

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

HELD Tuesday, February 28, 2017, at the LOGANSPORT/CASS COUNTY AIRPORT ("Airport")

Attendance:

Board Members Present:	Mark Hildebrandt	Pat McNary via phone
	Tad Wilkinson	Dave Brumett
	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	
	Stacey Donato, Cass County Council	

Call to Order

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

Approval of Agenda and Minutes

Bob Barr requested that Health Savings Account ("HSA") discussion be added to the agenda under new business.

On a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted by roll call 6-0 to approve the agenda as amended.

On a motion duly made by Steve Plank and seconded by Dave Brumett, the Board voted by roll call 6-0 to approve the minutes of the December 27, 2016 and January 24, 2017 meetings.

Old Business

- 1. Automated External Defibrillator ("AED").** Tim Dalton reported that he spoke with the Cass County Community Foundation and found that there were no grants available for purchase of an AED for the Airport. The cost for one AED starts around \$800 and goes up from there. LCCAA would like to obtain a unit that provides voice prompts. Tim Dalton stated that he is going to speak with the Red Cross to get information on what brand to get. Dave Brumett stated that this would need to be inspected on a yearly basis and could be done by Logansport Memorial Hospital.
- 2. Board Member Insurance.** Mark Hildebrandt stated that public boards like LCCAA have a high degree of protection built in by Indiana Statutes, so it is not common for boards like LCCAA to have separate Board Member insurance. Don Tribbett also stated that LCCAA is a municipal corporation, which makes the Board covered by the Indiana Tort Claims Act. The organization is the responsible party unless a member is found to be grossly negligent or has engaged in an intentional act. Don Tribbett stated that if the LCCAA were sued, it would be against the LCCAA and not the individual. Bob Barr stated that the Board is bonded for \$10,000.00 and the Treasurer for \$20,000.00. The Board still needs to hear back from Michael Bowditch on what he recommends. The Board would like more detail on what this covers before deciding. Mark Hildebrandt believes that there is adequate protection under the statute and no additional insurance is needed. Steve Plank concurred.
- 3. Saturday Work Day.** The Board would like to have a dumpster brought out to the Airport so they can get the west hangers cleared out. The Board decided to have this workday on Saturday, March 25th at 8:00 am with the following Saturday (April 1st) as a backup. During the cleanup time, shrubs along the fence will be pulled. Tim Dalton will secure a dumpster.

New Business

1. **HSA Discussion.** This is for discussion only, but needs to be decided on at the March meeting, since it is the month that would need money deposited for HSA. Last year it was \$1,000.00 for each employee. Bob Barr would like, between now and the next Board, meeting to have a decision on how much to put in this fund for the employees. He stated that the Board needs to take into consideration that the deductible went up as well as the co-pay. Mark Hildebrandt stated that the Board had to make changes to the health plan due to the Affordable Care Act. Bob Barr will have recommendation at next meeting as Risk Management Chairman.
2. **Correspondence Packet.** Tim Dalton reviewed the information packet. The first item is the Certified Budget Order which comes to every entity in the county and everything has been approved for the 2017 budget year. Highlighted page three, which is specific to LCCAA, identifying the Cumulative Building Fund for \$40,000, Operating Fund at \$360,638, and the Debt Service Fund at \$176,688, all of which have been certified and approved. Next was a bond statement showing activity and a tax information statement from Salin Bank. The last item was from The Indiana Department of Workforce Development notifying LCCAA of the 2017 Indiana unemployment merit rate. Mark Hildebrandt stated that this is the first time that we have had this in the Board packet and will continue having it in the packet for informational value for the Board to have a better understanding on what the Airport is dealing with on various fronts. Mark Hildebrandt advised members to look items over and if you have questions, bring them to the next meeting.
3. **PC Monitors.** Dave Brumett and Bob Barr have been out weekly to meet with Tim Dalton and Rose Wagoner to review processes. Tim Dalton and Rose Wagoner are working from laptop computers, but the laptop utilized for accounting requires a larger screen. This laptop has a docking station so a regular PC monitor can be used. Tim Dalton looked up prices and stated a monitor can be purchased for \$200.00 or less. *On a motion duly made by Pat McNary and seconded by Dave Brumett, the Board voted by roll call vote 6-0 to approve the purchase of a PC monitor.*
4. **Committee Reports**
 - a. The Board has secured a key box with a combination lock for emergency access to the building. Board members will be provided a security access card.
 - b. Dave Brumett stated that there will be training on Keystone (LCCAA accounting software) on Tuesday, March 7th at 9:00 am and encouraged the Board to attend. Let Tim Dalton know by Friday if you will be attending. Dave Brumett also stated that the weekly meetings have been going very well.
 - c. Steve Plank stated that the Personnel Committee would like to meet with Tim Dalton to review procedures on payment of invoices.
5. **Financial Reports.** Tim Dalton reviewed the Funds, Appropriations, Revenue, Depository and Cash Reconciliation reports. LCCAA's current record balance ending January 31, 2017 is \$1,419,452.38. Tim Dalton showed that the reconciliation of these reports shows that the bank statement and accounting software are in balance. Dave Brumett stated that the bank statement needs to be included in the packet for meetings. Tim Dalton reviewed the aviation fuels reconciliation log, which is a new report. Dave Brumett stated that Avfuel directly deposits credit card sales transactions to the LCCAA's bank account. Tim Dalton explained that there are three different batch numbers on the report: the three-digit batch numbers are from the self-serve terminals outside and the four-digit batch numbers are what is processed inside the building. If the batch number is a 100 series, that means it is a Jet-A fuel sale and a 600 series is 100LL fuel sale. *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, as presented.

