

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

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

Attendance:

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

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

Call to Order

The meeting was called to order by Mark, President.

Approval of Agenda and Minutes

A motion was duly made by Mr. Plank and seconded by Mr. Wilkinson, to approve the February 28, 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").** Mr. Dalton had researched AEDs through the Red Cross. Red Cross Recommended the Phillips Heart Start AED, at a cost of \$1,271.00. *On a motion duly made by Mr. Wilkinson and seconded by Barr, discussion commenced.* The main points discussed; cost (\$1,271.00), warranty (8 years), maintenance cost (possible battery at the cost of \$169.00), training for staff, once purchased. *The Board voted unanimously to approve the purchase of the AED as proposed.*

New Business

1. **Heating unit in service hanger (Dick's).** Mr. Dalton informed board members that two of three heating units in the service hangar were out service due to system failures with both units. Mr. Dalton had started the bid process for replacement, costs ranged from \$3,338.00 - \$ 4,134.00. The bids reflected replacement propane, forced air, and ceiling mounting units. The board would like more research done on the possibility of a radiant heating solution or something similar to be brought back for Board consideration.
2. **Correspondence Received.** Mr. Dalton reported the registration for the airport's aircraft was received from the Federal Aviation Administration; the form was filled out and returned. The registration is good for 3 years (2020). A payroll survey was received from the U.S. Census Bureau. The survey was conducted from January 1st through March 12th 2017; the survey was completed and returned.
3. **Committee Reports.**
 - a. Mr. Brumett stated that the facility committee had completed an airport clean-up day as scheduled. The day was well attended by Board members and staff. The two maintenance hangars where cleaned up, a dead tree was taken down, several small trees were taken out of the fence line and the rotary mower was serviced. Thank you to all that attended. Mr. Hildebrandt stated the condition of the north hangar on the west side of the airport was dilapidated, that plans should be discussed in the future on all three hangars on the west side of the airport. Bob stated that the two hangars to the north have safety issues with the hangar doors, one of the hangars house the CFI's (Mr. Price) aircraft.
 - b. *On a motion duly made by Mr. Brumett and seconded by Mr. Barr, to purchase an air compressor for the maintenance hangar, discussion commenced.* The discussion was focused around the need for more items than just an air compressor such as small tools and a hand drill. *Mr. Barr rescinded his second followed by*

Mr. Brumett rescinding the motion on the floor. On a motion duly made by Mr. Brumett and seconded by Mr. Barr to purchase an air compressor and small tools not to exceed the limit of \$1,000.00, the motion passed unanimously without further discussion.

- c. Personnel committee report. *On the following motion duly made by Mr. Plank and seconded by Mr. Brumett, "I being a member of the Logansport/Cass County Airport Authority make a motion to terminate the Logansport/Cass County Airport Manager, Tim Dalton, effective 3/28/17", the board voted unanimously in favor of the motion brought forward by the personnel committee and presented by Mr. Plank.*
4. **Financial Reports.** *On a motion duly made by Mr. Brumett and seconded by Mr. Barr to accept the financial packet as presented, the Board voted unanimously to approve. On a motion duly made by Mr. Brumett and seconded by Mr. Wilkinson to approve the account payable disbursements the motion passed unanimously after minimal discussion related to the clarification of two vendors.*

Engineer's Report

1.0 **Fence Project.** Mr. Elsenbroek reported that he had no action items for the Board at this time. The fencing project is on schedule, progressing and moving along well.

2.0 Miscellaneous.

- a. Mr. Elsenbroek deferred to Mr. Tribbett to discuss the possible acquisitions of parcels 19A and 19B and the options of doing so. The acquisition of Parcel 19B, the property at the south east side of the runway, consisting of 12.102 acres would give the airport authority in fee simple ownership to 850' distance from the centerline of the runway to the property line. *There was little discussion on parcel 19B, as the parcels location and layout squares the LCCA's property line and is needed for the necessary height control.* Parcel 19A is more complicated because the land has been divided into two parcels. Mr. Tribbett informed the Board on the variant ways the 850' set back could be obtained by means of purchase, easement or a combination of both. The Board agreed that a purchase of the entire 14.749 acres would be in the best interest of LCCAA, especially if doing so would avoid the expense and delay associated with litigation. *The Board after much discussion directed Mr. Tribbett to move forward as needed to obtain necessary appraisals and determine costs associated with acquisitions or easements of both parcels 19A and 19B.*
- b. Mr. Elsenbroek stated that small trees in North fence line should be cut off at the base and not pulled as pulling them could damage the underground portion of the fence.
- c. Mr. Hildebrandt asked if Butler, Fairman & Seufert (BS&S) could provide the Board with a graphic print depicting all owned property of LCCAA, this was noted by Mr. Elsenbroek.
- d. Mr. Plank requested that some of the dirt be saved from the fencing project to be stock piled and used at a later date for the future parking lot project, this was noted by Mr. Elsenbroek.

Airport Manager's Report

Mr. Dalton reported that fuel sales rebounded well in the month of march so far, the increase consisted mostly of Jet A fuel sales. LCCAA's aircraft rental hours were 18 hours for the month of February. The Young Eagle's flight rally will be held April 15th at 9:00 Am at LCCAA. Mr. Dalton Thanked the Board at the end of his report and apologized.

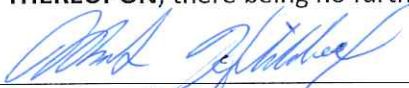
President and Board Member Comments

- Mr. Plank asked that Mr. Dalton work with the Board to turn over keys and property in his possession to LCCAA.

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Tuesday, April 25th, 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