

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

JULY 18, 2024

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, July 18, 2024, by President David Sage.

Present: David Sage, President
Andrew Kostielney, Vice President
Ashley Portolese-Miller, Secretary

Absent: Vincent Henderson, Treasurer

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

Mike Daigle, CEO & Executive Director
Michael Misch, Attorney
Patrick Mac Carthaigh, Vice President of Operations
Alan Tio, Vice President of Business Development
Renata Matousova, Vice President of Finance & Administration
Rich VonInderstine, Assistant Vice President of Operations & Maintenance
Michael Ornat, Safety Chief
Samantha Brady, Assistant Operations Manager
Aaliyah McKinney, Recording Secretary
Hodge Patel, Abonmarche
Jim Sipocz, Friend of the Authority

Mr. Sage introduced the first item on the Agenda, election of officers for July - December 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to elect the officers for July - December 2024.

Mr. Sage officially welcomed Ms. Portolese-Miller to the Airport Authority Board.

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

Mr. Sage introduced the next item on the Agenda, approval of the Minutes from the June 27, 2024, Board meeting.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Minutes from the Board meeting held on June 27, 2024.

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 June 21, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Payroll Warrants dated June 21, 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 July 5, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Payroll Warrants dated July 5, 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 July 18, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Invoice Vouchers and Claim Payments per the Schedule dated July 18, 2024.

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 MAY 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to accept the Financial Statement report for the month of May 2024.

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Modified Accrual Basis) for the period ending May 31, 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

Jim Sipocz, Friend of the Authority, questioned if the Airport Authority has ever considered talking to the airlines about having larger aircraft at SBN. Mr. Daigle stated that the Authority has had discussions with each of the airlines regarding having the capacity to grow. He added

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that the issue is that the aircraft would have to be taken from other routes and brought here, but assured that those conversations are being had.

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.

NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO ACCEPT AND APPROVE THE AUDITOR'S REPORT FOR FISCAL YEAR 2023.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to accept and approve the Auditor's report for fiscal year 2023.

Mr. Sage thanked the staff and commented that the Auditor's report had no findings and was one of the best reports the Authority has ever had.

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

Mr. Sage introduced: CONSIDERATION TO EXTEND THE NICTD/AUTHORITY AGREEMENT TO SEP 30, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to extend the NICTD/Authority agreement to Sep 30, 2024.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE LEASE AGREEMENT WITH PANTHER TRAX FOR LUGGAGE DELIVERY SERVICES.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the lease agreement with Panther Trax for luggage delivery services.

Mr. Sage questioned if Panther Trax delivers luggage for all of the airlines. Mr. Daigle stated that he believes so.

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

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Mr. Sage introduced: CONSIDERATION TO APPROVE THE ROYAL EXCURSION OPERATING Permit.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Royal Excursion Operating Permit.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE GO RITEWAY OPERATING PERMIT.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve Go Riteway Operating Permit.

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

Mr. Sage introduced: CONSIDERATION TO AWARD BOARD ROOM RELOCATION AND CONSTRUCTION TO THE LOWEST, QUALIFIED, BIDDER, THE NEVAN GROUP, IN THE AMOUNT OF \$469,000.00.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to award Board Room Relocation and Construction to the lowest, qualified, bidder, The Nevan Group, in the amount of \$469,000.00.

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

Mr. Sage introduced: CONSIDERATION TO AWARD, FOR THE TERMINAL FRONTAGE IMPROVEMENT PROJECT, "PART A: 30% DESIGN AND BOT PROCUREMENT" SERVICES TO THE TEAM OF BUTLER, FAIRMAN & SEUFERT, INC., ABONMARCHE, AND JQOL IN THE AMOUNT OF \$460,469.00.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to award, for the Terminal Frontage Improvement Project, "Part A: 30% Design and BOT Procurement" Services to the team of Butler, Fairman & Seufert, Inc., Abonmarche, and JQOL in the amount of \$460,469.00.

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 2024 Composite Statistic Chart for the period ending May 31, 2024.

Mr. Kostielney questioned if there was an explanation for why the cargo has been continuously down. Mr. Daigle stated that part of it is due to different size aircraft, as there have been smaller incoming aircraft utilized and some days cargo capacity is limited; and total gross landed weight has decreased due to the use of smaller aircraft.

Mr. Sage presented a certificate to Samantha Brady for her achievement of becoming a Certified Member (C.M.) through the American Association of Airport Executives (AAAE) and congratulated her for her accomplishment.

Mr. Sage introduced: ADJOURNMENT

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

There was a motion by Mr. Kostielney and seconded by Ms. Portolese-Miller to adjourn the meeting.

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

The Board meeting was adjourned at 11:45 a.m.

