

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

December 18, 2023

3:00 p.m.

A meeting of the Fort Wayne-Allen County Airport Authority Board was held on December 18, 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. Gregg Sengstack, Board Vice-President, called the meeting to order at 3:00 p.m.

ATTENDANCE:

AIRPORT AUTHORITY BOARD MEMBERS:

Richard B. (Barry) Sturges, Jr., President, absent
Gregg C. Sengstack, Vice President, present
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
Mary Easterday, Administrative Assistant

CALL TO ORDER:

A quorum being present, Mr. Sengstack called the meeting to order at 3:00 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. Tim Haffner made a motion to approve the December 18, 2023 Board Agenda as posted and the Consent Agendas as presented below. Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

A. ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 11.13.2023
- Review & Approval of Claims #23-12
- Accounts Receivable Report

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B. BID CONSENT AGENGA:

(1) *Quotation Results: AF23-03, FWA Tree Removal and Site Restoration*

Airport staff solicited quotations for the clearing and grubbing of trees along with site restoration (fine grading/backfilling, mulching, and seeding) and other incidental erosion control items associated with the work at FWA.

Staff requested quotations from 5 local firms, and received two quotes as follows:

- Kreager Group Inc \$144,628.00
- T-E Incorporated \$189,800.00

Airport staff reviewed the quotes and recommended that the Board make an award to Kreager Group Inc as the lowest responsive and responsible quote in the amount of \$144,628.00. Approval was also requested for the Executive Director of Airports to sign the quotation documents.

(2) *Quotation Results: 2802 West Ferguson Road Demolition Project, TB23-E*

Airport Staff solicited quotations for the demolition of house recently purchased at 2802 W. Ferguson Rd. with an additive bid to remove the outbuildings on the property. In response to the request for quotations, three quotes were received as follows:

- Wisel Enterprises \$15,300.00 Base \$11,200.00 Additive
- Kreager Group Inc \$19,727.00 Base \$ 9,296.00 Additive
- Amor Excavating, Inc. \$17,760.00 Base \$ 8,900.00 Additive

Airport staff reviewed the quotes and recommended that the Board make an award to Wisel Enterprises as the lowest responsive and responsible quote Base Quotation and Additive Amount of \$26,500.00. Approval was also requested for the Executive Director of Airports to sign the quotation documents.

(3) *Quotation Results: AF23-04, Air Trade Center (ATC) Ramp Joint Repair*

Airport staff solicited quotes for the repair of numerous joints on the ramp at the Air Trade Center. The base bid is to complete repair at the lead-in lines and 2 panels in each direction at the ATC ramp. The Alternate Bid 1 is in the general parking area, and the alternate bid 2 is the UPS SIDA red box line.

Quotations were requested from 5 firms. However, in response to quotation request, two quotation responses were received as follows:

Professional Concrete	Base bid	\$ 49,081.80
	Alternate #1	\$ 58,472.70
	Alternate #2	\$ 23,430.00

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Milestone Contractors LP	Base Bid	\$219,575.00
	Alternate #1	\$257,863.10
	Alternate #2	\$112,120.00

Airport staff reviewed the quotes and recommended that the Board make a motion to award to Professional Concrete Cutting & Drilling as the lowest responsive and responsible quote for the base quotation and additive #1 and #2 amount of \$130,984.50. Approval was also requested for the Executive Director of Airports to sign the quotation documents.

(4) Quotation Results: AF23-05, Airfield Papi/Reil Frangible Base Installation

Airport staff solicited quotes for the installation of PAPI/REIL frangible bases on the airfield.

Quotations were requested from 4 firms. However, in response to quotation request, three quotation responses were received as follows:

Hi-Tech Electric Company	\$52,200.00
Shambaugh & Sons	\$79,308.43
LA Electric	\$83,000.00

Airport staff reviewed the quotes and recommended that the Board make a motion to award to Hi-Tech Electric Company as the lowest responsive and responsible quote in the amount of \$52,200.00. Approval was also requested for the Executive Director of Airports to sign the quotation documents.

