

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

July 17, 2023

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held on July 17, 2023, at the Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, Indiana 46809, pursuant to proper legal notice. A quorum being present, Mr. Barry Sturges, President, called the meeting to order at 3:05 p.m.

ATTENDANCE:

AIRPORT AUTHORITY BOARD MEMBERS:

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

AIRPORT AUTHORITY STAFF & LEGAL COUNSEL PRESENT:

Scott Hinderman, Executive Dir. Of Airports
Mike Deam, Airport Authority Attorney
Tom Trent, Airport Authority Attorney
Doug Robertson, Controller
Ryan Bauer, Interim Airport Dev. And Prop. Manager
Justin Treft, FBO Manager
Mary Easterday, Administrative Assistant

**electronic meeting participation*

CALL TO ORDER:

A quorum being present, Mr. Sturges called the meeting to order at 3:05 pm

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

Mr. Scott Hinderman indicated in order to facilitate the efficiency of today's meeting, the posted agenda for today's meeting had been modified and items number #3 and #4 from the posted agenda would be moved to the Contract Consent Agenda and would be approved with these items for consideration. Mr. Timothy Haffner made a motion to approve the July 17, 2023 Board Agenda and Consent Agendas as amended and presented below. Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

A. ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 06.20.2023
- Review & Approval of Claims #23-07
- Accounts Receivable Report

BOARD MEETING MINUTES

July 17, 2023

Page 2 of 6

B. CONTRACT CONSENT AGENGA:

1. *Consideration and Approval of Amendment #1 and Amendment #2 to the Contract with Gordon Heuther & Partners, Inc. for the Creation, Fabrication, and Installation of a Work of Art*

These contract amendments will result in a net contract decrease in the amount of \$2,828 for a revised contract amount of \$309,672.00. The amendments include the following:

- Removal of the electrical and lighting from the artist scope of work
- Additional mobilization costs due to site conditions at the initial scheduled installation

Staff recommended approval of this change order with signature authorization for the Executive Director of Airports.

2. *Change Order Authorization Number 2 -Fort Wayne International Airport West Terminal Expansion CBIS Construction with Michael Kinder & Sons-TB21-A*

This change order is an increase in the amount of \$12,344.09 and includes the items below.

SID-002	Electrical Revisions based on Submitted Static UPS
RFCP-001	CBIS & Outbound Bag Finishes - CREDIT
RFCO-04	RFI 561 Bag Belt Card Reader Locations
RFCP-005R	EDS Machines Cable Change
RFCO-003	RFI 035 BHS Server Room Grille RG-3
RFCO-005	RFI-041: Power For EDS Racks
RFCO-006 R1	RFI 042 Data Outlets in OSR
RFCP-037	Sub-Bid Labor Hour Reduction - CREDIT
SID-002	EDS Housekeeping Pads

Staff recommended board ratification of this change order with signature authorization for the Executive Director of Airports.

BOARD MEETING MINUTES

July 17, 2023

Page 3 of 6

3. Consideration and Approval of Lease with Challenge Tool and Manufacturing for Use of Hangar

It was reported to board members that Airport Authority staff have been in negotiations with Challenge Tool and Manufacturing regarding a Standard Building Lease Agreement for space in Hangar 2014. Challenge Tool and Manufacturing has been a tenant since September of 2013 and the Airport Authority is pleased to continue its long-standing relationship with Challenge Tool. Mr. Hinderman outlined the terms of the lease agreement as follows:

LEASE SUMMARY

FACILITY:	11421 W. Perimeter Road Building 2014 Fort Wayne, IN 46809 6553 square feet of hangar and office space
TENANT:	Challenge Tool and Manufacturing, Inc.
USE OF PREMISES:	Storage of aircraft operated by tenant and associated material and equipment
LEASE TERM:	Two (2) Year Term: September 1, 2023 – August 31, 2025
RENTAL RATE:	a. Rate Year 1 – \$1450.00 per month / \$2.66 per square foot b. Rate Year 2 - \$1500.00 per month / \$2.75 per square foot
OPTION TO RENEW:	Tenant shall have no option to renew this lease
UTILITIES:	Tenant responsibility to pay all utilities (sewer, gas, electricity, water, service utilities) on the Premises.
IMPROVEMENTS / RENT CREDITS:	No rent credits available or improvements provided for the Premises
OTHER INFORMATION REGARDING THE LEASE	<ul style="list-style-type: none">• Previous lease rental rate: \$1216.11 per month• Airport Authority first entered into an agreement with Tenant in September of 2013 to lease a portion of building 2014 (3,277 sq. ft. of space / ½ of the hangar)• Tenant has been in good standing throughout their tenure

4. Consideration and Approval of Amendment No. 3 to the Lease with General Services Administration for TSA Leased Space

Mr. Hinderman reported that in conjunction with the West Terminal Expansion, the square footage for the TSA space was increased. The General Services Administration

BOARD MEETING MINUTES

July 17, 2023

Page 4 of 6

(GSA) has provided the Authority with an amendment to their existing lease to allow for this additional sq. footage at the same rental rate of \$62.58 sq. ft. Mr. Hinderman noted that this amendment would increase the annual rent to the Authority to \$129,352.86 (previously annual rent equaled: \$87,678.50).

