

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY**

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

October 15, 2018

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Conference Room, on October 15, 2018 at Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, Indiana 46809, pursuant to proper legal notice. A quorum being present, Mr. Michael Gouloff, President, called the meeting to order at 3:05 p.m.

**ATTENDANCE:**

**AIRPORT AUTHORITY  
BOARD MEMBERS:**

Michael S. Gouloff, President, present  
Richard B. (Barry) Sturges, Jr., VP, present  
Timothy J. Haffner, Secretary, present  
Benjamin (Ben) T. Johnston, present  
Jerome F. (Jerry) Henry, Jr. absent  
Cornelius B. (Neil) Hayes, present\*  
*\*electronic participation*

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

Scott Hinderman, Executive Director  
Robin Strasser, Dir Admin. and Finance  
Mike Deam, Airport Authority Attorney  
Patrick Dooley, Airport Development  
Laura Hakes, Purchasing Manager  
Doug Robertson, Accounting Manager  
Rebecca Neild, Air Service & Marketing Manager  
Mary Easterday, Administrative Asst.

**CALL TO ORDER:**

A quorum being present, Mr. Gouloff, President, called the meeting or order at 3:05 p.m.

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

Mr. Scott Hinderman informed board members there would be one change to the posted agenda, and that staff would have one item to present under "Other Business". Mr. Mike Gouloff also informed board members present that this meeting would be an electronic meeting, with member Mr. Neil Hayes attending electronically. As such, all votes taken during the meeting would be conducted by a roll call vote. Mr. Tim Haffner made a motion to approve the October 15, 2018 Board Agenda as amended. Mr. Barry Sturges seconded the motion. Mr. Gouloff called for a roll call vote. Below is a tally of the votes:

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes – Aye

Mr. Jerome F. Henry – absent

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

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

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

- Board Meeting Minutes 9.17.2018
- Review and Approval of Claims #18-10
- Accounts Receivable Report

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

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes – Aye

Mr. Jerome F. Henry – absent

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

### **3. BID CONSENT AGENDA**

#### **a. Vehicle Maintenance Facility renovation, TB 18-C**

Airport staff solicited bids for renovations to be completed at the Maintenance Facility on the west side of the Fort Wayne International Airport. This project involves renovations to the vehicle maintenance area to convert a portion of interior storage space into a new vehicle maintenance bay with two new overhead doors for large vehicle access. The space will be defined by a new dividing wall and includes work for electrical power and new lighting in the renovated area.

In response to bid solicitation, four (4) bids were received. Airport staff reviewed the bids and recommended that the Board make an award to Schenkel Construction as the lowest responsive and responsible bid in the base bid of \$119,200. Approval was also requested for the Executive Director of Airports to sign the contract documents.

Mr. Tim Haffner made a motion to approve the Bid Consent Agenda as presented. Mr. Ben Johnston seconded the motion. Mr. Gouloff called for a roll call vote. Below is a tally of the votes:

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes – Aye

Mr. Jerome F. Henry – absent

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

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### 4. CONTRACT CONSENT AGENDA

- a. Change Order Number 3, TB 17-E, Construct New Hangar 2016

This change order is an increase of \$13,068.00 to raise the total contract amount with Strebbig Construction to \$1,510,392.53. This change order will increase the fire suppression lines from 6" to 8".

Staff recommended approval of this change order #3 in the amount of \$13,068.00 with signature authorization for the Executive Director of Airports.

Mr. Tim Haffner made a motion to approve the Contract Consent Agenda as presented. Mr. Ben Johnston seconded the motion. Mr. Gouloff called for a roll call vote. Below is a tally of the votes:

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes – Aye

Mr. Jerome F. Henry – absent

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

### 5. ACTIVITY REPORT – SEPTEMBER 2018

Ms. Rebecca Neild reported to board members on recent Airport Authority air service and marketing activity. Her report to the board included the following:

- September 2018 enplanements were up 5.26 % compared to September of last year. Year to date, enplanements are up 3.39%.
- American Airlines continues to hold the greatest market share at over 34% - American is also up 12% due to the addition of the Philadelphia flight.
- Delta is down 2% year-over-year due to the loss of a frequency to Detroit
- Allegiant is up 25% year-over-year due to the recent up gauge in aircraft (phasing out the MD-80 with the Airbus 319 and 320). With the up-grade in their fleet, Allegiant will also be seeing an increase in capacity.
- United is down 13% because of the loss of the Newark flight. United just announced that SBN will also be losing their EWR service. United has stated that they want to push more connectivity over Washington Dulles International Airport (a less congested airport) and use EWR for the strong local traffic.

Ms. Neild completed her activity report by reporting on the following marketing events:

- Ms. Neild reported that she and Mr. Joe Marana recently added the Allegiant Air conference. Ms. Neild reported Allegiant was very happy with our performance and load factors for the flights coming out of FWA. Staff was informed by Allegiant that they will be up-gauging our aircraft to Mesa with a 186 passenger Airbus 320

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sometime in 2019 and will also be adding frequency to our Florida markets in 2019. Nothing is in writing, but staff was told to expect an announcement within the next few months.

