

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

Fort Wayne-Allen County Airport Authority Board Meeting

A meeting of the Fort Wayne-Allen County Airport Authority Board was held in the Airport Authority Conference Room, Suite 210, 3801 W. Ferguson Road, Fort Wayne, Indiana 46809, pursuant to proper legal notice and was called to order on January 18, 2010 at 3:00 p.m. by Mr. Michael S. Gouloff, President.

ATTENDANCE:

**AIRPORT
AUTHORITY BOARD MEMBERS:**

Michael S. Gouloff, President, present
Richard B. (Barry) Sturges, Jr., VP, absent
Timothy J. Haffner, Secretary, present
Cornelius B. "Neil" Hayes, present
Jerome F. (Jerry) Henry, Jr., present
Benjamin "Ben" T. Johnston, present

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

Tory Richardson, Director of Airports
Craig Williams, Director Admin. & Finance
Scott Hinderman, Director Ops. & Facilities
Sheryl Kelly, Sr. Manager Eng. Services
Ronnie Portis, Controller/Treasurer
Laura Hakes, Purchasing Manager
Rebecca Ross, Property Manager
Stan Klepper, Commander, PSD
Patrick Dooley, VP Airport Development
Dennis Logan, Airport Authority Attorney
Mike Deam, Airport Authority Attorney

CALL TO ORDER:

Mr. Michael Gouloff, President, called the meeting to order at 3:00 p.m.

CONSIDERATION & APPROVAL OF TODAY'S AGENDA:

Mr. Haffner made a motion to approve the January 18, 2010 Board Agenda. Mr. Henry seconded the motion; motion unanimously carried.

CONSIDERATION & APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

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

- Board Meeting Minutes: 12.21.09
- Claims #10-01 & 10-01A
- Federally Funded Projects Summary
- Locally Funded Projects Summary
- Accounts Receivable Report

Mr. Hayes seconded the motion; motion unanimously carried.

CONSIDERATION & APPROVAL OF CONTRACT CONSENT AGENDA (WITH EXECUTIVE DIRECTOR'S AUTHORITY TO EXECUTE):

Mr. Haffner made a motion to approve the following Contract Consent Agenda items to include signature authority for the Executive Director of Airports:

Extension of Contract with SCO Engineering for Indefinite Delivery Surveying Services:

The Fort Wayne-Allen County Airport Authority contracted with SCO Engineering, LLC for professional surveying services on an indefinite delivery basis. This agreement was for a one-year period and contained two one-year renewals.

Airport staff has explored its options and is requesting that the Board approve a contract modification that allows for two additional one-year extensions. The total term would be five years, which complies with federal guidelines in the event that the Authority would desire to seek federal reimbursement on any of the surveying services utilized under this agreement. SCO has not increased their rates since the start of the agreement in 2007. They have agreed to hold the 2007 rates through the 2010 renewal. The proposed labor rate adjustment for 2011 would not exceed 3%.

- PRSA, RWA, Addendum #4, Amendment # 1, NW Perimeter Road- Design & SDC:

This amendment provides for additional Design Phase and Sub-consultant Services (survey) for the Northwest Perimeter Road Reconstruction and Extension project, and update the Phase 1 Bid Phase and Construction Engineering and Observation Services from 2009 to 2010 approved hourly rates. The Authority agrees to pay the Engineer as compensation for the above scope of work for an hourly not-to-exceed fee of thirteen thousand six hundred fifteen & 00/100 Dollars (\$13,615.00).

- PRSA, CMT, Addendum # 10, SMD: Rehabilitate RW 5-23 – CATEX/Design:

The Fort Wayne Allen County Airport Authority has identified a need to rehabilitate Runway 5/23 at Smith Field. The Airport Authority anticipates receiving federal discretionary funds in FY2010 or 2011 for the construction of this project. The addendum will provide for the CATEX/Design Phase for the rehabilitation of Runway 5/23 at Smith Field Airport. The project scope is anticipated to consist of preparation of existing pavement, including a minimum amount of patches and other repair, a bituminous overlay which will reestablish the crown, pavement marking, shoulder adjustments, and maintenance of traffic. Additionally this project will evaluate the relocation of the turnaround at the Runway 5 and relocating Taxiway A at the north end to be consistent with the FAA approved ALP. The Authority agrees to pay the Engineer as compensation

BOARD MEETING

January 18, 2010

Page 3 of 8

for the above scope of work for an hourly, not-to-exceed fee, of ninety-two thousand nine hundred fifty & 00/100 Dollars (\$92,950.00).

