

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

November 14, 2022

3:00 p.m.

A meeting of the Fort Wayne-Allen County Airport Authority Board was held on November 14, 2022 at the Fort Wayne Aero Center, 4401 Altitude Drive, Fort Wayne, Indiana, 46809, Conference Room, F203, pursuant to proper legal notice. A quorum being present, Mr. Richard B. (Barry) Sturges, Jr., Board President, called the meeting to order at 3:02 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 Operations and Facilities
Mike Deam, Airport Authority Attorney
Tom Trent, Airport Authority Attorney
Stephanie Veit, Airport Development Director
Justin Treft, FBO General Manager
Mary Easterday, Administrative Assistant

CALL TO ORDER:

A quorum being present, Mr. Sturges called the meeting to order at 3:02 p.m.

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

Mr. Scott Hinderman indicated staff had no changes to the posted agenda. Mr. Timothy Haffner made a motion to approve the November 14, 2022 Board Agenda as posted, and the Consent Agendas as presented below. Mr. Gregg Sengstack seconded the motion; the motion unanimously carried.

ADMINISTRATIVE CONSENT AGENDA:

- Approval of Board Minutes – 10.17.2022
- Review & Approval of Claims #22-11
- Accounts Receivable Report

BID CONSENT AGENDA:

- (1) *Consideration and Award of Proposals for the Purchase of 2 Steel Passenger Boarding Bridges and Related Equipment.*

Authority staff solicited proposals for the purchase of 2 steel passenger boarding bridges (PBB), 3 glazed walkways, 2 bag conveyors and other related equipment to be utilized for the boarding

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and un-boarding of passengers at Gates 2-4 at Fort Wayne International Airport. This newly manufactured equipment will be installed in conjunction with the East Terminal Expansion and Renovation Project.

In response to the Request for Proposals, the Authority received one submittal from JBT Aerotech. JBT Aerotech supplied the PBB for the West Terminal Expansion. A team of three Authority personnel evaluated the proposal received from JBT and believe it complies with all of the technical and administrative requirements. The price of \$1,715,844.00, is less than the consultant's projected cost.

Staff recommended that the Board award this purchase to JBT Aerotech as the only proposal received and the offer whose proposal has been determined to be the most advantageous to the Authority in the amount of \$1,715,844.00.

CONTRACT CONSENT AGENDA:

- (1) *Contingency Change Order Authorization Number 8 – Fort Wayne International Airport West Terminal Expansion with Michael Kinder & Sons (MKS) – AIP 77*

This increase is in the amount of \$199,686.33. This amount will come from the already approved owner's construction contingency in the MKS contract. This leaves a contingency balance of \$1,779,708.30. Included in this change order is a credit granted for the elimination of some carpet, and an increase to correct the following: additional electrical floor boxes in ticketing, moving the receptionist door in administration, added power and data in the upper concourse for future advertising, and floor leveling for terrazzo preparation. Also included in this number is some insurance damage that will go against our builder's risk claim for \$45,019.11.

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

2. ACTIVITY REPORT – OCTOBER 2022

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

- Activity for October 2022 is down for the third consecutive month – October 2022 enplanements were reported at 32,591 down 6.36% compared to October 2021, however, enplanements are reported at being up 9.38% year-to-date
- Capacity in October 2022 was down compared to capacity in October 2021 (11% for flights and 10% for seats), however capacity is up compared to September 2022 – largely due to the additional flights to Chicago being operated by United Airlines and the addition of a daily Charlotte flight by American Airlines
- Changes in flight schedules for the upcoming months were noted as follows:
 - In December, United will only be operating 2 flights daily to Chicago; in January United will again operate 3 daily flights to Chicago

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- Beginning in January, Delta will be servicing 2 flights daily to Atlanta; will look for 3 daily flights to be back on the schedule in March 2023
- The Allegiant market in Fort Wayne continues to be strong; no changes or modifications in their schedule is expected in the near future

3. CONSIDERATION AND APPROVAL OF 2023 HEALTH INSURANCE RENEWAL

Ms. Robin Strasser reported to board members that each year during the November Board meeting, the Authority presents to the Board its recommendation for medical insurance renewal for Airport Authority full time employees. Ms. Strasser further explained that The Authority's health insurance broker, Hylant, has been in negotiations with PHP for the 2023 health plan renewal and continues to work with our ancillary providers for 2023 rates. At this time, PHP has offered a rate increase of 2% in 2023 with contract coverages remaining the same. The Authority's health premiums have held flat for five of the past nine years, with a rate increase of 5% in 2022. Ms. Strasser reported that Airport Authority claims experience has been reasonable over the past year and staff believes that in light of current trends, the proposed 2% increase is extremely reasonable. Ms. Strasser requested a motion from the Board to approve a contract with Physicians Health Plan of Northern Indiana for 2023 medical insurance with a two (2%) increase in premiums and to provide approval for the Executive Director to sign the contract.

