

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

Regular Session

July 16, 2018

3:00pm

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Conference Room, on July 16, 2018 at Fort Wayne International Airport, 3801 W. Ferguson Rd., Fort Wayne, Indiana 46809, pursuant to proper legal notice. A quorum being present, Mr. Richard (Barry) Sturges, Vice- 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., present
Cornelius B. (Neil) Hayes, absent
**electronic participation*

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

Scott Hinderman, Executive Director
Joe Marana, Dir. Operations & Facilities
Robin Strasser, Dir Admin. & Finance
Mike Deam, Airport Authority Attorney
Patrick Dooley, Airport Development
Joe Behling, FBO General Manager
Laura Hakes, Purchasing Manager
Ronnie Portis, Controller
Doug Robertson, Accounting Manager
Katie Scherer, Operations Manager
Rebecca Neild, Air Service & Marketing Manager
Mary Easterday, Administrative Asst.

CALL TO ORDER:

A quorum being present, Mr. Sturges, Vice-President, called the meeting or order at 3:05 p.m. Mr. Scott Hinderman informed board members present that this meeting would be an electronic meeting, with member Mr. Mike Gouloff attending electronically. As such, all votes taken during the meeting would be conducted by a roll call vote.

1. CONSIDERATION & APPROVAL OF TODAY'S AGENDA:

Mr. Tim Haffner made a motion to approve the July 16, 2018 Board Agenda as published. Mr. Jerry Henry seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

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

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2. CONSIDERATION & APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

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

- Board Meeting Minutes 6.18.2018
- Review and Approval of Claims #18-07
- 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. Michael S. Gouloff – Aye

Mr. Neil Hayes –

Mr. Jerome F. Henry – Aye

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

3. BID CONSENT AGENDA

a. Consideration & Approval of RFP Results for One New 2018 Aircraft Refueler Truck

Airport staff solicited proposals for the selection of a supplier for the purchase of an aircraft refueler truck to be used as a primary refueling vehicle for general aviation users, commercial carriers, and cargo aircraft fueling at the Fort Wayne Aero Center. Due to the importance of considerations such as experience and serviceability, the Request for Proposal (RFP) process was utilized. These issues would be given weighted consideration in addition to price and compliance with the technical specifications. The selection committee consisted of four airport staff members (Director of Fixed Base Operations, Line Services Supervisor, Ground Support Equipment Mechanic, and Purchasing Manager). The Authority received two proposals in response to our Request for Proposals (RFP).

Proposals were reviewed on weighted criteria outlined in the proposals to include experience of the equipment manufacturer, issues relating to serviceability of the unit, background of the proposing company, price, and compliance with the technical specifications. Two proposals were received as follows:

Skymark:	\$269,495
Garsite	\$272,500

Based on the scoring criteria established for this RFP, staff recommended the Board make a motion to award the RFP to Skymark as the offer whose proposal has been determined to be the most advantageous to the Authority in the amount of \$269,495.00.

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b. Quotation Results: Obstruction Mitigation Poles near SMD

Airport staff solicited quotations for the purchase and installation of obstruction mitigation poles near Smith Field Airport. The scope of this quotation required the purchase and installation of one tapered aluminum light pole and two obstruction poles (one hard-wired and one solar powered).

In response to this solicitation, two quotations were received, outlined as follows:

Michael Kinder & Sons	\$77,770
Shambaugh & Sons	\$83,700

The lowest quotation from Michael Kinder & Sons meets all requirements. Therefore, staff recommended that the Board make a motion to award the quotation to Michael Kinder & Sons in the amount of \$77,770 as the lowest responsive and responsible quotation received.

c. Consideration & Approval of RFQ Results for: Indefinite Delivery Professional Architectural Services - Locally Funded Projects

Airport staff solicited qualifications for the selection of a firm to provide Indefinite Delivery Architectural Services for locally funded projects. The Airport Authority received three proposals in response to the solicitation.

After initial review of the proposals received, the three firms (Hoch Associates, Martin-Riley, and Viridian) were invited for presentations and interviews. Having completed this process, the selection committee recommended Viridian Architectural Design, Inc. to the Board as the firm for award of this indefinite delivery contract subject to successful negotiation of fees. The contract is for a one-year period with 4 one-year renewal options.

