

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

HELD Tuesday, July 25, 2017, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

Board Members Present: Mark Hildebrandt Pat McNarny Bob Barr
Mark Lowry Steve Plank

Electronic: Dave Brumett

Absent: Donald J. Tribbett, Legal Counsel

Guests Present: Jill Van Horn, AIRPORT Manager
Rose Wagoner, AIRPORT Staff ("Rose Wagoner")
Paul Shaffer ("Paul Shaffer") and Toby Steffen, Butler, Fairman &
Seufert ("BF&S"), AIRPORT Engineers
Stacey Donato, Cass County Council
Mitchell Kirk, Logansport Pharos Tribune
Dave Kitchell, Mayor of Logansport ("Dave Kitchell")

Call to Order:

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

Introduction of new BOARD member, Mark Lowry and new AIRPORT Manager, Jill Van Horn.

Approval of Agenda:

On a motion made by Pat McNarny and seconded by Steve Plank, the BOARD voted unanimously, by a roll call vote, to approve the agenda.

Approval of Minutes:

On a motion made by Pat McNarny and seconded by Steve Plank, the BOARD voted unanimously, by a roll call vote, to approve the minutes from the regular BOARD meeting on June 27, 2017.

Public Comments:

Steve Plank stated that he is excited for the future of the AIRPORT in regards to being under new leadership and direction.

Old Business:

Heater for Good A&E Services Hangar. Bob Barr invited two quotes for radiant tube hanging heaters: DEFCO Inc. and Wilkinson Heating and Plumbing. DEFCO Inc. proposed two LP fired 100K radiant tube

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hanging heaters at the expense of (A) \$5,886.00 or one LP fired 175K radiant tube hanging heater at the expense of (B) \$3,739.00. Wilkinson Heating and Plumbing declined to make a formal proposal based on a lack of experience in this line of heating. A discussion was held in regards to the absence of a proposal by Wilkinson Heating and Plumbing, should another request of radiant heat quote be necessary. It was determined that due to the low cost proposed by DEFCO Inc., an additional request was unnecessary. On a motion made by Pat McNary and seconded by Steve Plank, the BOARD voted unanimously, by a roll call vote, to approve the purchase of two radiant heaters, at the expense of \$5,886.00.

Automated External Defibrillator ("AED"). Dave Kitchell stated that an inventory for parts to replace old AED machines and maintenance of the AED machines being used in the community was conducted. It was determined, bringing the community up to speed with a bulk purchase at \$1,200.00 per unit for the newest version AED and training and maintenance provided by the Logansport Fire Department, was much more cost effective. Annual inspection and training will be free of charge. The new version also reduces the liability on the user of the AED. The BOARD previously approved the expenditure towards the AED. On a motion made by Steve Plank and seconded by Pat McNary, the BOARD voted unanimously, by a roll call vote, to approve the price quoted and provided by Dave Kitchell.

Open House. Rose Wagoner reported that the LCCAA had not yet provided the annual \$500.00 donation to the Experimental Aircraft Association ("EAA"). A site map will be created for safety purpose prior to the August BOARD meeting. A final list of open house sponsors will also be provided at the August BOARD meeting.

Hangar Rental Leases. Dave Brumett referenced an email previously sent to the BOARD including research conducted on the surrounding airport hangar rental cost and availability. A motion was made by Dave Brumett and seconded by Pat McNary to reduce T-Hangar rental to \$130.00 per month per hangar. Steve Plank asked for clarification on the effective date of cost reduction and how this will generate a refund to current renters paid through 2017. A lengthy discussion was held. The effective date for cost reduction shall take effect August 1, 2017. Current renters shall receive a refund for the difference. The BOARD voted unanimously, by a roll call vote, to approve the motion as amended.

Lease Agreement. The need to adopt an agreement was tabled until Donald J. Tribbett, Legal Counsel is present.

New Business:

Election of Officers: On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously, by a roll call vote, to elect Dave Brumett, President. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted unanimously, by a roll call vote, to elect Mark Hildebrandt, Vice-President. On a motion made by Mark Hildebrandt and seconded by Dave Brumett, the BOARD voted unanimously, by a roll call vote, to elect Bob Barr, Secretary. On a motion made by Bob Barr and seconded by Pat McNary, the BOARD voted unanimously, by a roll call vote, to elect Steve Plank, Treasurer, as amended. The determination of Committee rosters shall be left to the discretion of the President elect.

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Laptop Business Computer. On a motion made by Mark Hildebrandt and seconded by Dave Brumett, the BOARD voted unanimously, by a roll call vote, to approve the purchase of a business laptop for the AIRPORT Manager, in the amount of \$2,000.00.

Committee Reports. Steve Plank reported that a Personnel Committee meeting is scheduled for Friday, July 28, 2017 to be held at LCCAA for all AIRPORT staff.

Bob Barr reported for the Facilities Committee that mowing has fallen behind due to rainy weather conditions and should be caught up by week's end. Bob Barr adds that cracks, runway, old hangar area, and fence line have been sprayed.

Rose Wagoner reported that a State Inspection was conducted and a non-compliance letter was received in the mail providing thirty days to fix the runway lights and public phone. Michiana Air Contractors ("Michiana") has provided a used regulator for current use and has ordered runway lights. Eighteen capacitors will be needed to rebuild a new regulator at the expense of \$15.00 per capacitor. A quote was provided by Michiana for \$2,900.00 for parts and labor. Dave Brumett prompted a discussion to replace all runway lights with LED lighting. Paul Shaffer stated that the work to be provided by Michiana is critical now and to move the LED lighting project to the top of CIP makes sense. On a motion made by Dave Brumett and seconded by Steve Plank, the BOARD voted unanimously, by a roll call vote, to go forward with the Michiana quote.

