

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

JANUARY 23, 2025

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:30 a.m. on Thursday, January 23, 2025, by President David Sage.

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

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
Julie Curtis, Vice President of Marketing & Air Service Development
Patrick Mac Carthaigh, Vice President of Operations
Renata Matousova, Vice President of Finance & Administration
Alan Tio, Vice President of Business Development
Aaliyah McKinney, Recording Secretary

Mr. Sage introduced the first item on the Agenda, election of officers for 2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to elect the officers for 2025.

There being no 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 December 12, 2024, Board meeting.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Minutes from the Board meeting held on December 12, 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 December 20, 2024.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated December 20, 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 January 3, 2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated January 3, 2025.

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 January 17, 2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Payroll Warrants dated January 17, 2025.

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 January 23, 2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated January 23, 2025.

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 NOVEMBER 2024.

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

Ms. Matousova referred to the Statement of Revenues Disbursements and Activity (Modified Accrual Basis) for the period ending November 30, 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.

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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 RESOLUTION 2025-01, THE PURCHASE OF REAL ESTATE AND IMPROVEMENTS AT 54772 HOLLYWOOD, SOUTH BEND, IN 46628 FOR \$90,900.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve Resolution 2025-01, the purchase of real estate and improvements at 54772 Hollywood, South Bend, IN 46628 for \$90,900.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE OPERATING PERMIT WITH RIDES2U, A TNC OPERATOR.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Operating Permit with Rides2U, a TNC operator.

Mr. Sage questioned if Rides2U is a national service provider. Mr. Daigle stated that he is aware that they are not just a local company, but is unsure of the various areas they serve throughout the nation.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE USE AND LEASE EXTENSION AGREEMENT WITH FEDERAL EXPRESS CORPORATION.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Use and Lease extension agreement with Federal Express Corporation.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE LEASE AGREEMENT, OPTION 1, WITH CONCRETE ASPHALT RECYCLING.

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Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Lease Agreement, Option 1, with Concrete Asphalt Recycling.

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

Mr. Sage introduced: CONSIDERATION TO APPROVE THE USE AND LEASE EXTENSION WITH ALLEGIANT AIR.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to approve the Use and Lease Extension with Allegiant Air.

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

Mr. Sage introduced: CONSIDERATION TO AMEND PUBLIC PARKING RATES CHANGES EFFECTIVE FEB 1, 2025.

Mr. Henderson moved, and Mr. Kostielney seconded the motion to amend public parking rates changes effective Feb 1, 2025.

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 November 30, 2024.

Mr. Henderson questioned if there was a reason why there had been a relatively consistent decline in air cargo. Mr. Daigle stated that rising costs to purchase and ship items has likely played a role in causing people to choose other shipping methods such as truck or rail. Mr. Mac Carthaigh and Ms. Matousova added that the size of the aircraft is also a factor in the gross landed weight.

Mr. Sage questioned if the aforementioned decline was occurring nationally. Mr. Daigle stated that he did not have insight into whether this was a national trend.

Mr. Daigle informed the Board that SBN has the only Global Entry Enrollment Center in the State of Indiana, and that more than 1,300 Global Entry interviews took place there in 2024. He noted that the goal is to increase that number moving forward.

Mr. Sage questioned why there was a significant 44.3% increase in restaurant and gift shop gross sales. Mr. Daigle pointed out the 15.1% increase in airline enplanements and indicated

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that it could potentially be correlated to that figure, noting that more people flying out entails more people utilizing those amenities.

Mr. Daigle noted that 2024 was a successful year for tenants, partners, and staff, and looks forward to a great 2025.

Mr. Sage noted that the one-million passenger mark was within reach this past year. Mr. Daigle stated that he is hopeful that that milestone will be reached this year.

Mr. Sage introduced: ADJOURNMENT

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

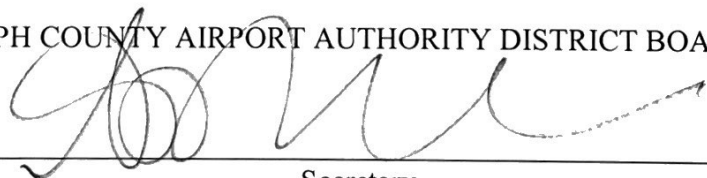
There was a motion by Mr. Henderson and seconded by Mr. Kostielney to adjourn the meeting.