Staff recommended that the Board make a motion to award the indefinite delivery services agreement for locally funded architectural services to Viridian Architectural Design, Inc. subject to the successful negotiation of fees with approval for the Executive Director of Airports to execute the standard indefinite delivery services agreement.

d. Consideration and Approval of Management Agreement with Republic Parking System

The Airport Authority has a management agreement with a company to operate the passenger parking lot at FWA. The existing agreement with Republic Parking System (RPS) expires at the end of September. RPS has operated the parking lot at FWA for the past 5 years.

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The Airport Authority released a request for proposals on April 4th to operate the passenger parking lot under a management agreement. A pre-proposal meeting was held on April 24, which was attended by ABM Parking Services, Denison Parking, Lanier Parking/Ameri Park, Republic Parking System, LAZ Parking and SP+ (Standard Parking). Proposals were due to the Authority on May 30, and the Authority received proposals from four companies – ABM Parking Services, Denison Parking, LAZ Parking and Republic Parking System. Airport staff reviewed and scored the proposals and requested interviews with the top three companies – ABM Parking Services, Republic Parking System, and LAZ Parking. Interviews were held on June 28. Staff scored the presentations and compiled a total score for the three firms that were interviewed.

Airport staff recommended to the Board that we enter into negotiations on a management agreement with Republic Parking System with the following terms:

Length	Three Years, with two 1-year extensions
Annual management fee	\$27,753 / \$138,765 total
First year budget	\$327,708
Total first year expense	\$355,461

Total 2017 parking lot exp. \$314,264

RPS has been in the parking business for 53 years and has 72 airport locations. Its HQ is in Chattanooga TN. Nearby airports that are managed by RPS are South Bend and Blue Grass in Lexington KY.

This agreement was discussed at the July 10, 2018 READ Committee public session and the READ Committee voted to recommend approval by the full board at the July 16, 2018 board meeting.

Staff recommended the Board make a motion to award the management agreement for the operation of the passenger parking lot at FWA to Republic Parking System subject to the successful negotiation of the agreement along with approval for the Executive Director of Airports to execute the management agreement.

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

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes –

Mr. Jerome F. Henry – Aye

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 to Contract for Fuel Farm Repair and Maintenance

The Board awarded a contract to Williams, Beck & Hess for the repair and maintenance services for the fuel farm at the Fort Wayne International Airport over a 3-year period. The Fort Wayne Aero Center utilizes the farm to meet the aircraft fueling needs of commercial and general aviation customers. Fixed pricing was obtained for a list of maintenance needs for the fuel farm during this period.

Items 20 and 27 on the list involved costs necessary to rebuild motors and pumps on pumps #3 and #4. After further investigation, it has been determined that internal damage may require additional costs for the repair, making it more cost effective to replace the pumps with new pumps. The net difference would be an increase of \$14,816 to install two new 4" Blackmer pumps.

Staff recommended approval of this change order in the amount of \$14,816.00.

b. Addendum Number 10 to Professional Service Agreement with CHA for the Terminal Apron Improvements Design and Bid Phase Services

Addendum No. 10 to the Indefinite Delivery Services Agreement with CHA Consulting, Inc. is to provide design and bid phase services to improve the north ramp to support a northwestern expansion of the terminal which would allow for the addition of two upper-level boarding bridges. This design will include portions of the existing asphalt in the employee/manager's parking lot, concrete Terminal Apron, and composite asphalt/concrete North Ramp modifications and improvements. The professional services included in this addendum will complete the design and provide assistance throughout the bidding phase.

CHA has proposed fees associated with the services in the amount not-to-exceed \$137,310. Staff obtained an independent fee estimate (IFE) in accordance with federal guidelines. The fees proposed by CHA are less than the comparative IFE, and staff feels that the fees are reasonable. Staff recommended that the Board make a motion to award this contract to CHA in the not-to-exceed amount of \$137,310. Staff also requested authorization for the Executive Director to execute the contract documents.

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

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes –

Mr. Jerome F. Henry – Aye

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

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Mr. Barry Sturges – Aye

The motion carried.

