

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

SEPTEMBER 26, 2024

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, September 26, 2024, by President David Sage.

Present: David Sage, President
Ashley Portolese-Miller, Secretary
Vincent Henderson, Treasurer

Absent: Andrew Kostielney, 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
Michael Misch, Attorney
Patrick Mac Carthaigh, Vice President of Operations
Alan Tio, Vice President of Business Development
Julie Curtis, Vice President of Marketing & Air Service Development
Renata Matousova, Vice President of Finance & Administration
Michael Ornat, Safety Chief
Aaliyah McKinney, Recording Secretary
Hodge Patel, Abonmarche
Drew Snodderly, Rieth-Riley
Josiah Twiddy, Atlantic Aviation
Jeremy Yahwak, Project Manager

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

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve the Minutes from the Board meeting held on August 27, 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 August 30, 2024.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve the Payroll Warrants dated August 30, 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 September 13, 2024.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve the Payroll Warrants dated September 13, 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 September 26, 2024.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated September 26 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 JULY 2024.

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

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

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 AWARD OF CONSTRUCTION SERVICES FOR TAXIWAY BRAVO AND TERMINAL APRON (TBAT) PHASE E (2025) TO THE LOWEST QUALIFIED BIDDER, RIETH-RILEY CONSTRUCTION CO., IN THE AMOUNT OF \$16,828,498.00.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve the award of construction services for Taxiway Bravo and Terminal Apron (TBAT) Phase E (2025) to the lowest qualified bidder, Rieth-Riley Construction Co., in the amount of \$16,828,498.00.

Mr. Sage questioned when this will start. Mr. Mac Carthaigh stated that the goal is to start on May 1, but they are aiming to get started on preliminary work sooner.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE AIRPORT RATES AND CHARGES RESOLUTION 2024-08.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve Airport Rates and Charges Resolution 2024-08.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE RESOLUTION 2024-09 FOR THE 2025 REVENUE AND EXPENSE AUTHORITY BUDGETS.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve Resolution 2024-09 for the 2025 Revenue and Expense Authority budgets.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE RECOMMENDATION TO EXERCISE 1 YEAR RENEWAL OPTION WITH THE PERFORMANCE COMPANIES, INC. (D/B/A PERFORMANCE PLUS) FOR AIRPORT CUSTODIAL SERVICES IN THE AMOUNT OF \$833,316.00.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve Recommendation to exercise 1 year renewal option with The Performance Companies, Inc. (d/b/a Performance Plus) for airport custodial services in the amount of \$833,316.00.

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Mr. Sage questioned what hours Performance Plus operates. Mr. Daigle stated that they begin work when the airport opens around 4:30am, and they stay until the last aviation customers are exiting, typically around 9:30 or 10:00pm, or sometimes later.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE INTERLOCAL AGREEMENT BETWEEN ST. JOSEPH COUNTY AND ST. JOSEPH COUNTY AIRPORT AUTHORITY RELATING TO UNIFIED HEALTH BENEFIT SELF-INSURANCE PLAN.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve the Interlocal agreement between St. Joseph County and St. Joseph County Airport Authority Relating to Unified Health Benefit Self-Insurance Plan.

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 FAA GRANT ENTITLEMENT AND DISCRETIONARY FUNDS FOR THE TAXIWAY B PROJECT 2025, AND AUTHORIZING THE CEO & EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY DOCUMENTS.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve application, acceptance, and use of FAA Grant Entitlement and Discretionary funds for the Taxiway B project 2025, and authorizing the CEO & Executive Director to execute all necessary documents.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE APPLICATION AND USE OF STATE / INDOT GRANT FUNDS FOR THE TAXIWAY B PROJECT 2025, AND AUTHORIZING THE CEO & EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY DOCUMENTS.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve application and use of State / INDOT Grant funds for the Taxiway B project 2025, and authorizing the CEO & Executive Director to execute all necessary documents.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE COMMERCIAL PERMIT TO NOTRE DAME CREDIT UNION FOR ATM SERVICES.

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Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve commercial Permit to Notre Dame Credit Union for ATM services.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE UPDATED FOREIGN-TRADE ZONE # 125 ZONE SCHEDULE EFFECTIVE SEPT 26, 2024.

Mr. Henderson made a motion to table this item, and Ms. Portolese-Miller seconded the motion.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE LEASE EXTENSION TO ATLANTIC FOR GLYCOL STORAGE.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve lease extension to Atlantic for Glycol storage.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE LEASE EXTENSION TO CORPORATE WINGS FOR GLYCOL STORAGE.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve lease extension to Corporate Wings for Glycol storage.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE LEASE EXTENSION TO UPS FOR GLYCOL STORAGE.

