

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

NOVEMBER 21, 2024

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, November 21, 2024, by President David Sage.

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

Absent: Michael Misch, Attorney
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
Julie Curtis, Vice President of Marketing & Air Service Development
Renata Matousova, Vice President of Finance & Administration
Alan Tio, Vice President of Business Development
Michael Ornat, Safety Chief
Aaliyah McKinney, Recording Secretary
Jesus Garcia, Public Safety Officer
Jim Sipocz, Friend of the Authority
Aaron Skibo, Public Safety Lieutenant
Josiah Twiddy, Atlantic Aviation

Mr. Sage introduced the first item on the Agenda, approval of the Minutes from the October 31, 2024, Board meeting.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Minutes from the Board meeting held on October 31, 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 November 8, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Payroll Warrants dated November 8, 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 November 21, 2024.

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Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated November 21, 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 SEPTEMBER 2024.

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

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Modified Accrual Basis) for the period ending September 30, 2024. Refer to the attached report.

Mr. Sage questioned what was included in the line “other services and charges” under operating expenses, since it is a fairly significant number and shows increase from year to year. Ms. Matousova stated that it included professional/tech services, cleaning, insurance (which saw an increase), as well as legal services, which were also higher this year.

There being no further 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, acknowledged Randy Jones and Michael Guljas, who were both very well connected with the airport, for their professionalism, kindness, and generosity during the decades they spent at the airport.

There were no additional comments from the floor.

Mr. Sage introduced the next item on the Agenda, Tabled and Unfinished Business.

Consideration to approve updated Foreign-Trade Zone #125 Zone Schedule effective November 21, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to move this item to New Business.

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

Mr. Sage then introduced Continuing Business. There was none.

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Mr. Sage introduced the next item on the Agenda, New Business.

NEW BUSINESS

Mr. Sage introduced: CONSIDERATION TO APPROVE UPDATED FOREIGN-TRADE ZONE # 125 ZONE SCHEDULE EFFECTIVE NOV 21, 2024.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve updated Foreign-Trade Zone # 125 Zone Schedule effective Nov 21, 2024.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE AUTHORITY-NICTD INTERIM AGREEMENT INCLUDING THE FORMS OF EASEMENT AND LEASE AGREEMENTS ATTACHED AS EXHIBITS.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the Authority-NICTD Interim Agreement including the Forms of Easement and Lease Agreements attached as Exhibits.

Mr. Kostielney thanked Mr. Daigle and the Airport Authority team for all of their hard work on this item.

Mr. Sage commented that, if this item moves forward, it will save a significant amount of time on the South Shore train ride to Chicago which should be very attractive to more people in the area. He also thanked Mr. Daigle and the airport staff.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE USE AND LEASE EXTENSION WITH UNITED AIRLINES.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve Use and Lease extension with United Airlines.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE OPERATING PERMIT FOR CONSTANT AVIATION.

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Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve Operating permit for Constant Aviation.

Mr. Sage questioned if Constant Aviation operates in any other locations. Mr. Daigle confirmed that they do.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE LECO FUEL PERMIT.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the LECO Fuel Permit.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE 2024 PARTNER OF THE YEAR AWARD TO BE PRESENTED TO THE FEDERAL AVIATION ADMINISTRATION AIRPORTS DISTRICT OFFICE, CHICAGO.

Mr. Kostielney moved, and Ms. Portolese-Miller seconded the motion to approve the 2024 Partner of the Year award to be presented to the Federal Aviation Administration Airports District Office, Chicago.

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 September 30, 2024.

Mr. Daigle announced that Rich VonInderstine, Assistant Vice President of Operations and Maintenance, earned his Certified Member (C.M.) certification granted by the American Association of Airport Executives (AAAE), and congratulated him on his accomplishment.

