

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

September 20, 2021

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Board Conference Room (N210), on September 20, 2021, 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 3:00 p.m.

ATTENDANCE:

AIRPORT AUTHORITY BOARD MEMBERS:

Richard B. (Barry) Sturges, Jr., President, present
Gregg C. Sengstack, Vice President, absent
Timothy J. Haffner, Secretary, present
Jerome F. (Jerry) Henry, Jr., absent
Kimberly M. Wagner, present
Réna Bradley, present
**electronic meeting participation*

AIRPORT AUTHORITY STAFF & LEGAL COUNSEL PRESENT:

Scott Hinderman, Executive Director
Robin Strasser, Dir. Admin. & Finance
Joe Marana, Dir of Facilities and Operations - *absent*
Mike Deam, Airport Authority Attorney
Ben Rodkey, Ops Specialist*
Patrick Dooley, Airport Development Director
Stephanie Veit, Airport Development Director
Doug Robertson, Controller
Mary Easterday, Administrative Asst.

CALL TO ORDER:

A quorum being present, Mr. Sturges called the meeting to order at 3:00 p.m.

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

Mr. Scott Hinderman indicated staff had no changes to the posted agenda; Mr. Timothy Haffner made a motion to approve the September 20, 2021, Board Agenda as posted. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

Mr. Timothy Haffner made a motion to approve the Consent Agendas as presented below:

ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 08.16.2021
- Review & Approval of Claims #21-09
- Accounts Receivable Report

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CONTRACT CONSENT AGENDA:

1. *Consideration and Approval of Change Order # 2 to the Preconstruction Services Fees for the Construction Manager as Constructor (CMc) Agreement with Michael Kinder & Sons for West Terminal Expansion Project*

The Fort Wayne-Allen County Airport Authority awarded the CMc agreement to Michael Kinder & Sons (MKS) for the West Terminal Expansion & Renovation Project. This award included design service fees in the amount of \$211,156.34. To facilitate the subcontractor bidding process, MKS provided staff to provide subcontractor tours and placed the legal notices for the bidding process which were not included in their scope of work. Authority staff requests approval for a change order increase for the staff time and expenses in the amount of \$11,485.39.

Staff requested that the Board make a motion to approve Change Order #2 to the preconstruction design service fees for the CMc Agreement with MKS in the increase amount of \$11,485.39. Staff also requested approval for the Executive Director of Airports to execute the change order documents.

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

2. ACTIVITY REPORT – AUGUST 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:

- FWA's recovery mode operation continues to exceed staff expectations and enplanements continue to increase on a monthly basis – FWA Covid recovery is occurring much faster than anticipated and staff expect passenger growth to continue
- 2021 numbers are only down 16% from 2019
- Enplanements in August 2021 were reported at 27,651 up 74.61% compared to August 2020
- August 2021 enplanements were slightly down compared to July 2021 enplanements; however this decrease from July to August was anticipated and this trend is usually experienced each year
- Year-to-date enplanements in 2021 are up by 49.98% compared to enplanements year-to-date 2020
- American has reported the Philadelphia flight should be back on the schedule in November, Mr. Hinderman is cautiously optimistic that we will see this flight back on the schedule
- Mr. Hinderman reported capacity is up compared to 2019 – FWA has more flights and larger aircraft in 2021 compared to 2019

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3. CONSIDERATION AND APPROVAL OF LEASE AGREEMENT WITH FLEETWERX, LLC FOR USE OF SPACE IN BUILDING 2062 SUITE C

Mr. Hinderman informed board members that staff had successfully negotiated a lease with FleetWerx, LLC for use of space in ATC Building 2062 Suite C. Mr. Hinderman presented details of the lease agreement as follows:

LEASE SUMMARY

FACILITY:	12602 Global Drive Building 2062, Suite C Yoder, IN 46798 8,100 square feet of building space
TENANT:	FleetWerx, LLC.
USE OF PREMISES:	Vehicle, truck and trailer repair, maintenance, fabrication and modification
LEASE TERM:	Four (4) Year Term: September 21, 2021 – September 30, 2025* * September 21-30, 2021 rent will be abated to allow for tenant mobilization of the leased premises
RENTAL RATE:	\$4,050 per month / \$6.00 per square foot (rent will be billed beginning October 1, 2021)
OPTION TO RENEW:	Tenant shall have no option to renew this lease
UTILITIES:	Tenant responsibility to pay prorated share of all utilities (sewer, gas, electricity, water, service utilities) on the Premises, based on 8,100 square feet of occupied space
IMPROVEMENTS / RENT CREDITS:	No rent credits available Landlord will provide the following improvements to the premises within six (6) months of the commencement of the lease: <ul style="list-style-type: none">• Construction of a demising wall from floor to ceiling within the high-bay area• Construction of two ADA accessible restrooms and maintenance closet which will be jointly utilized by Tenant and future tenant in suite B of building 2062
OTHER INFORMATION REGARDING THE LEASE	<ul style="list-style-type: none">• UPS currently occupies 19,833 square feet of leased space within Building 2062 – Suite A

