

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

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

March 15, 2021

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Board Conference Room, on March 15, 2021 at 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. Wagner, present\*  
Réna Bradley, present  
*\*electronic participation*

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

Scott Hinderman, Executive Director  
Robin Strasser, Dir. Admin. & Finance  
Joe Marana, Dir of Facilities and Operations  
Mike Deam, Airport Authority Attorney  
Tom Trent, Airport Authority Attorney  
Doug Robertson, Controller\*  
Patrick Dooley, Airport Development Director  
Mary Easterday, Administrative Asst.

## **CALL TO ORDER:**

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

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

Mr. Scott Hinderman indicated staff had no changes to the posted agenda. Mr. Sturges indicated board member Kimberly Wagner would be attending today's meeting electronically and so each vote taken would be by roll call.

Mr. Tim Haffner made a motion to approve the March 15, 2021 Board Agenda as posted. Mr. Gregg Sengstack seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

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

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Mr. Timothy Haffner made a motion to approve the Administrative Consent Agenda and the Contract Consent Agenda as follows:

### **2. CONSIDERATION AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:**

- Approval of Board Minutes – 02.08.2021
- Review & Approval of Claims #21-03
- Accounts Receivable Report

### **3. CONSIDERATION AND APPROVAL OF CONTRACT CONSENT AGENDA**

- a. Amendment #2, Addendum Number 4 to Professional Service Agreement with CHA for the Terminal Apron Improvements-Phases 1 & 2, Construction Phase Services*

Amendment No. 2 to Addendum No. 4 to the Indefinite Delivery Services Agreement with CHA Consulting, Inc. is to provide additional construction phase services for Phases 1 and 2 of Terminal Apron Improvements. Phase 1 primarily focuses on the improvements on the east side of the terminal area generally between the east end of the terminal building and Hangar 1003. Phase 2 includes improvements immediately adjacent to Gate 8 extending to Hangar 1039, with improvements to what is currently part of the North Apron on the west side of the terminal building by removing additional composite asphalt/concrete pavement to facilitate new concrete terminal apron pavements.

As construction progressed during 2020, several unforeseen conditions had arisen requiring additional design consultation and construction administration efforts relating to the following:

- Additional project management related tasks
- Construction Administration Coordination between Superior and Siemens
- 3 Additional weeks of construction meetings
- Additional time associated with Proposal Request No. 8
- Efforts to resolve a construction claim resolution involving final pay quantities
- Five weeks additional resident project representative on site duties

CHA has proposed additional fees in the amount of \$48,545.00 with a revised not to exceed contract amount of \$939,565.00. Staff recommended the Board make a motion to approve this contract amendment to CHA in the not-to-exceed increase amount of \$48,545.00. Staff also requested authorization for the Executive Director to execute the contract documents.

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Mr. Gregg Sengstack seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

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

### **4. ACTIVITY REPORT – FEBRUARY 2021**

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 February 2021 were up over 37% compared to January 2021 – February enplanements = 18,647; January 2021 enplanements = 13,550
- February 2021 enplanements were down approximately 45% compared to February 2020 and year-to-date enplanements were down in 2021 48% compared to enplanements year-to-date 2020; nationwide enplanements are down approximately 61% year-to-date
- March enplanements are looking positive, and it is anticipated that March 2021 enplanements will exceed February 2021 enplanements; FWA is expected to continue its upward trend of recovery
- The Minneapolis flight is anticipated to return in May; Delta continues with its “30 day out” route planning and so the return of the Minneapolis flight may change, Mr. Hinderman is hopeful the flight will return as anticipated
- United has also brought back an additional Chicago flight and it is anticipated that by May 2021 all flights (pre-COVID) at FWA will be back on the schedule
- Delta continues to limit capacity on all flights and will extend the practice of not selling middle seats through April 30, 2021

### **5. COMMITTEE REPORTS**

Mr. Hinderman reported that the Real Estate Development Committee met in both executive and regular sessions on March 15, 2021. During the regular session, minutes were approved from the February 8, 2021 READ Committee meeting. Formal action was also taken on one item which would be discussed later in today’s board meeting.

