

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

NOVEMBER 27, 2023

MONDAY

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

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

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  
Patrick Mac Carthaigh, Vice President of Operations  
Julie Curtis, Vice President of Marketing & Air Service Development  
Renata Matousova, Vice President of Finance & Administration  
Rich VonInderstine, Assistant Vice President of Operations & Maintenance  
Sue Oakley, Recording Secretary  
Randy Jones, Corporate Wings  
Jim Sipocz, Friend of the Authority

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the October 26, 2023, Board meeting.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Minutes from the Board meeting held on October 26, 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 27, 2023.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated October 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 November 9, 2023.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated November 9, 2023.

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

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

NOVEMBER 27, 2023

MONDAY

The next item on the Agenda is the approval of the Invoice Vouchers and Claim Payments as per the Schedule dated November 16, 2023.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated November 16, 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 SEPTEMBER 2023.

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

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

Jim Sipocz, Friend of the Authority, questioned the property that was purchased on U.S. 20 for \$4 million and asked if it was a trailer park. Mr. Daigle stated that the land that was purchased is near the old Lincolnway and across the bypass.

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.

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD**

**NOVEMBER 27, 2023**

**MONDAY**

NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO APPROVE THE EXTENSION OF NICTD TO JAN 31, 2024.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve the extension of NICTD to Jan 31, 2024.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE NEW GLYCOL AGREEMENT WITH UNITED GROUND EXPRESS.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve new glycol agreement with United Ground Express.

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 DELTA AIR LINES, INC.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve extension of glycol agreement with Delta Air Lines, Inc.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF USE AND LEASE AGREEMENT WITH DELTA AIR LINES.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve extension of Use and Lease agreement with Delta Air Lines.

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

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD**

**NOVEMBER 27, 2023**

**MONDAY**

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF OPERATING PERMIT WITH SKYLINE MASSAGE CHAIRS.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve extension of operating permit with Skyline Massage Chairs

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

Mr. Sage introduced: CONSIDERATION TO APPROVE EXTENSION OF AVIS BUDGET GROUP AGREEMENT FOR VIP PARKING SPOTS IN THE RENTAL CAR READY LOT.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve extension of AVIS Budget Group agreement for VIP Parking spots in the rental Car ready lot.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE APPLICATION, ACCEPTANCE, AND USE OF READI FUNDS.

Mr. Misch moved, and Mr. Kostielney seconded the motion to approve application, acceptance, and use of READI funds.

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

Mr. Sage introduced: CONSIDERATION TO ENTER INTO AN AGREEMENT WITH AMADEUS TO CONVERT EASE TO ACUS SYSTEM FOR COMMON USE GATES, INCLUDING ONE YEAR SUBSCRIPTION AND SUPPORT TOTALING \$106,706.08, AND AUTHORIZING THE CEO AND EXECUTIVE DIRECTOR TO PROCESS ALL NECESSARY DOCUMENTS TO PROCEED.

Mr. Misch moved, and Mr. Kostielney seconded the motion to enter into an agreement with Amadeus to convert EASE to ACUS system for common use gates, including one year subscription and support totaling \$106,706.08, and authorizing the CEO and Executive director to process all necessary documents to proceed.

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

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD**

**NOVEMBER 27, 2023**

**MONDAY**

THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2023 Composite Statistic Chart for the period ending September 30, 2023.

Mr. Daigle reminded the Board about the Bears in the Air kick-off event scheduled for Friday, December 1, 2023.

Mr. Daigle introduced Rich VonInderstine, the Airport Authority's new Assistant Vice President of Operations & Maintenance, and welcomed him 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 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 11:12 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 September 30, 2023

