

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

HELD Tuesday, April 25, 2017, at the LOGANSPORT/CASS COUNTY AIRPORT ("Airport")

Attendance:

Board Members Present:	Mark Hildebrandt ("Mark")	Pat McNary ("Pat")
	Tad Wilkinson ("Tad")	Dave Brumett ("Dave")
	Bob Barr ("Bob")	Steve Plank ("Steve")

Guests Present:	Don Tribbett ("Don"), Legal Counsel
	Paul Shaffer ("Paul"), Butler, Fairman & Seufert ("BF&S")
	Stacey Donato ("Stacey"), Cass County Council Member
	Dave Kitchell ("Dave"), Mayor
	Amy Allen ("Amy"), Recording Secretary

Call to Order

The meeting was called to order by Mark, President.

Approval of Agenda and Minutes

Bob noted a correction needed on page 2 of the Special meeting minutes from April 6, 2017; under Tool Purchases. That should read two file cabinets not three.

A motion was duly made by Bob and seconded by Tad, to approve the March 28, 2017 and April 6, 2017 minutes as corrected. The Board voted unanimously to approve the minutes as corrected. Motion passed.

Public Comments

There were no public comments.

Old Business

1. **Automated External Defibrillator ("AED").** Dave inquired a timeframe in which the AED needs to be purchased. The Board authorized the purchase of the AED. Bob informed the board, a member of his church has offered to come and train members how to use the AED. After a discussion among the board members, the board requests Bob extend an invitation to his friend to come to the EAA meeting to train the board.
2. **Good A&E Heating.** Bob informed the board he has delayed getting quotes for the new heating unit due to summer quickly approaching. Mark requests Bob move ahead with quotes for the new heating system. Bob verified that the quote is for a heating unit only and not for air conditioning. The board confirmed heating only.

New Business

1. **Correspondence Received.** Rose informed the board she has given a resume she received to Dave to review for the Airport Manager position. Mark requested copies of all resumes received be given to each board member for review. Letters from the IRS have been received and are being addressed. Rose informed the committee the AT&T bill and property tax bills were received. Don Tribbett advised the board he would look into details about the property tax bills and report to the board.
2. **Committee Reports.**
 - a. Bob reported that ?, Dave and he have completed 21 hours of mowing. Bob plans to mow 7 to 8 hours per week as well as spray around fence lines as long as weather permits. There will be a journal located on the workbench to record all mowing hours on the property.
 - b. Large hanger door of operations center hangar has been repaired.
 - c. The sign light at the end of the runway outside the fence needs to be checked.
3. **Financial Reports.** Dave reported packets include March bank statements that have been reconciled. All reports included in packet are from the Keystone Software. Payables were signed by each member of the board prior to the meeting. Dave met with Darryl Hoover concerning the IRS letters. Darryl needs to get a POA established so he can act on the airports behalf. Mark recommended they formally retain Darryl Hoover to represent the airport and grant POA privileges to Mr. Hoover to contact the IRS on the airports behalf. *On*

a motion duly made by Pat and seconded by Steve, the Board voted unanimously to approve the retention as well as granting POA to Darryl Hoover and the payables for approval.

Engineer's Report

- 1.0 **Fence Project.** Paul reported the pre-construction meeting with Allied Fence and the Airport did take place. Allied fence has started the project. Allied has cleared the north end and started placing poles. Steve stated the South side needs mowed off before work can be started. Paul will research if that is covered under the fence project and report to the board.
- a. Paul informed the board the NPE letter of intent needs to be signed by May 1, 2017 acknowledging monies will be used to reimburse for the Slusser land. Grants will not be disbursed until August or September. *On a motion duly made by Bob and seconded by Pat, the Board voted unanimously to approve the signatures on the NPE letter of intent, which was signed.*
 - b. Paul discussed AIP21 noting Allied has signed the new contract and notice of award. Most of black vinyl fence is complete, finishing off east side, contractor setting poles along east side. Request for approval was made for signature on AIP21 pay request No. 3 for reimbursement in the amount of Federal \$72,607, State \$3,226.99, Local \$4,840.81 for a total of \$80,674.80. Request for approval was made for signature on AIP21 Progress Estimate No. 1 to pay contractor in the amount of \$74,274.80. *On a motion duly made by Steve and seconded by Pat, the Board voted unanimously to approve AIP21 Pay Request No. 1. On a motion duly made by Pat and seconded by Bob, the Board voted unanimously to approve AIP21 Pay Request No. 3.*
 - c. **Miscellaneous.** Crews are out surveying the lot for the paved parking lot engineering design. Paul presented the property map requested by the board to outline property already owned and property the airport is looking to acquire to comply with FAA protection requirements. The concept is to move the fence outside of the surface that allow GPS services on the East end. Paul updated the board on Legislation House Bill 1002; the road funding bill. The aviation version of the bill was squashed. At the end of the day the aviation bill was absorbed into the road bill. Aviation gained 10 cents of the excise tax, which is still 10 cents lower than where we started. 10 cents will generate revenue of 3.6 million that will be in an aviation dedicated fund. With the 4 million currently in the fund and the additional 3.6 million, there will be enough to keep the grant match at 5% over the next 2 years. The overall goal is to get out of the state budget so we are not going back to ask for money every 2 years. Mark informed Paul he received an email asking about the federal administration discussions regarding air traffic control privatization. Paul responded on the surface it seems like a good idea, but it is important to remember most facilities are not FAA air traffic control (radar) facilities. IFR is short for instrument flight rules. Control towers are a third set of eyes watching logged flight plan. VFR flight plan is managing your own flight plan on what you see. IFR flight plans are filed and then the air traffic control system tracks you on radar to ensure you maintain flight plan. Privatization means the government will regulate fees never required before, that could be a negative to airports like Logansport.
4. **Airport Operations Report.**
- a. Rose reported the fire extinguishers have been inspected. Breenco reported we need two new 5 lb. extinguishers in the hangers. *On a motion duly made by Bob and seconded by Tad, the Board voted to unanimously to approve the purchase of two new fire extinguishers.*
 - b. Rose presented the quote for a hand held phone. Board agreed to table the hand held phone for now.
 - c. Rose informed the board taxes have been e-filed. She will request passwords for each member of the board and should receive them in approximately 7 days.
 - d. D&B System has old information that needs to be updated. Paul reviewed the letter requesting updated information and reported he will handle contacting them and providing the information requested.
 - e. Letter concerning the bond for the fence project was received. Paul advised he would handle the matter.
 - f. Rose advised the board new emergency notification signs are needed. The current signs still list Tim as the contact.
 - g. Discussion was held whether to disconnect the second phone line to the airport. Upon discussion the board agreed to table for now to determine where the other line goes.

President and Board Member Comments

- Bob recommended the key box be put out for anyone that locks themselves out of the offices.
- Bob requested the board consider getting rid of the hangers and invest in a maintenance building. Paul or Brian will get with facilities committee to come up with a plan.
- Dave acknowledged and thanked Rose for all her hard work and dedication over the last 33 years.
- Don noted he would be meeting with the appraiser.

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Tuesday, May 23, 2017, at 7:00 AM, at the Airport's Terminal Operations Center.

THEREUPON, there being no further business to come before the meeting, the meeting thereupon adjourned.



Presiding Officer