

**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 December 21, 2009 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, present  
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  
Rebecca Ross, Property Manager  
Sheryl Kelly, Sr. Manager Eng. Services  
Ronnie Portis, Controller/Treasurer  
Dave Young, VP Air Service Development  
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 December 21, 2009 Board Agenda with the following revision: Strike from the Agenda: *Agenda Item #4- Bid Consent Agenda*. Mr. Johnston seconded the motion; motion unanimously carried.

**CONSIDERATION & APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:**

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

- Board Meeting Minutes: 11.16.09
- Claims #09-12 & 09-12A
- Federally Funded Projects Summary
- Locally Funded Projects Summary
- Accounts Receivable Report

Mr. Henry 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:

RW 5-23 Cable Replacement - C.O. # 1

This Change Order addresses final quantities adjustments to balance the project for close out. This is a deduct change order in the amount of (\$3,377.22), as itemized in the documents provided.

RW 5-23 Shoulder Construction – C.O. # 1

This Change Order addresses additions/deletions included with Proposal Requests No. 2 through 4, Request for Information #6, and Final Quantities and Balancing for the project close out. This is a deduct change order in the amount of (\$32,388.11).

Mr. Johnston seconded the motion; motion unanimously carried.

**NOVEMBER ACTIVITY REPORT:**

Mr. Young stated that November 2009 enplanements are up 5.75% when compared to November 2008 figures. Fares at Fort Wayne International Airport (FWA) are down; load factor for November is 77%. Mr. Young stated that he is encouraged by the positive figures.

There was discussion about Allegiant Air's scheduling and marketing procedures.

**CONSIDERATION & APPROVAL OF RFP RESULTS FOR CONCESSIONS: FOOD, BEVERAGE, RETAIL & VENDING CONCESSIONS AT Fort Wayne INTERNATIONAL AIRPORT:**

Mr. Williams stated that the Fort Wayne-Allen County Airport Authority leases restaurant, retail and vending space to an exclusive service provider at Fort Wayne International Airport. The existing agreement with Air Host, Inc. expires at the end of April 2010. In September, the Airport Authority released a request for proposal (RFP) to provide these services. A non-mandatory pre-proposal meeting was held on October 26, which was attended by the current provider, Air Host. Two other interested companies toured the facility on different dates.

Proposals were due December 11, 2009. The Airport Authority received proposals from three companies: Air Host, MSE Branded Foods, and First Class Concessions. The proposals were reviewed by staff taking into account the RFP specifications that emphasized customer service, optimization of revenue, quality and value via creative approaches.

Airport staff is recommending to the Board that we enter into negotiations with First Class Concessions:

- Term of at least 7 years
- Assuming no changes to passenger numbers revenue to the Airport Authority is estimated to be at least 30% greater under the new proposed compensation structure
- First Class Concessions is proposing an overhaul to the offered concessions and to provide a new look and feel to the food, beverage and retail offerings for the Airport. First Class Concessions is planning on investing \$220,000 to make changes and implement new/creative ideas. The timeline for this overhaul would begin in early May with the new idea implemented in the mid-summer timeframe.

Additionally, staff requests the Executive Director to have the authority to execute the agreement following successful negotiations.

Mr. Henry asked about the liquor license. Mr. Williams said the license issue is still being worked out.

Mr. Haffner said that in light of the length of the proposed seven year agreement, the Authority should have quality control issues in place in the agreement. Staff may also want to consider placing a buy-out clause in the agreement.

Mr. Haffner made a motion to approve negotiations with First Class Concessions as the provider for Concessions: Food, Beverage, Retail and Vending Concessions at Fort Wayne International Airport, along with signature authorization (following successful negotiations) for the Executive Director of Airports. Mr. Henry seconded the motion; motion unanimously carried.

