

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

April 19, 2021

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Board Conference Room, on April 19, 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, absent
Jerome F. (Jerry) Henry, Jr., present
Kimberly M. Wagner, present
Réna Bradley, absent

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
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 &**
- 2. CONSIDERATION AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:**

Mr. Scott Hinderman indicated staff had no changes to the posted agenda.

Ms. Kimberly Wagner made a motion to approve the April 19, 2021 Board Agenda as posted and to approve the Administrative Consent Agenda as follows:

- Approval of Board Minutes – 03.15.2021
- Review & Approval of Claims #21-04
- Accounts Receivable Report

Mr. Gregg Sengstack seconded the motion; the motion carried.

3. ACTIVITY REPORT – MARCH 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 March 2021 were up significantly compared to February 2021 – February enplanements = 18,647; March 2021 enplanements = 26,750
- March 2021 capacity was up over 34% compared to February 2021
- March 2021 enplanements were up over 6,700 passengers compared to March 2020
- March 2021 enplanements were up approximately 33.48% compared to March 2020

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and year-to-date enplanements were down in 2021 29.51% compared to enplanements year-to-date 2020

- Spring break travel was positive throughout the month of March and provided the initiative for FWA to continue its upward trend of recovery, Mr. Hinderman emphasized our trend toward recovery is very positive
- Mr. Hinderman is optimistic that moving forward our 2021 monthly enplanements will surpass our 2020 monthly enplanements
- American Airlines has informed us that the Philadelphia flight will be pulled from the schedule beginning June 1, 2021; Mr. Hinderman had no specific details regarding this change but will keep board members informed as American provides more specific details regarding the removal of this flight
- The Minneapolis flight is still showing up in the schedule and we anticipate its return in May

4. COMMITTEE REPORTS

Mr. Hinderman reported that the Real Estate Development Committee met in both executive and regular sessions on April 19, 2021. During the regular session, minutes were approved from the March 15, 2021 READ Committee meeting. Formal action was also taken on two items which would be discussed later in today's board meeting.

5. LEASE REVIEW AND CONSIDERATION

a. CONSIDERATION AND APPROVAL OF LEASE WITH GARDA CL CENTRAL, INC. FOR SPACE IN BUILDING 1007

Mr. Hinderman reported to the board that Airport Authority staff have successfully negotiated a lease agreement with Garda CL Central, Inc. for the lease of building 1007. Mr. Hinderman summarized the lease agreement as follows:

LEASE SUMMARY

FACILITY:

4004 West Ferguson Road
Building 1007
Building = approximately 2,800 square feet of space
Ground = approximately 64,754 square feet

TENANT:

Garda CL Central, Inc.

USE OF FACILITY

Financial Service Operation; Armored Vehicle Transfer Station

LEASE TERM:

Three Year Term: April 1, 2021 – March 31, 2024

RENTAL RATE:

April 1, 2021 – March 31, 2022

- \$2,536.42 per month

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April 1, 2022 – March 31, 2023

- \$2,612.08

April 1, 2023 – March 31, 2024

- \$2,690.45 per month

OPTION TO RENEW:

Tenant shall have no option to renew this lease agreement

BUILDING IMPROVEMENTS:

Landlord will not provide any improvements to the premises; Tenant has occupied the building prior to the commencement date of the proposed lease agreement and has been responsible for the maintenance and repairs of the premises; Landlord is satisfied with the current physical conditions of the premises and will lease the building to the Tenant “as is” along with corrected deferred maintenance and repair items outlined to Tenant from an inspection airport staff completed and provided to Tenant under the prior lease

RENT CREDITS:

No Rent Credits Available

UTILITIES:

Tenant solely responsible for all utility services on the premises

INSURANCE:

Tenant responsible for all insurance cost; required to obtain full replacement cost property insurance, insuring the building on the premises – cost of insurance will be paid by the tenant

LEASE TERMINATION:

Landlord reserves right to terminate the lease upon a 120-day written notice to Tenant if the premises are needed for aeronautical use, to meet regulatory and or operating requirements of the FAA or TSA or for airport operations or development

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.

b. CONSIDERATION AND APPROVAL OF LICENSE AGREEMENT WITH 3 RIVERS CREDIT UNION TO OPERATE AN ATM MACHINE INSIDE FWA TERMINAL BUILDING

Mr. Hinderman reported that 3rivers Credit Union has agreed to the terms of the negotiated License Agreement to lease space inside the FWA terminal building for the placement of an ATM machine. The agreement was summarized as follows:

Total Square Feet:

Space Allotted: using no larger than four (4) square feet of floor space and no taller than fifty-four (54) inches in height

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Lease Type:	License Agreement – placement of ATM machine inside the terminal building
Lease Term:	3 years
Start Date:	May 1, 2021
End Date	April 30, 2024 – no option to renew
Annual Rental Rate:	Monthly - \$231.75 (<i>rental rate increase of 3% from previous license agreement</i>)
Rent Credits:	None
Improvements:	NA

Other special terms and conditions:

- Placement of one (1) free-standing ATM machine, for public use in accordance with Federal and State applicable laws for such machines
- ATM is currently located adjacent to the expanded welcome center
- Current lease with 3Rivers CU expires April 30, 2021
- Authority retains the right to relocate the kiosk as agreed if needed in relationship to Project Gateway terminal expansion and modernization or for security purposes

Mr. Hinderman also noted that this license 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.

