

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY**

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

December 14, 2020

3:00 p.m.

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Board Room (Ste N210), on December 14, 2020 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, absent  
Jerome F. (Jerry) Henry, Jr., present  
Kimberly M. Wagner, present\*  
\**electronic participation*

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

Scott Hinderman, Executive Director  
Robin Strasser, Dir. Admin. & Finance  
Joe Marana, Dir. Facilities and Operations\*  
Mike Deam, Airport Authority Attorney  
Doug Robertson, Controller\*  
Patrick Dooley, Director of Airport Development\*  
Joe Behling, FBO Manager\*  
Mary Easterday, Administrative Asst.

**CALL TO ORDER:**

A quorum being present, board president Mr. Barry Sturges called the meeting to order at 3:03 p.m. Mr. Sturges informed the board that board members Gregg Sengstack and Kimberly Wagner 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. Hinderman indicated staff had one change to the posted agenda; item (d.) would be added to the Contract Consent Agenda for approval: *Consideration and Approval of Change Order # 1 to the Preconstruction Services Fees for the Construction Manager as Constructor (CMc) Agreement with Michael Kinder & Sons for West Terminal Expansion Project.* Mr. Timothy Haffner made a motion to approve the December 14, 2020 Board Agenda as amended; 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 – Absent  
Mr. Gregg Sengstack – Aye  
The motion carried.

Mr. Timothy Haffner made a motion to approve the Administrative Consent Agenda and the Contract Consent Agenda (as amended) as follows:

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

- Approval of Board Minutes – 11.16.2020
- Review & Approval of Claims #20-12
- Accounts Receivable Report

### **3. CONSIDERATION AND APPROVAL OF CONTRACT CONSENT AGENDA (as amended):**

#### *a. Amendment to the FedEx Into-Plane and Fuel Service Agreement*

The Into-Plane and Fuel Service Agreement with FedEx expires on December 31, 2020. This agreement provides for the ordering and storage of fuel and fueling of aircraft by Fort Wayne Aero Center on behalf of FedEx. Staff has negotiated an amendment to the original five-year agreement. The amendment extends the original agreement through and until December 31, 2025, replaces the original civil rights provisions, adds sections 14.11-14.13 regarding sustainability, diversity and financial reporting, and replaces Exhibit A - Fees and Charges. Fees and Charges will remain the same; however, language was added to allow for adjustments in the future. The amendment was reviewed by legal counsel. Staff recommended approval of the amendment with Executive Director signature authority.

#### *b. Change Order Number 3 for the Contract with James S. Jackson Company, AF19-02, Rental Car Ready/Return Lot Canopy Expansion*

This change order is a net project increase in the amount of \$123,528.00 and includes the following:

- Purchase and installation of lower wattage light units due to conduit size constraints
- Costs relating to a water main relocation required by the City of Fort Wayne
- Additional of ballards for safety reasons
- Increased drilling depth was required to install helical piers for foundations

Staff recommended approval of these change orders with signature authorization for the Executive Director of Airports.

#### *c. Addendum No. 1 to the Maintenance, Operation of Fuel Storage and Into-Plane Fuel Service Agreement with American Airlines*

The Maintenance, Operation of Fuel Storage and Into-Plane Fuel Service Agreement with American Airlines, Inc. expired on December 31, 2019. This agreement provides for the ordering and storage of fuel and fueling of aircraft by Fort Wayne Aero Center on behalf of American Airlines. Staff has negotiated an addendum to the original four-year agreement. The addendum extends the original agreement retroactive to January 1, 2020 and ends on December

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31, 2023. Fees and Charges will remain the same. The addendum was prepared by legal counsel. Staff recommended approval of the addendum with Executive Director signature authority.

*d. Consideration and Approval of Change Order # 1 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 for the West Terminal Expansion & Renovation Project. This award included design service fees in the amount of \$204,866. To finalize bidding documents, Authority staff requested approval for a change order increase for personnel and equipment necessary to utilize construction software to record existing conditions for bidding purposes. This change order increase is in the amount of \$6,290.34.

Staff requested that the Board make a motion to approve Change Order #1 to the preconstruction design service fees for the CMc Agreement with MKS in the increase amount of \$6,290.34. Staff also requested approval for the Executive Director of Airports to execute the change order documents.