Mr. Henderson moved, and Ms. Portolese-Miller seconded the motion to approve lease extension to UPS for Glycol storage.

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

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

Mr. Henderson moved, and M. Portolese-Miller seconded the motion to extend the NICTD/Authority agreement to Nov 30, 2024.

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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 July 31, 2024.

Mr. Daigle reported that the full-scale triennial Airport Emergency Preparedness Exercise drill went very well. He noted that it had the largest volunteer turnout that he has seen during his time at SBN. He thanked the planning team, SkyWest who provided an aircraft to make it more realistic, and mutual aid agencies who participated. He mentioned that ongoing after-action reviews are in progress to see what can be improved upon.

Mr. Daigle thanked the planning group for the breast cancer awareness month t-shirt fundraiser. He reported that more than \$800 was raised and will be donated to RiverBend Cancer Services.

Mr. Daigle reported that on Sunday, September 22, the TSA throughput was 2,003 passengers which is 174% above normal. He noted that it was the busiest day in the current calendar year, and the fifth busiest day since 2010.

Mr. Sage introduced: ADJOURNMENT

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

There was a motion by Mr. Henderson 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 11:46 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 July 31, 2024

Year To Date Comparison				
07/31/2023		07/31/2024		
Actual	Actual	% of budget	Incr/(Decr)	%

Annual Comparison			
2022	2023	2024	2024
actual	actual	budget	projections

Operating Activity

Operating Revenue					
Airfield	621,137	744,271	55 %	123,135	20%
Terminal - Aviation	1,257,572	1,312,132	56%	54,560	4%
Terminal - Non-Aviation	151,786	181,844	64%	30,058	20%
Concessions	1,008,811	1,054,562	61%	45,751	5%
Parking	2,200,378	2,573,985	59%	373,608	17%
FBO	408,024	415,477	54%	7,454	2%
Building	204,621	194,167	50%	(10,454)	-5%
Other	29,000	38,000	146%	9,000	31%
Total Operating Revenue	5,881,328	6,999,439	62%	1,118,110	19%
Operating Expenses					
Employee Expenses	3,916,868	4,271,578	53 %	354,710	9%
Supplies	452,110	598,187	33 %	146,077	32%
Repairs	1,394,235	724,530	16 %	(669,705)	-48%
Service Contracts	58,795	89,502	49 %	30,706	52%
Marketing	318,580	288,093	32 %	(30,487)	-10%
Utilities (Gas, Water, Elec)	436,970	407,078	54 %	(29,892)	-7%
Other Services and Charges	1,515,068	1,719,671	66 %	204,603	14%
Total Operating Expenses	8,092,626	8,098,639	52 %	6,013	0%
Operating Income (excluding depreciation)	(2,211,298)	(1,099,200)		1,112,098	

	1,083,096	1,284,799	1,342,403	1,451,630
	2,066,043	2,171,942	2,359,684	2,260,571
	238,506	265,071	283,880	315,620
	1,715,155	1,878,772	1,715,496	1,911,924
	2,980,794	3,806,007	4,368,205	4,439,008
	718,616	749,096	762,583	745,936
	411,111	402,072	389,179	365,305
	21,000	32,000	26,000	32,000
	9,234,322	10,589,758	11,247,430	11,521,994
	5,952,103	6,864,732	8,065,266	7,431,835
	1,005,731	1,025,817	1,788,850	1,246,660
	2,705,414	2,910,361	4,481,985	1,422,285
	153,696	181,209	181,375	235,042
	543,387	573,946	905,500	510,638
	650,121	730,594	750,500	686,360
	2,557,053	2,232,840	2,595,454	2,672,253
	13,567,505	14,519,499	15,486,181	14,205,073
	(4,333,183)	(3,929,741)	(4,238,751)	(2,683,080)

Non-Operating Activity

Other Revenue					
Property Taxes	1,515,964	1,634,160	46 %	118,196	N/A
Financial Institution Taxes	2,119	2,133	38 %	14	N/A
License Excise Taxes	84,209	82,219	31 %	(1,990)	N/A
Com. Vehicle Excise Taxes	9,573	9,617	36 %	44	N/A
C.O.I.T.	445,590	431,773	86 %	(13,818)	(3) %
Interest Revenue	667,667	465,678	47 %	(201,989)	(30) %
Federal Grant LEO	67,145	71,131	71 %	3,986	N/A
Federal Grant - ARP	0	0	N/A	0	N/A
Miscellaneous Revenue	189,712	21,695	22 %	(168,017)	(89) %
Customer Facility Charge	425,052	473,477		48,425	11 %
Total Other Revenue	3,407,032	3,191,883	50 %	(215,149)	(6) %
Total Income	1,195,734	2,092,683		896,949	
Capital Activity					
Capital Grants	3,911,899	11,606,190	0 %	7,694,291	
Capital Spending	9,224,930	20,515,208	21 %	11,290,278	
Net Activity	(4,117,297)	(6,816,335)		(2,699,039)	

