

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

HELD Tuesday, December 27, 2016, at the LOGANSPORT/CASS COUNTY AIRPORT ("Airport")

Attendance:

Board Members Present:	Mark Hildebrandt	Pat McNary
	Tad Wilkinson	Dave Brumett via phone
	Bob Barr	Steve Plank
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 and Minutes

On a motion duly made by Tad Wilkinson and seconded by Steve Plank, the Board voted by roll call 6-0 to approve the agenda and minutes. Pat McNary held a discussion about why minutes are being taken and the importance of the format of the minutes. Pat McNary would like to meet with Beth Moore to discuss the format used. Pat McNary also presented the minutes with suggested changes.

Public Comments

Steve Plank thanked Tim Dalton for participating in career day and speaking with a girl who is interested in aviation.

Old Business

Mowing Equipment Quotes. Tim Dalton stated that there were four requests for quotes sent out and two quotes were received. The first quote was from Tri-Green in the amount of \$37,737.00 and the second quote was from Green Mark in the amount of \$45,510.00. Both quotes were for the same piece of equipment: John Deere 1585 Power with a 72" deck and a 60" two-stage snow blower and 60" snow blade. The only cost difference would be where the discharge deck would go, which is \$30.00. Both businesses offer a two-year warranty and no delivery or setup charges. A discussion was held on the location of the discharge deck and the Board was in consensus with using a side discharge for better lawn appearance. *On a motion duly made by Bob Barr and seconded by Dave Brumett, the Board voted by roll call 6-0 to approve the purchase of the John Deere 1585 mower from Tri-Green in the amount of \$37,737.00 with the discharge deck to be placed on the side.*

New Business

- a. **Resolution 2016-02 Internal Controls.** Mark Hildebrandt stated that there are requirements by the Indiana State Board of Accounts ("ISBA") to adopt this resolution. Anyone who will be handling money will need to watch a video. Mark Hildebrandt will send the link to the Board members. The Board is required policy establishing internal controls. Don Tribbett read the resolution to the Board. *On a motion duly made by Pat McNary and seconded by Tad Wilkinson, the Board voted by roll call 6-0 to adopt Resolution 2016-02 Internal Controls.* Mark Hildebrandt wanted a discussion on the motion. Mark Hildebrandt asked how you monitor the timing. Don Tribbett stated he would review the synopsis of bills and report on this question which all of this will be a learning process. The Board also discussed it would be best to have an accountant consult on this for structure.