Mr. Timothy Haffner made a motion to approval the contract for 2023 medical insurance coverage for FWACAA staff with Physicians Health Plan of Northern Indiana, with approval for the Executive Director to sign the contract document. Mr. Jerry Henry seconded the motion; the motion unanimously carried.

4. CONSIDERATION AND APPROVAL OF 2023 CONTRACT BETWEEN FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY AND GREATER FORT WAYNE, INC.

Mr. Hinderman informed board member that the Airport Authority annually renews its professional services agreement with Greater Fort Wayne Inc. The PSA provides for a range of services to include: marketing, air service development, and economic development, as defined in the PSA 2023 Work Plan, that can be modified as needed during the year by the Executive Director. Mr. Hinderman also noted that the contract for 2023 will have no significant changes from the contract executed in 2022. The budget for 2023 is in the amount of \$210,000 and includes \$100,000 for air service development in 2023. \$25,000 of the budgeted PSA goes directly to GFW for contract administration and all other funds remain with the authority until they are spent. It was noted this is a reimbursable contract and all funds are reserved in the FWACAA Budget but not expended until GFW invoices for actual services provided.

Mr. Timothy Haffner made a motion to approval the 2023 Professional Services Agreement by and between the Fort Wayne – Allen County Airport Authority and Greater Fort Wayne Inc. to

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provide a range of services to include; marketing, air service development, economic development, real estate and property management services as defined in the PSA 2023 Work Plan and modified as needed during the year by the Executive Director. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

5. CONSIDERATION AND APPROVAL OF RESOLUTION 22-06: 2023 SALARY RESOLUTION

Mr. Scott Hinderman presented the 2023 Salary Resolution to the board for consideration and approval. Mr. Hinderman noted that the 2023 Salary Resolution being presented does not include any changes from the current resolution in place. Mr. Hinderman commented that staff believe the efforts taken in 2021 and the results of the 2022 Compensation Study along with changes that were made to the 2022 Salary Resolution mid-year, have put the Airport Authority in a good position to offer competitive wages per the current pay grades and pay ranges which are in place.

Mr. Timothy Haffner made a motion to approve the 2023 Salary Resolution 22-06 as presented. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

6. CONSIDERATION AND APPROVAL OF RESOLUTION 22-07: PAID TIME OFF RESOLUTION

Mr. Scott Hinderman presented Resolution 22-07: Paid time Off Resolution for consideration and approval. Mr. Hinderman informed the board that Resolution 22-07 is being updated to reflect the change in the amount of sick time accrued by full time employees each year. The accrual rate had been 120 hours per year, or 2.31 hours per week. Mr. Hinderman commented that based on data received from the Compensation Study completed in 2022, this was on the high end for sick time benefits. As a result, Mr. Hinderman indicated that staff is proposing the accrual be changed to 1.85 hours per week, or a total of 96 hours of sick leave per year. All other aspects of the Paid Time Off Resolution would remain unchanged.

Mr. Hinderman mentioned that Authority employees have been communicated with and are aware this change will be coming.

Mr. Timothy Haffner made a motion to approve Resolution 22-07: Paid Time Off Resolution as presented. Ms. Kimberly Wagner seconded the motion; the motion unanimously carried.

Legal counsel informed those in attendance, that public hearings would be held for each of the ordinances on the agenda for consideration and approval. At the conclusion of the public hearings, one motion and vote could then be entertained for all three ordinances.

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7. PUUBLIC HEARING AND ADOPTION OF ORDINANCE 22-03: 2023 RATES AND CHARGES ORDINANCE

Mr. Hinderman informed the board that Ordinance 22-03 had been introduced at the October 17, 2022 board meeting and that a public hearing would be held on this particular ordinance.

Public Hearing – Mr. Mike Deam opened the Public Hearing for Ordinance No. 22-03 2023 Rates and Charges Ordinance. 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 that prior to the beginning of each new year, airport authority staff presents the Rates and Charges Ordinance for board approval. Mr. Hinderman explained that fees are established in this ordinance to support the budget process and so that the Authority is able to acquire revenue to support its expenditures as required by the FAA, and the budget for 2023 which has been presented and approved by the County Council.

