

A G E N D A

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
SOUTH BEND INTERNATIONAL AIRPORT
4477 PROGRESS DRIVE, SOUTH BEND, INDIANA
MEETING THURSDAY, FEBRUARY 29, 2024 TIME 11:30 A.M.**

1. Call to Order.

2. Approve Minutes from the January 25, 2024, Board meeting.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

3. Approve Payroll Warrants for February 2, 2024.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

4. Approve Payroll Warrants for February 16, 2024.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

5. Approve Invoice Vouchers and Claim Payments as per Schedule dated February 29, 2024.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

6. Report of Financial Statement for the Month of December 2023.

Motion to accept the report.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

PRIVILEGE OF THE FLOOR

TABLED AND UNFINISHED BUSINESS

None

CONTINUING BUSINESS

None

NEW BUSINESS

1. Consideration to ratify Executive Session Item 2024-2-1, accomplishments of CEO & Executive Director, and authorizing the President of the Authority Board to take the steps necessary to move the item forward and sign any and all appropriate documents.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

2. Consideration to award the Construction Administration Services for the Gate 4 and 8 Project to Mead and Hunt in the amount of \$385,497.95.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

3. Consideration to extend the Allegiant Use and Lease agreement for 2024.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

4. Consideration to extend the Autoclave Agreement with Atlantic Aviation through Dec 31, 2024.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

5. Consideration to extend the Autoclave Agreement with Corporate Wings through Dec 31, 2024.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

6. Consideration to extend the Drivers-Seat South Bend Limousine agreement through Jan 31, 2025.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

7. Consideration to approve an agreement with FT Air to provide Aircraft Maintenance services for FedEx through Feb 28, 2025.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

8. Consideration to assign the Leep Enterprises LLC agreement to GL Flight SBN RE, LLC.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

9. Consideration to cancel the agreement with WRIDZ, a TNC company.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

10. Consideration to cancel the Ramp lease agreement with Wilco.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

11. Consideration to authorize staff to complete and advertise a Request For Proposal (RFP) to solicit, receive, review proposals, and return a recommendation to the Board for possible tenants to lease available building spaces.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

12. Consideration to approve carrying over the 2023 encumbrances from the 2023 Appropriations Budget to the 2024 Appropriations Budget as per attached sheet. (Attachment 1)

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

EXECUTIVE DIRECTOR'S REPORT

ADJOURNMENT

1. Motion to adjourn the meeting.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

Carryover Encumbrances from 2023 to 2024 SJCAA Budget

Totals by Fund and Account

Aviation Fund

6123	Group Insurance	\$	5,400.00
6130	Uniforms	\$	4,926.00
6132	Other Benefits	\$	3,056.00
6259	Pavements/Grounds Supplies	\$	43,904.38
6260	Building Supplies	\$	1,550.00
6261	Minor Equipment/Supplies	\$	22,840.86
6262	Motor Vehicle Supplies	\$	150.00
6265	Data/Communications Supplies	\$	19,254.99
6308	Service Contracts	\$	2,360.00
6309.0002	Promotion - Advertising - Media	\$	15,365.40
6309.0005	Promotion - Marketing - Air Service Dev	\$	2,000.00
6310	Legal Services	\$	23,153.00
6311	Professional/Tech Services	\$	35,457.47
6321	Postage and Freight	\$	1,482.20
6340	Offical Bonds, Insurance, Permits	\$	1,353.06
6351	Trash and Rubbish Removal	\$	2,641.39
6360	Repair-Buildings	\$	29,226.00
6362	Repair-Motor Vehicles	\$	14,700.00
6363	Repair-Heat, Vent, A/C	\$	36,800.00
6365	Repair-Data/Communications	\$	101,643.91
6410.0016	Board Room Relocation, Terminal Building	\$	458.16
6462.0018	2023 John Deere 544 P	\$	2,000.00
6465.0003	Common Use Airline Ticket Kiosks	\$	28,207.00
6465.0004	Common Use Gate ACUS System	\$	82,743.61
6480.0003	AIP - Taxiway Bravo & Terminal Ramp	\$	50,040.93
6480.0004	AIP - Airport Master Plan	\$	84,132.55
6480.0006	AIP - ALCMS Airfield Lighting Vault Improvements	\$	928,024.17
6480.0008	AIP 62 - Taxiway Bravo & Terminal Ramp Bid C	\$	2,989,517.04
6480.0009	AIP - Taxiway Bravo & Terminal Ramp Bid D	\$	576,118.75
6480.0010	AIP - Concourse - Gate 4 Accessibility Project	\$	30,246.06
6410.0015	23936 Lincolnway West, Lot 36 Ex N, Hollywood Heights	\$	16,000.00
6462.0019	2024 Tiger Extreme Triple Flail	\$	303,000.00
Total Aviation Fund		\$	5,457,752.93

Customer Facility Charge Fund

6360	Repair-Buildings	\$	80,000.00
6410.0008	Quick Turn Around Car Wash Facility	\$	6,095,095.00
Total Customer Facility Charge Fund		\$	6,175,095.00

Tax Revenue Fund

6410.0017	Land Purchase of 004-1029-0529	\$	1,501,000.00
6410.0023	Land Purchase of 004-1027-0468	\$	8,631.01
Total Tax Revenue Fund		\$	1,509,631.01

Total Carryover Encumbrances	\$	13,142,478.94
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