- b. **Resolution 2016-03 Material Loss.** Don Tribbett went over what material loss means. The law states that you need to report material loss, but it does not state the minimum amount and when to report loss to the ISBA. A loss is considered something you cannot explain such as, theft, or a retiring of an asset. *On a motion duly made by Steve Plank and seconded by Dave Brumett, the Board voted by roll call 6-0 to adopt Resolution 2016-03 Material Loss and to put the minimum amount at \$500.00 cash and \$1,000.00 non-cash.* Pat McNarny wanted a discussion on the motion. Pat McNarny asked who or what determines the value of an item. It was answered that it is the estimated market value.
- c. **Resolution 2016-04 Rainy Day Fund.** Don Tribbett stated that it is the time of the year to transfer monies from the general fund to the Rainy Day Fund. Don Tribbett stated that transfers of unobligated cash balances from the General Fund to the Rainy Day Fund in any fiscal year are limited to 10% of the total budget of LCCAA for that fiscal year. The Board recommended that this be called Resolution 2016-04. *On a motion duly made by Dave Brumett and seconded by Bob Barr, the Board voted by roll call 6-0 to transfer 10% from the General Fund budget to the Rainy Day fund.* Pat McNarny wanted a discussion to ask if there was a down side to this and Don Tribbett answered that there is no down side.
- d. **Accounting Consultant.** Mark Hildebrandt discussed the value of retaining a professional accountant for review of existing policies and procedures, and to also perform a review on an ongoing basis. Retaining an accountant is one way of helping to prevent bookkeeping and accounting. The Board will need to establish a scope of what LCCAA is looking for and get a quote from three companies. Mark Hildebrandt stated that Umbaugh would be one choice to get a quote from. Dave Brumett stated that the Airport Manager handles a good part of what goes on for LCCAA and the accounting consultant should just get us to where the LCCAA needs to be. The Board Treasurer was instructed to put together a scope to retain a firm and to review audit results so the firm can advise the Board.
- e. **Boyce Software Training.** The Department of Local Government Finance ("DLGF") requires LCCAA to use this software. There should be at least two staff members and one board member trained on this software. Tim Dalton will send out an email to the Board on cost and deliverables. It was also discussed that the ISBA has a document retention schedule. This document explains what documents are required to be kept and for how long. LCCAA needs to integrate this document in its policies.
- f. **Committee Reports.** Steve Plank reported from the Personnel Committee that there was a review of salaries and wages for the LCCAA employees. It was recommended by the Personnel Committee the following: Full-Time Operations increases to \$13.00 per hour, Part-Time Operations increases to \$11.50 per hour, and Maintenance Support increases to \$11.50 per hour. It was also discussed to raise the on-call snow removal to \$15.00 per hour. Mark Hildebrandt asked if the LCCAA has job descriptions. Bob Barr answered that the LCCAA does and they are in the handbook. Steve Plank asked if there is enough money in the budget to cover the increases and it was answered that there is enough money, which amounts to \$3,600.00 for the year (excluding the on-call snow removal cost). *On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted by roll call 6-0 to increase the hourly wages as discussed effective January 1, 2017.* Discussion was held that the following tasks will need to be added to the Full-Time Operations: data entry, accounts receivable and accounts payable, and check preparation. Pat McNarny asked if this position was listed on the fidelity bond (this is a type of insurance on any improprieties or fraud) and it was answered that it is listed as well as all Board members.
- g. **Financial Reports.** It was stated that using the traditional procedure Pat McNarny and Tim Dalton got together and balanced the checkbook for November 2016 for a total of \$1,247,263.18. Pat McNarny went over the accounts payable register and the appropriation and revenue report. Tim Dalton stated that the fund report is still being worked on and errors have been identified. Pat McNarny, Steve Plank, Mark Hildebrandt and Tim Dalton will meet with Sandra Gerlach later today to go over these items. Mark Hildebrandt asked what the budget will be for 2017. It was answered that it will be roughly \$40,000.00 lower than 2016, which was \$408,638.00. This would make 2017 budget around \$358,638.00. *On a motion duly made by Bob Barr and seconded by Steve Plank, the Board voted by roll call 6-0 to accept the financial report, subject to audit and excluding the fuel fund, as presented.*

- h. **Payables for Approval.** Payables were presented in the amount of \$61,619.23. On a motion duly made by Tad Wilkinson and seconded by Steve Plank, the Board voted by roll call 6-0 to approve the payables as presented.
- i. **Lease of Property.** It was reported by Don Tribbett that another call was received by Jim Muehlhausen asking if LCCAA was ready to start leasing out property for farming to Mr. Tim Chambers. There will need to be a policy written and approved before moving forward on leasing LCCAA property. LCCAA is not ready and asked that this be discussed next year.

Engineer's Report

Brian Elsenbroek went over related action items and requested the following:

- Approval for signature and submission on Capital Improvement Plan ("CIP") documents. *On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board by roll call 6-0 to approve the request.*
- Approval for signature on Parallel Taxiway Environmental and Design Services: Federal \$220,806, State \$9,813.60, and Local \$14,720.40 for a total of \$245,340.00. *On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted by roll call 6-0 to approve and sign the agreement, subject to review by Don Tribbett.*

Brian also reported that there are no changes on open grants.

Airport Manager's Report

Tim Dalton reported fuel sales for November 2016: 662.88 gallons of 100LL and 1,375.00 gallons of Jet A. Aircraft rental for the month of November was 1.6 hours. There was one rental in November. Pat McNarny requested that a change needs to be made in the reporting of monthly fuel sales. No action was taken on this subject.

President and Board Member Comments

- Bob Barr stated that the Board needs to be brought up to date on what comes out of the audit. Mark Hildebrandt will send out the audit report to the Board.
- Dave Brumett asked if there should be a fifteen-minute executive session before Board meetings. It was discussed that the Board would need Don Tribbett's opinion on this.
- Mark Hildebrandt thanked everyone for a great 2016.

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Tuesday, January 24, 2017, at 7:00 AM, at the Airport's Terminal Operations Center.

THEREUPON, there being no further business to come before the meeting, on a motion duly made by Pat McNarny, seconded by Tad Wilkinson, the Board voted by roll call 6-0 to adjourn the meeting. and unanimously carried, the meeting thereupon adjourned.

Presiding Officer