

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY**  
Fort Wayne-Allen County Airport Authority Board Meeting  
Regular Session  
February 19, 2024  
3:00 p.m.

A meeting of the Fort Wayne-Allen County Airport Authority Board of Directors was held on February 19, 2024, at the Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, Indiana 46809, pursuant to proper legal notice. A quorum being present, Mr. Timothy Haffner, Board Secretary, called the meeting to order at 3:02 p.m.

**ATTENDANCE:**

**AIRPORT AUTHORITY  
BOARD MEMBERS:**

Richard B. (Barry) Sturges, Jr., President, absent  
Gregg C. Sengstack, Vice President, absent  
Timothy J. Haffner, Secretary, present  
Jerome F. (Jerry) Henry, Jr., present  
Kimberly M. Grannan, present\*  
Réna Bradley, present\*  
*\*electronic meeting participation*

**AIRPORT AUTHORITY STAFF  
& LEGAL COUNSEL PRESENT:**

Scott Hinderman, Executive Dir. Of Airports  
Joe Marana, Director of Operations and Facilities  
Mike Zawahri, Director of Administration and Finance  
Mike Deam, Airport Authority Attorney  
Tom Trent, Airport Authority Attorney  
Doug Robertson, Controller  
Ryan Bauer, Airport Development Manager  
Justin Treft, Director of Fixed Based Operations  
Mary Easterday, Administrative Assistant

**CALL TO ORDER:**

A quorum being present, Mr. Haffner called the meeting to order at 3:02 p.m.

**1. CONSIDERATION AND APPROVAL OF TODAY'S AGENDA AND CONSENT  
AGENDAS**

Mr. Scott Hinderman indicated staff had no changes to the posted agenda. Mr. Hinderman noted that members Ms. Réna Bradley and Ms. Kimberly Grannan would be attending the meeting electronically and so all votes taken would be by roll call. Mr. Jerry Henry made a motion to approve the February 19, 2024 Board Agenda as posted and the Consent Agendas as presented below. Ms. Kimberly Grannan seconded the motion. Mr. Haffner called for a roll call vote. Below is a tally of the votes:

Mr. Jerry Henry – Aye  
Ms. Kimberly Grannan – Aye  
Mr. Tim Haffner – Aye  
Ms. Réna Bradley – Aye  
Mr. Gregg Sengstack -Absent  
Mr. Barry Sturges – Absent  
The motion carried.

A. ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 01.22.2024
- Review & Approval of Claims #24-02
- Accounts Receivable Report

B. CONTRACT CONSENT AGENDA:

- (1) *Contingency Change Order Authorization Number 6-Fort Wayne International Airport East Terminal Expansion with Clayco*

This contingency authorization results in an overall increase in the amount of \$34,290.74. This amount will come from the already approved owner’s construction contingency in the Clayco contract. This leaves a contingency balance of \$1,402,281.82. Included in this change order are the items listed below. Staff recommended approval of this change order with signature authorization for the Executive Director of Airports.

No.	Description
RFCP-23	Urinal Shelf Height
RFCP-07	Business Lounge Structural Coordination
RFCP-28	Elevator Phasing Power

**2. ACTIVITY REPORT – JANUARY 2024**

Mr. Scott Hinderman reported to board members on recent Airport Authority air service and marketing activities. His report to the board included the following:

- January 2024 enplanements were reported at 30,088 – representing a 6.10% increase in enplanements compared to January 2023
- Mr. Hinderman was very surprised and pleased with enplanement numbers in January considering the significant winter weather experienced in January and the drop in capacity compared to December 2023
- Board members inquired if the increase in enplanements was due to increase business or leisure travel and staff indicated we should assume business travel is increasing and on the upside

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### **3. CONSIDERATION AND APPROVAL OF REQUEST FOR PROPOSAL RESULTS FOR GENERAL LIABILITY PROPERTY & CASUALTY INSURANCE BROKER SERVICES**

Mr. Scott Hinderman informed the board that airport staff solicited proposals for the selection of a firm to provide property and casualty insurance broker services for the Fort Wayne-Allen County Airport Authority. Four proposals were received in response to the initial solicitation; and three firms were invited to make on-site presentations.

Mr. Hinderman informed that board that after initial review of the proposals received, the top three rated firms were invited for presentations and interviews (those firms being USI, Gallagher and Epic). Having completed this process, the selection committee is recommending USI Insurance Services to the Board as the firm for award as our agent of record. USI's presentation and responses to questions relating to the Authority's insurance requirements, aviation industry expertise, claims process, and available risk services provided the highest interview ranking. Authority staff recommended to the board, a contract appointing USI as the broker of record for the airport authority for a one-year period with 4 one-year renewal options.

Mr. Hinderman further informed the board that fees for services rendered will be compensated on a fixed broker fee of \$60,000 as opposed to a commission basis to the broker by the providers selected during our insurance renewal in June (as they had been compensated in the past). The Airport Authority will save roughly \$36,000 in broker fees for the 2024 / 2025 renewal. Staff recommended the Board move and approve awarding this RFP to USI Insurance Services as the offer whose qualifications have been determined to be the most advantageous to the Authority with authorization for the Executive Director to sign the agreement designating USI as our agent of record.

