455)</b>		<b>(1,260,777)</b>		<b>261,678</b>

## Annual Comparison

	2021	2022	2023	2023
	actual	actual	budget	projections
Operating Revenue				
Airfield	1,039,140	1,083,096	1,177,861	1,075,955
Terminal - Aviation	1,997,095	2,066,043	2,238,439	2,162,448
Terminal - Non-Aviation	181,639	238,506	214,615	261,373
Concessions	1,483,202	1,715,155	1,422,276	1,640,103
Parking	2,400,620	2,980,794	3,286,748	3,821,499
FBO	614,469	718,616	642,862	696,686
Building	377,870	411,111	397,277	358,912
Other	13,000	21,000	16,000	16,000
<b>Total Operating Revenue</b>	<b>8,107,036</b>	<b>9,234,322</b>	<b>9,396,078</b>	<b>10,032,976</b>
Operating Expenses				
Employee Expenses	5,431,677	5,951,875	6,806,305.78	6,789,772
Supplies	733,883	1,005,731	1,987,600.00	777,569
Repairs	1,466,921	2,671,422	2,474,700.00	1,672,664
Service Contracts	121,704	153,696	150,100.00	102,090
Marketing	500,814	540,677	689,900.00	531,977
Utilities (Gas, Water, Elec)	629,929	650,121	750,000.00	762,417
Other Services and Charges	1,876,412	2,555,603	2,627,575.00	1,960,042
<b>Total Operating Expenses</b>	<b>10,761,340</b>	<b>13,529,124</b>	<b>15,486,180.78</b>	<b>12,596,530</b>
<b>Operating Income (excluding depreciation)</b>	<b>(2,654,304)</b>	<b>(4,294,802)</b>	<b>(6,090,103)</b>	<b>(2,563,554)</b>

## Non-Operating Activity

Other Revenue					
Property Taxes	1,424,033	57 %	1,515,964	46 %	91,930
Financial Institution Taxes	2,905	57 %	2,119	38 %	(786)
License Excise Taxes	92,541	50 %	84,209	32 %	(8,331)
Com. Vehicle Excise Taxes	9,631	50 %	9,573	36 %	(58)
C.O.I.T.	225,452	53 %	407,210	90 %	181,758
Interest Revenue	58,253	16 %	564,649	636 %	506,395
Federal Grant LEO	47,299	44 %	28,285	28 %	(19,014)
Federal Grant - ARP	4,238,283	85 %	0	N/A	(4,238,283)
Federal Grant-CARES	0	0 %	0	N/A	0
Miscellaneous Revenue	282,657	88 %	186,903	187 %	(95,754)
Customer Facility Charge	277,101	38 %	346,059		68,958
<b>Total Other Revenue</b>	<b>6,658,155</b>	<b>69 %</b>	<b>3,144,971</b>	<b>62 %</b>	<b>(3,513,184)</b>
<b>Total Income</b>	<b>5,135,700</b>		<b>1,884,194</b>		<b>(3,251,506)</b>
Capital Activity					
Capital Grants	4,685,428	13 %	2,762,026	0 %	(1,923,402)
Capital Spending	6,460,469	25 %	6,088,005	21 %	(372,464)
<b>Net Activity</b>	<b>3,360,659</b>		<b>(1,441,784)</b>		<b>(4,802,443)</b>

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
<b>Total</b>	<b>4,258,124</b>	<b>796,047</b>	<b>(9,109,805)</b>	<b>(4,550,660)</b>