Mr. Hinderman reported there were no significant changes in the 2023 Rates and Charges Ordinance compared to the 2022 Ordinance. Mr. Hinderman highlighted the following changes that were included in the 2023 Rates and Charges Ordinance: The proposed Rates & Charges for 2023 include the budgeted rates for signatory commercial air carriers airline landing fees (from \$2.63 to \$2.96), apron fees (from \$0.31 to \$0.35), and terminal space rental (from \$33.08 to \$30.40).

Board Comments – Board members had no questions or comments regarding the proposed ordinance.

Public comments – Mr. Deam asked if any member of the public cared to comment about Ordinance 22-03: 2023 Rates and Charges Ordinance.

No member of the public came forward to comment about Ordinance No. 22-03.

Closure of Public Hearing – Hearing no further requests for comment, Mr. Deam closed the Public Hearing for Ordinance No. 22-03.

8. PUUBLIC HEARING AND ADOPTION OF ORDINANCE 22-04: FWA RULES AND REGULATIONS ORDINANCE

Mr. Hinderman informed the board that Ordinance 22-04 had been introduced at the October 17, 2022 board meeting and that a public hearing would be held on this particular ordinance.

Public Hearing – Mr. Mike Deam opened the Public Hearing for Ordinance No. 22-04 FWA Rules and Regulations Ordinance. Mr. Deam indicated that staff would make introductory

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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 – Ms. Robin Strasser informed the board that staff had participated in a good review of the current rules and regulations ordinance. Upon their review, changes to the ordinance were proposed as follows:

- Clarification on escorting procedures in sterile areas and the AOA
- Clarification in wording and a term used in the aviation industry as it relates to fueling and as required by the FAA

Board Comments – Board members had no questions or comments regarding the proposed ordinance.

Public comments – Mr. Deam asked if any member of the public cared to comment about Ordinance 22-04: FWA Rules and Regulations Ordinance.

No member of the public came forward to comment about Ordinance No. 22-04.

Closure of Public Hearing – Hearing no further requests for comment, Mr. Deam closed the Public Hearing for Ordinance No. 22-04.

9. PUBLIC HEARING AND ADOPTION OF ORDINANCE 22-05: GROUND TRANSPORTATION ORDINANCE

Mr. Hinderman informed the board that Ordinance 22-05 had been introduced at the October 17, 2022 board meeting and that a public hearing would be held on this particular ordinance.

Public Hearing – Mr. Mike Deam opened the Public Hearing for Ordinance No. 22-05 Ground Transportation Ordinance. 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 – Ms. Robin Strasser informed the board staff had reviewed the Ground Transportation Ordinance and changes to the ordinance were proposed as follows:

- Clarification of where ride-booking service vehicles and limousines can load passengers
- Clarification that vehicles can not be left unattended in the ground transportation lot

Ms. Strasser noted that all other aspects of the Ground Transportation Ordinance remained unchanged.

Board Comments – Board members had no questions or comments regarding the proposed ordinance.

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Public comments – Mr. Deam asked if any member of the public cared to comment about Ordinance 22-05: Ground Transportation Ordinance.

No member of the public came forward to comment about Ordinance No. 22-05.

Closure of Public Hearing – Hearing no further requests for comment, Mr. Deam closed the Public Hearing for Ordinance No. 22-05.

Board Action – Mr. Timothy Haffner made a motion to adopt Ordinance No. 22-03, Ordinance No. 22-04 and Ordinance No. 22-05 as presented. Ms. Réna Bradley seconded the motion; the motion unanimously carried.

10. NEW BUSINESS

Mr. Hinderman indicated staff had no additional business to bring before the board at this time. Mr. Hinderman did recognize FBO General Manager Justin Treft in attendance, and announced the FBO had recently achieved a mile-stone in fuel sales and had recently surpassed 1,000,000 gallons of fuel sold. Board members congratulated Mr. Treft and his staff on this note worthy accomplishment.

11. ADJOURNMENT

Mr. Haffner moved to adjourn the November 14, 2022, Regular Session Board Meeting at 3:24 p.m. Mr. Sturges adjourned the meeting.

EXECUTIVE SESSION:

An Executive Session was held prior to the regular session board meeting on November 14, 2022 at 2:00 p.m. at the Fort Wayne Aero Center, 4401 Altitude Drive, Fort Wayne, Indiana, 46809, Conference Room, F203, 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).

Attendance:

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

Gregg Sengstack, VP; present

Timothy T. Haffner, Secretary; present

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

Kimberly Wagner; present

Réna Bradley; present

Mr. Mike Deam; present

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Mr. Tom Trent; present
Mr. Scott Hinderman; present
Mr. Joe Marana; present
Ms. Robin Strasser; present
Ms. Stephanie Veit; present
Ms. Mary Easterday; present
**electronic participation*

By signing the minutes of the November 14, 2022, 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