Mr. Jerry Henry made a motion to approve the lease agreement with Garda CL Central Inc. for space in building 1007 as presented and to also approve the license agreement with 3 Rivers Federal Credit Union for the operation of an ATM machine inside the FWA terminal building. Ms. Kimberly Wagner seconded the motion; the motion carried.

6. CONSIDERATION AND APPROVAL OF RESOLUTION 21-02: AMENDED 2021 SALARY RESOLUTION

Mr. Scott Hinderman reported to the board that in November 2020 the board approved the 2021 salary resolution which sets the pay ranges for each position including job classifications and pay grades. Mr. Hinderman informed board members that Resolution 21-02 is being presented to amend the 2021 salary resolution passed in November of 2020. The current salary resolution is being amended to incorporate the position of Director of Airport Development into the list of job titles for 2021. Mr. Hinderman explained that currently, the Fort Wayne-Allen County Airport Authority has a Professional Service Agreement with Greater Fort Wayne, Inc. for the airport

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development services performed by Mr. Patrick Dooley. Upon Mr. Dooley's anticipated retirement in 2021, the Airport Authority desires to transition this position in house, to that of an Airport Authority employee and not an employee of Greater Fort Wayne, Inc. and so the need to add the position of Director of Airport Development to our current listing of job positions.

Mr. Hinderman further explained that the position would fall into the Grade 11 pay grade with a salary range of \$85,901 - \$120,261 and staff research indicates this salary range is within industry standards.

Mr. Gregg Sengstack made a motion to approve Resolution 21-02: Amendment to the 2021 Salary Resolution as presented. Mr. Jerry Henry seconded the motion; the motion carried.

7. CONSIDERATION AND APPROVAL OF SUBMITTED BIDS FOR PROJECT GATEWAY: FORT WAYNE INTERNATIONAL AIRPORT WEST TERMINAL EXPANSION PROJECT

Mr. Hinderman informed the board, that staff would be requesting motions related to Project Gateway and the West Terminal Expansion Project.

Mr. Hinderman explained that the Airport Authority previously issued a Request for Proposals and the Board awarded to hire Michael Kinder & Sons (MKS) as the Construction Manager as Constructor (CMc) for the West Terminal Expansion and Renovation Project and Checked Baggage Inspection System (CBIS). In the CMc process, MKS served as a team member during detailed design to provide input regarding value engineering opportunities and construction efficiencies. They also lead the issuance and award of bids for the subcontracting of various construction trades which has led to a Final Guaranteed Maximum Price (FGMP) amendment for the actual construction of the west terminal expansion. Mr. Hinderman explained that staff is requesting Board approval for a separate FGMP for the CBIS project. These amendments are handled as separate contracts since the CBIS project is funded with a separate agreement between the Authority and the Transportation Security Administration.

Subcontract bids were let and received by MKS for the construction of the West Terminal Expansion. The subcontractor packages included in this FGMP amendment include temporary interior construction, temporary site construction, selective demolition, concrete, masonry, structural steel, carpentry, wall panels, sliding glass doors, curtainwall, gypsum board, acoustical ceiling, resilient flooring, painting, fire suppression, mechanical, elevator, electrical, low voltage, earthwork, site concrete, asphalt paving, and wayfinding. The FGMP amendment also includes the CMc general conditions, a CMc fee of 2.98%, commercial insurance, and bonds. The FGMP amendment is in the amount of \$37,633,371.06.

Additionally, Mr. Hinderman explained it would be desirable to establish an owner controlled contingency fund for this project in the amount of \$3,000,000. These funds will be used for unforeseen circumstances or project needs and would only be available to be paid upon the approval of the Executive Director of Airports.

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In the future, Authority staff will be bringing to the Board an addendum to this FGMP Amendment for the following subcontractor packages: Roofing, Passenger Boarding Bridge installation, and terrazzo flooring. Discretionary funding is being obtained from the Federal Aviation Administration for these bid packages. Discretionary funding requires that contract execution occur after the issuance of the grant award. Therefore, an addendum to this FGMP Amendment will occur later.

Regarding the Final Guaranteed Maximum Price Amendment to the Construction Manager as Constructor Agreement with Michael Kinder & Sons for the Checked Baggage Inspection System (CBIS), Mr. Hinderman explained that subcontract bids were let and received by MKS for the construction of the Checked Baggage Inspection System (CBIS). The subcontractor packages included in this FGMP amendment include concrete, masonry, carpentry, gypsum board, acoustical ceiling, resilient flooring, painting, fire suppression, mechanical, electrical, low voltage, baggage handling, and wayfinding. The FGMP amendment also includes the CMc general conditions, a CMc fee of 2.98%, commercial insurance, and bonds. The FGMP amendment is in the amount of \$8,435,581.95.

