

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

October 16, 2023

3:00 p.m.

A meeting of the Fort Wayne-Allen County Airport Authority Board was held on October 16, 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 3:04 p.m.

ATTENDANCE:

AIRPORT AUTHORITY BOARD MEMBERS:

Richard B. (Barry) Sturges, Jr., President, present
Gregg C. Sengstack, Vice President, present
Timothy J. Haffner, Secretary, absent
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 Deam, Airport Authority Attorney
Doug Robertson, Controller
Ryan Bauer, Airport Development Manager
Katie Robinson, Marketing Specialist
Mary Easterday, Administrative Assistant

CALL TO ORDER:

A quorum being present, Mr. Sturges called the meeting to order at 3:04 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. Gregg Sengstack made a motion to approve the October 16, 2023 Board Agenda as posted and the Consent Agendas as presented below. Mr. Jerry Henry seconded the motion; the motion unanimously carried.

A. ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 09.26.2023
- Review & Approval of Claims #23-10
- Accounts Receivable Report

BOARD MEETING MINUTES

October 16, 2023

Page 2 of 6

B. CONTRACT CONSENT AGENDA:

- (1) Contingency Change Order Authorization Number 2 - Fort Wayne International Airport East Terminal Expansion with Clayco

This increase is in the amount of \$103,554.68. This amount will come from the already approved owner's construction contingency in the Clayco contract. This leaves a contingency balance of \$2,852,082.24. 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
COR-03	RFCP 11.1 Concessions – Long Lead AHU 10 and BIM Coordination
COR-05	Lighting Controls - Lutron

2. ACTIVITY REPORT – SEPTEMBER 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:

- September is typically a slower travel month yet in September 2023 enplanements were up 16.88% compared to September 2022 enplanements and up 8.85% year to date
- We currently have surpassed 2019 enplanements year-to-date
- There is a strong demand for travel in NE Indiana - capacity remains relatively flat, yet enplanements are continuing to increase
- Optimistic we will finish off the year on a strong note; anticipate enplanements meeting or even surpassing 2019 numbers

3. CONSIDERATION AND APPROVAL OF 2024 HEALTH INSURANCE RENEWAL

Mr. Hinderman reported that each year, the Authority presents to the Board its recommendation for medical insurance renewal for full time Airport Authority employees. Several meetings were held throughout the year with our insurance broker, Mike Ripley of the Hylant Group, to discuss the Authority's claims, industry trends, and the medical insurance marketplace. The Authority's claim experience has been reasonable over the past year and our current insurance provider, Physicians Health Plan (PHP), has responded by providing a renewal which resulted in a flat premium renewal.

Mr. Hinderman noted that after discussion with Mike Ripley, staff believes that PHP is providing the most competitive medical insurance package for Authority employees for

BOARD MEETING MINUTES

October 16, 2023

Page 3 of 6

2024. Mr. Hinderman then requested a motion from the Board to approval the contract for 2024 medical insurance coverage for FWACAA staff with Physicians Health Plan of Northern Indiana based on a flat premium renewal rate and also to give approval for the Executive Director to sign the contract.

Mr. Gregg Sengstack made a motion to approve the contract for 2024 medical insurance coverage for FWACAA staff with Physicians Health Plan of Northern Indiana based on a flat premium renewal rate and to also provide approval for the Executive Director to sign the contract document. Ms. Réna Bradley seconded the motion; the motion unanimously carried.

4. CONSIDERATION AND APPROVAL RENTAL CAR CONCESSION AT FWA

Mr. Hinderman informed board members that the current Rental Car Lease and Concession Agreements end November 30, 2023. Staff have been working with each of the existing companies which include Avis/Budget, Enterprise Leasing dba Enterprise and Enterprise Leasing dba National/Alamo and have presented agreements for a 5-year term through November 30, 2028 to each of the existing companies.

The new agreement calls for the rental car companies to pay us the greater of 10% of their gross receipts or their minimum annual guarantee. Minimum annual guarantees in the initial year will remain the same as 2023 ranging in value from \$498,260 to \$290,500 with subsequent years to be a formula based adjustment involving gross revenues. In addition, rental car companies will pay rent of \$16,442.92 annually which will also be adjusted annually based the CPI. There is no separate charge for the rental car lot. Mr. Hinderman also reported that the new agreement contains minor changes to the current lease and concession agreement with most terms remaining the same.

Board members inquired if there were any additional rental car service providers in the market which may be interested in providing services at FWA. Mr. Hinderman acknowledged that Hertz had provided rental car services in the past, but ceased operations in the midst of the covid pandemic when the demand for car rentals at airports fell off. Mr. Hinderman felt that we would probably see Hertz operating at FWA again, he was unsure of their timetable for getting back into the market at FWA. Mr. Hinderman did note that we currently have counter space to accommodate 2 additional rental car companies, should another company wish to begin operating at FWA.