Staff requested that the Board approve Amendment #3 to the GSA lease to increase the annual rent to \$129,352.86 effective July 11, 2023, with signature authorization for the Executive Director of Airports.

2. ACTIVITY REPORT – JUNE 2023

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

- Enplanements for June 2023 were reported at 37,829 up 13.33% compared to June 2022 enplanements and up 6.78% year-to-date
- For the second month in a row, we have met and surpassed 2019 enplanement numbers – as previously reported, as a reminder 2019 enplanements were recorded at an all time high; we are currently on track to surpass 2019 enplanement numbers (currently with less frequency) all good indicators for air traffic at FWA
- Summer 2023 numbers look strong; the additional Dallas flight and up-gage in aircraft capacity is producing strong results
- With the presence of the Grissom KC135 refueling wing still on site, our fuel sales are at an all time high

3. CONSIDERATION AND APPROVAL OF MANAGEMENT AGREEMENT WITH LAZ PARKING MIDWEST FOR THE OPERATION OF PARKING SERVICES AT THE FORT WAYNE INTERNATIONAL AIRPORT

Mr. Hinderman reported that the Airport Authority has a management agreement with a company to operate the passenger parking lot at FWA. The existing agreement with Republic Parking System (Reef) will expire at the end of September 2023. Republic has operated the parking lot at FWA for the past 10 years.

The Airport Authority released a request for proposals in April to operate the passenger parking lot under a management agreement. A pre-proposal meeting was held on April 25, 2023 which was attended by ABM Parking Services, USP Parking, Republic (Reef) Parking System, LAZ Parking and SP+ (Standard Parking). Proposals were due to the Authority on May 23, 2023 and the Authority received proposals from three companies prior to the submission deadline—ABM Parking Services, LAZ Parking and Republic (Reef) Parking System. Airport staff reviewed and scored the proposals and requested interviews with all three companies. Interviews were held on June 29, 2023. Staff scored the presentations and considered best and final offers which were invited from each firm.

BOARD MEETING MINUTES

July 17, 2023

Page 5 of 6

Mr. Hinderman reported that Airport staff is recommending to the Board that we enter into negotiations for a management agreement with LAZ Parking Midwest, LLC with the following terms:

Length	Three Years, with two 1-year extensions
Annual management fee	\$36,000 / \$180,000
First year budget self-park	\$398,974
First year budget valet	\$170,218
Total first year expense	\$605,192

Mr. Hinderman provided additional information on the company: LAZ was founded in 1981 and has operations at more than 29 domestic airport locations. Its HQ is in Hartford, CT and Chicago, IL and has a division specific to airport services. Nearby airports that are managed by LAZ are Kalamazoo, Nashville, Pittsburgh. At the interviews, LAZ brought a Team that presented a level of excitement and expertise in providing parking management services to FWA. They have experienced staff to assist the Authority in selecting the best solution to replace our parking access equipment – which we plan to replace in 2024. Additionally, they have a KPI program and reservation system that will be available to the Authority without any additional fee for the first year.\

Board members inquired if we had any previous experience with LAZ Parking and Mr. Hinderman responded that the Airport Authority has not worked directly with the company, however some members of the LAZ leadership team had previously been employed with Republic Parking and the Airport Authority's interaction with these specific individuals had been positive.

Staff recommended that the Board make a motion to award the RFP for a management agreement for the operation of the passenger parking lot at FWA to LAZ Parking Midwest LLC as the offer whose proposal has been determined to be the most advantageous to the Authority. Mr. Hinderman also noted that the motion would be subject to the successful negotiation of the agreement along with approval for the Executive Director of Airports to execute the management agreement.

Mr. Tim Haffner made a motion to award the RFP for a management agreement for the operation of the passenger parking lot at FWA to LAZ Parking Midwest LLC pending the negotiation of the agreement and to also provide the Executive Director of Airports the authority to execute the management agreement. Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

4. OTHER BUSINESS

Mr. Hinderman reported, staff had no other items of business to present to the board for consideration.

BOARD MEETING MINUTES

July 17, 2023

Page 6 of 6

5. ADJOURNMENT

Mr. Haffner moved to adjourn the July 17, 2023 Regular Session Board Meeting at 3:15 PM.
Mr. Sturges adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was held prior to the regular session board meeting on July 17, 2023 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; present

Gregg Sengstack, VP; present

Timothy T. Haffner, Secretary; present

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

Kimberly Grannan; present

Réna Bradley; present

Mr. Mike Deam; present

Mr. Tom Trent; present

Mr. Scott Hinderman; present

Mr. Ryan Bauer; present

Ms. Mary Easterday; present

**electronic participation*

By signing the minutes of the July 17, 2023, board meeting, it is hereby certified that nothing other than the topics, as noted above, were discussed during the Executive Session.

Signatures on File

Mr. Richard (Barry) Sturges
Board President

Mr. Timothy Haffner
Board Secretary