

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

OCTOBER 26, 2023

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, October 26, 2023, by President David Sage.

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

Comprising a quorum of the St. Joseph County Airport Authority District Board; also present at the meeting were:

Mike Daigle, CEO & Executive Director
Patrick Mac Carthaigh, Vice President of Operations
Aaliyah McKinney, Recording Secretary
LaShawnda Flowers, Accounting Manager
Hodge Patel, Abonmarche
Jim Sipocz, Friend of the Authority
Josiah Twiddy, Atlantic Aviation

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the September 28, 2023, Board meeting.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Minutes from the Board meeting held on September 28, 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 September 29, 2023.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Payroll Warrants dated September 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 October 13, 2023.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Payroll Warrants dated October 13, 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 the approval of the Invoice Vouchers and Claim Payments as per the Schedule dated October 26, 2023.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated October 26, 2023.

Mr. Misch questioned if the airport has a fleet management service or if the vehicles are managed by the airport. Mr. Daigle stated that the vehicles are managed by the airport.

Mr. Misch questioned if vehicle maintenance is also handled by the Authority team. Mr. Daigle stated that vehicle maintenance that can be executed within the capacity of the airport's team is handled internally.

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 AUGUST 2023.

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

In Ms. Matousova's absence, Mr. Daigle referred to the Statement of Revenues Disbursements and Activity (Accrual Basis) for the period ending August 31, 2023. Refer to the attached report.

Mr. Misch questioned if the deal with Shirley Heinze was ever completed. Mr. Daigle stated that it is still a work in progress as documentation is being collected and prepared.

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 THE EXTENSION OF AMERICAN AIRLINES AGREEMENT FOR 2024.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the extension of American Airlines agreement for 2024.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF GLYCOL AGREEMENT WITH CORPORATE WINGS.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve extension of glycol agreement with Corporate Wings.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF GLYCOL AGREEMENT WITH ATLANTIC AVIATION.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve extension of glycol agreement with Atlantic Aviation.

Mr. Sage questioned if the aforementioned glycol agreements were the only two in place. Mr. Daigle stated that those were the only two listed in that section of the agenda, but there are a couple more.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF AGREEMENT WITH CSA AIR, INC.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve extension of agreement with CSA Air, Inc.

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

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Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF AGREEMENT WITH UNITED PARCEL SERVICE (UPS).

Mr. Misch moved, and Mr. Henderson seconded the motion to approve extension of agreement with United Parcel Service (UPS).

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF GLYCOL AGREEMENT WITH UNITED PARCEL SERVICE (UPS).

Mr. Misch moved, and Mr. Henderson seconded the motion to approve extension of glycol agreement with United Parcel Service (UPS).

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

Mr. Sage introduced: CONSIDERATION TO APPROVE CANCELLATION OF AGREEMENTS WITH MICHIANA AIRCRAFT.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve cancellation of agreements with Michiana Aircraft.

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

Mr. Sage introduced: CONSIDERATION TO AWARD FOR THE CONSTRUCTION OF THE QUICK TURN AROUND (QTA) FACILITY TO THE LOWEST QUALIFIED BIDDER, R. YODER CONSTRUCTION IN THE AMOUNT OF \$6,095,950.00.

Mr. Misch moved, and Mr. Henderson seconded the motion to award for the construction of the Quick Turn Around (QTA) facility to the lowest qualified bidder, R. Yoder Construction in the amount of \$6,095,950.00.

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

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THE EXECUTIVE DIRECTOR'S REPORT

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

Mr. Daigle introduced LaShawnda Flowers, the Airport Authority's new Accounting Manager, and welcomed her to the team.

Mr. Daigle shared the results of the airport-wide breast cancer awareness t-shirt fundraiser and noted that \$1,499.60 was raised and donated to RiverBend Cancer Services. Mr. Daigle thanked the Employee Appreciation Committee and all employees and partners who participated.

Mr. Daigle notified the Board about the proposed 2024 Board Meeting dates that were included in their packets for review.

Mr. Daigle informed the Board about the Bears in the Air kick-off party invitations that were on their desks and encouraged them to invite their friends and acquaintances.

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. 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 11:41 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 August 31, 2023