- Ms. Neild reported that the 4<sup>th</sup> Honor Flight of 2018 is scheduled for October 17, 2018. The event will be handled as it has in the past. The morning departure will be from the IANG ramp and the return flight will land at approximately 9:15 p.m. and will make use of FWA Gate 4 for deplaning the aircraft. Staff member Ryan Bauer is the point-of-contact to Honor Flight for this event.
- Ms. Neild informed board members that staff will host the annual Air Service Luncheon for community leaders on November 7, 2018 from 12:00 – 1:30 p.m. at the Courtyard Marriott Downtown – all board members will be invited and are encouraged to attend. This event is held annually to inform community leaders about NE Indiana's Air Service market.

### **6. COMMITTEE REPORTS**

Mr. Hinderman reported that the Real Estate Development Committee met in both executive and regular sessions on October 4, 2018. Mr. Hinderman informed board members that the only formal action to take place during the public session was the approval of the minutes from the previous month's meeting. Discussion did take place during the Executive Session on various items in the pipeline however no formal action was taken on any of these items during the regular session.

### **7. CONSIDERATION AND APPROVAL OF RESOLUTION 18-05: RESOLUTION REGARDING PURCHASE OF REAL ESTATE**

Mr. Hinderman reported that the Airport Authority has been working with The Board of Commissioners of the County of Allen, State of Indiana, regarding the purchase of approximately 8.777 acres of real estate, address 9401 Coverdale Road, Fort Wayne, IN. Purchase of this specific property will assure that future uses of the property, located in close proximity to airport property, are compatible with the operation of Fort Wayne International Airport. The Board of Commissioners has passed a similar Resolution and signed a Purchase Agreement facilitating the sale of this property to the Fort Wayne-Allen County Airport Authority. In order for the sale of stated property to be finalized, it is necessary for the Airport Authority to approve a Board Resolution facilitating the signing of the purchase agreement and finalizing the land sale.

Mr. Hinderman further explained that the Board of Commissioners will sell this property to the FWACAA for \$10,498.81 an acre. Mr. Hinderman anticipates closing on the purchase of this property on or before November 30, 2018.

Mr. Tim Haffner made a motion to approve the adoption of Resolution 18-05: Resolution Regarding Purchase of Real Estate, to facilitate the purchase of approximately 8.777 acres of real

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estate located at 9401 Coverdale Road, Fort Wayne, IN, as presented. Mr. Ben Johnston seconded the motion. Mr. Gouloff called for a roll call vote. Below is a tally of the votes:

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes – Aye

Mr. Jerome F. Henry – absent

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

### **8. OTHER BUSINESS**

Mr. Hinderman informed board members that staff has received a signed purchase agreement for the sale of a parcel of FWACAA property to Continental Property Group, LLC (CPG). The property is approximately 66 acres (3 tracts). Mr. Hinderman further explained that the parcel of 66 acres is along Smith Road. The parcel is being sold for \$30,000.00 an acre.

CPG is purchasing the property with the intent to promote and solicit tenants with light manufacturing and distribution requirements. The properties' industrial uses will be in compliance with I-2 zoning requirements and restrictive covenants and development standards have been included in the purchase agreement to assure that uses will be compatible with the operation of FWA. The Airport Authority will also maintain an Avigation Easement on the property and reserves a perpetual right-of-way and easement to run with the land for the free and unobstructed flight of aircraft and the right to cause such noise as is inherent in the operation or aircraft.

Mr. Hinderman also noted that this specific piece of property has never been intended to be used by the Authority for airport purposes and sale of this property will also provide an opportunity for the Airport Authority to be part of the continued economic growth and development in Allen County.

Mr. Mike Deam formally read the motion to approve the purchase and sale agreement into the record as follows: "Motion to approve the Purchase and Sale Agreement with Continental Property Group, LLC., along with the Option Agreement and the agreement regarding Right of First Refusal. Approval of the Purchase and Sale Agreement include the granting of the authority for the Fort Wayne-Allen County Airport Authority's Executive Director to negotiate and execute the Development Agreement and Reciprocal Easement Agreement contemplated by the Purchase and Sale Agreement."

Mr. Haffner made a motion to approve the sale of Airport Authority property to Continental Property Group, LLC., as presented in the formal motion read by Mr. Deam. Mr. Ben Johnston seconded the motion. Mr. Gouloff called for a roll call vote. Below is a tally of the votes:

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Mr. Michael S. Gouloff – Aye  
Mr. Neil Hayes – Aye  
Mr. Jerome F. Henry – absent  
Mr. Benjamin T. Johnston – Aye  
Mr. Timothy Haffner – Aye  
Mr. Barry Sturges – Aye  
The motion carried.

### **9. ADJOURNMENT:**

Mr. Haffner moved to adjourn the October 15, 2018 Regular Session Board Meeting at 3:21 p.m.; the meeting was adjourned.

### **EXECUTIVE SESSION:**

An Executive Session was held prior to the regular session board meeting, on October 15, 2018, at 2:00 p.m. in the Airport Authority N211 Conference Room, at 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)(6).

#### Attendance:

Michael S. Gouloff, President, present  
Richard B. (Barry) Sturges, Jr., VP, present  
Timothy J. Haffner, Secretary, present  
Benjamin (Ben) T. Johnston, present  
Jerome F. (Jerry) Henry, Jr., absent  
Cornelius B. (Neil) Hayes, absent  
Mr. Mike Deam, present  
Mr. Scott Hinderman, present  
Ms. Robin Strasser, present  
Mr. Patrick Dooley, present

By signing the minutes of the October 15, 2018 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

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Mr. Barry Sturges  
Board Vice President

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Mr. Jerry Henry  
Board Member