

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY**

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

May 15, 2017

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Conference Room, on May 15, 2017 at Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, Indiana 46809, pursuant to proper legal notice. A quorum being present, Mr. Michael S. Gouloff., President, called the meeting to order at 3:03 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., present  
Cornelius B. (Neil) Hayes, absent

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

Scott Hinderman, Executive Director  
Robin Strasser, Dir. Admin. & Finance  
Joe Marana, Dir. Operations & Facilities  
Mike Deam, Airport Authority Attorney  
Denny Logan, Airport Authority Attorney  
Patrick Dooley, Airport Development Director  
Laura Hakes, Purchasing Manager  
Rebecca Neild, Air Services and Marketing Manager  
Joe Behling, FBO General Manager  
Mary Easterday, Administrative Asst.

**CALL TO ORDER:**

A quorum being present, Mr. Gouloff called the meeting or order at 3:03 p.m.

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

Mr. Tim Haffner made a motion to approve the May 15, 2017 Board Agenda as published, Mr. Ben Johnston seconded the motion; motion unanimously carried.

**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 (Regular Session) 4.17.2017
- Review and Approval of Claims #17-05
- Accounts Receivable Report

Mr. Barry Sturges seconded the motion; motion unanimously carried.

## BOARD MEETING MINUTES

May 15, 2017

Page 2 of 4

### **3. CONSIDERATION AND APPROVAL OF BID CONCENT AGENDA:**

Mr. Tim Haffner made a motion to approve the Bid Consent Agenda with signature authorization for the Executive Director as follows:

Airport staff solicited bids to replace various sections of terminal roof at the Fort Wayne International Airport. This project is the sixth and final phase of a phased approach as recommended from a 2009 study completed by Martin-Riley.

In response to staff's solicitation, three bids were received. Airport staff reviewed the bids and recommended that the Board make an award to Fort Wayne Roofing and Sheet Metal Co., Inc. as the lowest responsive and responsible bid in the amount of \$543,800. Approval was also requested for the Executive Director of Airports to sign the contract documents.

Mr. Barry Sturges seconded the motion made by Mr. Tim Haffner to approve the Bid Consent Agenda with signature authorization for the Executive Director; motion unanimously carried.

### **4. CONSIDERATION AND APPROVAL OF CONTRACT CONSENT AGENDA:**

Mr. Tim Haffner made a motion to approve the Contract Consent Agenda with signature authorization for the Executive Director as follows:

*a. Change Order Number 2 for the Contract with Mudrack Tree Services for Obstruction Removal - Phase 2 at Smith Field Airport*

This change order is a project cost increase in the amount of \$29,425 and includes the following changes:

- Final quantity adjustments
- The addition of a unit prices for the cutting of trees without stump removal

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

*b. Addendum Number 7 to Professional Service Agreement with CHA for the 5-23 Rehabilitation Phase 2 Project - Preliminary Design Services*

Addendum No. 7 to the Indefinite Delivery Services Agreement with CHA Consulting, Inc. is to provide preliminary design services to collect sufficient field data to evaluate and determine the best course of action to either rehabilitate or reconstruct approximately 4,100 feet of Runway 5-23, otherwise known as Phase 2 of this program. This addendum is intended to progress the design of Phase 2 to the 30% milestone. Phase 2 will focus on the asphalt overlaid PCCP of Runway 5-23 between Taxiways C3/B1 and the Runway 14-32 intersection. The Addendum is funded through an existing federal grant awarded in September 2016 (AIP-68).

## BOARD MEETING MINUTES

May 15, 2017

Page 3 of 4

CHA has proposed fees associated with the services in the amount of \$209,450. Staff obtained an independent fee estimate in accordance with federal guidelines and negotiated fees with CHA. Comparative evaluation evidenced that the revised fees are reasonable. The DBE subcontracting firm proposed by CHA has recently restructured, and this award will be contingent upon the receipt of acceptable DBE certification information. Staff recommended award of this contract to CHA in the amount of \$209,450 subject to the receipt of acceptable DBE participation information. Staff also requested authorization for the Executive Director to execute the contract documents.

Mr. Barry Sturges seconded the motion made by Mr. Tim Haffner to approve the Contract Consent Agenda with signature authorization for the Executive Director; motion unanimously carried.

### **5. ACTIVITY REPORT – April 2017**

Ms. Rebecca Neild reported to the board that use of FWA and traffic through FWA remained relatively flat with enplanements in April 2017 down about 2.66% compared to April 2016 and year-to-date enplanements up at about 2.51% compared to 2016. Ms. Neild also informed the board that there appeared to be an adverse number of flight cancellations in April 2017 compared to April 2016 which most likely had an impact on the decline in enplanements in April 2017 compared to April 2016. Staff is currently in the process of researching the reason behind some of the cancellations although rain and storm conditions at some of the hubs would account for the high number of cancellations experienced at FWA during April 2017. Mr. Haffner inquired of staff if verification of “mechanical issues” was required when flights were cancelled for this reason and Mr. Hinderman responded that reporting of cancellations was required by airlines, but if specific reasons were verified he was not aware, but staff would look in to this specific issue and report back.

### **6. COMMITTEE MEETINGS**

Mr. Hinderman reported that both the Real Estate and Airport Development Committee and the Air Services and Marketing Committee meetings scheduled for May were cancelled.

### **7. CONSIDERATION AND APPROVAL OF PROPERTY/LIABILITY & WORKERS’ COMPENSATION INSURANCE RENEWAL**

Ms. Robin Strasser introduced Mr. Bill Niezer representing USI Insurance, the authority’s insurance broker, to board members and indicated Mr. Niezer, would be presenting the property, liability and workers’ compensation insurance renewal proposals to the board for consideration and approval. Some of the topics Mr. Niezer covered and presented included:

- Property

## BOARD MEETING MINUTES

May 15, 2017

Page 4 of 4

- Auto
- Workers Compensation
- Airport Liability

Mr. Niezer informed the Board that the airport authority had gone through a successful insurance renewal process. Mr. Niezer was pleased to report that 2017-2018 policy negotiations had gone well due the airport authority's continued loss control efforts and a very competitive market providing the opportunity to purchase coverage on behalf of the airport authority at good rates.

Mr. Niezer further reported that he was able to negotiate coverage at a reduced rate for property coverage, auto liability, workers' comp and also airport liability. Overall the airport authority will see an 8% reduction in insurance premiums for 2017-2018 which equates to around \$35,000 cost savings to the airport authority.

On behalf of the board, Mr. Gouloff thanked Mr. Niezer for the work he does for the airport authority.

Mr. Haffner made a motion to approve the Authority's negotiation of insurance rates for 2017-2018 as presented. Mr. Johnston seconded the motion; motion unanimously carried.

### **8. OTHER BUSINESS**

Mr. Hinderman informed the board that staff had no additional business to bring before the board at this time.

### **9. ADJOURNMENT**

Mr. Gouloff moved to adjourn the May 15, 2017 Regular Session Board Meeting at 3:14 p.m. Mr. Tim Haffner seconded the motion; the meeting was adjourned.

### **EXECUTIVE SESSION:**

An Executive Session was not held following the May 15, 2017 board meeting.

### **Signatures on File**

---

Mr. Michael Gouloff  
Board President

---

Mr. Timothy Haffner  
Board Secretary