

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

HELD Tuesday, September 26, 2017, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT  
("AIRPORT")

**Attendance:**

BOARD Members Present:

Dave Brumett Steve Plank  
Mark Hildebrandt Pat McNary  
Bob Barr Mark Lowry

Electronic:

Absent:

Guests Present:

Jill Van Horn, AIRPORT Manager ("AIRPORT Manager")  
Rose Wagoner, AIRPORT Staff ("Rose Wagoner")  
Donald J. Tribbett, Legal Counsel  
Brian Eisenbroek ("Brian Eisenbroek") Butler, Fairman & Seufert  
("BF&S"), AIRPORT Engineers  
Stacey Donato, Cass County Council  
Mitchell Kirk, Logansport Pharos Tribune

**Call to Order:**

The meeting was called to order by Dave Brumett, President.

**Approval of Agenda:**

On a motion made by Pat McNary and seconded by Bob Barr, the BOARD voted unanimously to approve the agenda.

**Approval of Minutes:**

On a motion made by Pat McNary and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the minutes from the regular BOARD meeting on August 22, 2017.

On a motion made by Pat McNary and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the minutes from the Special BOARD meeting on September 16, 2017.

**Public Comments:**

Steve Plank stated that a family from Cutler, Indiana has provided jars of homemade salsa made with tomatoes from his farm.

**Old Business:**

**Open House.** The AIRPORT Manager thanked everyone for their hard work during the Open House preparation clean-up day. She also reported on the Talk of the Town radio spot she and Bob Barr had the privilege of attending regarding information on the AIRPORT and the upcoming Open House.

**Avfuel Safety Training.** The AIRPORT Manager and Rose Wagoner are confirmed to attend fuel safety training in Lansing, Michigan on October 3, 2017- October 4, 2017.

**West Hangar Project.** The Facility Committee will continue to discuss specifications for the project.

**Fence Project Punchlist.** Allied was here September 25, 2017 to install the new "V-latch" modification on three electric gates. Brian Eisenbroek reported that the contract with Allied states that all gates shall be in working order prior to completion. LCCAA has not received a quote for seeding high traffic areas created during the fence project, nor have they received a quote for repair on the south-east gate.

**2018 Budget Preparation.** The AIRPORT Manager presented a Consulting Proposal from Suzy Bass, HR Unlimited Resources. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the proposal for Suzy Bass to balance 2017 Keystone Budget in preparation for the conversion to Keystone Fund Accounting Software.

**Request for Quote.** The AIRPORT Manager stated that two BOARD Members have reported the current snow plow for the pickup truck is in excellent condition. Clarification to leave the language of the constructed Request for Quote on a snow removal pickup truck remain the same. Bob Barr reported the old pickup truck has been repaired and is back on AIRPORT property. He also advised that the starter may need repair prior to the end of the winter season.

**AED Project.** The AIRPORT Manager reported that Logansport Mayor, Dave Kitchell confirmed via email that all Automatic Emergency Defibrillators have been purchased. He could not confirm the order being in possession of the Logansport Fire Department at this time.

#### **New Business:**

**Financial Reports.** The monthly financial reports were circulated during the Special Meeting held on September 16, 2017. No further discussion was held.

**Payables for Approval.** On a motion made by Mark Hildebrandt and seconded by Pat McNarny, the BOARD voted unanimously to approve the Payables, in the amount of \$237,453.32.

**Keystone Fund.** The conversion from Keystone Budget to Keystone Fund Accounting Software is scheduled for November 9, 2017- November 10, 2017 at the LCCAA Operation's Center.

**Fiberlass Freaks Event.** The AIRPORT Manager reported a request has been made by Mark Racop, Fiberlass Freaks to hold a multiday event at the LCCAA on September 21, 2018- September 22, 2018 with two additional tentative dates dependent upon hosting a celebrity guest. Further discussion regarding a Facility Rental Agreement will be held with the Facility Committee prior to bringing discussion back to the BOARD.



**Plaque for Wilbur Trinen.** The AIRPORT Manager requested approval for purchase of a plaque to present to Wilbur Trinen for his many years of service with the LCCA to be presented during the Open House. On a motion made by Mark Hildebrandt and seconded by Pat McNarny, the BOARD voted unanimously to approve the purchase of a plaque, in the amount of \$40.00. Bob Barr requested that he personally present the plaque to Mr. Trinen.

