

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

January 19, 2021

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Conference Room N210, on January 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 3:03 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
Cornelius B. (Neil) Hayes, present*
Jerome F. (Jerry) Henry, Jr., present
Kimberly M. Wagner, 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
Mike Deam, Airport Authority Attorney
Doug Robertson, Controller*
Patrick Dooley, Airport Development Director*
Joe Behling, Aero Center General Manager*
Mary Easterday, Administrative Asst.

CALL TO ORDER:

A quorum being present, Mr. Sturges called the meeting to order at 3:03 p.m. Mr. Sturges informed board members that board members Ms. Kimberly Wagner, Mr. Neil Hayes and Mr. Gregg Sengstack would be attending the meeting electronically and so each vote taken would be by roll call.

1. CONSIDERATION AND APPROVAL OF TODAY'S AGENDA:

Mr. Scott Hinderman indicated staff had no changes to the posted agenda. Mr. Tim Haffner made a motion to approve the January 19, 2021 Board Agenda as posted. 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
Mr. Neil Hayes – Aye
Mr. Gregg Sengstack - Aye
The motion carried.

2. ANNUAL ELECTION OF OFFICERS:

The board historically conducts an annual election of officers for the three positions of President, Vice President, and Secretary of the Board during the first board meeting of the year. Mr. Tim Haffner made a motion to approve the following slate of officers to serve in 2021:

Board President – Mr. Barry Sturges

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Board Vice President – Mr. Gregg Sengstack

Secretary – Mr. Tim Haffner

Mr. Neil Hayes 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

Mr. Neil Hayes – Aye

Mr. Gregg Sengstack - Aye

The motion carried.

ANNUAL COMMITTEE APPOINTMENTS:

Mr. Barry Sturges informed board members that appointments to board standing committees would be made during the February 2021 board meeting and requested that board members continue to serve on board committees in their current capacity until that time. All board members concurred.

3. CONSIDERATION AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

Mr. Tim Haffner made a motion to approve the Administrative Consent Agenda as follows:

- Approval of Board Minutes – 12.14.2020
- Review & Approval of Claims #21-01
- Accounts Receivable Report

Ms. Kim Wagner 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

Mr. Neil Hayes – Aye

Mr. Gregg Sengstack - Aye

The motion carried.

4. ACTIVITY REPORT – DECEMBER 2020

Mr. Scott Hinderman reported to board members on recent Airport Authority air service and marketing activities. His report to the board included the following:

- December 2020 enplanements were up compared to November 2020 enplanements
- November 2020 = 17,415 December 2020 = 18,813

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- December 2020 enplanements were down approximately 46.55% from December 2019 and year to date enplanements were down approximately 45.13% from 2019
- 2020 total enplanements were reported at 218,343 – at the onset of the pandemic staff had anticipated 2020 enplanements to be anywhere from 215,000 – 220,000; Mr. Hinderman feels FWA is tracking as anticipated
- Industry-wide most airports are seeing 65-66% decline in travel; FWA is currently tracking an overall decline of 45-46%
- Delta will continue delivering on its commitment to provide more space for customers as the only U.S. airline blocking middle seats through March 30, 2021
- Allegiant has announced route expansion and will begin service to Key West FL, Jackson Hole WY, and Portland OR in May and June of 2021; Mr. Hinderman clarified no plans are currently in place to service these routes from FWA

5. COMMITTEE REPORTS

Mr. Hinderman reported that the Real Estate Development Committee met in both executive and regular sessions on January 19, 2021, prior to today's board meeting.

Mr. Hinderman informed board members that the READ Committee approved the minutes from the December 14, 2020 READ Committee meeting and also took formal action on one item during the public session. Mr. Hinderman indicated that formal action taken on this item would be discussed later during the board meeting.

6. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 21-01: REAPPOINTMENT OF TREASURER

Mr. Scott Hinderman informed the board that Resolution No. 20-01: Reappointment of Treasurer was also coming before the board for their approval. This annual agenda item designates one individual to sign checks, issue stop payment orders, and make electronic funds transfers on behalf of the Fort Wayne-Allen County Airport Authority. Mr. Hinderman reminded board members that Ms. Robin Strasser, Airport Authority's Director of Administration and Finance has been serving as the board Treasurer since September 1, 2018. Resolution No. 21-01 was presented to the board for approval, naming Ms. Robin Strasser as Treasurer.

Mr. Tim Haffner made a motion to approve Resolution No. 21-01 and reappoint Ms. Robin Strasser as treasurer. 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
Mr. Neil Hayes – Aye
Mr. Gregg Sengstack - Aye
The motion carried.

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7. LEASE REVIEW AND CONSIDERATION

Mr. Hinderman informed board members that the Airport Authority staff had presented FedEx a lease for space at ATC Building 2060 in July 2020 and the lease has been under review by FedEx legal since that time. In early January 2021 the Airport received a signed agreement from FedEx Mr. Hinderman summarized the lease agreement to the board as follows:

LEASE SUMMARY

FACILITY: 12602 Global Drive, Suite F
Air Trade Center Building 2060
28,040 square feet of building space, adjacent ramp and associated vehicle parking areas
(20,800 square feet of leased space + expansion area of an additional 7,240 square feet of leased space)

TENANT: Federal Express Corporation

LEASE TERM: Ten Year Term: July 1, 2020 – June 30, 2030

- Retroactive to July 1, 2020

RENTAL RATE: July 1, 2020 – Completion of Expansion Space Beneficial Occupancy:

- \$7,522.67 per month; \$4.34 per square foot

Completion of Expansion Space Beneficial Occupancy until June 30, 2021

- \$10,141.13 per month; \$4.34 per square foot

July 1, 2021– June 30, 2022

- \$10,445.37 per month; \$4.47 per square foot

July 1, 2022 – June 30, 2023

- \$10,758.73 per month; \$4.60 per square foot

July 1, 2023 – June 30, 2024

- \$11,081.49 per month; \$4.74 per square foot

July 1, 2024 – June 30, 2025

- \$11,413.93 per month; \$4.88 per square foot

July 1, 2025 – June 30, 2026

- \$11,756.35 per month; \$5.03 per square foot

July 1, 2026 – June 30, 2027

- \$12,109.04 per month; \$5.18 per square foot

July 1, 2027 – June 30, 2028

- \$12,472.31 per month; \$5.34 per square foot

July 1, 2028 – June 30, 2029

- \$12,846.48 per month; \$5.50 per square foot

July 1, 2029 – June 30, 2030

- \$13,231.88 per month; \$5.67 per square foot

EXPANSION Construction improvements include constructing demising walls, electrical

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SPACE AND COST:	modifications to separate space and to create opening to existing Premises (Suite E) Estimated Construction Cost: \$177,271 (paid by Airport Authority)
UTILITIES:	Paid by tenant; Prorated share based on \$28,040 square footage of occupied space Years 1 – 5 utilities capped at \$0.95 per square foot Years 6 – 10 utilities capped at \$1.15 per square foot
RAMP FEES:	Monthly ramp fees billed per Airport Authority Rates and Charges Ordinance

Mr. Hinderman further explained that a minor typo mistake had been made when drafting the agreement and staff is recommending the removal of Section 22.18 prior to approval of the agreement. Mr. Hinderman also noted that the FedEx Standard Building lease agreement was reviewed by the READ Committee during their January 19, 2021 meeting earlier in the day, and they voted unanimously to approve the lease agreement with the removal of Section 22.18 and provide a recommendation for approval by the full board.

Mr. Tim Haffner made a motion to approve the lease with FedEx for space in ATC Building 2060 as presented and with the removal of section 22.18. 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
Mr. Neil Hayes – Aye
Mr. Gregg Sengstack - Aye
The motion carried.

8. CONSIDERATION AND APPROVAL FOR STAFF TO ACCEPT ALL FEDERAL AND STATE GRANTS FOR 2021 FOR FORT WAYNE INTERNATIONAL AIRPORT AND SMITH FIELD AIRPORT WITH EXECUTIVE DIRECTOR SIGNATURE AUTHORITY

Mr. Hinderman reported that Airport staff continues to work with the Federal Aviation Administration and the Indiana Department of Transportation – Office of Aviation for eligible capital improvement projects. For Fiscal Year 2021, the Airport Authority submitted to use their AIP allotted funds for the West Terminal Expansion Project and Smith Field Taxiway A Phase 2 Project. Staff also intends to receive discretionary funding for the terminal project. However, throughout the year opportunities may come available for additional projects and federal funding for those projects. If these projects are favorably received, the grant turn-around time to accommodate the FAA will be limited.

Mr. Hinderman requested approval from the Board to authorize the Executive Director of Airports to sign and accept any Federal and or Indiana Department of Transportation grant

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funding that the Fort Wayne-Allen County Airport Authority may be awarded in calendar year 2021. Mr. Hinderman also noted that this approval will assist staff to expedite stringent grant acceptance timeframes frequently imposed by the FAA.

Mr. Tim Haffner made a motion to authorize the Executive Director of Airport to sign and accept any grant funding that the Fort Wayne-Allen County Airport Authority may be awarded in 2021. 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
Mr. Neil Hayes – Aye
Mr. Gregg Sengstack - Aye
The motion carried.

9. CONSIDERATION AND APPROVAL OF 2020 ENCUMBERED APPROPRIATION (TO BE ADDED TO 2021 BUDGET APPROPRIATIONS)

Ms. Robin Strasser reported to the board that the following encumbered amounts were committed by the Authority in 2020 with either an approved purchase order or contract:

<u>Appropriation Number</u>	<u>Budget Classification</u>	<u>Amount</u>
4100	Personal Services	\$ 9,083.67
4200	Supplies	116,275.01
4300	Other Services and Charges	433,813.77
4400	Capital Outlay	<u>40,545,771.37</u>
	Total Encumbrances	<u>\$ 41,104,943.82</u>

Because goods and services had not been delivered or completed by the end of 2020, a payment could not be made, and accounts payable could not be recorded for these commitments. Ms. Strasser informed the Board that staff is therefore requesting Board approval to add these amounts to the appropriated balances in the 2021 budget. Staff will then have the authority to pay for these commitments in 2021 once goods and services are delivered.

Mr. Tim Haffner made a motion to approve the 2020 encumbered appropriations to be added to the 2021 budget. 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
Mr. Neil Hayes – Aye

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Mr. Gregg Sengstack - Aye
The motion carried.

10. OTHER BUSINESS

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

11. ADJOURNMENT

Mr. Haffner moved to adjourn the January 19, 2021 Regular Session Board Meeting at 3:25 p.m.
Mr. Barry Sturges adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was held following the regular session board meeting in the Airport Authority Conference Room N210, on January 19, 2021 at the Fort Wayne International Airport, 3801 W. Ferguson Road, Fort Wayne, Indiana 46809, 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; absent

Timothy T. Haffner, Secretary; present

Cornelius B. (Neil) Hayes; absent

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

Kimberly Wagner; present*

Mr. Mike Deam; present

Mr. Scott Hinderman; present

Mr. Joe Marana; present

Ms. Robin Strasser; present

Ms. Mary Easterday; present

**electronic participation*

By signing the minutes of the January 19, 2021 board meeting, it is hereby certified that nothing other than the topics, as noted above, were discussed during the Executive Session.

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Signatures on File

Mr. Richard (Barry) Sturges
Board President

Mr. Gregg Sengstack
Board Vice President