- PRSA, CMT, Addendum #6, Amendment # 2, SMD: Rehabilitate RW 13-31:

PRSA, CMT, Addendum #6, Amendment # 2, SMD: Rehabilitate RW 13-31 amendment provides for additional Design/Bid Phase work that became necessary due to the rebid of the construction contract for the Rehabilitate RW 13-31 project at Smith Field Airport. The Authority agrees to pay the Engineer as compensation for the above scope of work for an hourly not-to-exceed fee of five thousand thirty two & 00/100 Dollars (\$5,032.00), increasing the total amount from \$106,760 to \$111,792.

- SMD: Rehabilitate RW 13-31, Wayne Asphalt, Change Order # 2:

The deduct change order incorporates a couple of construction contract changes made since C.O. # 1 for the rehabilitate RW 13-31 project at Smith Field Airport. In addition, this change order zeros out quantities on all items except the landscaping. Staff anticipates a C.O. #3 in the spring to finalize the landscaping items. The overall contract value will be reduced by C.O. # 2 in the amount of forty seven thousand four hundred & 49/100 Dollars (\$47,400.49) to \$1,411,618.75.

Mr. Hayes seconded the motion, motion unanimously carried.

CONSIDERATION & APPROVAL OF BID CONSENT AGENDA (WITH EXECUTIVE DIRECTOR'S AUTHORITY TO EXECUTE)

- Recommendation to Reject all Bids Received for TB09-F: East Hangar Building 1003, Office Demolition & Renovation:

Airport staff received seven (7) bids in response to its solicitation to demolish the office area and make miscellaneous improvements to the remaining structure of Hangar 1003, which is the former location of the Fort Wayne Flight Academy and is also referred to as Mercury East. Bid prices ranged in the value from \$213,212 to \$259,700.

The master plan process, which recently began, will consider Building 1003 and make recommendations in regard to its future use and viability in its current location. In retrospect, airport staff feels that the best alternative would be to make no modifications until the master plan is complete. Therefore, staff recommends that the Board formally reject all of the bids received in response to our solicitation for the East Hangar Building 1003, Office Demolition & Renovation (TB09-F).

Mr. Haffner made a motion to reject all bids received for TB09-F: East Hangar Building 1003, Office Demolition & Renovation. The master plan process will consider Building 1003 and make recommendations in regard to its future use and viability in its current location. Airport staff feels that the best alternative would be to make no modifications until the master plan is complete. Mr. Johnston seconded the motion, motion unanimously carried.

ANNUAL ELECTION OF OFFICERS:

During the first board of the meeting of the year, the Board historically conducts an annual election of officers for the three officers' positions: President, Vice President and Secretary of the Board.

Mr. Haffner made a motion to continue with the current slate of Board Officers as follows:

Michael S. Gouloff – President
Barry B. Sturges – Vice President
Timothy J. Haffner – Secretary

Mr. Hayes seconded the motion; motion carried.

2010 COMMITTEE MEMBER APPOINTMENTS:

(Note for future reference: this portion of the Minutes was revised from the original Minutes. RE: Corrected the Committee Structure wording. See 03.23.10 Minutes where the *Administrative Consent Agenda* references the correction/Board Approved the corrected minutes on 03.23.10. - Jenny Hitchens, Administrative Assistant)

Mr. Haffner made a motion to approve Mr. Gouloff's year 2010 Committee appointments as follows. Mr. Hayes seconded the motion, motion unanimously carried.