Year To Date Comparison

	08/31/2022		08/31/2023		
	Actual	% of Annual	Actual	% of budget	Incr/(Decr)
Operating Activity					
Operating Revenue					
Airfield	642,883	59 %	705,097	60 %	62,214
Terminal - Aviation	1,354,715	66 %	1,433,629	64%	78,914
Terminal - Non-Aviation	144,827	61 %	174,026	81%	29,199
Concessions	1,115,684	65 %	1,203,574	85%	87,890
Parking	1,957,133	66 %	2,493,981	76%	536,847
FBO	434,976	61 %	469,989	73%	35,013
Building	238,725	58 %	240,976	61%	2,250
Other	16,000	76 %	29,000	181%	13,000
Total Operating Revenue	5,904,944	64 %	6,750,272	72%	845,329
Operating Expenses					
Employee Expenses	3,899,050	66 %	4,441,903	65 %	542,853
Supplies	661,512	66 %	521,926	26 %	(139,587)
Repairs	1,893,733	71 %	1,673,721	68 %	(220,012)
Service Contracts	119,307	78 %	85,720	57 %	(33,587)
Marketing	318,449	59 %	344,415	50 %	25,966
Utilities (Gas, Water, Elec)	464,307	71 %	521,012	69 %	56,705
Other Services and Charges	1,929,758	76 %	1,699,144	65 %	(230,615)
Total Operating Expenses	9,286,116	69 %	9,287,841	60 %	1,725
Operating Income (excluding depreciation)	(3,381,172)		(2,537,569)		843,604

Annual Comparison

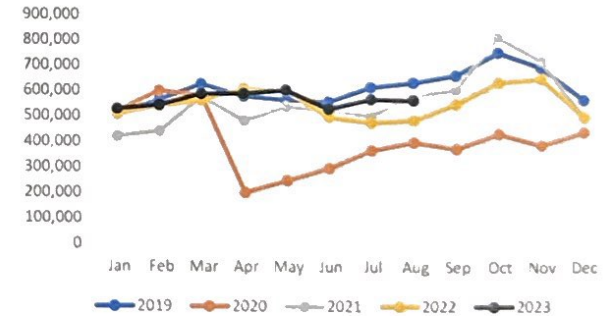
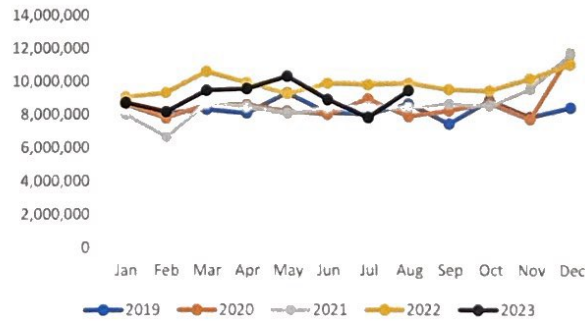
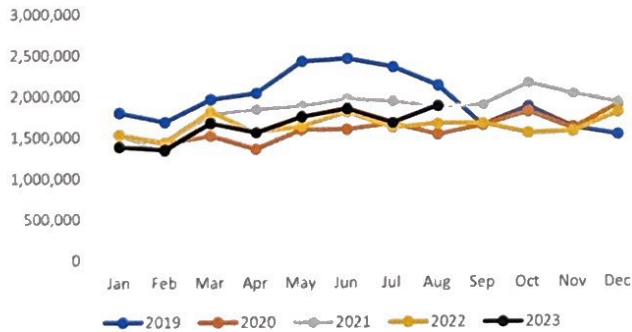
	2021	2022	2023	2023
	actual	actual	budget	projections
Operating Revenue				
Airfield	1,039,140	1,083,096	1,177,861	1,057,646
Terminal - Aviation	1,997,095	2,066,043	2,238,439	2,150,444
Terminal - Non-Aviation	181,639	238,506	214,615	261,039
Concessions	1,483,202	1,715,155	1,422,276	1,805,361
Parking	2,400,620	2,980,794	3,286,748	3,740,971
FBO	614,469	718,616	642,862	704,984
Building	377,870	411,111	397,277	361,464
Other	13,000	21,000	16,000	16,000
Total Operating Revenue	8,107,036	9,234,322	9,396,078	10,097,908
Operating Expenses				
Employee Expenses	5,431,677	5,951,875	6,806,306	6,793,499
Supplies	733,883	1,005,731	1,987,600	782,889
Repairs	1,466,921	2,671,422	2,474,700	2,510,582
Service Contracts	121,704	153,696	150,100	128,580
Marketing	500,814	540,677	689,900	516,622
Utilities (Gas, Water, Elec)	629,929	650,121	750,000	781,518
Other Services and Charges	1,876,412	2,555,603	2,627,575	2,548,716
Total Operating Expenses	10,761,340	13,529,124	15,486,181	14,062,405
Operating Income (excluding depreciation)	(2,654,304)	(4,294,802)	(6,090,103)	(3,964,497)

