

**MINUTES OF THE REGULAR MEETING OF THE
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY ("LCCAA")
BOARD OF DIRECTORS ("Board")**

HELD Tuesday, November 22, 2016, at the LOGANSPORT/CASS COUNTY AIRPORT ("Airport")

Attendance:

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

Steve Plank was unable to attend.

Guests Present:	Tim Dalton, Airport Manager
	Don Tribbett, Legal Counsel
	Brian Elsenbroek, Butler, Fairman & Seufert ("BF&S")
	Beth Moore, Recording Secretary

Call to Order

The meeting was called to order by Mark Hildebrandt, President.

Approval of Agenda

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

Approval of Minutes

On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted unanimously to approve the minutes.

Public Comments

There were no public comments.

Old Business

There was no old business.

New Business

Bob Barr reported from the Risk Management Committee that it was brought to his attention that there was a lapse in coverage in the work compensation policy. It was found that there were three occasions a failure to file a request for a self-audit was completed and the insurance company cancelled the policy. This has since been rectified and reinstated effective in August 2016. There were also two occasions where Comcast and Waste Management were not paid. LCCAA did have to pay a penalty charge of \$45 to reinstate waste services. Mark Hildebrandt asked if we solicit quotes for waste services. Tim Dalton answered that we do this on a two year basis.

There now is in place a process where Rose Wagoner tracks all incoming mail to make sure bills are paid in a timely manner. She will be taught in the future how to do the payables on her own.

Dave Brumett reported that there is now a standing meeting once a week with Tim Dalton over lunch to review work lists from inspections of LCCAA and the mail list. Rose Wagoner is currently learning the Accounts Payable (AP) software. Mark Hildebrandt stated that the hanger on the West needs attention – there are trees along the fence that need to be removed. Bob Barr stated that Tim Dalton's office looks nice and organized now. Tim Dalton reported the following: he has quotes to get the shed moved, carpet cleaning is scheduled for November 28th & 29th of 2016, and the mower is cleaned and stored. LCCAA also needs to rent a lift to inspect the hanger doors and LCCAA needs to know what the

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manufacturer recommends. It was suggested that LCCAA might consider making a placard noting items used. Tad Wilkinson asked if the HVAC needs to be checked. It was noted that HVAC check was completed in the Spring of 2016. A motor on the fuel pump failed, which was replaced at a cost of \$3,200.00. Mark Hildebrandt stated he is not happy with how this was handled since there were no other quotes received before making a decision. LCCAA always needs to get comparing quotes when a purchase is being made. This brought up the fact that there is a valve gasket that needs to be fixed. There is no pressure when pumping and there will be someone is coming out this morning to look at gasket. LCCAA is having Tweedie Electric look at the old motor to see if it is repairable; if not, might want to purchase another to have a spare on hand.

Pat McNary presented the monthly bank statement. It was discussed that the fuel fund revenue was a transfer of monies. Tim Dalton identified the credit card receipts and deposits. AvFuel will no longer hold any funds. Direct Deposit started in early October of 2016 and was reconciled. It was reported since 2007 that \$1,533,337.99 in fuel was sold and \$1,425,821.94 in fuel was purchased, amounting to a profit of \$107,516.05. This is total fuel (both Jet A and Low Lead). The Board would like to start seeing a breakdown report between Jet A and Low Lead purchases by year. Don Tribbett asked if we have adopted a resolution on material loss and internal controls. Such a resolution has not been adopted and needs to be done December of 2016. The Indiana State Board of Accounts (State) is requiring subdivisions to adopt these resolutions, which will help define what material loss means. Don Tribbett will bring a resolution with which the Board will be able to fill in the blanks on what the material loss value will be. The material loss should be a smaller amount due to our size, such as \$500.00 or \$1,000.00. Don Tribbett will have policies out to the Board before the next meeting for review. These will need to be adopted by the end of the 2016 year.

Tim Dalton reviewed Statements, Appropriations, and Revenue Report. AP report voucher #4546 was the installation of Jet-A self-serve terminal. This project is now complete. AP report voucher #4556 was a pay request for the BF&S Wildlife Fence Inspection. Brian Elsenbroek stated that this is for cleaning up and closing out the project.

On a motion duly made by Tad Wilkinson and seconded by Dave Brumett, the Board unanimously voted to approve the reports as presented.

Tim Dalton presented the payables for approval. *On a motion duly made by Tad Wilkinson and seconded by Dave Brumett, the Board unanimously voted to approve the payables as presented.*

Engineer's Report

Brian Elsenbroek requested approval for signature on Final Pay Request No. 4 for Airport Improvement Program (AIP) 20 in the amount of \$19,419 and requested approval for signature on Pay Request No. 2 for AIP 21 in the amount of \$20,238.20 (\$18,215 Federal, no purchase order yet from State, and \$2,023.20 for Local). *On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board unanimously voted to approve and sign Final Pay Request No. 4 and Pay Request No. 2.*

Brian Elsenbroek also stated that the fence project is getting closed out. The Board discussed the Capital Improvement Plan (CIP) list for the next five (5) years. A discussion was held on the following: 2018 Airport Layout Plan (ALP), relocation of the fence, and the possible purchase of the land between Parcels 9 and 10. Brian Elsenbroek explained that the National Plan of Integrated Airport Systems (NPIAS) ranking and order of this list is scored by the Federal Aviation Administration (FAA). The higher the number, the higher the priority. It was also stated that the LCCAA needs to approve a new ALP to be grant eligible. If there are no changes, Brian Elsenbroek will proceed with this order and will get it submitted and signed off next month.

Airport Manager's Report

Tim Dalton reported that fuel sales year over year is up 700 gallons. Jet-A should stay strong with Tyson being here twice a month. There were 7 ½ hours of aircraft rental for October 2016. The Board discussed moving Chili Day to January 2017 when people are not so busy with the holidays.

Tim Dalton mentioned that Gary Berkshire has agreed to be the backup for snow removal this year. This started a discussion on the equipment operator rate being raised to \$15 per hour. *On a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted unanimously to approve the rate increase of an equipment operator to \$15 per hour for mowing/snow removal.* A discussion was held on how to keep track of this data and it was determined that it would be a better idea to raise hourly compensation itself by employee. *On a motion duly made by Bob Barr and seconded by Dave Brumett, the Board voted unanimously to rescind the original motion. A motion was duly made by Bob Barr and seconded by Dave Brumett, that Harrold Price and Gary Berkshire would have their hourly rate increased to \$15 per hour.* A discussion was held on what we pay Rose Wagoner and Stewart Hadley as well. Mark Hildebrandt stated that he would rather see wages and position recommendations come from the Personnel Committee. The Personnel Committee needs to meet and bring a recommendation to the Board. *The Board voted unanimously to DENY the rate increase so it can be brought up to the Personnel Committee.*

President and Board Member Comments

Bob Barr stated that there are two proposals that came in for the lawn mowers with snow equipment attachments. The current mower has 2,000 hours and a 62" deck. The new mower will have a 72" deck and a 40 hour diesel fuel capacity. The two bids are \$37,100 and \$45,745. Mark Hildebrandt asked where this is in the budget and Tim Dalton stated which capital line item it was on. *On a motion duly made by Dave Brumett, subject to legal counsel affirmation of operation, and seconded by Bob Barr, the Board voted unanimously to approve the purchase of the lawn mower with attachments quoted at \$37,100.*

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Tuesday, December 27, 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, seconded, and unanimously carried, the meeting thereupon adjourned.

 Presiding Officer

 Secretary