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 – Absent  
Mr. Gregg Sengstack - Aye  
The motion carried.

#### **4. ACTIVITY REPORT – OCTOBER 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:

- After a strong October, November 2020 numbers showed a decrease in enplanements compared to October 2020
- November 2020 enplanements were down compared to October 2020 enplanements by approximately 24 %
- October 2020 = 22,777    November 2020 = 17,415
- November 2020 enplanements were down approximately 44.05% from November 2019 and year to date enplanements were down approximately 44.99% from 2019
- December enplanement numbers are looking similar to November numbers, and December is anticipated to remain flat

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### **5. COMMITTEE REPORTS**

Mr. Hinderman reported that the READ Committee met on December 14, 2020 in Executive and Regular session prior to today's board meeting. The READ Committee approved the minutes of the November 16, 2020 READ Committee meeting and took formal action on one additional item, which would be reported on later during today's board meeting.

### **6. CONSIDERATION AND APPROVAL OF CHANGE TO 2021 HOLIDAY SCHEDULE**

Mr. Hinderman informed board members that at the June 2020 Board meeting, the board approved the 2021 employee Holiday Schedule. The approved Holiday Schedule included 12 paid holidays, including Columbus Day on Monday October 11, 2021.

Mr. Hinderman reported that staff is proposing eliminating the paid holiday for Columbus Day in October and replacing it with a "Floating Holiday". An employee's use of their floating holiday would be subject to approval by each employee's immediate supervisor. If not used by year end, the paid time off would be lost. The floating holiday would not be paid out if an employee leaves employment for any reason and has not used their floating holiday.

Mr. Tim Haffner made a motion to approval the proposed change to the employee Holiday Schedule. 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 – Absent  
Mr. Gregg Sengstack - Aye  
The motion carried.

### **7. CONSIDERATION AND APPROVAL OF WEST TERMINAL EXPANSION FURNITURE AND EQUIPMENT PURCHASES**

Mr. Joe Marana reported to the board that staff is seeking approval for the purchase of furniture and equipment for the West Terminal Expansion Project. Mr. Marana outlined the purchases as follows:

#### *a. Purchase of 4 Steel Passenger Boarding Bridges and Related Equipment*

Authority staff solicited proposals for the purchase of 4 steel passenger boarding bridges, 7 glazed walkways, and 7 bag conveyors to be utilized for the boarding and unboarding of passengers at Gates 4-10 at Fort Wayne International Airport. This newly manufactured equipment will be installed in conjunction with the West Terminal Expansion and Renovation Project.

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In response to the Request for Proposals, the Authority received two submittals. One submittal was from JBT Aerotech, and the other was from Thyssenkrupp Airport Systems. A team of four Authority personnel completed an evaluation of the proposals to include scoring criteria based on the firm's experience, ability and willingness to maintain the equipment, background of the company, and price. Review of the proposals indicated that JBT Aerotech met the technical requirements contained in the proposal documents, provided the best price of the two firms, and obtained the highest-ranking score. JBT submitted an offer for all equipment in the amount of \$2,536,989.00 compared to the Thyssenkrupp's offer of \$3,314,127.00.

Staff recommended that the Board award this purchase to JBT Aerotech as the offer whose proposal has been determined to be the most advantageous to the Authority in the amount of \$2,536,989.00.

### *b. Special Procurement to Agati Furniture for Terminal Furnishings*

The Authority will be installing new furnishing in the terminal upon completion of the various phases of the West Terminal Expansion & Renovation. The design of the furnishing requirements was included in the project design services provided by Mead & Hunt.

IC 5-22-10-14 authorizes a purchasing agent to make a special procurement from a person when the purchasing agent determines in writing that:

- 1) Supplies can be purchased from the person or person's authorized representative at prices equal to or less than prices stipulated in the current federal supply service schedules established by the General Services Administration (GSA); and
- 2) It is advantageous to the governmental body's interest in efficiency and economy.

In reviewing the furniture needs for the Terminal Expansion and Renovation Project, Agati Furniture provides a line of airport lounge furnishings which meet the design needs and are currently available on a GSA contract with the federal government. The pricing being offered is equal to the discounted pricing available in the GSA supply schedule. The terms of Agati's GSA contract offer a 54.66% discount off of list. Additionally, Agati had advised that better pricing not be offered to other customers. Therefore, this pricing does provide for an economical and efficient procurement process.