	2,502,402	2,663,423	3,584,396	3,584,396
	5,120	4,212	5,566	5,566
	186,806	180,162	263,593	263,593
	19,263	19,147	26,920	26,920
	428,199	637,495	500,000	500,000
	372,421	1,131,531	1,000,000	793,758
	107,588	116,898	100,000	20,000
	4,994,943	-	-	-
	321,781	239,220	100,000	100,000
	721,756	841,662	800,000	874,612
	9,660,279	5,833,751	6,380,475	6,168,844
	5,327,096	1,904,010	2,141,724	3,485,765
	17,142,668	18,347,567	38,552,858	38,552,858
	21,712,098	31,184,181	46,607,458	46,607,458
	757,666	(10,932,604)	(5,912,876)	(4,568,835)



Airport Rates and Charges

Effective January 1, 2025
Approved by the Airport Authority Board of Directors

Resolution 2024-08
A RESOLUTION ESTABLISHING RATES AND CHARGES FOR PERSONS, FIRMS, OR CORPORATIONS DOING BUSINESS WITH
THE ST. JOSEPH COUNTY AIRPORT AUTHORITY BEGINNING January 1, 2025

WHEREAS, Ordinance 2015-01 ordained that the Authority shall establish a schedule of fees, charges, rates and conditions for all users of facilities and services within the jurisdiction of the St. Joseph County Airport Authority District and for all persons, firms, or corporations doing business with the St. Joseph County Airport Authority; and,

WHEREAS, Resolution 2024-06 established Rates and Charges for doing business with the Saint Joseph County Airport Authority in calendar year 2024, and

WHEREAS, the Saint Joseph County Airport Authority wishes to establish new rates for fiscal year 2025;

NOW, THEREFORE BE IT RESOLVED BY THE ST. JOSEPH COUNTY AIRPORT AUTHORITY THAT:

Section One. For the fiscal year ending December 31, 2025, the following rates and charges shall be set for all users of facilities and services within the jurisdiction of the St. Joseph County Airport Authority District and for all persons, firms, or corporations doing business with the St. Joseph County Airport Authority, except for those persons, firms, or corporations which have negotiated rates and charges through a separate agreement with the St. Joseph County Airport Authority

Commercial Aviation Fees		Per 1,000 lbs. Maximum Gross Landing Weight (MGLW)	Signatory	Non-Signatory
Landing Fees			\$1 57	\$3 44
Aircraft Loading Bridge Fees			Signatory	Non-Signatory
All Aircraft*				
	Loading Bridge	Per Flight	\$14.21	\$31.75
	Switchback Ramp	Per Flight	\$141.96	\$198.74
Terminal Space - Exclusive			Signatory	Non-Signatory
	Administrative	Per sq. ft. per year	\$23.79	\$54.73
	Counter	Per sq. ft. per year	\$53.26	\$110.90
	Operations	Per sq. ft. per year	\$47.42	\$110.90
	Bag Make-up	Per sq. ft. per year	\$40.58	\$110.90
	Per Turn Fee		\$76.31	\$159.53
Terminal Space - Common Space			Signatory	Non-Signatory
	Hold Room Area	Per sq. ft. per year	\$54.42	\$54.42
	Check Point	Per sq. ft. per year	\$54.42	\$54.42
	Bag Claim	Per sq. ft. per year	\$61.01	\$61.01
	Inbound Bag Room	Per sq. ft. per year	\$44.87	\$44.87
	Public Address System	Per Month	\$43.29	\$95.03
Airline Shared Costs *			Signatory	Non-Signatory
	* Allocation by enplaned passengers compared to total enplaned passengers.			
	Security	Per Year	\$85,202.89	\$85,202.89
	Access Control	Per Year	\$100,194.97	\$100,194.97
Terminal Space - Common Use Ticket and Operations Space			Signatory	Non-Signatory
		Per Enplaned Passenger	\$1.04	\$1.56
Charter Airline Fees			Signatory	Non-Signatory
	(In addition to Landing and Loading Bridge Fees)			
	Counter Fee - Per Enplaned Passenger		\$1.04	\$1.56
	Terminal Common Space - Per Enplaned Passenger		\$4.72	
	Terminal Common Space - Per Deplaned Passenger		\$1.48	
	Gate Fee	Per Flight		\$269.74
	Per Turn Fee - Terminal Space	Per Flight	\$74.09	\$154.88
	Public Address System	Per Month	\$43.29	\$95.03
General Aviation Fees			Regular	Special Events*
Landing Fees				
	Aircraft less than 9,000 lbs.	Per landing	\$0.00	\$20.00
	Aircraft 9,000 lbs. and over	Per 1,000 lbs. MGLW	\$2.92	\$3.44
Note: U.S. Government owned aircraft and Tenant based General Aviation Aircrafts are exempt from landing fees.			(MGLW - Maximum Gross Landing Weight)	
Aircraft Parking Fees		Apply to General Aviation and Charter Aircrafts, parked for 3 or more hours, exclusive of terminal ramp or leased space		
			Regular	Special Events*
	Single Engine Propeller Aircraft	per calendar day	\$22.00	\$45.00
	Multi Engine Propeller Aircraft	per calendar day	\$33.00	\$70.00
	Jet Aircraft	per calendar day	\$66.00	\$135.00
*Special event dates are designated by the CEO and Executive Director and published on the SBN website at least 30 days in advance				
U.S. Customs and Border Protection Fees (CBP)			M-F, 8am - 4:30pm	Other times
	Single Engine Propeller Aircraft		\$125.00	\$325.00
	Multi Engine Propeller Aircraft		\$250.00	\$450.00
	Jet Aircraft		\$375.00	\$575.00
	Federal Inspection Service Fee: Commercial - Per Deplaned Passenger		\$5.00	\$5.00