**Retirement Pay.** The Personnel Committee can spearhead discussion with the AIRPORT Manager to determine the current years retirement details.

**BOARD Attendance Pay Rate.** Donald J. Tribbett reported that Indiana Code section 8-22-3-8 provides for a maximum per diem for BOARD Members of \$35.00 plus actual travel expenses incurred on behalf of the AIRPORT.

**Fuel Fund Presentation.** Information pertaining to the Rotary Fuel Fund shall be presented in dashboard format during monthly BOARD Meetings.

**Banking and Borrowing Resolution.** Donald J. Tribbett reported a change in Officers shall require an update to approve signatures. The Banking and Borrowing Resolution will be updated and called during the October BOARD Meeting.

**Engineers Report.** Brian Eisenbroek provided the report of B&S.

**AIP 20.** The Project is completed and is in the hands of the Federal Aviation Administration ("FAA") and is estimated to be closed with reimbursement by the end of 2017.

**AIP 21 Fence Project.** This Project is ongoing and is beyond contractual time. The allotted thirty days for punch list completion expires mid October 2017. The west gate operation still needs attention.

**Parking Lot.** LCCA is a municipality and does not require a parking lot to have lighting to code; it is an optional item. Brian Eisenbroek presented the final design to include a total of one hundred thirty-six parking spots. B&S recommends bid in the Spring of 2018.

Brian Eisenbroek presented an opportunity for the LCCA to attend a Capital Improvement Program ("CIP") meeting with Indiana Department of Transportation ("INDOT") on November 8, 2017 at the INDOT State Office. The AIRPORT Manager, Dave Brunnett, and Bob Barr will attend the meeting. B&S will provide an updated CIP during the October BOARD Meeting.

**LED Lighting.** Brian Eisenbroek presented two approaches regarding the LED Lighting Project. The relaxed approach would result in environmental completed by April of 2018 at 30% completion and 100% completion in June 2019. A more aggressive approach would be to complete design,

environmental, and construction in 2018. This approach is a \$15,000.00 exposure in local funds and would be reimbursable the following year. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted unanimously to approve the aggressive approach and directed B&S to proceed with that approach.

**AIP 21 Pay Request No. 7.** Request approval for signature in the amount of Federal \$45,771, State \$2,043.29, and Local \$3,052.01. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve Payment Request No. 7.

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**AIP 21 Progress Estimate No. 5.** Payment Request No. 7 shall provide funds to pay Progress Estimate No. 5. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted unanimously to approve Progress Estimate No. 5 to Allied, in the amount of \$50,857.30. The retainage shall be paid upon approval and signature to the final punch-list.

**AIP 22.** Request to approve filing for non-primary entitlement grant. On a motion made by Mark Hildebrandt and seconded by Pat McNary, the BOARD voted unanimously to approve execution for reimbursement at the discretion of the AIRPORT Manager and approval by the BOARD President.

**AIRPORT Manager's Report.** Fuel sales remain consistent over the last few months. 100 low lead fuel sales of 921.35 gallons and Jet A sales of 3,335.43 gallons, for a total of 4,256.78 gallons. The Archer rental from September 1, 2017 through September 9, 2017 was 8.9 hours.

After discussion on the Liberty Mutual offer and the coverage of the LCCA insurance policy, on a motion made by Mark Hildebrandt and seconded by Pat McNary, the BOARD voted unanimously to approve the filing of a claim on Employee Dishonesty through Consolidated Union. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted unanimously to accept the Liberty Mutual offer, in the amount of \$10,000.00, to settle the LCCA's claim on the Liberty Mutual bond.

**Miscellaneous.**

**BOARD Member Comments.**

BOARD President, Dave Brumett consolidated the Committee Roster and appointed new members. All prior committees will fall under three special committees: Finance Committee, Facility Committee, and Personnel Committee.

Finance Committee	Steve Plank-Chair	Mark Hildebrandt	Pat McNary
Facility Committee	Bob Barr-Chair	Mark Hildebrandt	Steve Plank
Personnel Committee	Mark Lowry-Chair	Bob Barr	Dave Brumett

**Meeting Schedule.** The next regular meeting of the LCCA is scheduled for Tuesday, October 23, 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.

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BOARD President

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BOARD Secretary