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By:


Secretary

Written By: Michael A. Daigle, A.A.E

ST. JOSEPH COUNTY AIRPORT AUTHORITY

Monthly Financial Report - Modified Accrual

For the Period Ending May 31, 2024

Year To Date Comparison

	05/31/2023	05/31/2024	% of budget	Incr/(Decr)	%
	Actual	Actual			
Operating Revenue					
Airfield	457,691	538,507	40 %	80,817	18%
Terminal - Aviation	894,776	933,256	40%	38,481	4%
Terminal - Non-Aviation	107,530	121,157	43%	13,627	13%
Concessions	652,083	759,153	44%	107,070	16%
Parking	1,610,695	1,901,812	44%	291,117	18%
FBO	288,857	292,617	38%	3,760	1%
Building	154,436	148,465	38%	(5,971)	-4%
Other	26,000	35,000	135%	9,000	35%
Total Operating Revenue	4,192,068	4,729,968	42%	537,900	13%

Annual Comparison

	2022	2023	2024	2024
	actual	actual	budget	projections
Operating Revenue				
Airfield	1,083,096	1,284,799	1,342,403	1,402,040
Terminal - Aviation	2,066,043	2,171,942	2,359,684	2,252,582
Terminal - Non-Aviation	238,506	265,071	283,880	294,721
Concessions	1,715,155	1,878,772	1,715,496	2,004,614
Parking	2,980,794	3,806,007	4,368,205	4,529,127
FBO	718,616	749,096	762,583	730,563
Building	411,111	402,072	389,179	371,421
Other	21,000	32,000	26,000	26,000
Total Operating Revenue	9,234,322	10,589,758	11,247,430	11,611,068
Operating Expenses				
Employee Expenses	5,952,103	6,864,732	8,065,266	7,353,710
Supplies	1,005,731	1,025,817	1,788,850	1,210,913
Repairs	2,705,414	2,910,361	4,481,985	1,224,425
Service Contracts	153,696	181,209	181,375	252,504
Marketing	540,677	571,252	902,500	572,423
Utilities (Gas, Water, Elec)	650,121	730,594	750,500	688,509
Other Services and Charges	2,557,053	2,232,840	2,595,454	2,488,473
Total Operating Expenses	13,564,795	14,516,805	15,486,181	13,790,957
Operating Income (excluding depreciation)	(4,330,473)	(3,927,047)	(4,238,751)	(2,179,890)

Operating Activity

Operating Revenue

Airfield	457,691	538,507	40 %	80,817	18%
Terminal - Aviation	894,776	933,256	40%	38,481	4%
Terminal - Non-Aviation	107,530	121,157	43%	13,627	13%
Concessions	652,083	759,153	44%	107,070	16%
Parking	1,610,695	1,901,812	44%	291,117	18%
FBO	288,857	292,617	38%	3,760	1%
Building	154,436	148,465	38%	(5,971)	-4%
Other	26,000	35,000	135%	9,000	35%
Total Operating Revenue	4,192,068	4,729,968	42%	537,900	13%

Operating Expenses

Employee Expenses	2,860,304	3,111,185	39 %	250,881	9%
Supplies	349,333	453,823	25 %	104,490	30%
Repairs	763,727	394,293	9 %	(369,434)	-48%
Service Contracts	47,115	80,852	45 %	33,737	72%
Marketing	231,162	235,022	26 %	3,860	2%
Utilities (Gas, Water, Elec)	330,150	298,514	40 %	(31,636)	-10%
Other Services and Charges	771,774	940,266	36 %	168,492	22%
Total Operating Expenses	5,353,566	5,513,955	36 %	160,389	3%

Operating Income (excluding depreciation) (1,161,498) (783,986) 377,511

Non-Operating Activity

Other Revenue

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.	191,905	333,271	67 %	141,367	74 %
Interest Revenue	463,132	334,027	33 %	(129,106)	(28) %
Federal Grant LEO	28,285	49,538	50 %	21,253	N/A
Federal Grant - ARP	0	0	N/A	0	N/A
Miscellaneous Revenue	177,586	11,118	11 %	(166,468)	(94) %
Customer Facility Charge	272,237	304,925		32,688	12 %
Total Other Revenue	1,133,145	1,032,878	16 %	(100,266)	(9) %
Total Income	(28,353)	248,892		277,245	