Airport Rates and Charges

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Other Airport Fees				Rate
Fuel Flowage Fees			Per Gallon	\$0 10
Banner Towing			Per Year	\$1,500.00
Glycol Permit			Per Year	\$100.00
Ground Rent		Per sq. ft. per yr.	Appraised FMV or current comparable rate	
			Signatory	Non-Signatory
Cargo Ramp Parking		Linear Ft. per Mo	\$6.84	\$14.66
Passenger Facility Charge (PFC) \$4.50 per Enplaned Commercial Passenger, per FAA approved PFC Application.				
Ground Transportation				Rate
Charter	<i>Passenger Count</i>		Large (30 +)	Small (30 <)
	Contract	Per Departure	\$64.54	\$36.14
	Non-Contract	Per Departure	\$141.97	\$79.50
Limousine Operations	Limousine, Van & Private Motor Carriers of Passengers		Per Year (Per Permit)	\$225.00
Rental Car Companies	Customer Facility Charge (CFC) (Per Contract)		Day/Max	\$4.50/\$49.50
Taxi Cab	Cab Company Operation Permit		Per Year	\$600.00
Transportation Network Company (TNC) <i>(e.g. Uber, Lyft, etc.)</i>			Annual Permit	\$1,500.00
			Per Pick Up	\$2.50
			Per Drop Off	\$2.50
Non-Airline Tenants				Rate
Level II Office Space (Premier)			Per sq. ft. per year	\$58.93
Level I Office Space (Standard)			Per sq. ft. per year	\$23.79
CAM (Common Area Maintenance)			Per sq. ft. per year	\$3.87
Badging Fees				Rate
			SIDA / Sterile	AOA/Public
Initial Issue			\$85.00	\$30.00
Renewal/Reissue / Change Outside of Renewal			\$60.00	\$25.00
				Rate
Finger Print Processing				\$30.00
Contractors (\$100.00 Refunded on Badge Return)				\$200.00
<i>Contractor badge renewal</i>				\$60.00
Badges Expired for more than 30 days - Processed as Initial Issue				
		1st Replacement	2nd Replacement*	3rd Replacement *
Lost Badge		\$100.00	\$200.00	\$300.00
<i>* With Airport Security Coordinator Approval</i>				Rate
Refund to Employee for Returned "Lost Badge"				\$20.00
<i>Employee Transfer - Same as Badge Renewal Price Unless Access Level Change (e.g. AOA to Sterile)</i>				
Airport Parking Charges				Rate
<i>Waived for Authority Employees</i>				
Parking Pass Replacement			Lost Hang Tag	\$10.00
Parking or Safety Violation			Minimum Fine	\$20.00
Rental Overflow Parking			Per Month	\$25.00
Unattended Vehicle on the Front Drive			Minimum Fine	\$100.00
Administrative Charges				Rate
Cyber Key Replacement				\$150.00
Lost Keys (Plus Actual Cost to Rekey)				\$100.00
Copies - Black & White (Maximum of 25 Copies)			Per Page	\$0.25
Copies - Color (Maximum of 25 Copies)			Per Page	\$0.50
Fax			Per Page	\$1.00
Police & Other Reports			Per Page	\$3.00
Returned Check Fee			Per Check	\$25.00
Administrative Fee			Per Invoice Amount	15%
Invoice Payment Credit Card Processing Fee			Per Invoice Amount	3.5%
Policy Violations				Rate
First Violation				\$100.00
Second Violation				\$250.00
Third Violation				\$500.00
Subsequent Violations				\$1,000.00