Mr. Gregg Sengstack moved that the Board of Directors of the Fort Wayne-Allen County Airport Authority approves the Final Guaranteed Price Amendment to the Construction Manager as Constructor contract with Michael Kinder and Sons for the West Terminal Expansion and Renovation Project in the amount of \$37,633,371.06 and is contingent upon receipt by Authority staff of documented good faith efforts toward the Disadvantaged Business Enterprise (DBE) goal attainment. Additionally, the Board approves the establishment of an owner-controlled contingency of \$3,000,000 for this project to be used at the discretion and approval of the Executive Director of Airports with any expenditures over \$100,000 to receive approval from the Fort Wayne-Allen County Airport Authority board president with ratification to come from the entire Board of Directors. The Board also authorizes the Executive Director of Airports to execute the FGMP Amendment; and that the Board of Directors of the Fort Wayne-Allen County Airport Authority approves the Final Guaranteed Price Amendment to the Construction Manager as Constructor contract with Michael Kinder and Sons for the Checked Inspection System (CBIS) in the amount of \$8,435,581.95. This award is contingent upon the execution of an Other Transaction Agreement (OTA) between the Transportation Security Administration and the Authority to fund of the construction of this system. The Board authorizes the Executive Director of Airports to execute the FGMP Amendment.

Ms. Kimberly Wagner seconded the motion; the motion carried.

Mr. Hinderman proceeded to present information regarding the approval of Contracts with Mead and Hunt for Construction Administration Services for the West Terminal Expansion and Renovations, West Expansion and Checked Baggage Inspection System.

Mr. Hinderman explained that Mead & Hunt was selected to provide the design and architectural services for the West Terminal Expansion and Renovation project. He explained that as we enter the construction phase of the project, it is necessary to execute a new agreement for construction

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administrative services for the architectural/interiors, civil, landscaping, structural, plumbing, fire protection, mechanical, electrical, technology, wayfinding/signage, boarding bridge, and materials testing portions of the work as applicable. An outline of their general services includes the following: Project Management and Coordination, Pre-Construction Activities, Construction Administration and Site Visits, Post-Construction Activities.

Finally, Mr. Hinderman explained that the agreement with Mead & Hunt for the CBIS portion of the work will include construction administration services related to architectural/interiors, civil, structural, plumbing, fire protection, mechanical, electrical, technology, wayfinding/signage portions of the work related to the checked baggage inspection system. Airport staff requested that the Board approve a contract award to Mead & Hunt for these services in the amount of \$526,902.00.

Ms. Kimberly Wagner moved that the Board of Directors of the Fort Wayne-Allen County Airport Authority approves the contract with Mead & Hunt for Construction Administration Services for the West Terminal Expansion and Renovations, West Expansion in the amount of \$1,889,352.00. The Board authorizes the Executive Director of Airports to execute the contract; and that the Board of Directors of the Fort Wayne-Allen County Airport Authority approves the contract with Mead & Hunt for Construction Administration Services for the West Terminal Expansion and Renovations, Checked Baggage Inspection System in the amount of \$526,902.00. This award is subject to the execution of Other Transaction Agreement (OTA) with the Transportation Security Administration to fund the construction administration and construction portion of this system. The Board authorizes the Executive Director of Airports to execute the contract.

Mr. Jerry Henry seconded the motion; the motion carried.

8. OTHER BUSINESS

Mr. Hinderman indicated staff had no other business to bring before the board at this time. Board President, Mr. Barry Sturges indicated he had one additional item of business to bring before the board.

Mr. Sturges informed board members of his desire to suspend the operation of the Real Estate Development Committee and also the Air Service Development and Marketing Committee at this time. Mr. Sturges explained that in an effort to become more efficient as a working board and to be more effective and prudent in the use of board members time, he would like to suspend the meeting of these committees for the remainder of 2021 and re-evaluate the board committee structure in 2022. Mr. Sturges indicated that when necessary topics of importance and relevance could be discussed during a board Executive Session as warranted.

Mr. Gregg Sengstack moved that the operation of the Fort Wayne-Allen County Airport Authority Board Real Estate Development Committee and the Air Service and Marketing Committee be suspended until January 31, 2022. Prior to that date, the committee structure of

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the Fort Wayne-Allen County Board of Directors will be re-evaluated. Mr. Jerry Henry seconded the motion; the motion carried.

9. ADJOURNMENT

Mr. Sengstack moved to adjourn the April 19, 2021 Regular Session Board Meeting at 3:59 p.m. Mr. Barry Sturges adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was not held.

Signatures on File

Mr. Richard (Barry) Sturges
Board President

Mr. Timothy Haffner
Board Secretary