Capital Activity

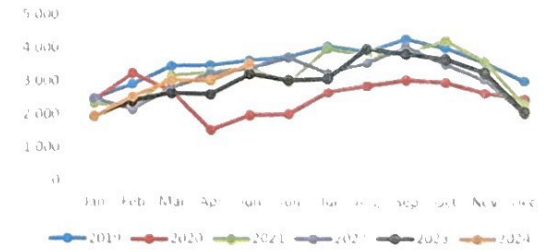
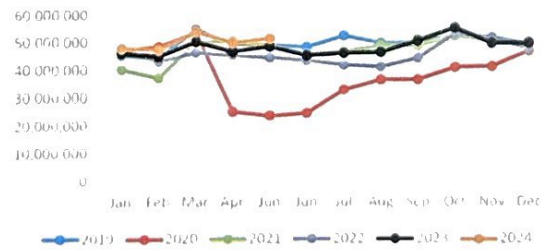
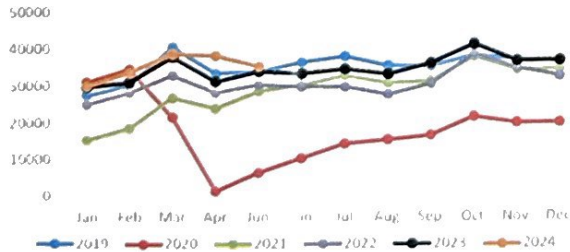
Capital Grants	1,942,317	2,712,734	0 %	770,417	
Capital Spending	4,273,436	9,079,939	21 %	4,806,504	
Net Activity	(2,359,471)	(6,118,313)		(3,758,842)	

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	808,881
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	837,270
Total Other Revenue	9,660,279	5,833,751	6,380,475	6,146,627
Total Income	5,329,806	1,906,704	2,141,724	3,966,737
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
Net Activity	760,376	(10,929,910)	(5,912,876)	(4,087,863)

2024 COMPOSITE STATISTIC CHART



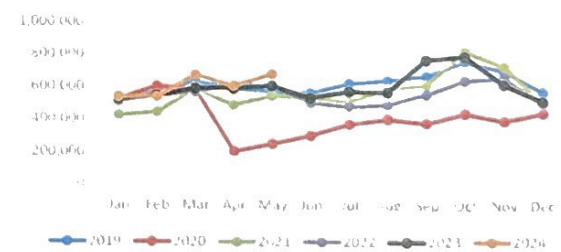
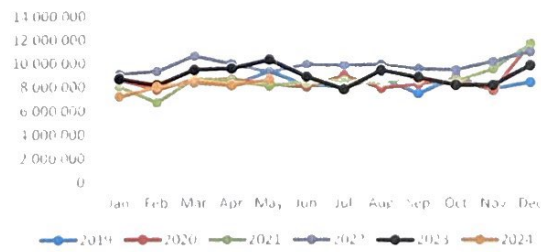
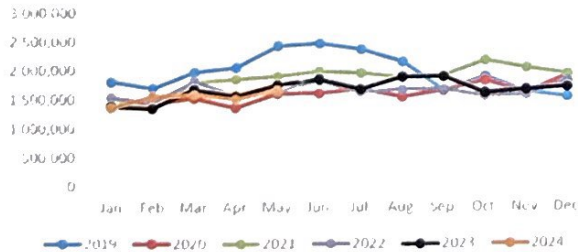
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	24,966	29,703	29,982	279	0.9%	46,692,655	46,125,804	47,779,476	1,653,672	3.6%	2,481	1,960	1,934	(26)	-1.3%
Feb	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	38,514	850	2.3%	46,095,733	50,032,891	53,691,797	3,658,906	7.3%	2,793	2,629	3,026	397	15.1%
Apr	28,119	31,088	38,004	6,916	22.2%	45,111,357	46,511,429	49,657,991	3,146,562	6.8%	3,203	2,595	3,021	426	16.4%
May	30,127	33,695	35,052	1,357	4.0%	44,236,632	48,239,248	51,150,696	2,911,448	6.0%	3,385	3,217	3,507	290	9.0%
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			
Total	364,772	411,562				546,679,051	576,903,632				37,212	35,787			
YTD	144,286	163,107	175,201	12,094	7.4%	225,116,923	235,678,112	249,469,875	13,791,763	5.9%	14,011	12,813	14,020	1,207	9.4%