Airport Rates and Charges

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Public Room Rental <i>Plus Setup if Required</i>	<i>Terminal tenants can request waiver for approved use</i>		Rate
	Atrium or Board Room	1-4 Hours	\$75.00
	Studebaker Room	1-4 Hours	\$50.00
	Room or Event Setup (<i>Plus Actual Labor Costs</i>)	Per Hour	\$20.00
Airport Authority Resources	Personnel (minimum charge 1 hour)		Per person
	Monday - Friday 7am - 7pm	Per Hour	\$75.00
	Weekends and Mon - Fri 7pm - 7 am		\$100.00
	Equipment (* Requires Airport Authority Operator) (minimum charge 1 hour/day)		Rate
	Air Compressor	Per Day	\$250.00
	* Fork Lift	Per Hour	\$80.00
	Light Carts	Per 48 Hours	\$455.00
	Lighted X	Per Day	\$375.00
	* Other Heavy Equipment (e.g. Broom, Plow or Large Mower)	Per Hour	\$180.00
	* Pick-up Truck	Per Hour	\$80.00
	* Scissor Lift	Per Day	\$110.00
	* Tractor & Brush Hog	Per Day	\$600.00

Section Two. There shall be added to all sums due the Authority and unpaid, an interest charge of one and one-half (1 1/2%) percent of the principal sum for each full calendar month of delinquency, computed as simple interest. No interest shall be charged upon any account until payment is thirty (30) days overdue, but such interest, when assessed thereafter, shall be computed from the due date.

Section Three. The Authority Reserves the right to waive or reduce any fee, if deemed in the best interest of the Authority, at the discretion of the Executive Director.

Section Four. Any Resolution, Rule, or Regulation of the Board in conflict with any provision of this Resolution is repealed.


Be It Further Resolved, that the officers and agents of the St. Joseph County Airport Authority District Board be, and they are hereby authorized to execute whatever documents and to take whatever actions which may be necessary in order to effectuate the purposes and intent of this Resolution.

Section Five. This Resolution shall be in full force and effect from and after its passage.

However, the St. Joseph County Airport Authority District Board reserves the right to modify the rates and charges set out herein upon appropriate circumstances by proper procedures as established by the St. Joseph County Airport Authority District Board.

Adopted this 26th day of September 2024.

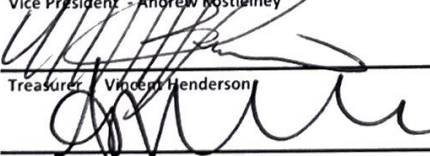
ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD




President - David R. Sage



Vice President - Andrew Kostialney



Treasurer - Vincent Henderson



Secretary - Ashley Portolese-Miller

**ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD
RESOLUTION NO. 2024-09**

**A RESOLUTION APPROPRIATING MONIES FOR THE PURPOSE OF DEFRAYING THE EXPENSES
OF THE ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BEGINNING JANUARY 1, 2025,
INCLUDING ALL OUTSTANDING OBLIGATIONS AND CLAIMS, AND FIXING
A TIME WHEN THE SAME SHALL TAKE EFFECT.**

WHERE AS, it is necessary for the Board of the St. Joseph County Airport Authority District to appropriate monies for the purpose of defraying the expenses of the St. Joseph County Airport Authority District beginning January 1, 2025, including all outstanding obligations and claims.

NOW, THEREFORE BE IT RESOLVED BY THE ST. JOSEPH COUNTY AIRPORT AUTHORITY THAT:

Section One. For the operating and capital expenditures necessary to carry out the power, duties, and functions of the District, for the fiscal year ending December 31, 2025, the following sums of money are hereby appropriated and ordered set apart out of the funds herein specified subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year unless otherwise expressly stipulated and provided by law.