2024 Revenue/Sources Budget

Revenue Type	Source	2024	2023	Difference	Difference
Operating			\$	\$	%
	Airfield	1,342,403	1,177,861	164,542	13.97%
	Terminal - Aviation	2,359,684	2,238,439	121,245	5.42%
	Terminal - Non Aviation	283,880	214,615	69,265	32.27%
	Concessions	1,715,496	1,422,276	293,220	20.62%
	Parking	4,368,205	3,286,748	1,081,457	32.90%
	FBO	762,583	642,862	119,720	18.62%
	Building & Land Rents	389,179	397,277	(8,098)	-2.04%
	Other Revenue	26,000	16,000	10,000	62.50%
<b>Operating Total</b>		<b>11,247,431</b>	<b>9,396,078</b>	<b>1,851,352</b>	<b>19.70%</b>
Non-Operating					
	Reserve Funds	4,022,396	11,409,805	(7,387,409)	-64.75%
	Property Tax Revenue	4,764,442	3,300,000	1,464,442	44.38%
	Other Tax Distributions	636,000	746,079	(110,079)	-14.75%
	Interest & Investment Revenue	1,000,000	88,819	911,181	1025.89%
	Federal Operating Grants	100,000	100,000	-	0.00%
	Other Non-Operating Revenue	100,000	100,000	-	0.00%
	Capital Grants and Outside Contributions	47,476,442	36,952,858	10,523,584	28.48%
	P.F.C. Proceeds (For Debt Payment)	1,127,168	1,125,368	1,800	0.16%
<b>Non-Operating Total</b>		<b>55,204,052</b>	<b>42,413,124</b>	<b>18,905,959</b>	<b>44.58%</b>
<b>Grand Total</b>		<b>70,473,878</b>	<b>63,219,007</b>	<b>24,068,628</b>	<b>38.07%</b>



2024 Expense Budget

Expense Type	Source	Budget Description	2024 Budget	2023 Budget	Difference	Difference %
<b>Operating Expense</b>				\$	\$	
	Personal Services		8,065,266	6,806,306	1,258,960	18.50%
	Supplies		1,788,850	1,987,600	(198,750)	-10.00%
	Other Services & Charges				-	
		Service Contracts	189,045	155,100	33,945	21.89%
		Promotion/Community Relations	905,500	689,900	215,600	31.25%
		Legal Services	80,000	75,000	5,000	6.67%
		Professional/Tech	902,975	1,013,200	(110,225)	-10.88%
		Cleaning Services	900,000	867,000	33,000	3.81%
		Postage & Freight	5,603	2,500	3,103	124.10%
		Travel/Training/Meetings	173,750	174,450	(700)	-0.40%
		Printing	2,025	1,300	725	55.77%
		Bonds/Insurance/Permits	430,000	380,000	50,000	13.16%
		Utilities (Gas/Water/Electric/Telephone)	750,500	771,000	(20,500)	-2.66%
		Trash & Rubbish	52,000	40,000	12,000	30.00%
		Repairs	3,461,985	2,480,600	981,385	39.56%
		Dues & Publications	41,431	42,225	(794)	-1.88%
	<b>Other Services &amp; Charges Total</b>		<b>7,894,814</b>	<b>6,692,275</b>	<b>1,202,539</b>	<b>17.97%</b>
<b>Operating Expense Total</b>			<b>17,748,930</b>	<b>15,486,181</b>	<b>2,262,749</b>	<b>14.61%</b>
<b>Non-Operating Expense</b>						
	Capital					
		Land/Buildings & Improvements	10,896,000	5,350,000	5,546,000	103.66%
		Major Equipment	260,000	1,092,600	(832,600)	-76.20%
		Motor Vehicles	316,000	312,000	4,000	1.28%
		AIP	40,125,781	39,852,858	272,923	0.68%
	<b>Capital Total</b>		<b>51,597,781</b>	<b>46,607,458</b>	<b>4,990,323</b>	<b>10.71%</b>
	Debt Service		1,127,168	1,125,368	1,800	0.16%
<b>Non-Operating Expense Total</b>			<b>52,724,949</b>	<b>47,732,826</b>	<b>4,992,123</b>	<b>10.46%</b>
<b>Grand Total</b>			<b>70,473,879</b>	<b>63,219,007</b>	<b>7,254,872</b>	<b>11.48%</b>



## Airport Rates and Charges

Effective September 1, 2023

Approved by the Airport Authority Board of Directors

### Resolution 2023-05

#### A RESOLUTION REPLACING RESOLUTION 2023- 01 ESTABLISHING RATES AND CHARGES FOR PERSONS, FIRMS, OR CORPORATIONS DOING BUSINESS WITH THE ST. JOSEPH COUNTY AIRPORT AUTHORITY BEGINNING MARCH 1, 2023

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 2023-01 established Rates and Charges for doing business with the Saint Joseph County Airport Authority in calendar year 2023; 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, 2023, 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.