5. ACTIVITY REPORT – JUNE 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.

- June 2018 enplanements were up 6.34 % compared to June of last year. Year to date, enplanements are up 2.93%.
- American Airlines continues to hold the greatest market share at a little over 32%.
- Delta enplanements are down 6% compared to June 2017 due to the loss of a once daily Detroit flight. Staff expects that this trend will most likely continue.
- American enplanements are up 17% with one additional flight to Dallas and Chicago, also taking in to affect the return of the Philadelphia flight on June 7, 2018.
- Staff anticipates seeing a decline in United's enplanements next month as a result of the cancellation of the Newark flight. The last flight was on June 30, 2018.
- Airport staff participated in the Three Rivers Festival Parade on July 14, 2018. The parade is always well attended and provides a great avenue for the airport to show its commitment to our regional communities.
- The airport authority's annual golf outing is scheduled for Friday, August 17, 2018 and as in the past, will benefit the authority's annual aviation scholarship program.

Board members asked how FWA's Allegiant capacity compares to other regional airports of similar size. Mr. Hinderman explained that FWA is certainly holding its own and over the last few years has not lost service. Allegiant continues to have a niche in our market however there is always room for growth. FWA continues to ask for service to Las Vegas and Mr. Hinderman reported he is optimistic that by the end of the year, when Allegiant's aging MD-80s model aircraft will be replaced with AirBus models, this service from FWA will be given strong consideration.

6. CONSIDERATION AND APPROVAL OF RESOLUTION 18-02: RESOLUTION TO REVISE 2018 SALARY RESOLUTION

Mr. Scott Hinderman reported to the board that the Airport Authority's senior leadership worked with consultant Segal Waters on a market study including a complete review of pay ranges and actual pay of airport authority employee positions. Mr. Hinderman informed board members that generally the airport authority completes a wage compensation study every 2-4 years.

Based on this market study and pursuing analysis and review, it was determined that FWACAA pay ranges were lagging significantly and so staff recommended consideration and approval of Resolution 18-02: Resolution to Revise 2018 Salary Resolution.

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Adoption of Resolution 18-02 would make mid-year adjustments to the authority's pay structure and would go in to effect on August 5, 2018. Staff did not wish to wait until the end of the year when the next year's salary resolution is typically presented to make these changes. Staff felt it was the right thing to do and did not want to risk losing good employees in what is currently a tight labor market.

Board members inquired as to how these proposed changes would impact the annual budget and Ms. Robin Strasser informed board members the proposed changes would amount to roughly a \$112,000 increase in the budget. Ms. Strasser also indicated that there was one minor change to the Resolution Appendix B and that the maximum salary range for the CSR position should be set at \$18.01.

Mr. Tim Haffner made a motion to approve Resolution 18-02: Resolution to Revise 2018 Salary Resolution with the modifications to Appendix B as presented. Mr. Ben Johnston seconded the motion. Mr. Sturges called for a roll call vote. Below is a tally of the votes:

Mr. Michael S. Gouloff – Aye

Mr. Neil Hayes –

Mr. Jerome F. Henry – Aye

Mr. Benjamin T. Johnston – Aye

Mr. Timothy Haffner – Aye

Mr. Barry Sturges – Aye

The motion carried.

7. COMMITTEE REPORTS

a. Real Estate and Airport Development Committee

Mr. Hinderman reported that the READ Committee met in both executive and regular sessions on July 10, 2018. During the regular session, the committee voted to recommend approval of the management agreement with Republic Parking System by the full board. (Mr. Hinderman noted that this approval was granted by the board earlier in the meeting with the approval of the Bid Consent Agenda). No other business was brought before the committee during the regular session.

Mr. Don Barrett from Republic Parking System was present at the meeting and was introduced to board members. Mr. Barrett expressed his appreciation for being granted the management agreement contract with the airport authority and was looking forward to continuing the successful working relationship that has been established with the airport authority over the past 5 years.

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8. OTHER BUSINESS

Mr. Hinderman indicated staff had no other business to bring before the board at this time.

9. ADJOURNMENT:

Mr. Haffner moved to adjourn the July 16, 2018 Regular Session Board Meeting at 3:25 pm; the meeting was adjourned.

EXECUTIVE SESSION:

An Executive Session was not held following the regular session meeting.

Signatures on File

Mr. Michael Gouloff
Board President

Mr. Timothy Haffner
Board Secretary