Administrative Services/Executive Committee

Budgets
Finance & Financial Reporting
Accounting
Personnel
Policy & Procedures
City/County Liaison
Legal Services
Insurance

Committee Members

1. Mike Gouloff, Chair
2. Tim Haffner
3. Barry Sturges

Air Service Development & Marketing Committee

Air Service Development
Public Relations
Consumer Marketing
Chamber of Commerce Liaison Committee

Committee Members

1. Neil Hayes, Chair
2. Ben Johnston
- *3. Scott Hinderman
- *4. Craig Williams

*The Director of Administration & Finance, or if unavailable for particular meetings, events, or tasks, another member of the Fort Wayne Allen-County Airport Authority staff, as appointed by the Executive Director of Airports, from time to time, to serve as a committee member for such meetings, events and tasks, and;

BOARD MEETING

January 18, 2010

Page 5 of 8

*The Director of Operations & Facilities or if unavailable for particular meetings, events, another member of the Fort Wayne Allen-County Airport Authority staff, as appointed by the Executive Director of Airports, from time to time, to serve as a committee member for such meetings, events and tasks.

Real Estate & Airport Development Committee

Leases

Terminal Operations

Restaurant

Parking

Ground Transportation

Rent-A-Cars

Concessions

Airlines

Other Tenants

Ordinance Review

Zoning

Land Acquisition

Easement Acquisition

Physical Plant & Equipment

Airfield Operations

Streets & Grounds

Miscellaneous Operations

Air Traffic Control

Airfield Planning & Development

Development & Marketing of James E. Kelley Commerce Aero Centre

Development & Marketing of Air Trade Center

Non-Aeronautical Land Uses & Development

Vehicles & Equipment Acquisition

General Aviation

Military Operations

Economic Development Alliance Liaison Committee

Committee Members

1. Barry Sturges, Chair

2. Jerry Henry

* 3. Scott Hinderman

*4. Craig Williams

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ANNUAL APPOINTMENT OF TREASURER – RESOLUTION NO. 10-02

(Note: Resolution No. 10-02 is out of sequence in the January 18, 2010 minutes):

Mr. Haffner made a motion to approve Resolution No. 10-02, appointing Ronnie C. Portis as Treasurer for year 2010. Mr. Henry seconded the motion; motion unanimously carried.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 10-01: COMMISSIONING OF PUBLIC SAFETY OFFICERS:

BOARD MEETING

January 18, 2010

Page 6 of 8

Resolution No. 10-01, authorizes the Executive Director of Airports to commission new law enforcement officers hired during calendar year 2010. This resolution also officially recommissions all existing Public Safety Officers and decommissions any officers who have left during the preceding 12 month period.

The following Public Safety Officers shall be recommissioned:

Norman Bailey	James Huntine
Bruce Cook	Stan Klepper
Sam Haiflich	Scott Minniear
John Henry	John Norris
John Hoke	Timothy Schnitz
Dennis Hollopeter	

The officers are cross-trained and certified in law enforcement as well as Aircraft Rescue Fire Fighting; officers also have EMT training.

Mr. Haffner made a motion to approve Resolution No. 10-01: Annual Commissioning & Decommissioning of Public Safety Officers. Mr. Henry seconded the motion; motion carried.

DECEMBER ACTIVITY REPORT:

In Mr. Young's absence, Mr. Richardson reviewed the December Activity Report with the board. Various statistics were reviewed. Enplanements for year 2009 were 266,176 which is a 7.37% decrease year-over-year. Fort Wayne International Airport stats are comparable to what others in the industry are experiencing.

It was noted that the Delta/Northwest merger will be completed soon.

LEASE REVIEW & APPROVAL:

Garda CL Central, Inc., as successor by merger with United Armored Services of Indiana, has requested a one year renewal of the lease of the former bank building (bldg # 1007) located at 4004 W. Ferguson Rd. The lease term will expire March 31, 2011. The new monthly rent effective April 1, 2010 is \$4,518.56. The building is 2,686 sf. The per square foot rental rate is \$11.25. The new rent is 10% less than the prior year's rent. Tenant requested and staff agreed to the rent reduction due to the unique aspects of the building and the low likelihood of finding a new tenant.