		Signatory		Non-Signatory	
		Commercial			
<b>Aircraft Landing Fees</b>	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.		
				Commercial	\$1.45
				General Aviation MGLW > 12,500 lbs.	\$1.45
<b>Aircraft Loading Bridge Fees</b>				Signatory	Non-Signatory
	All Aircraft*				
	Loading Bridge	Per Flight	\$13.14	\$29.35	
	Switchback Ramp	Per Flight	\$131.25	\$183.75	
<b>Charter Airline Fees</b>			Signatory	Non-Signatory	
	(In addition to Landing and Loading Bridge Fees)				
	Counter Fee - Per Enplaned Passenger		\$0.74		
	Terminal Common Space - Per Enplaned Passenger		\$4.37		
	Terminal Common Space - Per Deplaned Passenger		\$1.37		
	Gate Fee	Per Flight		\$249.39	
	Per Turn Fee - Terminal Space	Per Flight	\$68.50	\$143.19	
	Public Address System	Per Month	\$38.86	\$85.31	
<b>Terminal Space - Exclusive</b>			Signatory	Non-Signatory	
	Administrative	Per sq. ft. per year	\$22.00	\$50.60	
	Counter	Per sq. ft. per year	\$49.24	\$102.54	
	Operations	Per sq. ft. per year	\$43.84	\$102.54	
	Bag Make-up	Per sq. ft. per year	\$37.52	\$102.54	
	Per Turn Fee		\$70.56	\$147.49	
<b>Terminal Space - Common Space</b>			Signatory	Non-Signatory	
	Hold Room Area	Per sq. ft. per year	\$45.50		
	Check Point	Per sq. ft. per year	\$45.50		
	Bag Claim	Per sq. ft. per year	\$51.01		
	Inbound Bag Room	Per sq. ft. per year	\$37.52		
	Public Address System	Per Month	\$40.03	\$87.86	
<b>Airline Shared Costs *</b>			Signatory		
	* Allocation by enplaned passengers compared to total enplaned passengers.				
	Security	Per Year	\$71,239.88		
	Access Control	Per Year	\$83,775.06		
<b>Other Airport Fees</b>			Signatory	Non-Signatory	
	Fuel Flowage Fees	Per Gallon	\$0.09	-	
	Banner Towing	Per Year	\$769.74	-	
	Glycol Permit	Per Year	\$100.00	-	
	Ground Rent	Per sq. ft. per yr.	Appraised FMV		
	Ramp Parking	Linear Ft. per Mo.	\$6.32	\$13.55	
	GA and Charter Ramp Parking (outside of terminal and leased spaces)		Special Events*	Regular Rates	
	Single Engine Propeller	per calendar day	\$40.00	\$20.00	
	Multi Engine Propeller	per calendar day	\$60.00	\$30.00	
	Jet Aircraft	per calendar day	\$120.00	\$60.00	
	*Days when Special Events rates apply are determined by the Executive Director or designee.				
<b>Passenger Facility Charge (PFC)</b>	\$4.50 per Enplaned Commercial Passenger, per FAA approved PFC Application.				



## Airport Rates and Charges

Effective September 1, 2023  
Approved by the Airport Authority Board of Directors