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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 11:42 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, 2024

Year To Date Comparison

	09/30/2023	09/30/2024			
	Actual	Actual	% of budget	Incr/(Decr)	%
Operating Activity					
Operating Revenue					
Airfield	888,156	1,073,711	80 %	185,554	21%
Terminal - Aviation	1,625,825	1,699,068	72%	73,243	5%
Terminal - Non-Aviation	198,691	261,533	92%	62,842	32%
Concessions	1,402,126	1,580,521	92%	178,395	13%
Parking	2,822,220	3,307,715	76%	485,496	17%
FBO	552,392	564,631	74%	12,239	2%
Building	261,440	245,421	63%	(16,019)	-6%
Other	29,000	38,000	146%	9,000	31%
Total Operating Revenue	7,779,849	8,770,599	78%	990,750	13%
Operating Expenses					
Employee Expenses	5,200,302	5,691,706	71 %	491,404	9%
Supplies	631,967	834,058	47 %	202,090	32%
Repairs	2,018,598	2,054,736	46 %	36,137	2%
Service Contracts	104,326	96,238	53 %	(8,088)	-8%
Marketing	373,386	424,225	47 %	50,839	14%
Utilities (Gas, Water, Elec)	555,253	523,308	70 %	(31,944)	-6%
Other Services and Charges	1,819,295	2,111,993	81 %	292,698	16%
Total Operating Expenses	10,703,127	11,736,264	63 %	1,033,136	10%
Operating Income (excluding depreciation)	(2,923,278)	(2,965,665)		(42,386)	

Annual Comparison

	2022	2023	2024	2024
	actual	actual	budget	projections
Operating Activity				
Operating Revenue				
Airfield	1,083,096	1,284,799	1,342,403	1,512,685
Terminal - Aviation	2,066,043	2,171,942	2,359,684	2,268,333
Terminal - Non-Aviation	238,506	265,071	283,880	348,842
Concessions	1,715,155	1,878,772	1,715,496	2,114,328
Parking	2,980,794	3,806,007	4,368,205	4,443,922
FBO	718,616	749,096	762,583	761,409
Building	411,111	402,072	389,179	360,700
Other	21,000	32,000	26,000	32,000
Total Operating Revenue	9,234,322	10,589,758	11,247,430	11,842,219
Operating Expenses				
Employee Expenses	5,952,103	6,864,732	8,065,266	7,538,591
Supplies	1,005,731	1,025,817	1,788,850	1,273,260
Repairs	2,705,414	2,910,361	4,481,985	2,888,191
Service Contracts	153,696	181,209	181,375	154,213
Marketing	543,387	573,946	905,500	623,273
Utilities (Gas, Water, Elec)	650,121	730,594	750,500	691,623
Other Services and Charges	2,557,053	2,232,840	2,595,454	2,666,712
Total Operating Expenses	13,567,505	14,519,499	18,768,930	15,835,863
Operating Income (excluding depreciation)	(4,333,183)	(3,929,741)	(7,521,500)	(3,993,644)

Non-Operating Activity

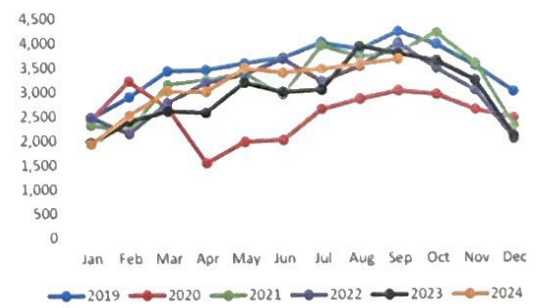
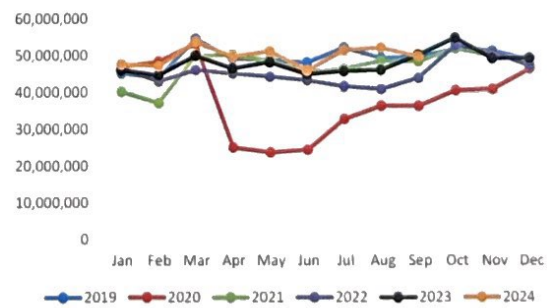
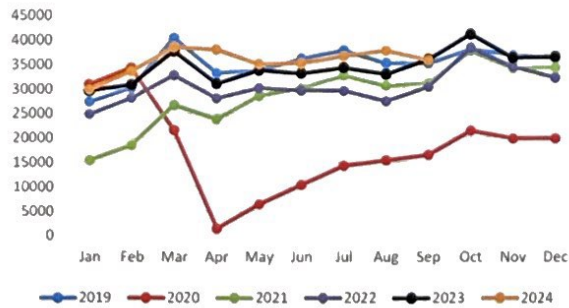
Other Revenue					
Property Taxes	1,515,964	1,634,160	46 %	118,196	N/A
Financial Institution Taxes	2,119	2,133	38 %	14	N/A
License Excise Taxes	84,209	82,219	31 %	(1,990)	N/A
Com. Vehicle Excise Taxes	9,573	9,617	36 %	44	N/A
C.O.I.T.	522,352	530,274	106 %	7,922	2 %
Interest Revenue	877,060	627,646	63 %	(249,414)	(28) %
Federal Grant LEO	97,927	71,131	71 %	(26,796)	N/A
Federal Grant - ARP	0	853,000	N/A	853,000	N/A
Miscellaneous Revenue	209,918	531,839	532 %	321,921	153 %
Customer Facility Charge	598,707	674,388		75,681	13 %
Total Other Revenue	3,917,831	5,016,408	79 %	1,098,577	28 %
Total Income	994,552	2,050,743		1,056,191	
Capital Activity					
Capital Grants	12,147,195	29,241,560	0 %	17,094,365	
Capital Spending	18,294,324	35,409,589	21 %	17,115,264	
Net Activity	(5,152,577)	(4,117,285)		1,035,291	