(5) Consideration and Award of a Special Procurement for the purchase of furnishings for the East Terminal Expansion

The Authority will be installing new furnishing in the terminal upon completion of the various phases of the East Terminal Expansion & Renovation. The design of the furnishing requirements were included in the project design services provided by Mead & Hunt.

IC 5-22-10-14 authorizes a purchasing agent to make a special procurement from a person when the purchasing agent determines in writing that:

1. Supplies can be purchased from the person or person's authorized representative at prices equal to or less than prices stipulated in the current federal supply service schedules established by the General Services Administration (GSA); and
2. It is advantageous to the governmental body's interest in efficiency and economy.

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In reviewing the furniture needs for the East Terminal Expansion and Renovation Project, many of the manufactures provided a line of airport lounge furnishings which meet our design needs, coordinate with the furnishings on the West Terminal Expansion, and are currently available on a GSA contract with the federal government. The prices being offered are equal to the discounted pricing available in the GSA supply schedule. The terms of the GSA contracts offer a substantial discount off of list. Additionally, staff had been advised that better pricing is not offered to other customers. Therefore, this pricing does provide for an economical and efficient procurement process.

Because Board authorization is required for supply purchases in excess of \$150,000, staff requested that the Board make a motion to approve a Special Procurement for the East Terminal Expansion furnishings in accordance with IC 5-22-10-14 as follows:

Arconas	\$337,828.15
Three Rivers Business Interiors	\$ 34,188.02
One Eleven Design	\$ 103,648.84
Agati	\$ 951,162.69

This included the purchase, inside delivery, and installation of stools, lounge chairs, sofas, beam seating, office furnishings, and power tables for the East Terminal Expansion and Renovation Project. Staff also requested approval for the Executive Director of Airports to sign the special procurement authorization document on behalf of the Board.

(6) Consideration and Award of Proposals for the Purchase and Installation of Terminal Furnishings

Authority staff solicited proposals for the purchase and installation of terminal furnishings (not available on GSA) in conjunction with the East Terminal Expansion and Renovation Project. The furnishings consist of 4 distinct product groupings as follows:

Group 1	Executive Lounge Chair
Group 2	Modular Seating
Group 3	Executive Lounge Chairs w/Ottoman-Business Center
Group 4	Executive Sofa-Business Center

As outlined in the Request for Proposals, proposers who submitted furnishings that complied with mandatory submission and specification criteria, were scored by a team of Authority personnel based on the price, desirability of furniture design, manufacture experience, references, warranty, and company background to determine the highest-ranking score for each category. Each product grouping was separately rated.

Staff recommended that the Board award the furnishings RFP to the firm determined to be the most advantageous to the Authority for each product grouping as follows:

Group 1- Three Rivers Business Interiors	\$ 147,510.04
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Group 2-Arconas	\$ 96,807.80
Group 3-One Eleven Design	\$ 8,887.64
Group 4-One Eleven Design	\$ 9,586.84

Staff requested that the Board make a motion to award product Group 1 to Three Reivers Business Interiors for \$147,510.04, Group 2 to Arconas for \$96,807.80, Groups 3 & 4 to One Eleven Design for \$18,474.48 as most advantageous firms for these product groups in the combined amount of \$262,792.32.

C. CONTRACT CONSENT AGENDA:

(1) *Consideration and Approval of Amendment #3 to the Contract with Gordon Huether & 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 \$8022.78 for a revised contract amount of \$317,694.78. The amendments include the following:

- Project Manager and Engineering labor to accommodate variances in the poured footings from specifications.
- Additional hardware for installation to accommodate footing variances.