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

The Board meeting was adjourned at 11:50 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 November 30, 2024

Year To Date Comparison

Annual Comparison

Operating Activity

	11/30/2023	11/30/2024	% of budget	Incr/(Decr)	%
	Actual	Actual			
Operating Revenue					
Airfield	1,192,647	1,412,948	105 %	220,302	18%
Terminal - Aviation	1,982,870	2,067,548	88%	84,679	4%
Terminal - Non-Aviation	244,234	422,827	149%	178,593	73%
Concessions	1,742,870	1,970,798	115%	227,928	13%
Parking	3,529,743	4,035,868	92%	506,125	14%
FBO	686,331	713,690	94%	27,359	4%
Building	390,554	368,644	95%	(21,910)	-6%
Other	29,000	38,000	146%	9,000	31%
Total Operating Revenue	9,798,248	11,030,324	98%	1,232,075	13%
Operating Expenses					
Employee Expenses	6,260,868	6,874,491	85 %	613,623	10%
Supplies	900,198	999,972	56 %	99,774	11%
Repairs	2,818,842	2,652,186	59 %	(166,656)	-6%
Service Contracts	179,927	101,909	56 %	(78,018)	-43%
Marketing	508,838	490,378	54 %	(18,460)	-4%
Utilities (Gas, Water, Elec)	669,813	634,100	84 %	(35,713)	-5%
Other Services and Charges	2,071,632	2,434,280	94 %	362,648	18%
Total Operating Expenses	13,410,117	14,187,315	76 %	777,198	6%
Operating Income (excluding depreciation)	(3,611,868)	(3,156,991)		454,877	

	2022	2023	2024	2024
	actual	actual	budget	projections
Operating Revenue				
Airfield	1,083,096	1,284,799	1,342,403	1,528,547
Terminal - Aviation	2,066,043	2,171,942	2,359,684	2,261,633
Terminal - Non-Aviation	238,506	265,071	283,880	459,689
Concessions	1,715,155	1,878,772	1,715,496	2,132,969
Parking	2,980,794	3,806,007	4,368,205	4,368,751
FBO	718,616	749,096	762,583	778,828
Building	411,111	402,072	389,179	387,063
Other	21,000	32,000	26,000	32,000
Total Operating Revenue	9,234,322	10,589,758	11,247,430	11,949,481
Operating Expenses				
Employee Expenses	5,952,103	6,864,732	8,065,266	7,524,841
Supplies	1,005,731	1,025,817	1,788,850	1,123,302
Repairs	2,705,414	2,910,361	4,481,985	2,789,960
Service Contracts	153,696	181,209	181,375	105,481
Marketing	543,387	573,946	905,500	547,069
Utilities (Gas, Water, Elec)	650,121	730,594	750,500	691,675
Other Services and Charges	2,557,053	2,232,840	2,595,454	2,634,332
Total Operating Expenses	13,567,505	14,519,499	18,768,930	15,416,660
Operating Income (excluding depreciation)	(4,333,183)	(3,929,741)	(7,521,500)	(3,467,180)

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.	599,114	628,775	126 %	29,661	5 %
Interest Revenue	1,061,267	787,229	79 %	(274,038)	(26) %
Federal Grant LEO	116,898	71,131	71 %	(45,766)	N/A
Federal Grant-CARES	0	853,000	853 %	853,000	N/A
Federal Grant - ARP	0	89,126	89 %	89,126	N/A
Miscellaneous Revenue	240,273	594,414	594 %	354,141	N/A
Customer Facility Charge	775,139	860,936	108 %	85,797	N/A
Total Other Revenue	4,404,557	5,612,741	85 %	1,208,184	27 %
Total Income	792,688	2,455,750		1,663,062	
Capital Activity					
Capital Grants	15,284,212	30,423,384	79 %	15,139,172	N/A
Capital Spending	29,982,349	38,659,599	83 %	8,677,251	N/A
Net Activity	(13,905,448)	(5,780,465)		8,124,983	

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	849,072
Federal Grant LEO	107,588	116,898	100,000	20,000
Federal Grant-CARES	4,994,943	-	100,000	853,000
Federal Grant - ARP	-	-	100,000	89,126
Miscellaneous Revenue	324,491	251,914	100,000	594,414
Customer Facility Charge	721,756	841,662	800,000	937,012
Total Other Revenue	9,662,989	5,846,445	6,580,475	7,723,100
Total Income	5,329,806	1,916,704	(941,025)	4,255,920
Capital Activity				
Capital Grants	17,105,367	18,347,567	38,552,858	34,953,946
Capital Spending	21,712,098	31,184,181	46,607,458	44,375,013
Net Activity	723,075	(10,919,910)	(8,995,625)	(5,165,147)