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Mr. Timothy Haffner made a motion to approval the lease agreement with FleetWerx for use of space in Building 2062 as present. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

4. REVIEW AND CONSIDERATION OF THE 2022 HOLIDAY SCHEDULE

Mr. Scott Hinderman present the 2022 Airport Authority proposed Holiday Schedule to the board for their approval. The 2022 Airport Authority Employee Holiday Schedule will include 11 named holidays along with one floating holiday. Changes to the 2022 holiday schedule include the elimination of the President's Day Holiday and Good Friday Holiday. These holidays will be replaced with Martin Luther King Day holiday in January and Juneteenth holiday in June.

Mr. Timothy Haffner made a motion to approval the 2022 Holiday Schedule as present. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

The 2022 Holiday Schedule was approved as follows:

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY
2022 HOLIDAY SCHEDULE**

2022		
Administration and Maintenance Departments		
1	New Year's Day	Monday, January 3
2	Martin Luther King Day	Monday, January 17
3	Memorial Day	Monday, May 30
4	Juneteenth	Monday, June 20
5	Independence Day	Monday, July 4
6	Labor Day	Monday, September 5
7	Thanksgiving Day	Thursday, November 24
8	Day After Thanksgiving	Friday, November 25
9	Christmas Eve	Friday, December 23
10	Christmas Day	Monday, December 26
11	New Year's Eve	Friday, December 30
12	Floating Holiday	To be Requested by Employee
2022		
Custodial, Operations, Smith Field and Fort Wayne Aero Center		
1	New Year's Day*	Saturday, January 1
2	Martin Luther King Day	Monday, January 17
3	Memorial Day	Monday, May 30
4	Juneteenth*	Sunday, June 19
5	Independence Day	Monday, July 4
6	Labor Day	Monday, September 5
7	Thanksgiving Day	Thursday, November 24
8	Day After Thanksgiving	Friday, November 25
9	Christmas Eve*	Saturday, December 24
10	Christmas Day*	Sunday, December 25
11	New Year's Eve*	Saturday, December 31
12	Floating Holiday	To be Requested by Employee
*Different day than Admin and Maintenance Holiday Schedule		

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5. CONSIDERATION AND APPROVAL OF 2022 BOARD MEETING SCHEDULE

Mr. Scott Hinderman informed board members, he would be presenting the 2022 Board Meeting Schedule for board consideration and approval. The FWACAA Board of Directors typically meets the 3rd Monday of every month. Mr. Hinderman explained the 2022 board meeting schedule has been adjusted on those months when an Airport Authority employee holiday falls on the third Monday of the month. Mr. Hinderman presented the 2022 Board Meeting Schedule as follows:



DATE: September 20, 2021
SUBJECT: Year 2022 Board Meeting Schedule

Mr.

Following is the schedule for Year 2022 meetings of the Fort Wayne-AlLEN County Airport Authority Board of Directors. All meetings will begin at 3:00 p.m. in the F203 Conference Room of the Fort Wayne Aero Center, 4401 Altitude Drive, Fort Wayne, Indiana 46809, unless otherwise noted. Meetings and location of meeting are subject to change.

Monday	January 24, 2022
Monday	February 21, 2022
Monday	March 21, 2022
Monday	April 18, 2022
Monday	May 16, 2022
Monday	June 13, 2022
Monday	July 18, 2022
Monday	August 15, 2022
Monday	September 19, 2022
Monday	October 17, 2022
Monday	November 14, 2022
Monday	December 12, 2022

A quorum, consisting of at least four (4) board members, is absolutely necessary for the board meetings. It is essential that a quorum be present each month. Individual meetings can be adjusted in order to accomplish a quorum, if sufficient time is available. Staff will be contacting board members on a regular basis to ensure a quorum at each meeting.

Date Schedule Approved by the Board: 09.20.2021

Distributed to Board, Attorneys, Staff, SharePoint®, Email list: 9.21.2021

Posted on Bulletin Board: 9.21.2021

Timothy Haffner made a motion to approval the 2022 Board Meeting Schedule as present. Ms. Réna Bradley seconded the motion; the motion unanimously carried.

