

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

APRIL 25, 2024

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, April 25, 2024, by President David Sage.

Present: David Sage, President  
Michael Misch, Vice President  
Dr. Vincent Henderson, Secretary  
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  
Renata Matousova, Vice President of Finance & Administration  
Mike Ornat, Safety Chief  
Aaliyah McKinney, Recording Secretary  
Jim Sipocz, Friend of the Authority

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the April 5, 2024, Board meeting.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Minutes from the Board meeting held on April 5, 2024.

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 April 12, 2024.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Payroll Warrants dated April 12, 2024.

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 April 25, 2024.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated April 25, 2024.

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

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

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Mr. Sage introduced the next item on the Agenda.

## FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY 2024.

Mr. Misch moved, and Mr. Henderson seconded the motion to accept the Financial Statement report for the month of February 2024.

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Modified Accrual Basis) for the period ending February 29, 2024. 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

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.

## NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO APPROVE USE AND LEASE AGREEMENT FOR FEDERAL EXPRESS CORPORATION.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve Use and Lease agreement for Federal Express Corporation.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE CORPORATE WINGS – SBN LLC ADDENDUM 1 TO LEASE AND OPERATIONS AGREEMENT.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve Corporate Wings – SBN LLC Addendum 1 to Lease and Operations Agreement.

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

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

**APRIL 25, 2024**

**THURSDAY**

Mr. Sage introduced: CONSIDERATION TO APPROVE ATLANTIC AVIATION ADDENDUM 1 TO LEASE AND OPERATIONS AGREEMENT.

Mr. Misch moved, and Mr. Henderson seconded the motion to approve Atlantic Aviation Addendum 1 to Lease and Operations Agreement.

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

Mr. Sage introduced: CONSIDERATION TO EXTEND OPERATING PERMIT FOR PLANE CARE OF NORTHERN MI, INC, D/B/A MI JET SERVICES.

Mr. Misch moved, and Mr. Henderson seconded the motion to extend Operating Permit for Plane Care of Northern MI, Inc, d/b/a MI Jet Services.

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

Mr. Sage introduced: CONSIDERATION TO AUTHORIZE STAFF TO AWARD PUBLIC WORKS PROJECTS PURSUANT TO INDIANA CODE 36-1-12, PUBLIC WORKS PROJECTS, WHILE SJCAA PURCHASING POLICIES ARE BEING UPDATED TO REFLECT THE CURRENT INDIANA CODE.

Mr. Misch moved, and Mr. Henderson seconded the motion to authorize staff to award public works projects pursuant to Indiana Code 36-1-12, Public Works Projects, while SJCAA Purchasing Policies are being updated to reflect the current Indiana Code.

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

Mr. Sage introduced: CONSIDERATION FOR AUTHORITY TO SELL APPROXIMATELY 19 ACRES IN THE BLACKTHORN DEVELOPMENT AREA.

Mr. Misch made a motion to table this item. Mr. Henderson seconded the motion.

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

# ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

APRIL 25, 2024

THURSDAY

Mr. Sage introduced: CONSIDERATION TO ENTER INTO A FIVE-YEAR AGREEMENT, PLUS TWO OPTIONAL YEARS, WITH AEROCLOUD SYSTEMS LTD TO PROVIDE THE COMMON USE PASSENGER PROCESSING SYSTEM (CUPPS) HARDWARE AND SOFTWARE AT THE SBN INTERNATIONAL AIRPORT, AT A ONE TIME COST OF \$64,797, AND ANNUAL FEE OF \$39,500, WITH ANNUAL INCREASES STARTING THE THIRD YEAR OF THE CONTRACT AND AUTHORIZING THE CEO & EXECUTIVE DIRECTOR TO SIGN THE NECESSARY DOCUMENTS TO COMPLETE THIS PROJECT.

Mr. Misch moved, and Mr. Henderson seconded the motion to enter into a five-year agreement, plus two optional years, with AeroCloud Systems Ltd to provide The Common Use Passenger Processing System (CUPPS) hardware and software at the SBN International Airport, at a one-time cost of \$64,797, and annual fee of \$39,500, with annual increases starting the third year of the contract and authorizing the CEO & Executive Director to sign the necessary documents to complete this project.

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

## THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2024 Composite Statistic Chart for the period ending February 29, 2024.

Mr. Sage questioned how many taxi services currently operate at SBN. Mr. Daigle stated that there are two, Eagle Cab and United Cab.

