

**MINUTES OF THE REGULAR MEETING OF THE  
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY ("LCAA")  
BOARD OF DIRECTORS ("Board")  
HELD Tuesday, October 25, 2016 at the LOGANSPORT CASS COUNTY AIRPORT ("Airport")**

Attendance:

Board Members:       Mark Hildebrandt  
                          Tad Wilkinson  
                          Bob Barr  
                          Pat McNary  
                          Steve Plank  
                          Dave Brumett

Guests:                Tim Dalton, Airport Manager  
                          Toby Steffen, Butler, Fairman and Seufert ("BF&S")

**Call to Order**

The meeting was called to order by Mark Hildebrandt, President

**Approval of Agenda**

On a motion duly made by Steve Plank and seconded by Tad Wilkinson, the Board voted unanimously to approve the agenda.

**Approval of Minutes**

On a motion duly made by Steve Plank and seconded by Tad Wilkinson, the Board voted unanimously to approve the minutes as presented.

**Old Business**

**New Business**

Tim Dalton thanked Dave Brumett for letting the airport utilize the John Deere power unit to evaluate its capabilities. He also reported that the unit was very capable and would be a good addition to the airport and that the added capabilities of winter time use with the snow blower and blade would be a big help. He also reported that Harold Price has operated the equipment and had concerns in the area of maneuvering capabilities, lack of a hitch and manually adjusted deck height. Bob Barr commented the same concerns had been communicated to him, however he felt that should the airport purchase this equipment that once it was used regularly that it would not be an issue. Tim Dalton reported that the unit was in the Ops Hangar and encouraged all Board Members to take a look.

Dave Brumett presented a Facilities Committee report based upon the committee's October 9, 2016 walk through. The report is attached as Exhibit A. Tim Dalton reported that Steinberger Construction was onsite today to address items #1 and 4.

Tim Dalton presented the monthly Financial Reports. Pat McNary met with Tim Dalton on October 18 and 19 to review the monthly bank reconciliation. He stated that since the reconciliation for September had been completed he was unable to see the full process. He and Tim Dalton will go through the entire process once the airport receives the October 2016 bank statement. Tim Dalton stated that the Rotary Fuel Fund transfer had not been done since the month had already been reconciled, Mark Hildebrandt asked Tim Dalton to contact our fuel supplier and obtain a report showing what has been paid to them and what we have received. Tim Dalton stated that he would contact them at the conclusion of the meeting. On a motion duly

made by Bob Barr and seconded by Dave Brumett, the Board voted unanimously to approve the reports as presented, excluding the Rotary Fuel Fund balance.

Tim Dalton presented the payables for approval. He pointed out that the DISH Network account will be cancelled and that the airport would be utilizing a Roku streaming media device for news and weather. There is a one-time cost of \$49 for the Roku, but no ongoing monthly cost and will save \$93.12 per month. Mark Hildebrandt stated that he would like to revisit having fiber at the airport for services after the first of the year due to our service from Comcast is dependent on Carter Fuels at the industrial park. On a motion duly made by Bob Barr and seconded by Dave Brumett, the Board voted unanimously to approve the payables as presented.

Dave Brumett suggested that the Board retain someone that can attend the meetings, and that is not involved in the discussions, to take minutes for the purpose of a more detailed record of the meetings. He stated that it is difficult for Tim Dalton to both participate and record a high level of detail. He stated that he has an individual in mind and would cost approximately \$30 per meeting. On a motion duly made by Tad Wilkinson and seconded by Dave Brumett, the Board voted unanimously to retain this individual.

## **Engineers Report**

Toby Steffen requested approval on the following items;

Request approval for signature on Federal Financial Report. This is a report on open grants. On a motion duly made by Bob Barr and seconded by Dave Brumett, the Board voted unanimously to approve the report as presented.

Mark Hildebrandt inquired as to why the Change Order #1 was reducing the FAA grant #21 by \$84,000. After conferencing with Brian Elsenbroek of BF&S, Toby Steffen reported that the reduction is due the portion of package #4 that was completed under the prior grant and this work was the fencing around the terminal buildings. On a motion duly made by Steve Plank and seconded by Bob Barr, the Board voted unanimously to approve Change Order #1.

## **Airport Managers Report**

Tim Dalton reported that fuel sales for September were 1,485.68 gallons of 100LL and 883.24 gallons of Jet-A and that N43788 flew 4.8 hours in September.

Tim Dalton reported that the annual Aviation Indiana conference was well attended and that he liked that it was one day shorter. The FAA disused upcoming deadlines required for NextGen, moving from ground based navigation to satellite based navigation implementation and the ongoing issue of drones. INDoT Aviation presented a recap of Federal and State projects at Indiana airport's and reminded all that the upcoming year is a budget session and securing aviation funding in the state is a high priority.

## **Board Member Comments**

Pat McNarry requested that meeting minutes be sent out within 2 days of the Board meeting to give a better opportunity to review and change as needed.

Bob Barr discussed that since Arone Hardware has closed the need to establish accounts at Rural King and Home Depot so that Harold Price and Rose Wagoner could purchase necessary items. Tim Dalton stated that he talked to Home Depot and that it would require us to get a commercial credit card account and that the airport used to have a charge account with Rural King, but that the account was closed when Rural King moved from in-house charge accounts to an outside provider and the airport did not have sufficient charge business. Mark Hildebrandt asked that a debit card be obtained for Harold Price and to hold off on obtaining one for Rose Wagoner at this time. Tim Dalton stated that he would get the required paperwork from Salin Bank for the Board.

Dave Brumett stated that he had reached out to Dean Gerlock, State Board of Accounts to assist with resolving the Rotary Fuel Fund balance. He stated that the airport would be getting a call from him to perform an audit.

Mark Hildebrandt stated that effective immediately that he wanted Rose Wagoner to log all correspondence and that it should be emailed to the Board weekly and presented at the monthly Board meeting.

**Meeting Schedule**

The next regular meeting of the LCCAA is scheduled for November, November 22, 2016 at 7:00 AM, at the Airport's Terminal Operations Center.

THEREUPON, there being no further business to come before the meeting, on motion duly made by Dave Brumett, seconded by Pat McNarry, and unanimously carried, the meeting thereupon adjourned.

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Presiding Officer

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Secretary