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6. INTRODUCTION OF ORDINANCE 21-03: ORDINANCE OF THE FORT WAYNE-ALLEN COUNT AIRPORT AUTHORITY, APPROPRIATING THE PROCEEDS OF PREMIUM RELATED FUNDS FROM THE SALE OF BONDS IN 2021

Ordinance 21-03 was introduced by Mr. Timothy Haffner. A Public Hearing on Ordinance 21-03: Ordinance of the Fort Wayne-Allen County Airport Authority, Appropriating the Proceeds of Premium Related Funds from the Sale of Bonds in 2021 will be held at the October 18, 2021 board meeting.

7. PUBLIC HEARING AND ADOPTION OF ORDINANCE 21-02: ORDINANCE OF THE FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY AUTHORIZING DECLARATION OF SURPLUS LAND AND THE DISPOSITION OF REAL ESTATE

Mr. Hinderman informed the board that Ordinance No. 21-02 had been introduced at the August 16, 2021 board meeting and that a public hearing would be held on this particular ordinance.

Public Hearing – Mr. Deam opened the Public Hearing for Ordinance No. 21-02: Ordinance of the Fort Wayne-Allen County Airport Authority, Authorizing Declaration of Surplus Land and the Disposition of Real Estate. Mr. Deam indicated that staff would make introductory comments. The board and staff would have time for comments and questions and then the public would have the opportunity to come to the podium and speak to the matter.

Staff Comments – Mr. Scott Hinderman informed the board the property subject to Ordinance 21-02 is a piece of property located at 1413 W. Ludwig Road. The property was purchased by the Airport Authority in order to obtain air-rights within the Runway Protection Zone at Smith Field Airport. The property was purchased by the Airport Authority on May 18, 2021 at a price of \$227,500 and we took possession of the property on August 30, 2021. Because of the Runway Protection Zone, we will be removing all the trees which are currently on the property. Mr. Hinderman then explained that the Airport Authority would then sell the property with an aviation easement for the protection of our navigable airspace, to maintain the integrity of the neighborhood, and the support SMD operations. Once the trees have been removed, the property will be cleaned and a qualified residential real estate broker will be engaged to promote and facilitate the sale of the property.

Board Comments – Board members asked if the aviation easement put on the property would have term limits. Legal counsel replied that the easements placed on the property would be in perpetuity.

Public Comments – Mr. Deam asked if any member of the public cared to comment about Ordinance No. 21-02: Ordinance of the Fort Wayne-Allen County Airport Authority, Authorizing Declaration of Surplus Land and the Disposition of Real Estate.

No member of the public came forward to comment about Ordinance No. 21-02.

Closure of Public Hearing - Hearing no further requests for comment, Mr. Deam closed the Public Hearing for Ordinance No. 21-02.

Board Action – Mr. Timothy Haffner made a motion to adopt Ordinance No. 21-02: Ordinance of the Fort Wayne-Allen County Airport Authority, Authorizing Declaration of Surplus Land and the Disposition of Real Estate. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

8. CONSIDERATION AND APPROVAL OF HARDHELL REAT ESTATE PURCHASE AGREEMENT

Mr. Hinderman informed board members that Airport Authority staff has been in negotiations with HardHell Industries, LLC which is owned by Jeff Harding and Ryan Hellinger, regarding the sale of approximately 10 acres of Airport Authority property located in the James E Kelley Aero Centre (lots 6 & 7). The purchase price for the property would be \$550,000 and the purchase agreement will contain restrictive covenants approved by the board. The restrictive covenants will be included in the purchase agreement Exhibit B. Development of the site is subject to the submission of plans and specs to the Airport Authority within 60 days. The Authority's architectural committee has 30 days to approve or deny their plans and HardHell would then be required to begin construction within 6 months of plan approval. Mr. Hinderman reminded board members that this piece of property had previously been deemed surplus and with board approval could be sold.

Ms. Kimberly Wagner made a motion to approve the Real Estate Purchase Agreement with HardHell Industries for the purchase of lots 6 and 7 within the James E. Kelley Aero Centre and for the Executive Director of Airports to execute the Real Estate Purchase Agreement. Mr. Timothy Haffner seconded the motion; the motion unanimously carried.

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 September 20, 2021, Regular Session Board Meeting at 3:22 p.m. Mr. Barry Sturges adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was held prior to the regular session board meeting in the Airport Authority N210 Board Room, on September 20, 2021 at 2:00 p.m. at the Fort Wayne International Airport, 3801 W. Ferguson Road, Fort Wayne, Indiana 46809, to discuss Personnel

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(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; absent

Timothy T. Haffner, Secretary; present

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

Kimberly Wagner; present

Réna Bradley; present

Mr. Mike Deam; present

Mr. Scott Hinderman; present

Ms. Robin Strasser; present

Mr. Patrick Dooley; present

Ms. Stephanie Veit; present

Ms. Mary Easterday; present

By signing the minutes of the September 20, 2021, 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 Vice-President

Mr. Timothy Haffner
Board Secretary