**CONSIDERATION & APPROVAL OF PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY AND  
THE GREATER FORT WAYNE CHAMBER OF COMMERCE:**

The Professional Services Agreement was developed by Mr. Young and Mr. Richardson and it was brought forward to the Air Service Development/Marketing Committee. The agreement was also reviewed and approved by legal counsel.

The agreement looks very similar to what it does every year at about this time when we bring it up for renewal. About the only things that change are the development plan and the associated budget. Staff and the committee are recommending approval of the agreement. The contract agreement for Year 2010 is in the amount of \$319,446, which is approximately \$40,000 less than the 2009 agreement.

Mr. Richardson introduced Mr. Mike Landram, Interim CEO/President of the Greater Fort Wayne Chamber of Commerce (the Chamber).

Mr. Landram remarked that the Chamber is thankful for the opportunity to have this partnership and he looks forward to working with the Authority in 2010.

Mr. Haffner said this has been a good relationship. The Authority benefits from the many resources and the membership of the Chamber in promoting the airport in lots of different ways. Likewise, the Chamber receives value from its association with FWA. Mr. Gouloff echoed Mr. Haffner's statements.

Mr. Haffner made a motion to approve the Professional Services Agreement between the Fort Wayne-Allen County Airport Authority and the Greater Fort Wayne Chamber of Commerce for Year 2010 in the amount of 319,446. Mr. Johnston seconded the motion, motion carried.

**CONSIDERATION & APPROVAL OF PROFESSIONAL SERVICE AGREEMENT BETWEEN THE FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY AND THE FORT WAYNE-ALLEN COUNTY ECONOMIC DEVELOPMENT ALLIANCE:**

Annually, at about this time, the Authority renews its agreement with the Fort Wayne-Allen County Economic Development Alliance, Inc. (the Alliance). Staff has been working on preparing the document over the past few months. Although the contract was unable to go through committee for approval due to quorum issues; staff is recommending approval of the agreement. Legal counsel has reviewed the contract. The contract amount for Year 2010 is \$287,250.

Mr. Richardson said that staff is recommending approval of the Professional Services Agreement, along with signature authorization for the Executive Director of Airports.

Mr. Richardson introduced Mr. Andi Udris, CEO/President of the Fort Wayne-Allen County Economic Alliance. Mr. Udris stated that Mr. Richardson has been appointed as an ex officio to the Alliance Board. Mr. Udris talked about the Alliance's efforts to promote the airport.

Mr. Haffner and Mr. Gouloff spoke positively about the collaborative efforts that are taking place. Mr. Edris said he looks forward to working with the Authority in 2010.

Mr. Haffner made a motion to approve the Professional Services Agreement between the Fort Wayne-Allen County Airport Authority and the Fort Wayne-Allen County Economic Development Alliance, Inc. for Year 2010 in the amount of \$287,250, along with signature authorization for the Executive Director of Airports. Mr. Hayes seconded the motion; motion carried.

**PUBLIC HEARING & ADOPTION OF ORDINANCE NO. 09-07: AMENDMENT 2009 SALARY ORDINANCE:**

The Airport Authority is including a Wellness Incentive Program Reimbursement amendment in the 2009 Salary Ordinance.

Introduction of Ordinance - Mr. Haffner introduced Ordinance No. 09-07: Amendment 2009 Salary Ordinance at the November 16, 2009 Board meeting.

Public Hearing - Mr. Logan opened the Public Hearing for Ordinance No. 09-07: Amendment 2009 Salary Ordinance.

Staff Comments - Staff is making the recommendation to amend the 2009 Salary Ordinance because it is one way to encourage participation in the Authority's wellness program/healthy lifestyle changes. The program is open to all employees. The Ordinance needs to be amended to reflect that the reimbursement is actually part of an individual's salary.

Board Comments - None

Public Comments - Mr. Logan asked if any member of the public cared to speak to Ordinance 09-07: Amendment 2009 Salary Ordinance. No one approached the podium.

