

# **FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY**

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

June 16, 2025

3:00 p.m.

A meeting of the Fort Wayne-Allen County Airport Authority Board of Directors was held on June 16, 2025, at the Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, Indiana 46809, pursuant to proper legal notice. A quorum being present, Ms. Kimberly M. Grannan, Board Vice President called the meeting to order at 3:02 p.m.

## **ATTENDANCE:**

### **AIRPORT AUTHORITY BOARD MEMBERS:**

Richard B. (Barry) Sturges, Jr., President, absent  
Kimberly M. Grannan, Vice President, present  
Timothy J. Haffner, Secretary, present \*  
Jerome F. (Jerry) Henry, Jr., present  
Réna Bradley, present  
Ramadan Abdul-Azeez, present

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

Scott Hinderman, Executive Director of Airports  
Mike Deam, Airport Authority Attorney  
Jordon Huttenlocker, Airport Authority Attorney  
Mike Zawahri, Director of Admin and Finance  
Joe Marana, Director of Facilities and Operations  
Ryan Bauer, Airport Development Manager  
Annie Hoffmeier, Receptionist  
Doug Robertson, Controller

## **CALL TO ORDER:**

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

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

It was noted that Mr. Timothy Haffner would be participating in today's meeting electronically so all votes taken would be by roll call. Ms. Réna Bradley made a motion to approve the June 16, 2025 Board Agenda as posted, and the Consent Agendas as presented below. Mr. Timothy Haffner seconded the motion. Ms. Kimberly Grannan called for a roll call vote. Below is a tally of the votes:

Mr. Barry Sturges – Absent  
Mr. Jerry Henry – Aye  
Mr. Timothy Haffner – Aye  
Ms. Réna Bradley – Aye  
Mr. Ramadan Abdul-Azeez – Aye  
Ms. Kimberly Grannan – Abstain  
The motion carried.

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### A. ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 05.19.2025
- Review & Approval of Claims #25-06
- Accounts Receivable Reports

### B. **CONTRACT CONSENT AGENDA (WITH EXECUTIVE DIRECTOR SIGNATURE AUTHORITY)**

1. Addendum Number 9 – Guaranteed Maximum Price Amendment, Exhibit A, Construction Manager as Constructor, Fort Wayne International Airport East Terminal Expansion with Clayco.

This is an addendum to the Guaranteed Maximum price amendment with Clayco, Inc. for the East Terminal Expansion. This addendum will incorporate the items listed below for an overall increase of \$8,088.47.

Staff recommended approval of this Addendum Number 9 in the amount of \$8,088.47 with signature authorization for the Executive Director of Airports.

#### Description of Change:

No.	Description
COR. #278	Terrazzo column base to cover anchor bolts

### 2. **CHERRY BEKAERT, LLP 2024 AUDIT REVIEW**

Mr. Mike Zawahri informed the board members that the financial statement audit for the year ended 12-31-2024 has been completed by Cherry Bekaert, LLP and that Ms. Lauren Strobe, Engagement Partner from the Cherry Bekaert team would present and review the audit with the board. Ms. Strobe made a brief presentation to the board and announced that the 2024 audit was being presented with unmodified (clean) opinion – the highest level that could be achieved.

### 3. **ACTIVITY REPORT – MAY 2025**

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

- May enplanements were reported at 41,900 which represented a 23.82% increase compared to May 2024 and an 19.18% increase year to date.
- Capacity continues to increase in our market and Mr. Hinderman noted that on June 8<sup>th</sup> we acquired another flight to Detroit, this increased capacity will be reflected in the June activity report.

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- Enplanements in 2025 at FWA continue to be well above the trend line; we continue to do well.
- Fuel sales at Smith Field are down 20%-25% in both sales transactions and total gallons sold; staff will evaluate the situation and try to pinpoint the reason behind this continual decline in fuel sales.

#### **4. CONSIDERATION AND APPROVAL OF 2026 HOLIDAY SCHEDULE**

#### **5. CONSIDERATION AND APPROVAL OF THE 2026 BOARD MEETING SCHEDULE**

Mr. Scott Hinderman requested permission to consider approval of the 2026 Holiday Schedule and 2026 Board Meeting Schedule as one item; board members consented.

Mr. Hinderman informed the board that every year in June the holiday schedule for the airport authority employees is presented to the board for their approval. The 2026 holiday schedule will include 11 name holidays along with one floating holiday. The 2026 holiday schedule will include the same holidays that were recognized during 2025.

Mr. Scott Hinderman then presented the 2026 Board Meeting Schedule for approval – the Airport Authority Board usually meets on the third Monday of each month with adjustments made due to holiday conflicts during any particular month.

Mr. Ramadan Abdul-Azeez made a motion to approve both the 2026 Holiday Schedule and the 2026 Board Meeting Schedule as presented. Mr. Jerry Henry seconded the motion. Ms. Grannan called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner\* - Aye

Mr. Jerry Henry – Aye

Ms. Réna Bradley – Aye

Mr. Ramadan Abdul-Azeez – Aye

Ms. Kimberly Grannan – Aye

Mr. Barry Sturges – Absent

The motion carried.