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

**APRIL 25, 2024**

**THURSDAY**

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 February 29, 2024

## Year To Date Comparison

	02/28/2023	02/29/2024			
	Actual	Actual	% of budget	Incr/(Decr)	%
<b>Operating Activity</b>					
<b>Operating Revenue</b>					
Airfield	179,080	186,042	14 %	6,962	4%
Terminal - Aviation	352,919	365,634	15%	12,715	4%
Terminal - Non-Aviation	40,325	45,070	16%	4,744	12%
Concessions	219,833	253,833	15%	34,000	15%
Parking	544,905	677,705	16%	132,800	24%
FBO	109,702	113,983	15%	4,281	4%
Building	31,497	23,875	6%	(7,622)	-24%
Other	10,000	12,000	46%	2,000	20%
<b>Total Operating Revenue</b>	<b>1,488,261</b>	<b>1,678,141</b>	<b>15%</b>	<b>189,880</b>	<b>13%</b>
<b>Operating Expenses</b>					
Employee Expenses	1,068,158	1,195,133	15 %	126,976	12%
Supplies	126,412	144,110	8 %	17,698	14%
Repairs	192,134	174,022	4 %	(18,112)	-9%
Service Contracts	17,820	22,371	12 %	4,551	26%
Marketing	94,061	95,742	11 %	1,681	2%
Utilities (Gas, Water, Elec)	157,196	168,822	22 %	11,626	7%
Other Services and Charges	341,903	321,779	12 %	(20,123)	-6%
<b>Total Operating Expenses</b>	<b>1,997,683</b>	<b>2,121,980</b>	<b>14 %</b>	<b>124,297</b>	<b>6%</b>
<b>Operating Income (excluding depreciation)</b>	<b>(509,422)</b>	<b>(443,839)</b>		<b>65,583</b>	

## Annual Comparison

	2022	2023	2024	2024
	actual	actual	budget	projections
<b>Operating Revenue</b>				
Airfield	1,083,096	1,284,799	1,342,403	1,225,500
Terminal - Aviation	2,066,043	2,171,942	2,359,684	2,221,998
Terminal - Non-Aviation	238,506	265,071	283,880	283,338
Concessions	1,715,155	1,878,772	1,715,496	1,846,171
Parking	2,980,794	3,806,007	4,368,205	4,399,903
FBO	718,616	749,096	762,583	731,113
Building	411,111	402,072	389,179	224,010
Other	21,000	32,000	26,000	26,000
<b>Total Operating Revenue</b>	<b>9,234,322</b>	<b>10,589,758</b>	<b>11,247,430</b>	<b>10,958,033</b>
<b>Operating Expenses</b>				
Employee Expenses	5,952,103	6,864,732	8,065,266	7,768,366
Supplies	1,005,731	1,025,817	1,788,850	1,017,046
Repairs	2,705,414	2,910,361	4,481,985	1,840,071
Service Contracts	153,696	181,209	181,375	180,857
Marketing	540,677	571,252	902,500	577,958
Utilities (Gas, Water, Elec)	650,121	730,594	750,500	898,782
Other Services and Charges	2,557,053	2,232,840	2,595,454	2,016,050
<b>Total Operating Expenses</b>	<b>13,564,795</b>	<b>14,516,805</b>	<b>15,486,181</b>	<b>14,299,129</b>
<b>Operating Income (excluding depreciation)</b>	<b>(4,330,473)</b>	<b>(3,927,047)</b>	<b>(4,238,751)</b>	<b>(3,341,096)</b>

## Non-Operating Activity

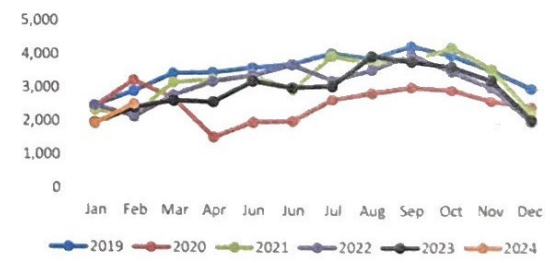
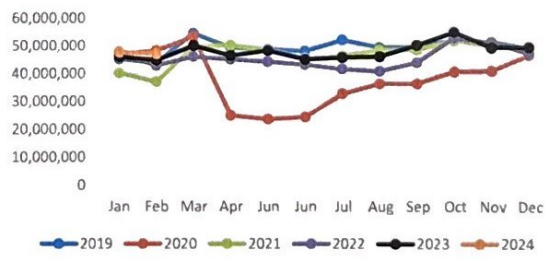
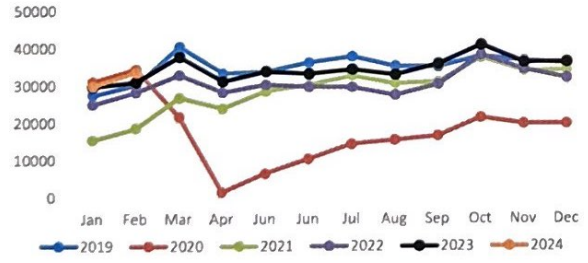
<b>Other Revenue</b>					
Property Taxes	0	0	0 %	0	N/A
Financial Institution Taxes	0	0	0 %	0	N/A
License Excise Taxes	0	0	0 %	0	N/A
Com. Vehicle Excise Taxes	0	0	0 %	0	N/A
C.O.I.T.	76,762	98,501	20 %	21,740	28 %
Interest Revenue	178,953	140,102	14 %	(38,851)	(22) %
Federal Grant LEO	0	18,637	19 %	18,637	N/A
Federal Grant - ARP	0	0	N/A	0	N/A
Miscellaneous Revenue	765	1,112	1 %	348	45 %
Customer Facility Charge	101,007	106,668		5,661	6 %
<b>Total Other Revenue</b>	<b>357,487</b>	<b>365,021</b>	<b>6 %</b>	<b>7,534</b>	<b>2 %</b>
<b>Total Income</b>	<b>(151,935)</b>	<b>(78,818)</b>		<b>73,117</b>	
<b>Capital Activity</b>					
Capital Grants	710,388	2,089,548	0 %	1,379,160	
Capital Spending	220,320	(972,546)	21 %	(1,192,866)	
<b>Net Activity</b>	<b>338,133</b>	<b>2,983,277</b>		<b>2,645,144</b>	