Section Two. That, for the fiscal year beginning January 1, 2025, and ending December 31, 2025, there is hereby appropriated out of the "Aviation Fund" of said District, the following:

6100	PERSONAL SERVICES (SALARIES, WAGES & BENEFITS)	\$	8,641,266
6200	SUPPLIES	\$	1,908,050
6300	OTHER SERVICES	\$	10,536,525
6400	CAPITAL OUTLAYS	\$	37,510,700
TOTAL BUDGET ESTIMATE "AVIATION"		\$	58,596,541

Section Three. That, for the year beginning January 1, 2025, and ending December 31, 2025, there is hereby appropriated out of the "Debt Service Fund" of said District, the following:

6800	DEBT SERVICE FUND SUBJECT TO LEVY		
	TOTAL BUDGET ESTIMATE	\$	-
6800	DEBT SERVICE FUND NOT SUBJECT TO LEVY		
	TOTAL BUDGET ESTIMATE	\$	1,127,000
TOTAL BUDGET ESTIMATE "DEBT SERVICE"		\$	1,127,000

Section Four. That, for the year beginning January 1, 2025, and ending December 31, 2025, there is hereby appropriated out of the "2024 SJCAA Bond and Interest Fund" of said District, the following:

6800	DEBT SERVICE FUND SUBJECT TO LEVY		
	TOTAL BUDGET ESTIMATE	\$	-
6800	DEBT SERVICE FUND NOT SUBJECT TO LEVY		
	TOTAL BUDGET ESTIMATE	\$	582,000
<hr/>			
	TOTAL BUDGET ESTIMATE "2024 SJCAA BOND AND INTEREST"	\$	582,000

Section Five. That, for the year beginning January 1, 2025, and ending December 31, 2025, there is hereby appropriated out of the "Cumulative Building Fund" of said District, the following:

6300	OTHER SERVICES	\$	1,000,000
6400	CAPITAL OUTLAYS	\$	10,450,000
<hr/>			
	TOTAL BUDGET ESTIMATE "CUM BUILDING"	\$	11,450,000

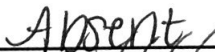
Section Six. This Resolution shall be in full force and effect from and after its passage and approval by the County Council of St. Joseph County.

this Adopted this 26th day of September 2024.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD



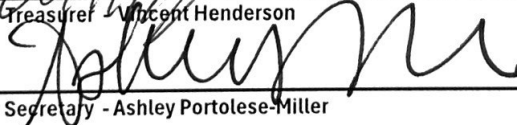
President - David R. Sage



Vice President - Andrew Kostfelney



Treasurer - Vincent Henderson



Secretary - Ashley Portolese-Miller



2025 Expense Budget

Expense Type	Source	Budget Description	2025 Budget	2024 Budget	Difference	Difference %
Operating Expense						
	Personal Services		8,641,266	8,065,266	575,999	7.14%
	Supplies		1,908,050	1,788,850	119,200	6.66%
	Other Services & Charges					
		Service Contracts	1,164,150	1,141,045	23,105	2.02%
		Promotion/Community Relations	1,006,500	905,500	101,000	11.15%
		Air Service Incentives	1,500,000			
		Professional/Tech	1,923,500	982,975	940,525	95.68%
		Bonds/Insurance/Permits	501,000	430,000	71,000	16.51%
		Utilities (Gas/Water/Electric/Telephone)	756,100	750,500	5,600	0.75%
		Repairs	2,697,150	3,461,985	(764,835)	-22.09%
		Other	258,125	222,809	35,317	15.85%
		QTA Operating Expenses	730,000			
	Other Services & Charges Total		10,536,525	7,894,814	2,641,712	33%
Operating Expense Total			21,085,841	17,748,930	3,336,911	19%
Non-Operating Expense						
	Capital					
		Land/Buildings & Improvements	13,145,000	10,896,000	2,249,000	20.64%
		Major Equipment	2,387,000	260,000	2,127,000	818.08%
		Motor Vehicles	1,529,200	316,000	1,213,200	383.92%
		AIP	31,900,000	40,125,781	(8,225,781)	-20.50%
	Capital Total		48,960,700	51,597,781	(2,637,081)	-5.11%
	Debt Service		1,709,000	1,127,168	581,832	51.62%
Non-Operating Expense Total			50,669,700	52,724,949	(2,055,249)	-3.90%
Grand Total			71,755,541	70,473,879	1,281,662	1.82%