Because Board authorization is required for supply purchases in excess of \$150,000, staff requested that the Board make a motion to approve a Special Procurement to Agati Furniture in the amount of \$402,956.61. This includes the purchase, delivery, and installation of stools, lounge chairs, and sofas for the West Terminal Expansion and Renovation Project. Staff also requested approval for the Executive Director of Airports to sign the special procurement authorization document on behalf of the Board.

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*c. Award of a Special Procurement to One Eleven Design for Furniture for Administrative Offices and Conference Room Areas*

The Authority will be installing new furnishings in the administrative office area upon completion of the renovation of the administrative office/Board area as part of the West Terminal Expansion & Renovation Project. The furnishing designs for this area were incorporated as part of this project.

IC 5-22-10-14 authorizes a purchasing agent to make a special procurement from a person when the purchasing agent determines in writing that:

- 1) Supplies can be purchased from the person or person's authorized representative at prices equal to or less than prices stipulated in the current federal supply service schedules established by the General Services Administration (GSA); and
- 2) It is advantageous to the governmental body's interest in efficiency and economy.

In reviewing the office furniture needs for the administrative area, One Eleven Design is the local distributor for Herman Miller and assisted the design team with the furnishing layout for the administrative area. Herman Miller has a full line of furniture currently available on a GSA contract with the federal government and One Eleven Design is able to offer this product to the Airport Authority equal to the discounted pricing available in the GSA supply schedule. The discounts are substantial and result in savings up to 74.8% off of list for a substantial portion of the product line. One Eleven Design has advised that this results in a savings of \$29,000 over what we would have normally paid. Therefore, this pricing does provide for an economical and efficient procurement process.

Because Board authorization is required for supply purchases in excess of \$150,000, staff requested that the Board make a motion to approve a Special Procurement to One Eleven Design in the total amount not to exceed \$186,789.25. This includes \$155,019.25 for furniture and \$31,770 for design, Project Management, and installation services. Staff also requested approval for the Executive Director of Airports to sign the special procurement authorization document on behalf of the Board.

Mr. Timothy Haffner made a motion to approve the West Terminal Expansion Furniture and Equipment Purchases as presented and to provide approval for the Executive Director of Airports to sign all procurement and contract documents. 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 – Absent  
Mr. Gregg Sengstack - Aye  
The motion carried.

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### **8. CONSIDERATION AND APPROVAL OF CONTRACT WITH CMc REVIEW CONSTRUCTION MGMT, LLC**

Mr. Joe Marana reported that Authority staff continues progress towards the construction of Project Gateway, currently planned for breaking ground in May 2021. The Construction Manager as Constructor continues to be the construction delivery method that staff is working with. Throughout the CMc Selection and the design phase, staff has contractually engaged with CMc Review to provide us with “Owners Representative” services. The past phases have been a positive working environment. The agreement being presented to the board for consideration continues to be “owner representative” services but carries through the construction phases of the project (bidding process, construction, risk management; etc.).

Staff recommended entering into a contractual service agreement for Project Gateway with CMc Review not to exceed a value of \$299,199.50 with authorization for the Executive Director of Airports to sign the contract documents.

Mr. Timothy Haffner made a motion to approve the Contractual Service Agreement for Project Gateway with CMc Review not to exceed a value of \$299,199.50 and to provide authorization for the Executive Director of Airports to sign the contract documents. 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. Kim Wagner – Aye  
Mr. Barry Sturges – Aye  
Mr. Tim Haffner – Aye  
Mr. Neil Hayes – Absent  
Mr. Gregg Sengstack - Aye  
The motion carried.

### **9. CONSIDERATION AND APPROVAL OF ADDENDUM NO. 1 TO THE AIRPORT ADVERTISING CONCESSION AGREEMENT**

Mr. Hinderman reported that the Advertising Concession Agreement with Michiana Business Publications currently contains a minimum annual guarantee (MAG) of revenue payment to the Authority in the amount of \$50,000. This amount was included in the contract as a reasonable minimum based on the available advertising space in the terminal. In 2021, the Authority will begin construction of the West Terminal Expansion and Renovation which will reduce the amount of advertising space available in the terminal during much of the construction period and the remainder of this concession agreement.