**ST. JOSEPH COUNTY AIRPORT AUTHORITY
DISTRICT BOARD RESOLUTION 2025-01**

WHEREAS, it is deemed necessary by the St. Joseph County Airport Authority District in furtherance of the provisions of IC 8-22-3-1 et seq. to improve the South Bend International Airport and landing fields and other air and navigation facilities for the use of airplanes and other aircraft and to construct and maintain adequate and needed facilities for the comfort and accommodation of air travelers and the public and,

WHEREAS, in furtherance of these purposes it is necessary to acquire the real estate legally described in Exhibit "A," attached to and specifically made a part of this resolution and,

WHEREAS, the owner(s) of such real estate at 54772 Hollywood, South Bend, IN, 46628, are SB231, LLC.

WHEREAS, such real estate has been appraised by Steve Sante, at a fair market value of \$90,500. A copy of the appraisal of Steve Sante, being attached to and specifically made a part of this resolution as Exhibit "B" and,

WHEREAS, on January 16, 2025, an offer, to purchase said real estate and improvements, was made to SB231, LLC for the sum of ninety thousand and nine hundred dollars (\$90,900), a copy of the offer being attached to and specifically made a part of this resolution as Exhibit "C" and,

WHEREAS, on the 16th day of January 2025, such offer was accepted by the Justin Kain for SB231, LLC, however, to the approval of the entire St. Joseph County Airport Authority District Board, a copy of the acceptance being attached to and specifically made a part of this resolution as Exhibit "D".

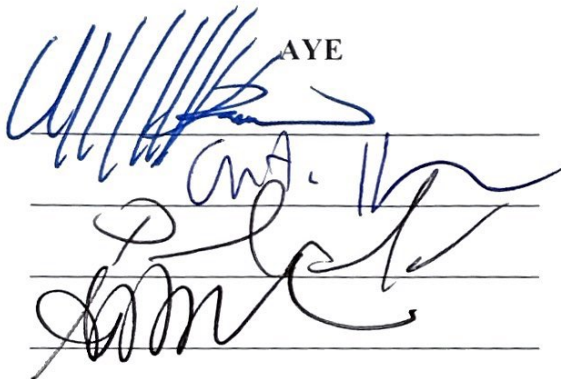
NOW, THEREFORE, BE IT RESOLVED that the St. Joseph County Airport Authority District Board, by its officers and agents, be and it is hereby directed and authorized to accept and approve the purchase of the above-described real estate located on such real estate for the sum of Ninety Thousand Nine Hundred Dollars (\$90,900), from Justin Kain for SB 231, LLC on furnishing

to the St. Joseph County Airport Authority District of an acceptable Warranty Deed conveying such described real estate.

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 may be necessary in order to effectuate the purposes and intent of this resolution.

Dated: 1.23.25.

ADOPTED this 23rd day of January 2025.

AYE


NAY

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

ATTEST:


Secretary

By: 

President

EXHIBIT "A"

N ½ Lot 118 Hollywood Hts 32-38-2e

Exhibit "B"
Appraisal

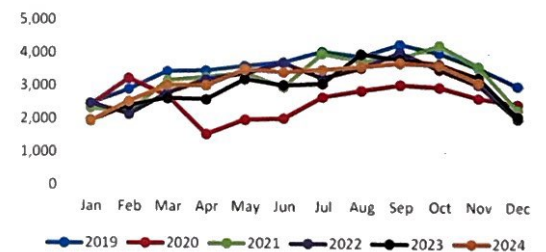
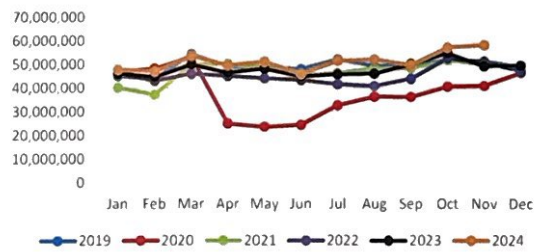
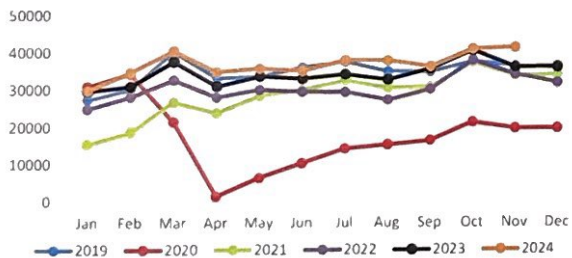
Exhibit "C"
Offer