### **6. CONSIDERATION AND APPROVAL OF LEASE WITH AMERICAN RENT A CAR FORT WAYNE INDIANA, LLC FOR SPACE IN BULDING 1008**

Mr. Hinderman reported to the board that Airport Authority staff have successfully negotiated a lease agreement with American Rent A Car Fort Wayne Indiana, LLC for the

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lease and operation of the rental car maintenance facility, Building 1008, which Hertz vacated in October 2020. Mr. Hinderman summarized the lease agreement as follows:

### **LEASE SUMMARY**

|                         |   |
|-------------------------|---|
| <b>FACILITY:</b>        | 3811 Sixth Street<br>Building 1008 (rental car maintenance facility)<br>Building = approximately 2400 square feet of space  |
| <b>TENANT:</b>          | Executive Car Rental operating as “American Rent A Car Fort Wayne Indiana, LLC”   |
| <b>USE OF FACILITY</b>  | Rent-a-car service and vehicle storage facility   |
| <b>LEASE TERM:</b>      | Five Year Term: May 1, 2021 – April 30, 2026  |
| <b>RENTAL RATE:</b>     | May 1, 2021 – April 30, 2024 <ul style="list-style-type: none"><li>• \$1,500 per month</li></ul> May 1, 2024 – April 30, 2025 <ul style="list-style-type: none"><li>• \$1,545.00</li></ul> May 1, 2025 – April 30, 2026 <ul style="list-style-type: none"><li>• \$1,591 per month</li></ul>   |
| <b>OPTION TO RENEW:</b> | Tenant shall have no option to renew this lease agreement   |
| <b>RENT CREDITS:</b>    | Tenant will invest a minimum of \$36,000 to modify the premises and meet tenant’s operating needs. Landlord will allow tenant to utilize up to \$36,000 in rent credits based on actual improvements made to the premises. Rent credits will be available as follows:<br>Year 1 = Up to 100% of minimum monthly rent based on actual cost of improvements<br>Year 2 = Up to 50% of minimum monthly rent based on actual cost of improvements<br>Year 3 = Up to 50% of minimum monthly rent based on actual cost of improvements |
| <b>UTILITIES:</b>       | Tenant solely responsible for all utility services on the premises  |
| <b>INSURANCE:</b>       | Tenant responsible for all insurance cost; required to obtain full replacement cost property insurance, cost of insurance will be paid by the tenant  |

Mr. Hinderman also noted that this lease agreement was presented at the READ Committee meeting held earlier during the day and the READ Committee approved the lease agreement with a recommendation of approval by the full board.

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### **7. CONSIDERATION AND APPROVAL OF CONCESSION AGREEMENT WITH AMERICAN RENT A CAR FORT WAYNE INDIANA, LLC**

Mr. Hinderman reported that American Rent A Car Fort Wayne Indiana, LLC has also agreed to the terms of the current Rental Car Lease and Concession Agreement and will begin renting vehicles out of the FWA Terminal beginning May 1, 2021. The current Rental Car Lease and Concession Agreement was approved by the board in September of 2017 and American Rent A Car Fort Wayne Indiana, LLC will operate as a concessionaire under this agreement. The agreement approved by the board in September 2017 was a five-year agreement running December 1, 2017 – November 30, 2022. American Rent A Car's agreement will be in effect May 1, 2021 – November 30, 2022. Mr. Hinderman also noted that under the terms of the Concession Agreement, American Rent a Car would have a MAG (minimum annual guarantee) of \$75,000 annually. Mr. Hinderman noted the MAG is currently being waived for all rental car companies through May 31, 2021 and per the Concession Agreement American Rent A Car will pay the Percentage Privilege Fee of 10% of Gross Revenue while the MAG is being waived.

Mr. Hinderman also noted that the Rental Car Lease and Concession Agreement with American Rent A Car Fort Wayne Indiana, LLC was presented and discussed at the READ Committee meeting held earlier during the day and the READ Committee approved the concession agreement with a recommendation of approval by the full board.

Mr. Tim Haffner made a motion to approve the lease agreement with American Rent A Car Fort Wayne Indiana, LLC for space in building 1008 as presented and to also approve the Rental Car Lease and Concession Agreement with American Rent A Car Fort Wayne Indiana, LLC as presented and to provide authorization for the Executive Director to sign and execute all lease documents. Mr. Jerry Henry seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

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

### **8. PROJECT GATEWAY UPDATE**

Mr. Joe Marana and Ms. Robin Strasser provided an up-date on Project Gateway including the bidding process and bid opening, anticipated recommendation for awards, project sequencing and construction phasing, funding sources including bond financing, timing of grant issuances – (FAA 1, FAA 2, TSA) and anticipated start date of the project.

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### **9. OTHER BUSINESS**

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

### **10. ADJOURNMENT**

Mr. Haffner moved to adjourn the March 15, 2021 Regular Session Board Meeting at 3:33 p.m.  
Mr. Barry Sturges adjourned the meeting.

### **EXECUTIVE SESSION:**

An Executive Session was not held.

**Signatures on File**

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Mr. Richard (Barry) Sturges  
Board President

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Mr. Gregg Sengstack  
Board Vice President