Mr. Hinderman requested that the Board approve Addendum #1 to the Advertising Concession Agreement. This Addendum would remove the MAG and indicates that revenue to the Authority will be paid solely based on a 50% share of gross revenue less a 15% sales commission. Mr. Hinderman added that staff believes that this Addendum will fairly distribute

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revenue based on available advertising space throughout the remainder of the current contract term.

### **10. CONSIDERATION AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT 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. This professional services agreement serves as the airport authority's contract with Greater Fort Wayne Inc. for the airport development service performed by Mr. Patrick Dooley, Director of Business Development. This PSA has been in place since 2002. The PSA provides for a range of services to include; marketing, air service development, economic development, real estate and property management services as defined in the PSA 2021 Work Plan and may be modified as needed during the year by the Executive Director. The PSA for 2021 is in the amount of up to Four Hundred Twenty-Five Thousand Four Hundred and Sixty Dollars (\$425,460.00). The budget for 2021 is flat to the 2020 budget and includes \$100,000 for air service development in 2021. \$25,000 of this budget number goes directly to GFW for contract administration and all other funds remain with the authority until they are spent. It was noted funds are reserved in the FWACAA Budget but not expended until GFW invoices for actual services provided. Mr. Hinderman also informed board members that the 2021 PSA Agreement was reviewed earlier today by the READ Committee and they provided a vote for approval with a recommendation for approval by the full board.

Mr. Tim Haffner made a motion to approve Addendum No. 1 to the Airport Advertising Concession Agreement with Michiana Business Publications and authorize the Executive Director of Airports to execute the Addendum, and the 2021 Professional Services Agreement by and between the Fort Wayne – Allen County Airport Authority and Greater Fort Wayne Inc. to provide a range of services to include; marketing, air service development, economic development, real estate and property management services as defined in the PSA 2021 Work Plan and modified as needed during the year by the Executive Director in the amount of up to Four Hundred Twenty-Five Thousand Four Hundred and Sixty Dollars (\$425,460.00). 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 – Absent
- Mr. Gregg Sengstack - Aye

The motion carried.

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### **11. CONSIDERATION AND APPROVAL OF RESOLUTION 20-04: APPROPRIATIONS TRANSFER**

Ms. Robin Strasser reported that the 2020 Budget was prepared six months prior to the beginning of the budget year and spending requirements were established at that time. Now, due to unforeseen requirements from the time the budget was established, certain accounts require additional spending authority, and several accounts need less spending authority because anticipated expenditures were unnecessary. Ms. Strasser requested Board approval to make the necessary transfers among several accounts as presented in Resolution 20-04. These transfers will prevent appropriations from having deficient balances. Ms. Strasser affirmed that the result of all transfers is a net increase of zero dollars to the 2020 Budget.

Mr. Tim Haffner made a motion to approve Resolution 20-04: Appropriations Transfer Resolution (as presented). 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 – Absent

Mr. Gregg Sengstack - Aye

The motion carried.

### **12. OTHER BUSINESS**

No other business was brought before the board at this time. Mr. Sturges took the opportunity to publicly thank Airport Authority staff for their hard work, diligence and efforts during the pandemic and on behalf of the board thanked Airport Authority staff for their efforts navigating through the pandemic.

### **13. ADJOURNMENT**

Mr. Tim Haffner moved to adjourn the December 14, 2020 Regular Session Board Meeting at 3:35 p.m. Mr. Sturges adjourned the meeting.

### **EXECUTIVE SESSION:**

An Executive Session was held at 2:30 p.m. on December 14, 2020 prior to the Regular Meeting, in the Airport Authority Board Room (Ste N210), at Fort Wayne International Airport, 3801 W. Ferguson Rd., 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).

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Attendance:

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

Gregg C. Sengstack, Vice President, present\*

Timothy J. Haffner, Secretary, present

Cornelius B. (Neil) Hayes, absent

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

Kimberly M. Wagner, present\*

Scott Hinderman, Executive Director

Joe Marana, Dir. Operations and Facilities\*

Robin Strasser, Dir. Administration and Finance\*

Mike Deam, Airport Authority Attorney\*

Mary Easterday, Administrative Assistance

*Electronic participation\**

By signing the minutes of the December 14, 2020 regular session 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