Staff is recommending approval of the lease; approval does not come via Real Estate Committee recommendation due to scheduling issues.

Mr. Henry commented favorably regarding the lease rate.

Mr. Henry made a motion to approve a one year renewal of the Garda CL Central, Inc. lease of the former bank building (Bldg # 1007) located at 4004 W. Ferguson Road, Fort Wayne, Indiana. The lease term will expire March 31, 2011. The new monthly rent, effective April 1, 2010 is \$4,518.56. The building is 2,686 sf. The per square foot rental rate is \$11.25.

Mr. Haffner seconded the motion, motion unanimously carried.

Note: After today's board meeting, the following error was noted: The new monthly rent, effective April 1, 2010 is \$2,518.56 NOT \$4,518.56. Staff will ask for approval of the correct amount at the February 22, 2010 Board Meeting.

CONSIDERATION & APPROVAL OF 2009 ENCUMBERED APPROPRIATIONS (TO BE ADDED TO 2010 BUDGET APPROPRIATIONS):

<u>Appropriation Number</u>	<u>Budget Classification</u>	<u>Amount</u>
4100	Personal Services	\$ 84,952.27
4200	Supplies	92,536.57
4300	Other Services and Charges	356,875.72
4400	Capital Outlay	<u>2,469,248.76</u>
	Total	<u>\$ 3,003,613.32</u>

The encumbered amounts were committed by the Authority in 2009 with either an approved purchase order or contract. Because goods and services had not been delivered or completed by the end of 2009, a payment could not be made and neither could accounts payable be recorded for these commitments. The amounts will be added to the appropriated balances in the 2010 budget. Staff will then have the authority to pay for these commitments in 2010 once goods and services are delivered.

Mr. Haffner made a motion to approve Year 2009 Encumbered Appropriations in the amount of \$ 3,003,613.32 to be added to Year 2010 Budget Appropriations. Mr. Johnston seconded the motion, motion unanimously carried.

OTHER BUSINESS:

Bylaws of Fort Wayne-Allen County Airport Authority - Mr. Richardson presented the new Bylaws of the Fort Wayne-Allen County Airport Authority. The bylaws have been reviewed by staff and legal counsel. Mr. Gouloff stated that he is pleased with the bylaws.

Mr. Haffner made a motion to approve the Bylaws of the Fort Wayne-Allen County Airport Authority. Mr. Hayes seconded the motion; motion unanimously carried.

Land Swap - Mr. Richardson reviewed the land transfer between the City of Fort Wayne and Fort Wayne-Allen County Airport Authority. Location of the land transfer is where Indianapolis and Ferguson Road(s) meet. The land transfer includes easement for water and sewer. This is a long-standing issue that has taken many years to complete in part due to the release needed by the FAA. The FAA has given its release and staff is recommending approval of the land swap. The land transfer agreement has been reviewed by legal counsel and staff.

Mr. Haffner made a motion to approve the land transfer between the City of Fort Wayne and Fort Wayne-Allen County Airport Authority and to include signature authorization for the Executive Director of Airports to sign all necessary paperwork and execute all transactions necessary to complete the project. Location of the land transfer is where Indianapolis and Ferguson Road(s) meet. The land transfer includes easement for water and sewer. Mr. Hayes seconded the motion; motion unanimously carried.

Fort Wayne Airports Economic Impact on the Region – Mr. Richardson shared information in regard to the most recent Economic Impact Report for Indiana, which shows Fort Wayne Airports contribute over \$370M to the Fort Wayne-Allen County community on an annual basis. The report is based on 2007 numbers. A press release was distributed on January 18, 2010.

EXECUTIVE SESSION:

An Executive Session was not held.

ADJOURNMENT:

Mr. Haffner moved to adjourn the January 18, 2010 Board Meeting at 3:30 p.m.

SIGNATURES' ARE ON FILE

Michael S. Gouloff
Board President

Barry B. Sturges
Board VP