Other Revenue				
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	823,307
Federal Grant LEO	107,588	116,898	100,000	20,000
Federal Grant - ARP	4,994,943	-	-	-
Miscellaneous Revenue	324,491	251,914	100,000	100,000
Customer Facility Charge	721,756	841,662	800,000	923,619
Total Other Revenue	9,662,989	5,846,445	6,380,475	6,247,401
Total Income	5,329,806	1,916,704	(1,141,025)	2,253,757
Capital Activity				
Capital Grants	17,105,367	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	723,075	(10,919,910)	(9,195,625)	(5,800,843)

2024 COMPOSITE STATISTIC CHART



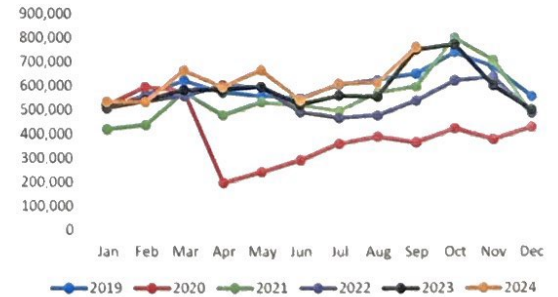
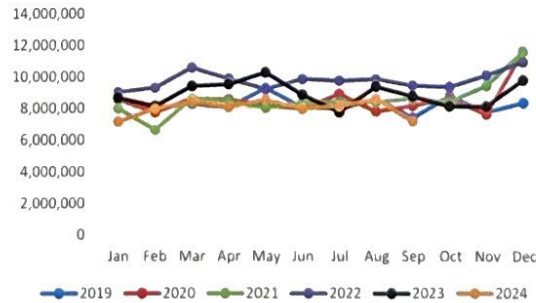
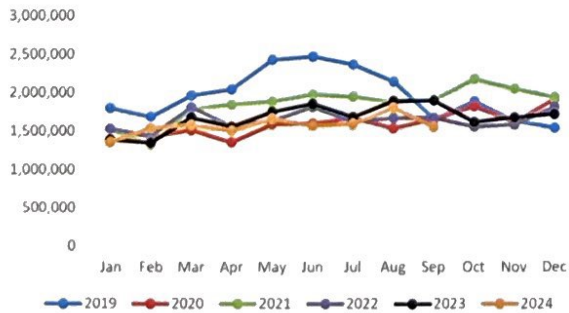
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	24,966	29,703	29,982	279	0.9%	46,692,655	46,125,804	47,779,476	1,653,672	3.6%	2,481	1,960	1,934	(26)	-1.3%
Feb	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	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	37,510	4,753	14.5%	40,928,975	46,168,576	52,145,652	5,663,973	12.3%	3,560	3,977	3,596	(381)	-9.6%
Sep	30,163	35,671	35,558	(113)	-0.3%	43,991,213	50,264,861	49,794,493	5,977,076	11.9%	4,041	3,824	3,713	(111)	-2.9%
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	260,744	298,766	319,807	21,041	7.0%	395,067,484	422,981,651	448,917,796	32,070,486	7.6%	28,573	26,723	28,254	1,531	5.7%