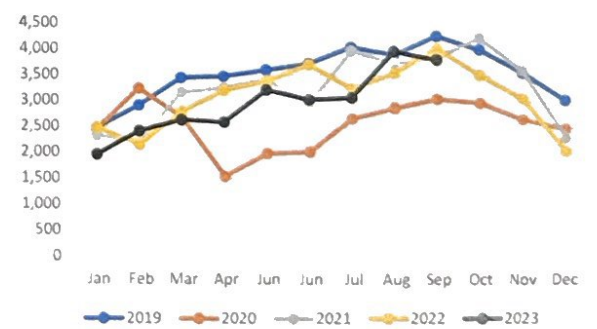
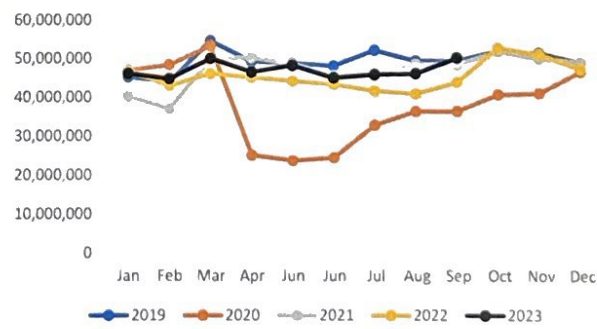
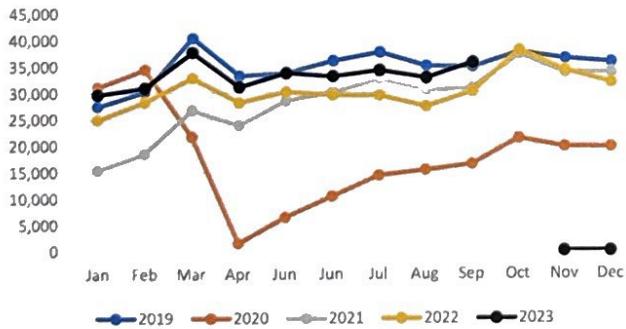
	Year To Date Comparison					Annual Comparison			
	09/30/2022		09/30/2023		Incr/(Decr)	2021	2022	2023	2023
	Actual	% of Annual	Actual	% of budget		actual	actual	budget	projections
<b>Operating Activity</b>									
Operating Revenue									
Airfield	740,947	68 %	884,236	75 %	143,289	1,039,140	1,083,096	1,177,861	1,178,981
Terminal - Aviation	1,548,287	75 %	1,625,052	73%	76,765	1,997,095	2,066,043	2,238,439	2,166,736
Terminal - Non-Aviation	177,780	75 %	198,691	93%	20,911	181,639	238,506	214,615	264,921
Concessions	1,265,340	74 %	1,400,741	98%	135,401	1,483,202	1,715,155	1,422,276	1,867,655
Parking	2,207,796	74 %	2,822,220	86%	614,424	2,400,620	2,980,794	3,286,748	3,762,960
FBO	513,356	71 %	552,392	86%	39,036	614,469	718,616	642,862	736,523
Building	264,768	64 %	261,440	66%	(3,328)	377,870	411,111	397,277	348,586
Other	16,000	76 %	29,000	181%	13,000	13,000	21,000	16,000	16,000
<b>Total Operating Revenue</b>	<b>6,734,274</b>	<b>73 %</b>	<b>7,773,772</b>	<b>83%</b>	<b>1,039,498</b>	<b>8,107,036</b>	<b>9,234,322</b>	<b>9,396,078</b>	<b>10,342,363</b>
Operating Expenses									
Employee Expenses	4,637,899	78 %	5,200,302	76 %	562,403	5,431,677	5,951,875	6,806,306	6,760,393
Supplies	701,374	70 %	631,967	32 %	(69,407)	733,883	1,005,731	1,987,600	842,623
Repairs	1,942,687	73 %	2,018,598	82 %	75,911	1,466,921	2,671,422	2,474,700	2,691,464
Service Contracts	127,260	83 %	104,326	70 %	(22,934)	121,704	153,696	150,100	139,101
Marketing	334,418	62 %	373,386	54 %	38,968	500,814	540,677	689,900	497,848
Utilities (Gas, Water, Elec)	516,586	79 %	555,253	74 %	38,666	629,929	650,121	750,000	740,337
Other Services and Charges	2,163,509	85 %	1,819,295	69 %	(344,214)	1,876,412	2,555,603	2,627,575	2,425,727
<b>Total Operating Expenses</b>	<b>10,423,735</b>	<b>77 %</b>	<b>10,703,127</b>	<b>69 %</b>	<b>279,393</b>	<b>10,761,340</b>	<b>13,529,124</b>	<b>15,486,181</b>	<b>14,097,493</b>
<b>Operating Income (excluding depreciation)</b>	<b>(3,689,461)</b>		<b>(2,929,355)</b>		<b>760,105</b>	<b>(2,654,304)</b>	<b>(4,294,802)</b>	<b>(6,090,103)</b>	<b>(3,755,131)</b>
<b>Non-Operating Activity</b>									
Other Revenue									
Property Taxes	1,424,033	57 %	1,515,964	46 %	91,930	2,447,993	2,502,402	3,300,000	3,300,000
Financial Institution Taxes	2,905	57 %	2,119	38 %	(786)	4,537	5,120	5,566	5,566
License Excise Taxes	92,541	50 %	84,209	32 %	(8,331)	194,217	186,806	263,593	263,593
Com. Vehicle Excise Taxes	9,631	50 %	9,573	36 %	(58)	18,659	19,263	26,920	26,920
C.O.I.T.	326,826	76 %	522,352	116 %	195,527	581,848	428,199	450,000	450,000
Interest Revenue	182,196	49 %	877,060	987 %	694,864	55,342	372,421	88,819	1,169,414
Federal Grant LEO	87,747	82 %	97,927	98 %	10,180	125,020	107,588	100,000	100,000
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	286,096	89 %	197,244	197 %	(88,852)	71,482	321,781	100,000	200,000
Customer Facility Charge	493,185	68 %	598,707		105,522	321,545	721,756	700,000	798,276
<b>Total Other Revenue</b>	<b>7,143,442</b>	<b>74 %</b>	<b>3,905,157</b>	<b>78 %</b>	<b>(3,238,286)</b>	<b>6,906,541</b>	<b>9,660,279</b>	<b>5,034,898</b>	<b>6,313,769</b>
<b>Total Income</b>	<b>3,453,982</b>		<b>975,801</b>		<b>(2,478,181)</b>	<b>4,252,236</b>	<b>5,365,477</b>	<b>(1,055,205)</b>	<b>2,558,638</b>
Capital Activity									
Capital Grants	10,993,485	13 %	12,147,195	0 %	1,153,710	12,064,153	17,142,668	38,552,858	38,552,858
Capital Spending	15,926,360	25 %	18,294,324	21 %	2,367,965	12,058,265	21,712,098	46,607,458	46,607,458
<b>Net Activity</b>	<b>(1,478,892)</b>		<b>(5,171,328)</b>		<b>(3,692,436)</b>	<b>4,258,124</b>	<b>796,047</b>	<b>(9,109,805)</b>	<b>(5,495,962)</b>