The 2026 Holiday Schedule and the 2026 Board Meeting Schedule were approved as follows:

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**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY  
2026 HOLIDAY SCHEDULE**

<b>2026</b>		
Administration and Maintenance Departments		
1	New Year's Day	Thursday, January 1
2	Martin Luther King Day	Monday, January 19
3	Memorial Day	Monday, May 25
4	Juneteenth	Friday, June 19
5	Independence Day	Friday, July 3
6	Labor Day	Monday, September 7
7	Thanksgiving Day	Thursday, November 26
8	Day After Thanksgiving	Friday, November 27
9	Christmas Eve	Thursday, December 24
10	Christmas Day	Friday, December 25
11	New Year's Eve	Thursday, December 31
12	Floating Holiday	To be Requested by Employee

<b>2026</b>		
Custodial, Operations, Smith Field and Fort Wayne Aero Center		
1	New Year's Day	Thursday, January 1
2	Martin Luther King Day	Monday, January 19
3	Memorial Day	Monday, May 25
4	Juneteenth	Friday, June 19
5	Independence Day	Saturday, July 4
6	Labor Day	Monday, September 7
7	Thanksgiving Day	Thursday, November 26
8	Day After Thanksgiving	Friday, November 27
9	Christmas Eve	Thursday, December 24
10	Christmas Day	Friday, December 25
11	New Year's Eve	Thursday, December 31
12	Floating Holiday	To be Requested by Employee

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### **FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY 2026 BOARD MEETING SCHEDULE**

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*The following is the schedule for year 2026 meetings of the Fort Wayne-Allen County Airport Authority Board of Directors. All meetings will begin at 3:00 p.m. in the Board Room of the Fort Wayne-Allen County Airport Authority, Suite 210, 3801 W. Ferguson Road, Fort Wayne, Indiana 46809, unless otherwise noted. Meetings are subject to change.*

Tuesday	January 20, 2026
Monday	February 16, 2026
Monday	March 16, 2026
Monday	April 20, 2026
Monday	May 18, 2026
Monday	June 15, 2026
Monday	July 20, 2026
Monday	August 17, 2026
Monday	September 21, 2026
Monday	October 19, 2026
Monday	November 16, 2026
Monday	December 14, 2026

*A quorum, consisting of at least four (4) board members, is absolutely necessary for the board meetings. It is essential that a quorum be present each month. Individual meetings can be adjusted in order to accomplish a quorum, if sufficient time is available. Staff will be contacting board members on a regular basis to ensure a quorum at each meeting.*

#### **6. CONSIDERATION AND APPROVAL OF REVISED FWACAA PURCHASING POLICY**

Mr. Hinderman informed board members that during the past Indiana legislative session, House Bill 1198 has passed which included modifications to the public works statute. These changes will assist Authority staff in streamlining the process for awarding smaller public works projects below \$300,000. Changes in the state statute will also allow the Authority more time to award projects when obtaining federal funding.

As a result of the passage of House Bill 1198 and the enactment of Public Law 86 (going into effect July 1, 2025), it was necessary to update and modify the Airport Authority's Purchasing Policy. Mr. Hinderman reported that an amended Purchasing Policy is being presented for consideration and approval so that the Airport Authority's Purchasing Policy will be in alignment with the revised state statute.

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Mr. Abdul-Azeez made a motion to approve the revised FWACAA purchasing policy, Ms. Réna Bradley seconded the motion. Ms. Grannan called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – Aye

Mr. Jerry Henry – Aye

Mr. Ramadan Abdul-Azeez – Aye

Ms. Réna Bradley - Aye

Ms. Kimberly Grannan – Aye

Mr. Barry Sturges - Absent

The motion carried.

### **7. CONSIDERATION AND APPROVAL OF BIDS FOR AF25-05 FWA ARDMORE DEVELOPMENT PROJECT**

Mr. Bauer reported that staff have been working on the development of the 12.4 acres owned by the Authority at the corner of Ardmore and Airport Expressway. As part of this process, public infrastructure improvements and relocation services are needed so that the property can be developed into a multi-use complex, one that is not entirely industrial, to help support the airport and surrounding communities.

Airport staff requested bids for this project and three (3) companies submitted bids. Staff reviewed the bids received and recommended that the Board make an award to Fleming Excavating as the lowest responsive and responsible bid in the amount of \$1,861,157.17. Staff also requested approval for the Executive Director of Airports to sign the contract documents.

Board members asked if there was a not-to-exceed amount established with this particular project. Staff responded that with this contract, Fleming would not be allowed to exceed the amount approved in the awarding of this particular bid without going through a change order process. Board members further inquired if there were any limitations to the change orders, and staff responded that change orders were not anticipated based on the manner in which the bid was advertised and bid were submitted.

