

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY**

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

June 11, 2019

12:30 pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Allen County Public Library, Meeting Room C, on June 11, 2019 at 900 Library Plaza, Fort Wayne, Indiana 46802, pursuant to proper legal notice. A quorum being present, Mr. Barry Sturges, President, called the meeting to order at 12:31 p.m.

**ATTENDANCE:**

**AIRPORT AUTHORITY  
BOARD MEMBERS:**

Richard B. (Barry Sturges, Jr., President, present  
Benjamin (Ben) T. Johnston, VP, present  
Timothy J. Haffner, Secretary, absent  
Cornelius B. (Neil) Hayes, present  
Jerome F. (Jerry) Henry, Jr., present  
Gregg C. Sengstack, present\*

*\*electronic participation*

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

Scott Hinderman, Executive Director  
Joe Marana, Dir. Facilities & Operations  
Mike Deam, Airport Authority Attorney  
Rebecca Neild, Air Service and Marketing Manager  
Mary Easterday, Administrative Asst.

**CALL TO ORDER:**

A quorum being present, Mr. Sturges called the meeting to order at 12:31 p.m. Mr. Sturges informed board members that board member 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. Jerry Henry made a motion to approve the June 11, 2019 Board Agenda as posted. Mr. Ben Johnston seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – absent  
Mr. Benjamin Johnston – Aye  
Mr. Jerry Henry – Aye  
Mr. Barry Sturges – Aye  
Mr. Neil Hayes – Aye  
Mr. Gregg Sengstack - Aye  
The motion carried.

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

Mr. Neil Hayes made a motion to approve the Administrative Consent Agenda as follows:

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- Approval of Board Minutes – 5.20.2019
- Review & Approval of Claims #19-06
- Accounts Receivable Report

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

Mr. Timothy Haffner – absent

Mr. Benjamin Johnston – Aye

Mr. Jerry Henry – Aye

Mr. Barry Sturges – Aye

Mr. Neil Hayes – Aye

Mr. Gregg Sengstack - Aye

The motion carried.

### **3. ACTIVITY REPORT – MAY 2019**

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

- Enplanements in May 2019 were up 5.25% compared to May 2018 – year-to-date enplanements were up 4.43%.
- American Airlines will be reducing the PHL flight to once daily from August 20, 2019 – October 3, 2019. Ms. Neild informed board members that based on recent conversations with American Airlines (last week) this change is a result of some demand shaping with PHL and since September is generally FWA's "off-peak" month this flight is being reduced from twice daily to once daily. Ms. Neild also commented that staff is not concerned with this reduction as American Airline officials have indicated the route has been improving at a good rate. This reduction in flights will also help to keep our load factor up for this particular flight.
- Ms. Neild reported the new PHL flight schedule would be as follows:  
FWA-PHL 1x daily = 8:05 AM – 9:52 AM  
PHL-FWA 1x daily = 6:05 PM – 8:05 PM
- Ms. Neild informed board members that American Airlines will increase its frequency with the Chicago flight. An additional 4th flight to ORD will start September 4, 2019 and will run through November 2, 2019; at which time American Airlines will revert to 3 flights to ORD daily.
- Ms. Neild also reported that United Airlines will be eliminating one flight a day to ORD during the month of July 2019 due to the pilot shortage.

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

- Ms. Neild reported that the Airport Authority, in conjunction with the Indiana BMV, will be hosting a REAL ID event in the terminal July 24 & 25, 2019. At that time members of the general public will be able to come in to the terminal and secure a REAL ID Indiana Drivers License. A REAL ID is a secure form of identification

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that meets federal security standards for state-issued licenses, permits, or identification cards and will be required to fly beginning October 2020.

**4. REVIEW AND CONSIDERATION OF SENSORY TECHNOLOGIES 1<sup>st</sup> AMENDMENT TO STANDARD BUILDING LEASE AGREEMENT**

Mr. Scott Hinderman reported that staff and Sensory Technologies has successfully negotiated a 1<sup>st</sup> Amendment to Sensory Technologies' Standard Building lease agreement. Mr. Hinderman indicated the original lease agreement was approved by the board in July of 2016 and the original lease was for a term of 3 years (August 1, 2016 – July 31, 2019), without an option to renew. Sensory Technologies has requested a one year extension and the 1<sup>st</sup> Amendment being presented for approval would extend the agreement through July of 2020.

