

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

June 19, 2017

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Conference Room, on June 19, 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 3:02 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

**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
Katie Scherer, Operations Manager
Stan Klepper, Chief Public Safety Department
Rebecca Neild, Air Services and Marketing Manager
Joe Behling, FBO General Manager
Tyler Tilbury, Operations Intern
Mary Easterday, Administrative Asst.

CALL TO ORDER:

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

1. CONSIDERATION AND APPROVAL OF TODAY'S AGENDA:

Mr. Tim Haffner made a motion to approve the June 19, 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:

- Approval of Board Minutes (Regular Session Only) – 5.15.17
- Review & Approval of Claims #17-06
- Accounts Receivable Report

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

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3. ACTIVITY REPORT – May 2017

Ms. Rebecca Neild reported to the board that use of FWA and traffic through FWA remains steady with enplanements in May 2017 up about 2.95% compared to May 2016 and total enplanements to date up 2.6%.

4. COMMITTEE MEETINGS

Mr. Hinderman reported that the Real Estate and Airport Development Committee met on June 13, 2017 in both Executive and Regular Sessions. Mr. Hinderman informed the board that committee action was taken during the public session related to a lease agreement which would come before the board later in the meeting.

5. LEASE REVIEW AND APPROVAL – SKYWEST TERMINAL SPACE – LEASE OF SPACE W110A

Mr. Hinderman informed the board that SkyWest had requested a proposal to lease a small garage space in the main terminal to store aircraft parts and materials to provide quick turn maintenance service on its aircraft. The goal is to reduce maintenance delays by having tools and equipment at the main terminal readily available. Authority staff prepared a lease for Space W110A commonly described as the garage area located between Airport Operations garage/offices and American Airlines ticket counter back area. Mr. Hinderman reported that the lease would be executed as of board approval and will expire on March 31, 2018 (same expiration date as the current lease SkyWest holds for Building # 2003 located at 4555 Altitude Drive). The rental space would be approximately 700 square feet (this lease space does not include the small office areas at this time) and the rental rate (as set by Ordinance under the Airports Rates and Charges) would be \$32.54 per square feet - \$22,778 annually, or a monthly rate of \$1,898.17. The airport authority also has the right to terminate the lease with 60 days notice.

Mr. Hinderman further explained that the READ Committee had discussed this lease at their meeting on June 13, 2017 and had voted favorably to provide a recommendation for approval by the full board.

Mr. Haffner made a motion to approve the lease agreement with SkyWest to lease garage space W110A at the terminal. Mr. Hayes seconded the motion; motion unanimously carried.

6. CONSIDERATION AND APPROVAL OF 2018 HOLIDAY SCHEDULE

Ms. Robin Strasser informed the board that every year the holiday schedule for airport authority employees is presented to the board for their approval. Ms. Strasser indicated the holiday

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schedule being presented is similar to holiday schedules presented in the past, with no changes for 2018.

Mr. Haffner made a motion to approve the 2018 Holiday Schedule as posted. Mr. Johnston seconded the motion; the motion unanimously carried. 2018 Holiday Schedule is as follows:

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY
2018 HOLIDAY SCHEDULE**

2018		
Administration and Maintenance Departments		
1	New Year's Day	Monday, January 1
2	Presidents' Day	Monday, February 19
3	Good Friday	Friday, March 30
4	Memorial Day	Monday, May 28
5	Independence Day	Wednesday, July 4
6	Labor Day	Monday, September 3
7	Columbus Day	Monday, October 8
8	Thanksgiving Day	Thursday, November 22
9	Day After Thanksgiving	Friday, November 23
10	Christmas Eve	Monday, December 24
11	Christmas Day	Tuesday, December 25
12	New Year's Eve	Monday, December 31

2018		
Custodial, Operations, Smith Field and Fort Wayne Aero Center		
1	New Year's Day	Monday, January 1
2	Presidents' Day	Monday, February 19
3	*Easter	Sunday, April 1
4	Memorial Day	Monday, May 28
5	Independence Day	Wednesday, July 4
6	Labor Day	Monday, September 3
7	Columbus Day	Monday, October 8
8	Thanksgiving Day	Thursday, November 22
9	Day After Thanksgiving	Friday, November 23
10	Christmas Eve	Monday, December 24
11	Christmas Day	Tuesday, December 25
12	New Year's Eve	Monday, December 31
*Different day than Admin and Maintenance Holiday Schedule		

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7. CONSIDERATION AND APPROVAL OF 2018 BOARD MEETING SCHEDULE

Ms. Strasser 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. Haffner made a motion to approve the 2018 Board Meeting Schedule as posted. Mr. Johnston seconded the motion; the motion unanimously carried. 2018 Board Meeting Schedule is as follows:

Following is the schedule for Year 2018 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 15, 2018
Monday	February 12, 2018
Monday	March 19, 2018
Monday	April 16, 2018
Monday	May 21, 2018
Monday	June 18, 2018
Monday	July 16, 2018
Monday	August 20, 2018
Monday	September 17, 2018
Monday	October 15, 2018
Monday	November 12, 2018
Monday	December 10, 2018

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.

8. OTHER BUSINESS

Mr. Hinderman informed the board that staff had no additional business to bring before the board at this time, but that an Executive Session would be held immediately following the June 19, 2017 board meeting.

9. ADJOURNMENT

Mr. Gouloff moved to adjourn the June 19, 2017 Regular Session Board Meeting at 3:09 p.m. Mr. Tim Haffner seconded the motion; the meeting was adjourned.

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EXECUTIVE SESSION:

An Executive Session was held immediately following the regular session board meeting in the Airport Authority N211 Conference Room, on June 19, 2017 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, present

By signing the minutes of the June 19, 2017 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. Michael Gouloff
Board President

Mr. Timothy Haffner
Board Secretary