# 2023 COMPOSITE STATISTIC CHART



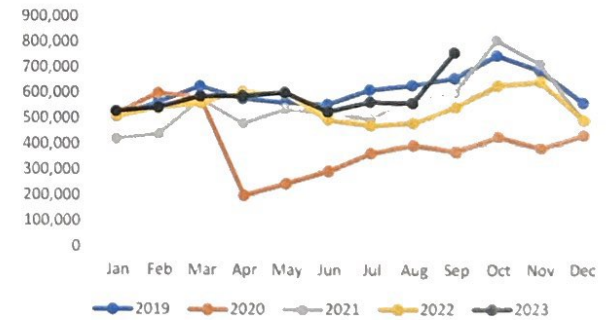
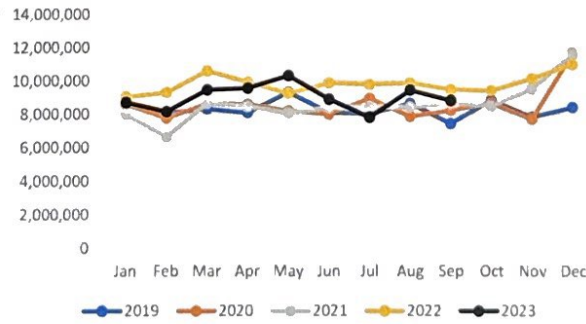
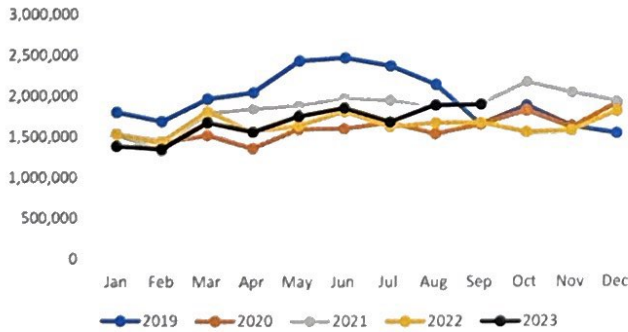
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%	2021	2022	2023	Diff.	%
Jan	15,463	24,966	29,703	4,737	18.97%	40,212,339	46,692,655	46,125,804	(566,851)	-1.21%	2,323	2,481	1,960	(521)	-21.00%
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	34,167	4,719	16.02%	46,458,257	41,682,314	45,847,394	4,165,080	9.99%	3,989	3,253	3,077	(176)	-5.41%
Aug	30,412	27,319	32,757	5,438	19.91%	48,507,803	40,928,975	46,168,576	5,239,601	12.80%	3,763	3,560	3,977	417	11.71%
Sep	30,825	30,163	35,671	5,508	18.26%	48,437,707	43,991,213	50,264,861	6,273,648	14.26%	3,866	4,041	3,824	(217)	-5.37%
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>236,708</b>	<b>260,744</b>	<b>298,766</b>	<b>38,022</b>	<b>14.58%</b>	<b>414,827,205</b>	<b>395,067,484</b>	<b>422,981,651</b>	<b>27,914,167</b>	<b>7.07%</b>	<b>28,954</b>	<b>28,573</b>	<b>26,723</b>	<b>(1,850)</b>	<b>-6.47%</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	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	1,874,902	220,229	13.31%	8,649,600	9,490,394	8,824,934	(665,460)	-7.01%	609,089	550,612	765,185	214,573	38.97%
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>15,976,478</b>	<b>14,680,537</b>	<b>14,962,602</b>	<b>282,065</b>	<b>1.92%</b>	<b>73,627,090</b>	<b>87,070,994</b>	<b>81,117,575</b>	<b>(5,953,419)</b>	<b>-6.84%</b>	<b>4,691,595</b>	<b>4,834,595</b>	<b>5,285,701</b>	<b>451,106</b>	<b>9.33%</b>





# 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	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	20,935	4,268	25.61%	2,581	2,614	3,212	598	22.88%	\$171,287	\$180,898	\$261,219	\$80,321	44.40%		
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	102,469	121,679	135,310	13,631	11.20%	13,776	20,626	25,691	5,065	24.56%	\$1,395,269	\$1,573,471	\$2,036,929	\$463,458	29.45%		