Mr. Hinderman outlined the 1<sup>st</sup> Amendment as follows:

- This 1st Amendment will extend the term of the agreement for one additional year.
- The minimum monthly rent also increased from \$1044.33 to \$1091.66 per month

**LEASE SUMMARY**

**FACILITY:** 12602 Global Drive  
Building 2061  
Yoder, IN  
(portion of a complex commonly known as the Air Cargo Hub – formally occupied by Kitty Hawk)

**TENANT:** Sensory Technologies

**Original Lease Term:** Three Year Term:  
August 1, 2016 – July 31, 2019 – original lease was approved by the board at the July 2016 board meeting

**1<sup>st</sup> Amendment TERMS:**

- a. **Duration** – 1 year lease term = August 1, 2019 – July 31, 2020
- b. **Sq. Ft.** – 3,400 located on the first floor
- c. **Rate** – \$1091.66 per month / ~ \$3.85 per square foot

**UTILITIES:** Tenant responsibility based upon tenant pro rata share and as billed by the Authority

**IMPROVEMENTS:** Original lease allowed Sensory Technologies to invest a minimum of \$15,000.00 to modify the premises to meet tenant's operating needs and tenant was entitled to utilize up to \$15,000.00 in rent credits against it minimum monthly rent during the lease term. Rent credits can be applied during the lease term at a rate of up to 50% of the minimum monthly rent

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until such time as up to \$15,000.00 of rent credits have been utilized (*to date tenant has not made use of any rent credits*).

**SPECIAL TERMS /  
CONDITIONS**

All other terms and conditions of the original lease remain as was originally executed:

- Reuse and development of any portion of the Air Cargo Hub requires review and approval for Concurrent Use as defined by the FAA
- Portions of the Complex are reserved for aeronautical uses with a primary focus on air cargo operations
- Premises shall be occupied and used by tenant solely for the purposes of equipment storage, light manufacturing and assembly, offices and showroom
- Landlord (Authority) is responsible for landscaping, snow removal of drives dock bays, ramps, parking, sidewalks, roadways, common driveways, runways, taxiways and other common areas
- Authority is responsible for the structure, the roof and any building system located in the Premises if the building system services all of the complex or another leased area outside the Premises
- Tenant responsibilities will include all doors, windows, mechanical systems including but not limited to plumbing, HVAC and electrical which exclusively serve the Premises (excludes roof and structural members of the building)
- If additional space is required to meet aeronautical needs of the airport, the Authority reserves the right to terminate the lease upon sixty (60) days prior written notices to tenant in accordance with FAA requirements.
- Tenant's investment in the premises and tenant's relocation expense related to early termination of the lease is at tenant's risk and not subject to reimbursement by the Authority

Mr. Neil Hayes a motion to approve the 1<sup>st</sup> Amendment to Sensory Technologies Standard Building Lease Agreement as presented. Mr. Ben Johnston seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – absent

Mr. Benjamin Johnston – Aye

Mr. Jerry Henry – Aye

Mr. Barry Sturges – Aye

Mr. Neil Hayes – Aye

Mr. Gregg Sengstack - Aye

The motion carried.

**5. CONSIDERATION AND APPROVAL OF 2020 HOLIDAY SCHEDULE**

Mr. Scott Hinderman informed the board that every year the holiday schedule for airport authority employees is presented to the board for their approval. Mr. Hinderman indicated the

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holiday schedule being presented is similar to holiday schedules presented in the past, with 12 holidays being scheduled in 2020.

Mr. Neil Hayes made a motion to approve the 2020 Holiday Schedule as presented. Mr. Jerry Henry seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

Mr. Timothy Haffner – absent

Mr. Benjamin Johnston – Aye

Mr. Jerry Henry – Aye

Mr. Barry Sturges – Aye

Mr. Neil Hayes – Aye

Mr. Gregg Sengstack - Aye

The motion carried.