2024 COMPOSITE STATISTIC CHART



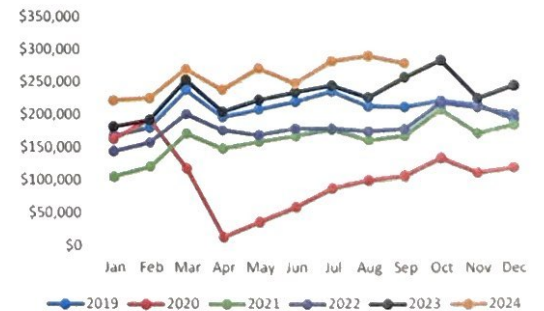
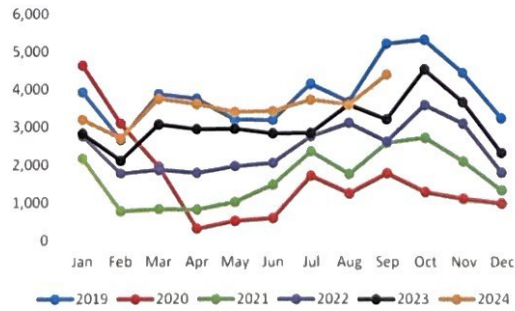
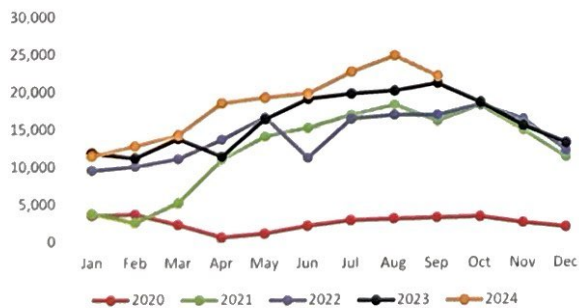
	Air Cargo - Pounds Enplaned & Deplaned					Total Gross Landed Weight - Cargo					Aviation Fuel Flowage - Gallons				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	1,534,927	1,388,489	1,359,896	(28,593)	-2.1%	9,039,600	8,703,435	7,181,500	(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	1,785,554	(86,996)	-4.6%	9,870,680	9,424,900	8,619,500	(805,400)	-8.5%	487,086	565,380	623,831	58,451	10.3%
Sep	1,654,673	1,874,902	1,535,798	(339,104)	-18.1%	9,490,394	8,824,934	7,233,420	(1,591,514)	-18.0%	550,612	765,185	774,447	9,262	1.2%
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	14,680,537	14,962,602	14,084,810	(877,792)	-5.9%	87,070,994	81,117,575	72,304,220	(8,813,355)	-10.9%	6,624,992	5,285,701	5,584,823	299,122	5.7%



2024 COMPOSITE STATISTIC CHART



	Car Rental - Car Rental Days*						TNC Activity					Restaurant/Gift Shop - Gross Sales						
	For Ref.	2021	2022	2023	2024	Diff.	%	For Ref.	2022	2023	2024	Diff.	%	For Ref.	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	24,583	4,656	23.4%	3,110	3,590	3,587	(3)	-0.1%	\$177,556	\$230,033	\$293,288	\$63,255	27.5%		
Sep	15,925	16,667	20,935	21,831	896	4.3%	2,614	3,212	4,384	1,172	36.5%	\$180,898	\$261,219	\$282,110	\$20,891	8.0%		
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	102,469	121,679	143,949	164,499	20,550	14.3%	20,626	26,386	31,729	5,343	20.2%	\$1,573,471	\$2,036,929	\$2,341,452	\$304,523	15.0%		



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	\$408,804	\$82,248	25.2%	14,814	12,291	19,657	7,366	59.9%	16	7	5	(2)	-28.6%
Sep	\$278,520	\$365,106	\$412,647	\$47,541	13.0%	13,613	11,767	18,564	6,797	57.8%	18	9	15	6	66.7%
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	\$2,691,105	\$3,372,592	\$3,922,142	\$549,550	16.29%	122,883	107,284	137,883	30,599	28.5%	104	89	69	(20)	-22.5%