The Maintenance Committee discussed a work day to be scheduled during the August BOARD meeting for clean up prior to the open house.

Financial Reports. Dave Brumett reported that the LCCAA bank statement has been reviewed, no discrepancies were found, and the statement balanced. All BOARD members will receive a copy of the bank statement, with reconciliation and any reported discrepancies, at the monthly BOARD meetings.

Payables for Approval. Total payables are \$46,514.35. On a motion made by Mark Hildebrandt and seconded by Pat McNarny, the BOARD voted unanimously, by a roll call vote, to approve payables. Discussion presented by Paul Shaffer indicates that parallel taxiway and design survey cost can be used in the future despite the work on that project being postponed. Review of a dumpster provided by Waste Management was verified by voucher and receipt. Striping is a maintenance expense that LCCAA will incur.

Engineers Report. Paul Shaffer provided the report of BF&S.

AIP 20. The Project is completed and is closed.

AIP 21 Progress Estimate No. 4. This Project is ongoing and is beyond contractual time. BF&S does acknowledge weather days; the projected completion date is August 8, 2017. Paul Shaffer requested approval for signature on AIP 21 Progress Estimate No. 4 in the amount of \$31,186.60 (to be paid to Allied). On a motion made by Dave Brumett and seconded by Mark Hildebrandt, the BOARD voted unanimously, by a roll call vote, to approve payment to Allied.

AIP 21 Pay Request No. 6. Paul Shaffer requested approval for signature on AIP 21 Pay Request No. 6 in the amount of Federal \$28,051.20, State \$1,247.47, and Local \$1,873.13 for a total of \$31,186.60. On a motion made by Dave Brumett and seconded by Mark Hildebrandt, the BOARD voted unanimously, by a roll call vote, to approve the signature on AIP 21 Pay Request No. 6.

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Paul Shaffer reported that no formal adjustment for LED lighting will be made to the CIP today.

AIRPORT Manager's Report. Rose Wagoner reported the Federal Aviation Administration ("FAA") strongly suggested to drain the sumps to detect water in the gas and jet fuel to be stirred. It has been determined the contract between LCCAA and AvFuel will provide the training needed for this project.

Rose Wagoner reported that she and Dave Brumett met with Mark Hartman from Chambers & Co., CPA, LLC. Mark Hartman will continue to prepare and make deposits for annual taxes. An hourly charge has been made available to LCCAA previously by Mark Hartman. The use of services provided by Mark Hartman for a minimum of the next six months was discussed.

Rose Wagoner stated that the expense to continue software and maintenance for Keystone Budget will cost \$2,960.00. The cost to upgrade to Keystone Fund, to include two days of onsite training will cost \$4,600.00. On a motion made by Dave Brumett and seconded by Mark Hildebrandt to update to Keystone Fund, the BOARD voted unanimously, by a roll call vote, to approve the motion.

Rose Wagoner reported that a new terminal cover was needed for the 100LL terminal, at the expense of \$100.00. On a motion made by Steve Plank and seconded by Dave Brumett, the BOARD voted unanimously, by a roll call vote, to replace the terminal cover.

Rose Wagoner presented two invoices from the Indiana State Board of Accounts regarding the special audit: \$2,942.00 and \$3,821.00. It was determined that LCCAA will be responsible for paying the expense and can be made whole through reimbursement by former AIRPORT Manager, Tim Dalton.

Rose Wagoner reported on the current sales price of fuel at surrounding airports. The consensus was to leave fuel price as advertised. No action was taken.

Miscellaneous.

Board Member Comments.

Dave Brumett reported on an incident of injury caused by hand propping an airplane. Discussion was held in regards to AIRPORT staff being restricted from assisting with airplane hand propping. The policy was determined to be immediately effective and shall be included in the LCCAA operations manual. On a motion made by Dave Brumett and seconded by Steve Plank, the BOARD voted unanimously, by a roll call vote, to approve the restriction as AIRPORT policy effective immediately.

Bob Barr reported a key box has been installed on the post outside the main doors of the AIRPORT'S Terminal Operation Center. A code has been assigned and may be obtained through the AIRPORT Manager. Bob Barr reported approval for AIRPORT signage on the highway from the Cass County Commissioners. Bob Barr then spoke with and got a signed letter from Tom Weatherwax, which was approved by the Indiana Department of Transportation ("INDOT"). The approval was withdrawn by INDOT and placement for AIRPORT signage on the highway is still not approved.

Pat McNarny requested a discussion regarding a recording device for the purpose of recording the BOARD meeting for minute preparation. Discussion was held and no action was taken at the conclusion of the discussion. Steve Plank suggested the purchase and selection be left to the AIRPORT Manager.

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Bob Barr reported the AIRPORT debit card had been compromised. Salin Bank provided transactions for review as part of the fraud protection service provided by the bank. Two amounts have been formally disputed and the AIRPORT will not be held responsible to pay the amounts: \$680.64 and \$879.00. A new debit card bearing a different number will be issued. LCCAA has no further obligation to assist Salin Bank regarding this matter.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, August 22, 2017 at 7:00 a.m., at the AIRPORT'S Terminal Operation Center.

Thereupon, there being no further business to come before the meeting, on a motion duly made and seconded, and unanimously carried, the meeting thereupon adjourned.



Board President

Board Secretary