<b>U.S. Customs and Border Protection Fees (CBP)</b>	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
<b>Ground Transportation</b>					Rate
<b>Buses</b>	Scheduled		Per Boarded Passenger		\$2.50
	Charter			Passenger Count	Large (30+)
		Contract		Per Departure	\$59.67
		Non-Contract		Per Departure	\$131.26
<b>Limousine Operations</b>	Limousine, Van & Private Motor Carriers of Passengers			Per Year (Per Permit)	\$200.00
<b>Rental Car Companies</b>	Customer Facility Charge (CFC)		(Per Contract)	Day/Max	\$4.50/\$49.50
<b>Taxi Cab</b>	Cab Company Operation Permit			Per Year	\$600.00
<b>Transportation Network Company (TNC)</b> <small>(e.g.: Uber, Lyft, etc.)</small>				Annual Permit	\$1,500.00
				Per Pick Up	\$2.00
<b>Non-Airline Tenants</b>					Rate
	Level II Office Space (Premier)			Per sq. ft. per year	\$54.49
	Level I Office Space (Standard)			Per sq. ft. per year	\$22.00
	CAM (Common Area Maintenance)			Per sq. ft. per year	\$3.58
<b>Badging Fees</b>			SIDA	Sterile	AOA/Public
	Initial Issue		\$85.00	\$65.00	\$30.00
	Renewal/Reissue		\$60.00	\$35.00	\$25.00
					Rate
	Finger Print Processing				\$30.00
	Contractors (\$100.00 Refunded on Badge Return)				\$200.00
	<i>Contractor badge renewal</i>				\$60.00
	<b>Badges Expired for more than 30 days - Processed as Initial Issue</b>				
			1st Replacement	2nd Replacement	3rd Replacement *
	Lost Badge		\$50.00	\$100.00	\$250.00
<i>* With Airport Security Coordinator Approval</i>				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>					
<b>Airport Parking Charges</b>					Rate
<i>Waived for Authority Employees</i>	Parking Pass Replacement		Lost Hang Tag		\$10.00
	Parking or Safety Violation		Minimum Fine		\$20.00
	Rental Overflow Parking		Per Month		\$25.00
	Unattended Vehicle on the Front Drive		Minimum Fine		\$100.00
<b>Administrative Charges</b>					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%	
<b>Policy Violations</b>	First Violation				\$100.00
	Second Violation				\$250.00
	Third Violation				\$500.00
	Subsequent Violations				\$1,000.00
<b>Public Room Rental</b>	<i>Terminal tenants can request waiver for approved use</i>				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 (Plus Actual Labor Costs)		Per Hour	\$20.00	



## Airport Rates and Charges

Effective September 1, 2023  
Approved by the Airport Authority Board of Directors

Airport Authority Resources	Personnel (minimum charge 1 hour)			Per person
	Maintenance Department	Per Hour	\$48.64	\$72.96
	Operations Department	Per Hour	\$37.06	\$55.59
	Public Safety Department	Per Hour	\$41.63	\$62.44
	Public Safety Department (Charters - Non-Terminal)		Per Occurrence	\$300.02
	<b>Equipment (* Requires Airport Authority Operator) (minimum charge 1 hour/day)</b>			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.** The Authority Reserves the right to wave or reduce any fee, if deemed in the best interest of the Authority, at the discretion of the Executive Director.

**Section Four.** 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.

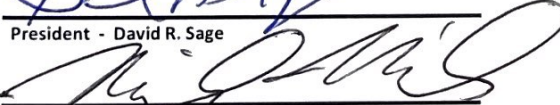
**Section Five.** This Resolution shall be in full force and effect from and after its passage.


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.

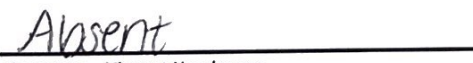
Adopted this 31st day of August 2023.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

  
\_\_\_\_\_  
President - David R. Sage

  
\_\_\_\_\_  
Vice President - Michael Misch

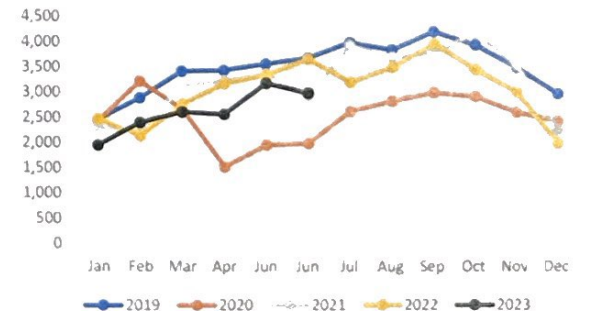
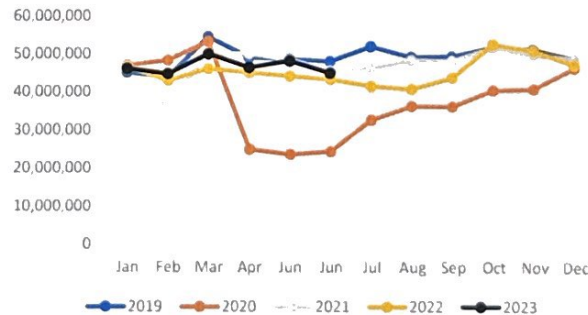
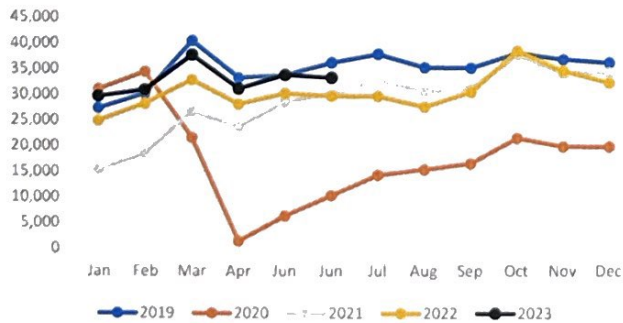
  