<b>Other Revenue</b>				
Property Taxes	2,502,402	2,663,423	3,584,396	3,584,396
Financial Institution Taxes	5,120	4,212	5,566	5,566
License Excise Taxes	186,806	180,162	263,593	263,593
Com. Vehicle Excise Taxes	19,263	19,147	26,920	26,920
C.O.I.T.	428,199	637,495	500,000	500,000
Interest Revenue	372,421	1,131,531	1,000,000	863,241
Federal Grant LEO	107,588	116,898	100,000	20,000
Federal Grant - ARP	4,994,943	-	-	-
Miscellaneous Revenue	321,781	239,220	100,000	100,000
Customer Facility Charge	721,756	841,662	800,000	764,421
<b>Total Other Revenue</b>	<b>9,660,279</b>	<b>5,833,751</b>	<b>6,380,475</b>	<b>6,128,137</b>
<b>Total Income</b>	<b>5,329,806</b>	<b>1,906,704</b>	<b>2,141,724</b>	<b>2,787,041</b>
<b>Capital Activity</b>				
Capital Grants	17,142,668	18,347,567	38,552,858	38,552,858
Capital Spending	21,712,098	31,184,181	46,607,458	46,607,458
<b>Net Activity</b>	<b>760,376</b>	<b>(10,929,910)</b>	<b>(5,912,876)</b>	<b>(5,267,559)</b>

2024 COMPOSITE STATISTIC CHART



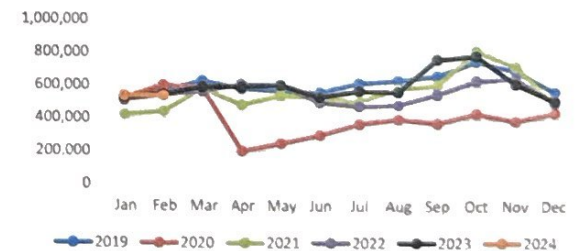
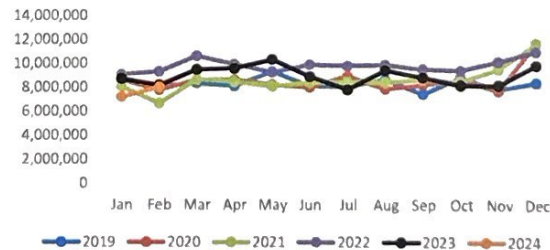
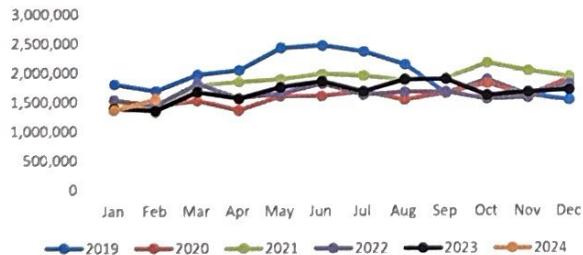
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	24,966	29,703	29,982	279	0.9%	46,692,655	46,125,804	47,779,476	1,653,672	3.6%	2,481	1,960	1,934	(26)	-1.3%
Feb	28,257	30,957	33,649	2,692	8.7%	42,980,546	44,768,740	47,189,915	2,421,175	5.4%	2,149	2,412	2,532	120	5.0%
Mar	32,817	37,664				46,095,733	50,032,891				2,793	2,629			
Apr	28,119	31,088				45,111,357	46,511,429				3,203	2,595			
May	30,127	33,695				44,236,632	48,239,248				3,385	3,217			
Jun	29,528	33,064				43,348,059	45,022,708				3,708	3,032			
Jul	29,448	34,167				41,682,314	45,847,394				3,253	3,077			
Aug	27,319	32,757				40,928,975	46,168,576				3,560	3,977			
Sep	30,163	35,671				43,991,213	50,264,861				4,041	3,824			
Oct	38,001	40,684				52,874,638	54,936,574				3,525	3,678			
Nov	34,167	36,003				51,221,012	49,419,646				3,067	3,274			
Dec	31,860	36,109				47,515,917	49,565,761				2,047	2,112			
<b>Total</b>	364,772	411,562				546,679,051	576,903,632				37,212	35,787			
<b>YTD</b>	53,223	60,660	63,631	2,971	4.9%	89,673,201	90,894,544	94,969,391	4,074,847	4.5%	4,630	4,372	4,466	94	2.2%