Exhibit "D"
Acceptance of Offer

2024 COMPOSITE STATISTIC CHART



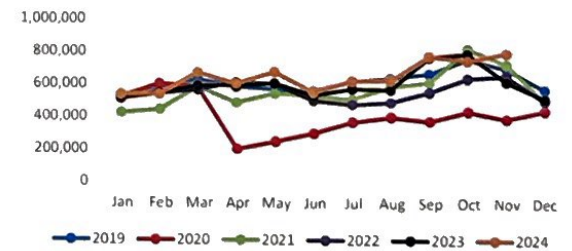
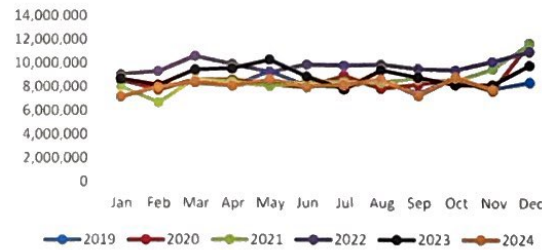
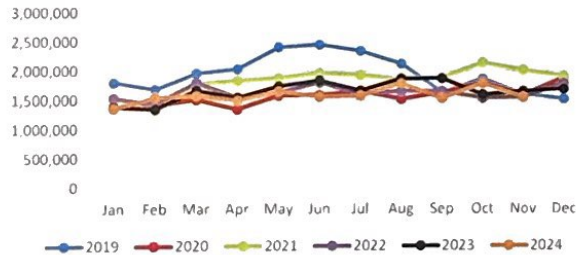
	Airline Enplanements					Aircraft Landed Weight					Aircraft Operations				
	For Ref.					For Ref.					For Ref.				
	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%	2022	2023	2024	Diff.	%
Jan	24,966	29,703	29,943	240	0.8%	46,692,655	46,125,804	47,779,476	1,653,672	3.6%	2,481	1,960	1,934	(26)	-1.3%
Feb	28,257	30,957	34,828	3,871	12.5%	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	40,612	2,948	7.8%	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	34,927	3,839	12.3%	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	35,803	2,108	6.3%	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	35,146	2,082	6.3%	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	37,999	3,832	11.2%	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	37,916	5,159	15.7%	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	36,272	601	1.7%	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	41,004	320	0.8%	52,874,638	54,936,574	57,395,915	(470,368)	-0.9%	3,525	3,678	3,655	(23)	-0.6%
Nov	34,167	36,003	41,429	5,426	15.1%	51,221,012	49,419,646	58,318,394	2,459,341	5.0%	3,067	3,274	3,126	(148)	-4.5%
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	332,912	375,453	405,879	30,426	8.1%	499,163,134	527,337,871	564,632,105	34,059,459	6.5%	35,165	33,675	35,035	1,360	4.0%



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	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	772,173	6,988	0.9%
Oct	1,535,816	1,598,454	1,792,620	194,166	12.1%	9,408,560	8,188,500	8,811,500	623,000	7.6%	636,767	788,475	745,162	(43,313)	-5.5%
Nov	1,556,970	1,655,028	1,554,657	(100,371)	-6.1%	10,151,468	8,188,500	7,799,000	(389,500)	-4.8%	652,288	617,254	790,675	173,421	28.1%
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	17,773,323	18,216,084	17,432,086	(783,997)	-4.3%	106,631,022	97,494,575	88,914,720	(8,579,855)	-8.8%	6,624,992	6,691,430	7,118,386	426,956	6.4%



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	20,625	2,246	12.2%		3,588	4,538	5,215	677	14.9%		\$222,155	\$287,797	\$308,982	\$21,185	7.4%
Nov		14,645	16,059	15,225	20,230	5,005	32.9%		3,102	3,671	5,583	1,912	52.1%		\$215,733	\$229,963	\$331,936	\$101,973	44.3%
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		135,059	155,795	177,553	205,354	27,801	15.7%		27,316	34,595	42,527	7,932	22.9%		\$2,011,359	\$2,554,689	\$2,982,370	\$427,681	16.7%