The 2020 Holiday Schedule is as follows:

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY  
2020 HOLIDAY SCHEDULE**

2020		
Administration and Maintenance Departments		
1	New Year's Day	Wednesday January 1
2	Presidents' Day	Monday, February 17
3	Good Friday	Friday, April 10
4	Memorial Day	Monday, May 25
5	Independence Day	Friday July 3
6	Labor Day	Monday, September 7
7	Columbus Day	Monday, October 12
8	Thanksgiving Day	Thursday, November 26
9	Day After Thanksgiving	Friday, November 27
10	Christmas Eve	Thursday, December 24
11	Christmas Day	Friday, December 25
12	New Year's Eve	Thursday December 31
2020		
Custodial, Operations, Smith Field and Fort Wayne Aero Center		
1	New Year's Day	Wednesday January 1
2	Presidents' Day	Monday, February 17
3	*Easter	Sunday, April 12
4	Memorial Day	Monday, May 25
5	*Independence Day	Saturday, July 4
6	Labor Day	Monday, September 7
7	Columbus Day	Monday, October 12
8	Thanksgiving Day	Thursday, November 26
9	Day After Thanksgiving	Friday, November 27
10	Christmas Eve	Thursday, December 24
11	Christmas Day	Friday, December 25
12	New Year's Eve	Thursday December 31
*Different day than Admin and Maintenance Holiday Schedule		

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**6. CONSIDERATION AND APPROVAL OF 2020 BOARD MEETING SCHEDULE**

Mr. Hinderman informed the members of the board, that every year the board meeting schedule for the upcoming year is presented to the board for their approval. Mr. Jerry Henry made a motion to approve the 2020 Board Meeting Schedule as presented. Mr. Ben Johnston seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

- Mr. Timothy Haffner – absent
  - Mr. Benjamin Johnston – Aye
  - Mr. Jerry Henry – Aye
  - Mr. Barry Sturges – Aye
  - Mr. Neil Hayes – Aye
  - Mr. Gregg Sengstack - Aye
- The motion carried.

The 2020 Board Meeting Schedule is as follows:

*Following is the schedule for Year 2020 meetings of the Fort Wayne-Allen County Airport Authority Board. All meetings will begin at 3:00 p.m. in the Board Room of the Fort Wayne-Allen County Airport Authority, Suite 210, 3801 W. Ferguson Road, Fort Wayne, Indiana 46809, unless otherwise noted. Meetings are subject to change.*

Monday	January 20, 2020
Monday	February 10, 2020
Monday	March 16, 2020
Monday	April 20, 2020
Monday	May 18, 2020
Monday	June 15, 2020
Monday	July 20, 2020
Monday	August 17, 2020
Monday	September 21, 2020
Monday	October 19, 2020
Monday	November 16, 2020
Monday	December 14, 2020

*A quorum, consisting of at least four (4) board members, is absolutely necessary for the board meetings. It is essential that a quorum be present each month. Individual meetings can be adjusted in order to accomplish a quorum, if sufficient time is available. Staff will be contacting board members on a regular basis to ensure a quorum at each meeting.*

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### **7. INTRODUCTION OF ORDINANCE 19-01: ORDINANCE OF THE FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY, AUTHORIZING THE ISSUANCE AND SALE OF BONDS**

Mr. Barry Sturges introduced Ordinance 19-01: Ordinance of the Fort Wayne-Allen County Airport Authority, Authorizing the Issuance and Sale of Bonds. A public hearing on Ordinance 19-01 will be held at the July 15, 2019 board meeting.

### **8. INTRODUCTION OF ORDINANCE 19-02: ADDITIONAL APPROPRIATION ORDINANCE**

Mr. Barry Sturges introduced Ordinance 19-02: Additional Appropriation Ordinance. A public hearing on Ordinance 19-02 will be held at the July 15, 2019 board meeting.

### **9. OTHER BUSINESS**

Mr. Hinderman indicated staff had one additional item of business to bring before the board at this time.

Mr. Hinderman indicated that Ordinance 19-03: Additional Appropriation Ordinance was not prepared at the time the agenda was posted. Mr. Hinderman indicated this ordinance would be introduced at the June 11, 2019 board meeting, with a public hearing on Ordinance 19-03 to be held during the July 15, 2019 board meeting.

Mr. Barry Sturges introduced Ordinance 19-03: Additional Appropriation Ordinance. A public hearing on Ordinance 19-01 will be held at the July 15, 2019 board meeting.

### **10. ADJOURNMENT**

Mr. Johnston moved to adjourn the June 11, 2019 Regular Session Board Meeting at 12:46 pm. Mr. Barry Sturges adjourned the meeting.

**EXECUTIVE SESSION:**

An Executive Session was not held following the regular session, June 11, 2019 board meeting.

**Signatures on File**

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Mr. Richard (Barry) Sturges  
Board President

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Mr. Timothy Haffner  
Board Secretary