Public Hearing Closed - Seeing no one from the public approach the podium, Mr. Logan closed the Public Hearing for Ordinance No. 09-07: Amendment 2009 Salary Ordinance

Motion – Mr. Haffner made a motion to approve Ordinance No. 09-07: Amendment 2009 Salary Ordinance. Mr. Johnston seconded the motion; motion unanimously carried.

**PUBLIC HEARING & ADOPTION OF ORDINANCE NO. 09-08: 2010 RATES & CHARGES:**

Introduction of Ordinance - Mr. Haffner introduced Ordinance No. 09-08: 2010 Rates & Charges at the November 16, 2009 Board meeting.

Public Hearing - Mr. Logan opened the Public Hearing for Ordinance No. 09-08: 2010 Rates & Charges.

Staff Comments - Mr. Richardson stated that the Appendix shows the rates and charges for Year 2010 and he gave a brief summary of same.

Apron fees are negotiated with the airlines annually, usually in July. The airlines have approved the apron fees.

Board Member Comments - None

Public Comments - Mr. Logan asked if any member of the public cared to speak to the ordinance. No one approached the podium.

Public Hearing Closed - Seeing no one from the public approach the podium, Mr. Logan closed the Public Hearing for Ordinance No. 09-08: 2010 Rates & Charges.

Motion - Mr. Haffner made a motion to approve Ordinance No. 09-08: 2010 Rates & Charges. Mr. Sturges seconded the motion; motion unanimously carried.

#### **OTHER BUSINESS:**

PRSA between the Fort Wayne-Allen County Airport Authority and Krieg DeVault, Attorneys at Law - Mr. Richardson explained that the agreement is for the continued representation of the Fort Wayne-Allen County Airport Authority before the Indiana General Assembly, the executive branch of the State of Indiana and other governmental entities. Krieg DeVault will assist the Fort Wayne-Allen County Airport Authority in its efforts to: (1) monitor and communicate legislative issues affecting airports and local government; and (2) address other legislative and executive branch matters as mutually agreed upon by separate scope and fee. Krieg DeVault will perform duties leading up to and including the 2010 session of the Indiana General Assembly as requested by the Fort Wayne-Allen County Airport Authority. During the legislative session, Krieg DeVault will provide continuous updates to the Fort Wayne-Allen County Airport Authority on the progress of legislation including weekly updates. Krieg DeVault will attend all relevant committee hearings and communicate regularly with all members of the Indiana General Assembly in order to achieve the legislative objectives of the Fort Wayne-Allen County Airport Authority. Krieg DeVault will also engage officials of the executive branch of the State of Indiana as necessary.

Mr. Haffner made a motion to approve the Agreement between Krieg DeVault, Attorneys at Law and the Fort Wayne-Allen County Airport Authority commencing January 1, 2010 and continuing for a twelve-month period. The total amount of the not-to-exceed contract will be \$24,000, to be paid in twelve (12) monthly installments of \$2,000. Motion includes signature authority for the Executive Director of Airports. Mr. Johnston seconded the motion, motion carried.

Letter from Dr. Steve Hatch – Mr. Richardson read a letter from Dr. Steve Hatch thanking the board and staff for their continued support of Smith Field Airport.

#### **BOARD MEMBER COMMENTS:**

Mr. Haffner thanked Mr. Bob Wearley for attending the board meeting. He spoke briefly about Mr. Wearley's efforts in regard to implementing the Marketing Department at FWA. He also thanked him for his efforts in regard to Smith Field Airport.

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Mr. Gouloff wished everyone Happy Holidays and stated the board is looking forward to a great year.

**EXECUTIVE SESSION:**

An Executive Session was not held.

**ADJOURNMENT:**

Mr. Haffner moved to adjourn the December 21, 2009 Board Meeting at 3:45 p.m.

SIGNATURES ARE ON FILE

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Michael S. Gouloff  
Board President

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Timothy J. Haffner  
Board Secretary