Mr. Henry made a motion to approve the awarding of Property and Casualty Insurance Broker Services to USI Insurance Services for a one-year period with 4 one-year renewal options and to also provide signature authorization for the Executive Director to sign the contract. Ms. Kimberly Grannan seconded the motion. Mr. Haffner called for a roll call vote. Below is a tally of the votes:

Mr. Jerry Henry – Aye  
Ms. Kimberly Grannan – Aye  
Mr. Tim Haffner – Aye  
Ms. Réna Bradley – Aye  
Mr. Gregg Sengstack -Absent  
Mr. Barry Sturges – Absent  
The motion carried.

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### **4. CONSIDERATION AND APPROVAL OF POWER MAIN EXTENSION EASEMENT WITH INDIANA MICHIGAN POWER COMPANY**

Mr. Ryan Bauer informed board members that Indiana Michigan Power Company is extending the main power line from Ardmore Avenue to the transformer which is servicing the site of Dynamic Aviation's hangar currently under construction (Hangar 1049). This underground power line easement is 20' wide and extends from the right-of-way for approximately 128' and is necessary to provide power to the hangar during and after construction. This easement would be non-exclusive and the cost to extend the power line would be paid for by Dynamic Aviation and not the Airport Authority. Staff provided a recommendation of approval of this easement agreement.

Ms. Kimberly Grannan made a motion to approve the power main extension easement with Indiana Michigan Power Company to provide power to Dynamic Aviation's Hangar 1049. Mr. Jerry Henry seconded the motion. Mr. Haffner called for a roll call vote. Below is a tally of the votes:

Mr. Jerry Henry – Aye  
Ms. Kimberly Grannan – Aye  
Mr. Tim Haffner – Aye  
Ms. Réna Bradley – Aye  
Mr. Gregg Sengstack -Absent  
Mr. Barry Sturges – Absent  
The motion carried.

### **5. CIP REVIEW FOR FWA AND SMD**

Mr. Joe Marana reported to the board that authority staff has developed a Capital Improvement Program for the years 2024 - 2029. This plan represents projects which would be eligible for federal or state funding which the airport authority would seek to obtain. Mr. Marana reported that the report is focused primarily on federal dollars which it hopes to obtain and staff recognizes this is an aggressive plan and based on actual federal / state funding received would be adjusted accordingly. Projects included in the plan were outlined as follows:

#### **FWA CIP PLANS**

*2024*

- TWY C2 Relocation and C Rehabilitation (project is competing for funding; it could fall back into 2025)

*2025*

- Various Reimbursements for Terminal East Phase 2 – Entitlement Funds & AIG

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2026

- Reimbursement C2

2027

- West Ramp Rehabilitation and Taxiway F Lighting

2028

- Rehabilitate Taxiway Y

2029

- Rehabilitate Runway Lighting 5-23 & 14-32

### **SMD CIP PLANS**

2024

- Reimbursement for TWY A1 Connector

2025

- New T-Hangar Taxiway

2026

- Apron expansion

2027

- Airport Layout Plan Update

2028

- Reimbursement for Land Acquisition

## **6. OTHER BUSINESS**

Mr. Hinderman indicated staff had no other business to bring before the board at this time.

## **7. ADJOURNMENT**

Mr. Haffner adjourned the February 19, 2024 Regular Session Board Meeting at 3:19 p.m.

### **EXECUTIVE SESSION:**

An Executive Session was held prior to the regular session board meeting on February 19, 2024 at 2:00 p.m. at the Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne,

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Indiana 46809, pursuant to proper legal notice, to discuss Personnel (pursuant to IC 5 14 1.5 6.1(b)(5) or (b)(6) or (b)(9), Lease Negotiations (pursuant to IC 5 14 1.5 6.1(b)(2)(D), pending or threatened litigation which is pursuant to IC 5 14 1.5 1(b)(2)(B), and confidential records which is pursuant to IC 5 14 1.5 6.1 (b)(7).

### Attendance:

Richard B. (Barry) Sturges, Jr., President; absent

Gregg Sengstack, VP; absent

Timothy T. Haffner, Secretary; present

Jerome F. (Jerry) Henry, Jr.; present

Kimberly Grannan; present\*

Réna Bradley; present\*

Mr. Mike Deam; present

Mr. Tim Trent; present

Mr. Scott Hinderman; present

Mr. Joe Marana; present

Mr. Mike Zawahri; present

Mr. Ryan Bauer, present

Ms. Mary Easterday; present

*\*electronic participation*

By signing the minutes of the February 19, 2024, board meeting, it is hereby certified that nothing other than the topics, as noted above, were discussed during the Executive Session.

### Signatures on File

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Mr. Richard (Barry) Sturges  
Board President

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Mr. Timothy Haffner  
Board Secretary