Ms. Grannan asked for a motion to accept the bid from Fleming Excavating in the amount of \$1,861,157.17 as the lowest responsive and responsible bid and provide approval for the Executive Director of Airports to sign the contract documents. Mr. Ramadan Abdul-Azeez made the motion and Mr. Jerry Henry seconded the motion.. Ms. Grannan called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – Aye

Mr. Jerry Henry – Aye

Ms. Réna Bradley – Aye

Mr. Ramadan Abdul-Azeez - Aye

Ms. Kimberly Grannan – Aye

Mr. Barry Sturges - Absent

The motion carried.

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**8. CONSIDERATION AND APPROVAL LEASE AGREEMENT WITH CHALLENGE TOOL AND MANUFACTURING, INC.**

Mr. Hinderman reported that the Authority has been in negotiations with Challenge Tool and Manufacturing regarding a new lease term and lease agreement to rent from the Airport Authority at Hangar 2014 located at FWA. A summary of the lease agreement is as follows:

**Summary Information Re: Lease Between Fort Wayne-Allen Country Airport Authority and Challenge Tool and Manufacturing**

*The Authority has been in negotiations with Challenge Tool and Manufacturing regarding a new lease term and lease agreement to rent from the Airport Authority 2014 located at FWA*

**FACILITY:** 11142 West Perimeter Road  
Fort Wayne, IN 46809

Hangar 2014 = 6,553 total square feet  
1,452 office space  
5,101 hangar space

**TENANT:** Challenge Tool & Manufacturing, Inc (Larry Redmon)  
**USE OF** Aircraft storage

**PREMISES:**

**LEASE TERM:** Two (2) Year Term:  
September 1, 2025 – August 31, 2027

**RENTAL RATE:** Year 1 = \$1,500.00 a month  
Year 2 = \$1,550.00 a month

**OPTION TO** Tenant shall have no option to renew this lease

**RENEW:**

**UTILITIES:** Tenant will be responsible for arranging and paying all utilities

**IMPROVEMENTS /** None

**RENT CREDITS:**

**OTHER**

**INFORMATION**

**REGARDING THE**

**LEASE**

- Standard building lease
- Lease also includes common use area of parking lot and ram
- Long term tenant
- Previous lease agreement had been for 2 years (9.1.2023 – 8.31.2025)

Mr. Jerry Henry made the motion to approve the two year lease agreement with Challenge Tool and Manufacturing for the use of Hangar 2014 at FWA as presented. Ms. Réna Bradley seconded the motion. Ms. Grannan called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – Aye

Mr. Jerry Henry – Aye

Ms. Réna Bradley – Aye

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Mr. Ramadan Abdul-Azeez - Aye

Ms. Kimberly Grannan - Aye

Mr. Barry Sturges - Absent

The motion carried.

### **9. CONSIDERATION AND APPROVAL OF RESOLUTION 25-02: 2025 SALARY RESOLUTION**

Mr. Hinderman reminded board members that over the course of the last 5 months, staff has been working with ADK Consulting to conduct a comprehensive compensation study for Airport Authority employee positions including pay rates and pay grades. Based on the findings and analysis of ADK, the 2025 Salary Resolution has been updated, and a revised Salary Resolution (Resolution 25-02) is being presented for consideration and approval. It was pointed out that this resolution would reflect the new pay rates and pay grades recommended by the Employee Compensation Study. Mr. Hinderman also noted that Resolution 25-02 would have an effective date of June 15, 2025 which was the beginning of a new pay period for all FWACAA employees.

Ms. Réna Bradley made the motion to approve adoption of Resolution 25-02: 2025 Salary Resolution, with an effective date of June 15, 2025. Mr. Ramadan Abdul-Azees seconded the motion. Ms. Grannan called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – Aye

Mr. Jerry Henry – Aye

Mr. Réna Bradley – Aye

Mr. Ramadan Abdul-Azeez – Aye

Ms. Kimberly Grannan – Aye

Mr. Barry Sturges - Absent

The motion carried.

### **10. OTHER BUSINESS**

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

### **11. ADJOURNMENT**

Ms. Grannan adjourned the June 16, 2025 Regular Session Board Meeting at 3:26 p.m.



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### EXECUTIVE SESSION:

An Executive Session was held prior to the regular session board meeting on June 16, 2025 at 2:00 p.m. at the Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, 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

Timothy T. Haffner, Secretary; present\*

Kimberly Grannan, Vice President; present

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

Réna Bradley, Member; present

Ramadan Abdul-Azeez, Member; present

Mr. Mike Deam; present

Ms. Jordon Huttenlocker; present

Mr. Scott Hinderman; present

Mr. Joe Marana; present

Mr. Mike Zawahri; present

Mr. Ryan Bauer; present

Ms. Annie Hoffmeier; present

*\*Electronic participation*

By signing the minutes of the June 16, 2025 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