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

(2) *Consideration and Approval of Amendment #1 to the Professional Services Agreement with Mead & Hunt for the FWA Terminal Building-East Expansion CA/Phase 2*

Mead & Hunt designed and has oversight for the construction administration services associated with the East Terminal Expansion Project. Part of these services consist of the relocation of the concession space to the second floor of the terminal. Because of specific design needs tailored to our new concessionaire for this area, additional design services were required to modify the layout and construction requirements. Therefore, airport staff requested approval of Amendment #1 for an increase in the amount of \$113,297.64 to accommodate these additional services.

Staff recommended that the Board make a motion to approve this Amendment #1 and also requested authorization for the Executive Director of Airports to sign the contract documents.

(3) *Consideration and Approval of Change Order #1 to the Pre-Construction Services Construction Manager as Constructor (CMc) with Clayco, Inc for the East Terminal Expansion Project*

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The Fort Wayne-Allen County Airport Authority awarded the CMc agreement to Clayco, Inc. for the East Terminal Expansion & Renovation Project. This award included design service fees in the amount of \$164,541.00. During the design services phase, Clayco incurred additional labor costs to complete their design services and facilitate the re-bidding of several of the subcontractor bid packages. This change order increase is in the amount of \$148,744.00.

Staff requested that the Board make a motion to approve Change Order #1 to the preconstruction design service fees for the CMc Agreement with Clayco, Inc. in the increase amount of \$148,744.00. Staff also requested approval for the Executive Director of Airports to execute the change order documents.

(4) Addendum Number 1-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 incorporates the costs reflected from COR #:034-Added Temporary Conditions and Laborer Time; and COR #:013-RFCP-011R1-Concessions area which were not awarded at the time of the original GMP Amendment execution due to design and cost considerations.

This is a contract increase in the amount of \$2,383,212.25. Staff recommended approval of this change order with signature authorization for the Executive Director of Airports.

(5) Contingency Change Order Authorization Number 4-Fort Wayne International Airport East Terminal Expansion with Clayco

This increase is in the amount of \$869,685.14. This amount will come from the already approved owner's construction contingency in the Clayco contract. This leaves a contingency balance of \$1,300,552.74. 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-06	Structural Dimension Clarifications & Concourse Bulkhead
RFCP-08	Area E Roof
RFCP-	Locally Added Rebar
RFCP-	Offset Columns Near Grid 21.1
RFCP-	Structural Changes
RFCP-	Electrical Panel LD1 Revision
COR-33	Added General Conditions

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2. ACTIVITY REPORT – OCTOBER 2023 / NOVEMBER 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 in November 2023 were up 15.23% compared to November 2022 and up 9.94% year to date
- Currently enplanements are 1.25% over 2019 enplanements; we are on target to surpass 2019 numbers by the conclusion of 2023
- Demand for air travel is high in NE Indiana and we are confident that enplanements would be even higher if the airlines would be able to increase capacity at FWA

3. CONSIDERATION AND APPROVAL OF RESOLUTION 23-07: APPROPRIATIONS TRANSFER

Mr. Mike Zawahri explained to board members that the 2023 Budget was prepared six months prior to the beginning of the budget year and spending requirements were established at that time. Now certain accounts require additional spending authority, and several accounts need less spending authority because anticipated expenditures were unnecessary. Mr. Zawahri requested Board approval to make the necessary transfers among several accounts as presented in Resolution 23-07. These transfers will prevent appropriations from having deficient balances and will keep us in compliance with Indiana code requirements. Mr. Zawahri affirmed that the result of all transfers is a net increase of zero dollars to the 2023 Budget.

Mr. Tim Haffner made a motion to approve Resolution 23-07: Appropriations Transfer Resolution (as presented). Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

4. CONSIDERATION AND APPROVAL OF RESOLUTION 23-08: PAID TIME OFF RESOLUTION

Mr. Scott Hinderman explained to board members that staff is proposing a change to the Paid Time Off Resolution which would allow the Executive Director of Airports, at his discretion, the ability to offer new hires with significant amount of experience and tenure in the field and their area of expertise, a vacation accrual rate that is above the assigned rate per years of service as a FWACAA employee. The intent of this change is to be able to attract highly qualified and experienced employees who may already be earning significant amount of vacation time at their current place of employment. It is hoped that this change would serve as a tool for talent attraction and increase the likelihood of a prospective employee to say “yes” to a potential job offer.