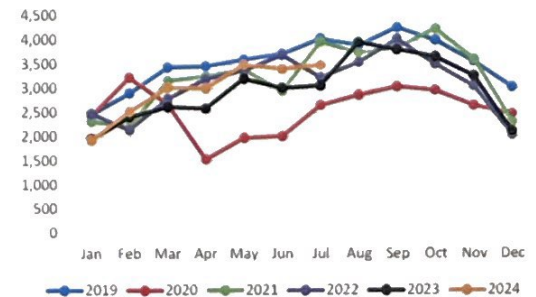
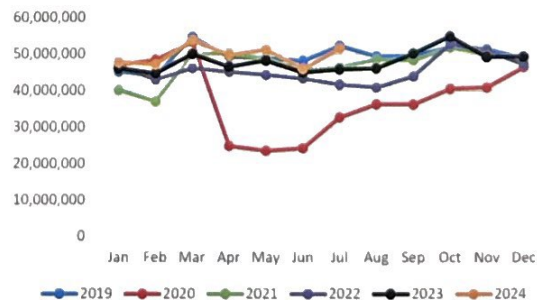
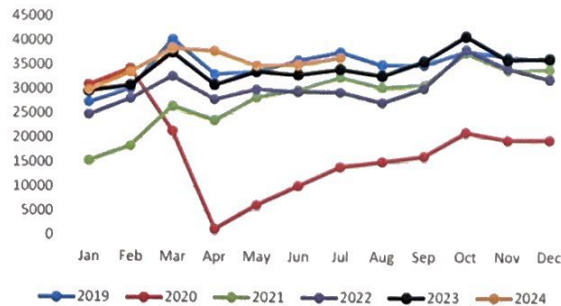
2025 Revenue/Sources Budget

Revenue Type	Source	2025 Budget	2024 Budget	Difference	Difference
Operating		\$	\$	\$	%
	Airfield	1,514,203	1,342,403	171,800	12.80%
	Terminal - Aviation	2,747,943	2,359,684	388,259	16.45%
	Terminal - Non Aviation	306,509	283,880	22,629	7.97%
	Concessions	2,385,076	1,715,496	669,580	39.03%
	Parking	4,982,040	4,368,205	613,835	14.05%
	FBO	759,786	762,583	(2,797)	-0.37%
	QTA	730,000		730,000	
	Building & Land Rents	386,278	389,179	(2,901)	-0.75%
	Other Revenue	36,000	26,000	10,000	38.46%
Operating Total		13,847,835	11,247,431	2,600,404	23.12%
Non-Operating					
	Reserve Funds	7,167,464	4,022,396	3,145,068	78.19%
	Property Tax Revenue	5,230,400	4,764,442	465,958	9.78%
	Other Tax Distributions	785,000	636,000	149,000	23.43%
	Interest & Investment Revenue	846,642	1,000,000	(153,358)	-15.34%
	Federal Operating Grants	-	100,000	(100,000)	-100.00%
	Other Non-Operating Revenue	20,000	100,000	(80,000)	-80.00%
	Capital Grants and Outside Contributions	39,090,000	47,476,442	(8,386,442)	-17.66%
	C.F.C. and QTA Transfers	1,557,000		1,557,000	
	P.F.C. Contributions	3,211,200	1,127,168	2,084,032	184.89%
Non-Operating Total		50,740,242	55,204,052	(4,463,810)	-8.09%
Grand Total		71,755,541	70,473,878	1,281,662	1.82%

2024 COMPOSITE STATISTIC CHART



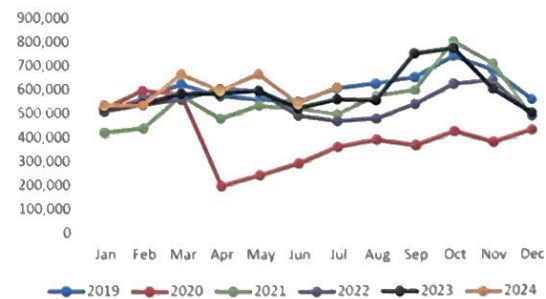
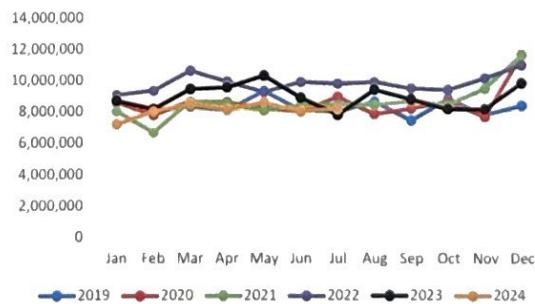
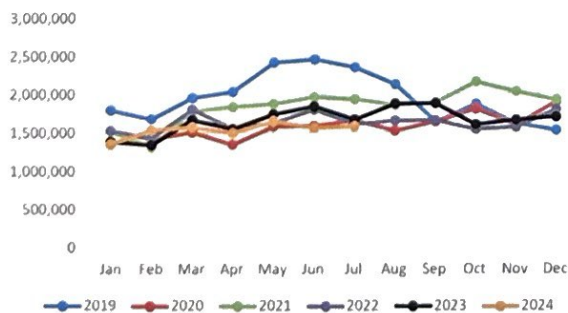
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.		2024	Diff.	%	For Ref.		2024	Diff.	%	For Ref.		2024	Diff.	%
	2022	2023				2022	2023				2022	2023			
Jan	24,966	29,703	29,982	279	0.9%	46,692,655	46,125,804	47,779,476	1,653,672	3.6%	2,481	1,960	1,934	(26)	-1.3%
Feb	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	2,914,448	6.0%	3,385	3,217	3,507	290	9.0%
Jun	29,528	33,064	35,104	2,040	6.2%	43,348,059	45,022,708	45,996,409	973,701	2.2%	3,708	3,032	3,420	388	12.8%
Jul	29,448	34,167	36,434	2,267	6.6%	41,682,314	45,847,394	51,511,367	5,663,973	12.4%	3,253	3,077	3,505	428	13.9%
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	203,262	230,338	246,739	16,401	7.1%	310,147,296	326,548,214	346,977,651	20,429,437	6.3%	20,972	18,922	20,945	2,023	10.7%