\_\_\_\_\_  
Treasurer - Andrew Kostielney

  
\_\_\_\_\_  
Secretary - Vincent Henderson

# 2023 COMPOSITE STATISTIC CHART



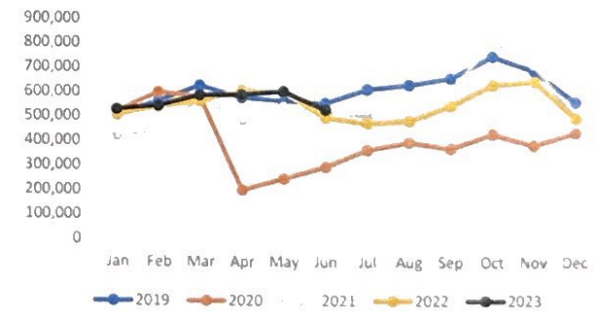
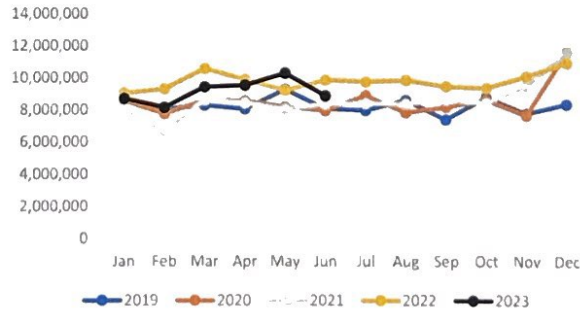
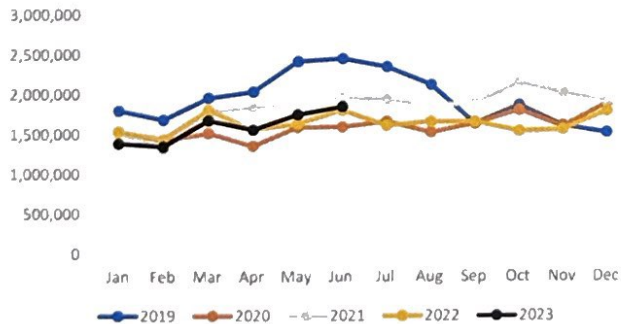
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
Jan	15,463	24,966	29,703	4,737	18.97%	40,212,339	46,692,655	46,125,804	(566,851)	-1.21%	2,323	2,481	1,960	(521)	-21.00%
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	33,695	3,568	11.84%	48,556,650	44,236,632	48,239,248	4,002,616	9.05%	3,401	3,385	3,217	(168)	-4.96%
Jun	30,046	29,528	33,064	3,536	11.98%	45,485,465	43,348,059	45,022,708	1,674,649	3.86%	2,968	3,708	3,032	(676)	-18.23%
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			
<b>Total</b>	<b>341,645</b>	<b>364,772</b>				<b>566,104,487</b>	<b>546,679,051</b>				<b>39,138</b>	<b>37,212</b>			
<b>YTD</b>	<b>142,956</b>	<b>173,814</b>	<b>196,171</b>	<b>22,357</b>	<b>12.86%</b>	<b>271,423,438</b>	<b>268,464,982</b>	<b>280,700,820</b>	<b>12,235,838</b>	<b>4.56%</b>	<b>17,336</b>	<b>17,719</b>	<b>15,845</b>	<b>(1,874)</b>	<b>-10.58%</b>