2024 COMPOSITE STATISTIC CHART



	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons						
	For Ref.	2022	2023	2024	Diff.	%	For Ref.	2022	2023	2024	Diff.	%	For Ref.	2022	2023	2024	Diff.
Jan	1,534,927	1,388,489	1,359,896	(28,593)	-2.1%	9,039,600	8,703,435	7,181,500	(1,521,935)	-17.5%	509,330	528,696	536,795	8,099	1.5%		
Feb	1,437,603	1,348,676	1,543,817	195,141	14.5%	9,299,000	8,162,415	7,987,000	(175,415)	-2.1%	539,704	544,163	536,844	(7,319)	-1.3%		
Mar	1,806,958	1,671,767				10,586,680	9,452,900				562,910	588,430					
Apr	1,557,877	1,554,170				9,902,380	9,549,380				608,603	589,684					
May	1,629,489	1,742,824				9,237,440	10,304,311				601,986	603,999					
Jun	1,798,094	1,841,175				9,870,760	8,893,200				497,879	530,626					
Jul	1,607,973	1,668,049				9,774,060	7,802,100				476,485	569,538					
Aug	1,652,943	1,872,550				9,870,680	9,424,900				487,086	565,380					
Sep	1,654,673	1,874,902				9,490,394	8,824,934				550,612	765,185					
Oct	1,535,816	1,598,454				9,408,560	8,188,500				636,767	788,475					
Nov	1,556,970	1,655,028				10,151,468	8,188,500				652,288	617,254					
Dec	1,785,332	1,693,526				11,000,780	9,856,720				501,342	514,833					
<b>Total</b>	<b>19,558,655</b>	<b>19,909,610</b>				<b>117,631,802</b>	<b>107,351,295</b>				<b>6,624,992</b>	<b>7,206,263</b>					
<b>YTD</b>	<b>2,972,530</b>	<b>2,737,165</b>	<b>2,903,713</b>	<b>166,548</b>	<b>6.1%</b>	<b>18,338,600</b>	<b>16,865,850</b>	<b>15,168,500</b>	<b>(1,697,350)</b>	<b>-10.1%</b>	<b>6,624,992</b>	<b>1,072,859</b>	<b>1,073,639</b>	<b>780</b>	<b>0.1%</b>		





2024 COMPOSITE STATISTIC CHART



	Republic Parking - Gross Sales					South Shore Passengers					International Flights - GAF				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	\$298,806	\$372,121	\$436,966	\$64,845	17.4%	8,972	9,775	8,213	(1,562)	-16.0%	5	9	7	(2)	-22.2%
Feb	\$316,284	\$354,454	\$466,727	\$112,273	31.7%	8,940	8,829	8,510	(319)	-3.6%	6	11	4	(7)	-63.6%
Mar	\$364,154	\$486,224				13,530	12,919				8	10			
Apr	\$345,794	\$451,036				14,608	13,773				14	13			
May	\$311,107	\$361,183				15,290	11,791				17	8			
Jun	\$263,585	\$333,718				15,014	12,175				9	15			
Jul	\$253,972	\$322,194				18,102	13,964				11	7			
Aug	\$258,883	\$326,556				14,814	12,291				16	7			
Sep	\$278,520	\$365,106				13,613	11,767				18	9			
Oct	\$367,839	\$451,892				16,039	12,390				11	12			
Nov	\$316,313	\$406,791				14,639	12,190				18	9			
Dec	\$273,090	\$371,458				13,374	13,338				8	10			
Ann. To	\$3,648,347	\$4,602,733				166,935	145,202				141	120			
YTD	\$615,090	\$726,575	\$903,693	\$177,118	24.38%	17,912	18,604	16,723	(1,881)	-10.1%	11	20	11	(9)	-45.0%