2024 COMPOSITE STATISTIC CHART



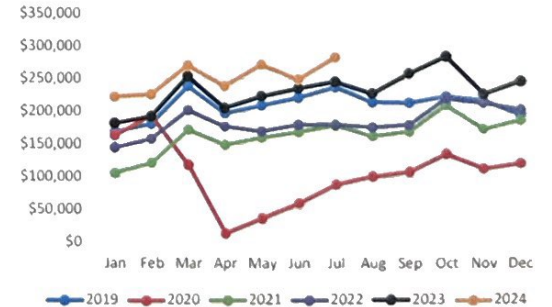
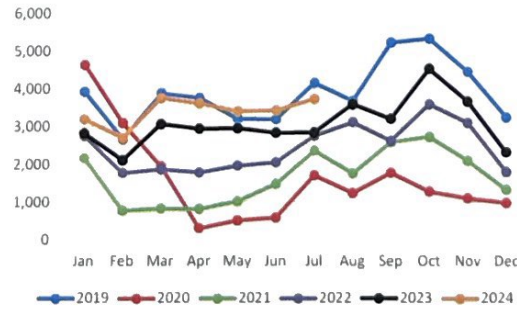
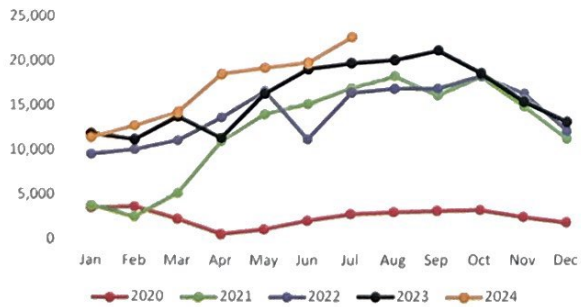
	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	1,534,927	1,388,489	1,359,896	(28,593)	-2.1%	9,039,600	8,703,435	7,181,500	(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	8,095,800	(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	1,558,932	(282,243)	-15.3%	9,870,760	8,893,200	7,996,500	(896,700)	-10.1%	497,879	530,626	549,159	18,533	3.5%
Jul	1,607,973	1,668,049	1,578,833	(89,216)	-5.3%	9,774,060	7,802,100	8,176,500	374,400	4.8%	476,485	569,538	620,106	50,568	8.9%
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	11,372,921	11,215,150	10,763,457	(451,693)	-4.0%	67,709,920	62,867,741	56,451,300	(6,416,441)	-10.2%	6,624,992	3,955,136	4,186,545	231,409	5.9%



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	19,646	690	3.6%	2,046	2,837	3,414	577	20.3%	\$180,810	\$237,454	\$250,512	\$13,058	5.5%
Jul	16,793	16,262	19,608	22,449	2,841	14.5%	2,744	2,840	3,720	880	31.0%	\$181,054	\$247,765	\$284,760	\$36,995	14.9%
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	36,932				\$2,216,693	\$2,804,537			
YTD	68,468	88,323	103,087	118,085	14,998	14.5%	14,902	19,584	23,758	4,174	21.3%	\$1,215,017	\$1,545,677	\$1,766,054	\$220,377	14.3%



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	\$385,171	\$51,453	15.4%	15,014	12,175	17,947	5,772	47.4%	9	15	5	(10)	-66.7%
Jul	\$253,972	\$322,194	\$367,920	\$45,726	14.2%	18,102	13,964	22,167	8,203	58.7%	11	7	9	2	28.6%
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	\$2,153,702	\$2,680,930	\$3,100,690	\$419,761	15.66%	94,456	83,226	99,662	16,436	19.7%	70	73	49	(24)	-32.9%