6. **Payables for Approval.** Payables were presented in the amount of \$71,030.11. On a motion duly made by Bob Barr and seconded by Steve Plank, the Board voted by roll call 6-0 to approve the payables as presented.

Engineer's Report

Brian Elsenbroek reported the following:

1. There will be a pre-construction meeting on Thursday, March 2nd at 10am. Bob Barr asked if there should be someone from the Board present at the construction meetings. Brian Elsenbroek stated that the meetings are informative only, however Board members may attend if desired.
2. A quote for seal coating the parking lot and large apron were sent out to nine companies. Brian Elsenbroek reported that only one company responded. Reece Seal Coating quoted \$14,765.35 and Brian Elsenbroek is requesting approval of this quote. *On a motion duly made by Steve Plank and seconded by Tad Wilkinson, the Board voted by roll call 6-0 to accept the quote with funds coming out of the Paving Maintenance line item.*
3. Requests for quotes went out to five companies to restripe the runway, taxiway, and ramp. Brian Elsenbroek reported that the following quotes were received; AAA Striping at \$32,817.00, The Airmarking Company at \$23,649.00, and Accurate Striping at \$58,442.00. A discussion was held on when this work will be completed. Brian Elsenbroek stated that both the stripping and the seal coating will be completed before June 30, 2017. BF&S will also provide partial inspection not to exceed \$5,000.00 and Brian is requesting approval for both. *On a motion duly made by Pat McNary and seconded by Tad Wilkinson, the Board voted by roll call 6-0 to accept the Airmarking Company quote and BF&S quote for partial inspection with funds coming out of the General Operating Funds. Tim Dalton stated that an additional appropriation will be necessary.*
4. Brian Elsenbroek stated that the Category Exclusion dates in the original agreement changed from 07/25/2017 to 09/30/2017. He provided a memo that was submitted and it was read to the Board. The reason for the change is that they cannot start until May and then the process takes three months with favorable weather.
5. A discussion was held on the purchasing Parcels 19A and 19B up to 850 feet. Mark Hildebrandt requested a comprehensive survey be done on all possible options so that it would only have to be surveyed once. There is an original survey currently for parcel 19B completed. Don Tribbett will speak with the land owner and then Mark Hildebrandt will decide if a special Board meeting will need to take place. Don Tribbett will need a survey description from BF&S of the parcels and then LCCAA would be ready to move ahead with an appraiser. *On a motion duly made by Dave Brumett and seconded by Tad Wilkinson, the Board voted by roll call vote 6-0 to approve the purchase of Parcels 19A and 19B.*
6. Brian Elsenbroek stated that the parcel between Hartz Mountain and Parcel 19A at the Industrial Park is undeveloped. There was a question about if the LCCAA would want to work with the local community and the Industrial Park to put a hanger or apron with a parking lot so that it would be connected to the runway. Brian Elsenbroek stated that it would be too costly to do a full parallel taxiway. Brian Elsenbroek also talked to Tim Dalton about how LCCAA would service users across the Airport are some of the issues to consider before a decision is made. The first order of business would be to get this on the approved Airport Layout Plan ("ALP") before the Federal Aviation Administration ("FAA") will even consider funding. If next step occurs, Brian Elsenbroek stated that there would be a slim chance for FAA funding for the apron unless the LCCAA is willing to give up Non-Primary Entitlement ("NPE") money for three to five years to pay for it. This means LCCAA would not get any Federal funding for three to five years. Mark Hildebrandt also stated that this would affect the wildlife requirements and the fence would have to go around everything to keep

our wildlife perimeter secure. Don Tribbett asked when this would need to be listed on the ALP. Brian Elsenbroek stated that there would have to be a revision to the ALP and it would be at least one or two years before the FAA reviews and gives an answer. Don Tribbett suggested that the Industrial Park Board should be approached before going further. Bob Barr also suggested that the Mayor Dave Kitchell should be involved in this discussion. Tim Dalton was asked to get in contact with both Mayor Kitchell and the Industrial Park to initiate a meeting to explore this project.

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

Airport Manager's Report

Tim Dalton reported fuel sales for January 2017: 208.76 gallons of 100LL and 1859.63 gallons of Jet A. Aircraft rental for the month of January was 9.6 hours. He further reported that fuels sales are down for the month of February to date, however aircraft rental hours are up.

Tim Dalton reported that the Farm Bureau meeting was a success and that they will be coming back in March. He also stated that hangar rents are current except for Dr. Kalapatpu.

President and Board Member Comments

- Bob Barr stated that the Young Eagles program will be held on April 15th. This program is to help the kids understand how an aircraft works and will also include a flight over Logansport. Bob Barr requested that the LCCAA donate the use of N43788 with fuel provided. *On a motion duly made by Tad Wilkinson and seconded by Dave Brumett, the Board voted by roll call vote 6-0 to approve the use of the airplane with fuel provided.*
- Pat McNarny requested that Beth Moore send him and Tim Dalton minutes via email for review.
- Steve Plank stated that the personnel packet has been sent to Mark Hildebrandt, Tim Dalton and Dave Brumett.

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Tuesday, March 28, 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 Steve Plank, seconded by Tad Wilkinson, the Board voted by roll call 6-0 to adjourn the meeting and the meeting thereupon adjourned.



Presiding Officer