# 2023 COMPOSITE STATISTIC CHART



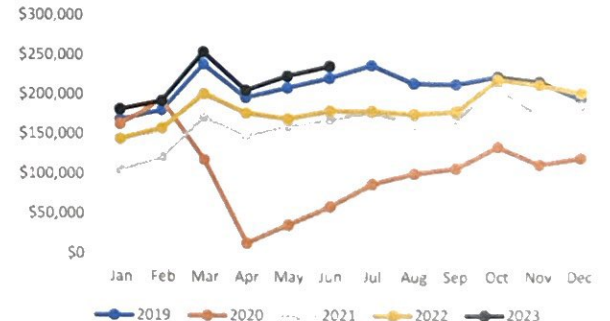
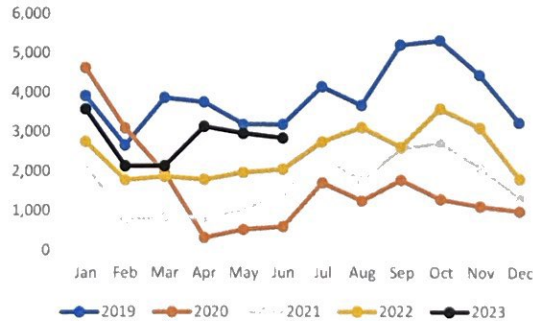
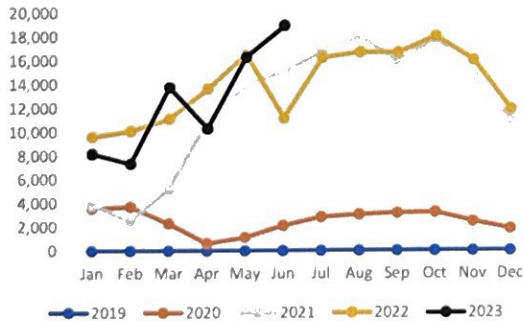
	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
Jan	1,526,394	1,534,927	1,388,489	(146,438)	-9.54%	8,007,000	9,039,600	8,703,435	(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	1,742,824	113,335	6.96%	8,054,200	9,237,440	10,304,311	1,066,871	11.55%	539,959	601,986	603,999	2,013	0.33%
Jun	1,960,534	1,798,094	1,841,175	43,081	2.40%	8,370,300	9,870,760	8,893,200	(977,560)	-9.90%	525,641	497,879	530,626	32,747	6.58%
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			
<b>Total</b>	<b>22,055,682</b>	<b>19,558,655</b>				<b>103,218,786</b>	<b>117,631,802</b>				<b>6,730,549</b>	<b>6,624,992</b>			
<b>YTD</b>	<b>10,304,967</b>	<b>9,764,948</b>	<b>9,547,101</b>	<b>(217,847)</b>	<b>-2.23%</b>	<b>48,161,390</b>	<b>57,935,860</b>	<b>55,065,641</b>	<b>(2,870,219)</b>	<b>-4.95%</b>	<b>2,992,089</b>	<b>3,320,412</b>	<b>3,385,598</b>	<b>65,186</b>	<b>1.96%</b>



2023 COMPOSITE STATISTIC CHART



Car Rental - Car Rental Days For Ref.	TNC Activity					Restaurant/Gift Shop - Gross Sales									
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
	For Ref.					For Ref.					For Ref.				
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	13,763	2,663	23.99%	831	1,859	2,133	274	14.74%	\$172,140	\$201,962	\$254,481	\$52,519	26.00%
Apr	10,972	13,625	10,292	(3,333)	-24.46%	817	1,781	3,132	1,351	75.86%	\$149,689	\$177,767	\$206,520	\$28,753	16.17%
May	13,990	16,510	16,293	(217)	-1.31%	1,014	1,958	2,955	997	50.92%	\$161,123	\$170,637	\$224,765	\$54,128	31.72%
Jun	15,103	11,154	18,956	7,802	69.95%	1,477	2,046	2,837	791	38.66%	\$169,924	\$180,810	\$237,454	\$56,644	31.33%
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	51,675	72,061	8,180	2,779	3.86%	7,082	12,158	16,766	4,608	37.90%	\$880,183	\$1,033,963	\$1,297,912	\$263,949	25.53%







	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	\$361,183	\$50,076	16.10%	10,437	15,290	11,791	(3,499)	-22.88%	12	17	8	(9)	-52.94%
Jun	\$245,370	\$263,585	\$333,718	\$70,133	26.61%	11,197	15,014	12,175	(2,839)	-18.91%	4	9	15	6	66.67%
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	\$1,372,644	\$1,899,730	\$2,358,736	\$459,006	24.16%	48,983	76,354	69,262	(7,092)	-9.29%	27	59	66	7	11.86%