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Mr. Tim Haffner made a motion to approve Resolution 23-08: Paid Time off Resolution as presented. Ms. Réna Bradley seconded the motion; the motion unanimously carried.

5. CONSIDERATION AND APPROVAL OF PROPERTY PURCHASE SALES AGREEMENT FOR THE SALE OF APPROXIMATELY 2 ACRES

Mr. Ryan Bauer explained to board members that Waterfurnace International seeks to expand their facilities at 9000 Conservation Way. They desire to obtain the 2.032 acres previously designated as surplus land in Ordinance 23-05, which was adopted at the November 2023 board meeting. Per Indiana Code, staff has appraised the land at \$111,760.00. Further, to ensure compatible land use, staff has included the execution of an avigation easement and wildlife restrictive covenant agreement as requirements in the purchase agreement for closing. Mr. Bauer reported that Waterfurnace has agreed to these requirements. Mr. Bauer noted that with the approval of the purchase agreement being presented, staff would be able to proceed and finalize the sales process. Mr. Bauer noted closing would be anticipated in 90 days (or earlier).

Mr. Timothy Haffner made a motion to approve the sale of approximately 2.032 acres of Airport Authority surplus land to Waterfurnace International, Inc. for the purchase price of \$117,760.00. Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

6. CONSIDERATION AND APPROVAL OF LEASE AGREEMENT WITH CHESTERTON ACADEMY OF ST. SCHOLASTICA FOR LEASE OF BUILDING 426 AT SMD

Mr. Ryan Bauer informed the board Airport Authority staff had been in negotiations with leadership from St. Scholastica School regarding the leasing of Building 426 at SMD. Mr. Bauer summarized the lease agreement for board members as follows:

Total Square Feet:	Approximately 3,000 square feet
Lease Term:	30-months
Start Date:	January 1, 2024
End Date:	June 30, 2026
Rental Rate:	01/01/2024 - 3/31/2024 = \$0 (Full utilities from onset) 4/1/2024 - 6/30/2024 = \$625.00 per month Beginning 7/1/2024 = \$1875.00 per month
Option to Renew:	Option to renew for an additional one year term July 1, 2026 – June 30, 2027 is available provided 180 day notice of election to exercise option

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Utilities

- Tenant will be invoiced monthly for all utilities; electricity to be billed at 60% of metered invoice (meter shared with adjacent SMD building)
- Tenant reserves the option to install a separately metered electrical meter at its sole expense, if so desired
- Tenant would then be responsible for self reporting submeter electrical usage on a monthly basis

Improvements:

None
No rent credits available

Use of Premises:

Non-profit classical high school in the Catholic tradition
15 students anticipated year 1
30 students anticipated year 2

Mr. Timothy Haffner made a motion to approve the lease agreement with Chesterton Academy of St. Scholastica for the lease of Building 426 at SMD. Ms. Kimberly Grannan seconded the motion; the motion unanimously carried.

8. OTHER BUSINESS

Mr. Hinderman reported, staff had no other items of business to present to the board for consideration. Mr. Hinderman did announce that the Fort Wayne-Allen County Airport Authority recently was awarded the Commercial Airports Architectural Project of the Year for the work done on the West Terminal expansion project. The award was granted by the Great Lakes Chapter of AAAE. Board members offered their congratulations for being awarded this prestigious recognition from amongst industry peers.

9. ADJOURNMENT

Mr. Haffner moved to adjourn the December 18, 2023 Regular Session Board Meeting at 3:08 p.m. Mr. Sengstack adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was held prior to the regular session board meeting on December 18, 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).

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Attendance:

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

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. 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 December 18, 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