Non-Operating Activity

Other Revenue							
Property Taxes	1,424,033	57 %	1,515,964	46 %	91,930	2,447,993	2,502,402
Financial Institution Taxes	2,905	57 %	2,119	38 %	(786)	4,537	5,120
License Excise Taxes	92,541	50 %	84,209	32 %	(8,331)	194,217	186,806
Com. Vehicle Excise Taxes	9,631	50 %	9,573	36 %	(58)	18,659	19,263
C.O.I.T.	293,034	68 %	483,971	108 %	190,937	581,848	428,199
Interest Revenue	129,417	35 %	775,860	874 %	646,443	55,342	372,421
Federal Grant LEO	76,708	71 %	77,109	77 %	400	125,020	107,588
Federal Grant - ARP	4,238,283	85 %	0	N/A	(4,238,283)	-	4,994,943
Federal Grant-CARES	0	0 %	0	N/A	0	3,085,898	-
Miscellaneous Revenue	285,961	89 %	192,272	192 %	(93,689)	71,482	321,781
Customer Facility Charge	418,165	58 %	508,784		90,619	321,545	721,756
Total Other Revenue	6,970,678	72 %	3,649,861	72 %	(3,320,817)	6,906,541	9,660,279
Total Income	3,589,506		1,112,292		(2,477,213)	4,252,236	5,365,477
Capital Activity							
Capital Grants	7,642,137	13 %	8,211,994	0 %	569,857	12,064,153	17,142,668
Capital Spending	11,063,894	25 %	13,524,470	21 %	2,460,577	12,058,265	21,712,098
Net Activity	167,749		(4,200,184)		(4,367,933)	4,258,124	796,047



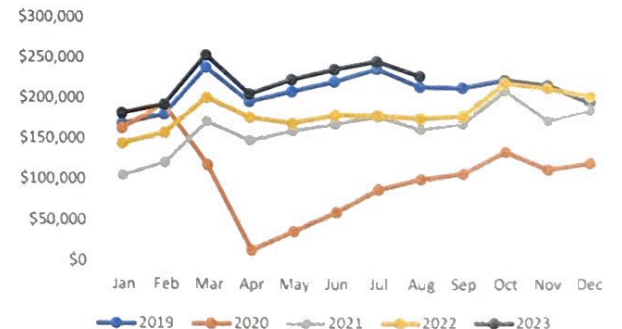
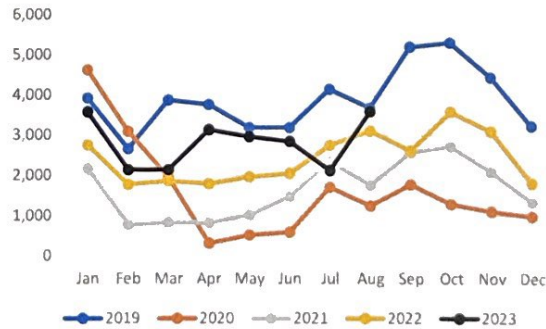
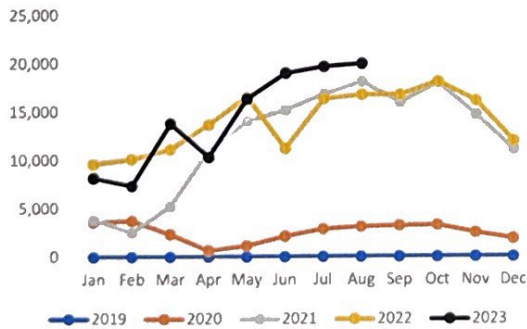
	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
Jan	1,526,394	1,534,927	1,388,489	(146,438)	-9.54%	8,007,000	9,039,600	8,703,435	(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	1,668,049	60,076	3.74%	8,419,500	9,774,060	7,802,100	(1,971,960)	-20.18%	506,406	476,485	569,538	93,053	19.53%
Aug	1,855,901	1,652,943	1,872,550	219,607	13.29%	8,396,600	9,870,680	9,424,900	(445,780)	-4.52%	584,011	487,086	565,380	78,294	16.07%
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	14,091,378	13,025,864	13,087,700	61,836	0.47%	64,977,490	77,580,600	72,292,641	(5,287,959)	-6.82%	4,082,506	4,283,983	4,520,516	236,533	5.52%



2023 COMPOSITE STATISTIC CHART



	Car Rental - Car Rental Days					TNC Activity					Restaurant/Gift Shop - Gross Sales				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	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	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	19,608	3,346	20.58%	2,353	2,744	2,123	(621)	-22.63%	\$179,650	\$181,054	\$247,765	\$66,711	36.85%
Aug	18,076	16,689	19,927	3,238	19.40%	1,760	3,110	3,590	480	15.43%	\$164,149	\$177,556	\$230,033	\$52,477	29.56%
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	86,544	105,012	114,375	9,363	8.92%	11,195	18,012	22,479	4,467	24.80%	\$1,059,833	\$1,215,017	\$1,775,710	\$383,137	31.53%



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	\$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	\$322,194	\$68,222	26.86%	15,889	18,102	13,964	(4,138)	-22.86%	7	11	7	(4)	-36.36%
Aug	\$242,553	\$258,883	\$326,556	\$67,673	26.14%	11,650	14,814	12,291	(2,523)	-17.03%	6	16	7	(9)	-56.25%
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. To	\$3,049,137	\$3,648,347				141,895	166,935				86	141			
YTD	\$1,632,832	\$2,153,702	\$3,007,486	\$594,901	27.62%	76,522	109,270	95,517	(13,753)	-12.59%	40	86	80	(6)	-6.98%