Mr. Gregg Sengstack made a motion to approve the Rental Car Lease and Concession Agreements as presented with authority for the Executive Director to sign each contract document. Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

BOARD MEETING MINUTES

October 16, 2023

Page 4 of 6

5. CONSIDERATION AND APPROVAL OF REQUEST FOR PROPOSAL RESULTS FOR MARKETING SERVICES AT FWA

Mr. Hinderman reported that Airport staff had solicited proposals for the selection of a firm to serve as the Agent of Record for advertising and creative content marketing for the Fort Wayne-Allen County Airport Authority. The Airport Authority received nine proposals in response to the initial solicitation. After initial review of the proposals by the selection committee (consisting of four Authority staff members), the top three rated firms were invited for presentations and interviews. Having completed this process, the selection committee recommended that Ferguson Advertising be selected for award as the agent of record for Marketing Services at FWA.

Mr. Hinderman indicated that highlights from Ferguson's interview and strengths included the broad capabilities as a firm, the depth and experience of their overall project team, the creative concept suggestions which were presented, and competitive fees and commissions. Mr. Hinderman informed board members that fees for services rendered range from \$125 to \$200. Their commissions earned on our media buys will be 10% for traditional media and 25% for digital. Staff recommended that the Board make an award of this RFP to Ferguson Advertising 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 Ferguson as the Airport Authority's agent of record.

Mr. Hinderman also indicated that the contract is non-exclusive and does include a cancellation option at the end of each year.

Mr. Gregg Sengstack made a motion to award the RFP for Advertising Services at FWA to Ferguson Advertising and to provide authority for the Executive Director to sign the contract document. Ms. Réna Bradley seconded the motion; the motion unanimously carried.

6. APPROVAL OF AN EMERGENCY PROCUREMENT DECLARATION FOR ASBESTOS ABATEMENT AND LEAD PAINT REMOVAL

Mr. Joe Marana reported that during the demolition of the future concession area on the 2nd floor concourse at the Fort Wayne International Airport, mastic suspect for asbestos and paint on the beams suspect for lead were uncovered. ACM Engineering and Environmental Services conducted an analysis and provided a report that did find some non-friable asbestos and lead paint in samples obtained.

Mr. Marana further explained that in accordance with regulations, it is imperative that abatement occur as expeditiously as possible so that demolition can progress and abated materials can be properly mitigated and safely disposed of. Mr. Marana requested that the Board declare the abatement an emergency, which will enable staff to immediately authorize start of the work and allow construction to proceed in a safe and expedient manner.

BOARD MEETING MINUTES

October 16, 2023

Page 5 of 6

Mr. Marana informed board members that quotes were obtained from two firms as follows:

EMS	\$208,225.00
Kinsale	\$125,465.11

Staff requested emergency abatement authorization and authorization for the Executive Director of Airports to execute documents for the work with Kinsale Contracting Group Inc. Mr. Marana also noted that Kinsale (based out of Chicago) is currently on-site providing demolition services and would be able to start the asbestos and lead paint abatement immediately.

Mr. Jerry Henry moved that the Fort Wayne-Allen County Airport Authority Board of Directors declares that emergency abatement on the 2nd floor at the Fort Wayne International Airport East Expansion Project is necessary for the removal of non-friable asbestos and lead paint and also to provide the Executive Director of Airports authority to execute contracts for the work with Kinsale Contracting Group as the lowest of two quotes received. Mr. Gregg Sengstack seconded the motion; the motion unanimously carried.

7. INTRODUCTION OF ORDINANCE 23-03: 2024 RATES AND CHARGES ORDINANCE

Ordinance 23-03 was introduced by Mr. Gregg Sengstack. A Public Hearing on Ordinance 23-03: 2024 Rates and Charges Ordinance will be held at the November 13, 2023 board meeting.

8. INTRODUCTION OF ORDINANCE 23-04: FWA RULES AND REGULATIONS ORDINANCE

Ordinance 23-04 was introduced by Mr. Gregg Sengstack. A Public Hearing on Ordinance 23-04: FWA Rules and Regulations Ordinance will be held at the November 13, 2023 board meeting.

9. INTRODUCTION OF ORDINANCE 23-05: ORDINANCE AUTHORIZING DECLARATION OF SURPLUS LAND AND DISPOSITION OF REAL ESTATE

Ordinance 23-05 was introduced by Mr. Gregg Sengstack. A Public Hearing on Ordinance 23-05: Ordinance Authorizing Declaration of Surplus Land and Disposition of Real Estate will be held at the November 13, 2023 board meeting.

BOARD MEETING MINUTES

October 16, 2023

Page 6 of 6

10. OTHER BUSINESS

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

11. ADJOURNMENT

Mr. Sengstack moved to adjourn the October 16, 2023 Regular Session Board Meeting at 3:16 p.m. Mr. Sturges adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was held prior to the regular session board meeting on October 16, 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; absent

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

Kimberly Grannan; present

Réna Bradley; present

Mr. Mike Deam; present

Mr. Scott Hinderman; present

Mr. Joe Marana; present

Mr. Ryan Bauer, present

Ms. Mary Easterday; present

**electronic participation*

By signing the minutes of the October 16, 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. Gregg Sengstack
Board Vice - President

Mr. Timothy Haffner
Board Secretary