2024 COMPOSITE STATISTIC CHART



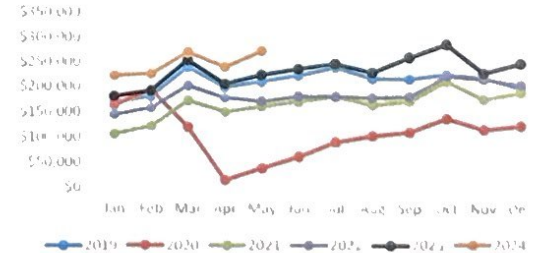
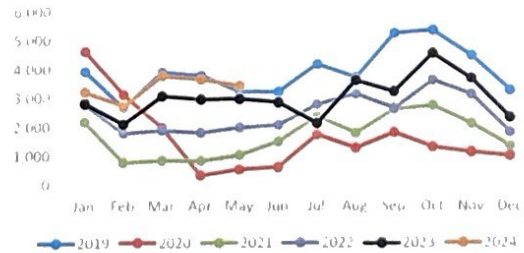
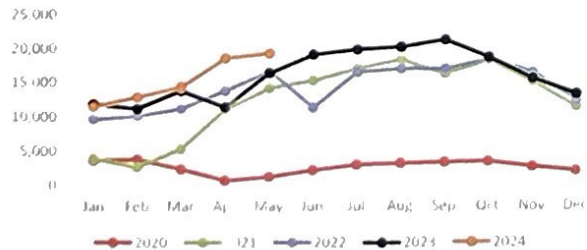
	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	1,534,927	1,388,489	1,359,896	(28,593)	-2.1%	9,039,600	8,703,435	7,181,500	(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	1,573,970	(97,797)	-5.8%	10,586,680	9,452,900	8,427,000	(1,025,900)	-10.9%	562,910	588,430	669,234	80,804	13.7%
Apr	1,557,877	1,554,170	1,497,698	(56,472)	-3.6%	9,902,380	9,549,380	8,095,600	(1,453,580)	-15.2%	608,603	589,684	601,940	12,256	2.1%
May	1,629,489	1,742,824	1,650,311	(92,513)	-5.3%	9,237,440	10,304,311	8,587,000	(1,717,311)	-16.7%	601,986	603,999	672,467	68,468	11.3%
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			
Total	19,558,655	19,909,610				117,631,802	107,351,295				6,624,992	7,206,263			
YTD	7,966,854	7,705,926	7,625,692	(80,234)	-1.0%	48,065,100	46,172,441	40,278,300	(5,894,141)	-12.8%	6,624,992	2,854,972	3,017,280	162,308	5.7%



2024 COMPOSITE STATISTIC CHART



	Car Rental - Car Rental Days*						TNC Activity					Restaurant/Gift Shop - Gross Sales				
	For Ref.						For Ref.					For Ref.				
	2021	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	3,843	9,583	11,886	11,456	(430)	-3.6%	2,743	2,830	3,189	359	12.7%	\$144,430	\$181,930	\$222,172	\$40,242	22.1%
Feb	2,555	10,089	11,212	12,752	1,540	13.7%	1,771	2,111	2,700	589	27.9%	\$158,357	\$192,762	\$225,730	\$32,968	17.1%
Mar	5,212	11,100	13,763	14,235	472	3.4%	1,859	3,064	3,741	677	22.1%	\$201,962	\$254,481	\$270,625	\$16,144	6.3%
Apr	10,972	13,625	11,369	18,447	7,078	62.3%	1,781	2,947	3,599	652	22.1%	\$177,767	\$206,520	\$239,643	\$33,123	16.0%
May	13,990	16,510	16,293	19,100	2,807	17.2%	1,958	2,955	3,395	440	14.9%	\$170,637	\$224,765	\$272,611	\$47,846	21.3%
Jun	15,103	11,154	18,956				2,046	2,837				\$180,810	\$237,454			
Jul	16,793	16,262	19,608				2,744	2,123				\$181,054	\$247,765			
Aug	18,076	16,689	19,927				3,110	3,590				\$177,556	\$230,033			
Sep	15,925	16,667	20,935				2,614	3,212				\$180,898	\$261,219			
Oct	17,945	18,057	18,379				3,588	4,538				\$222,155	\$287,797			
Nov	14,645	16,059	15,225				3,102	3,671				\$215,733	\$229,963			
Dec	11,050	11,908	12,956				1,808	2,337				\$205,334	\$249,849			
Ann. To	146,109	167,703	190,509				29,124	36,215				\$2,216,693	\$2,804,537			
YTD	36,572	60,907	64,523	75,990	11,467	17.8%	10,112	13,907	16,624	2,717	19.5%	\$853,153	\$1,060,458	\$1,230,782	\$170,324	16.1%



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	\$556,549	\$70,325	14.5%	13,530	12,919	13,427	508	3.9%	8	10	6	(4)	-40.0%
Apr	\$345,794	\$451,036	\$476,179	\$25,143	5.6%	14,608	13,773	12,596	(1,177)	-8.5%	14	13	4	(9)	-69.2%
May	\$311,107	\$361,183	\$411,178	\$49,995	13.8%	15,290	11,791	16,802	5,011	42.5%	17	8	14	6	75.0%
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	\$1,636,145	\$2,025,018	\$2,347,599	\$322,581	15.93%	61,340	57,087	59,548	2,461	4.3%	50	51	35	(16)	-31.4%

