

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

HELD Tuesday, November 28, 2017, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

BOARD Members Present: Dave Brummett Steve Plank
Mark Hildebrandt Mark Lowry
Bob Barr

Electronic:

Absent:

Pat McNary

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
Mitchell Kirk, Pharos Tribune

Call to Order:

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

Approval of Agenda:

On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 4-0, by a roll call vote to approve the agenda.

Approval of Minutes:

On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 4-0, by a roll call vote to approve the minutes from the regular BOARD meeting on October 24, 2017.

Public Comments:

Rose Wagoner requested that the AIRPORT display a flag. The Facility Committee will make a recommendation to the BOARD for construction of a flag pole and lighting in the Spring of 2018.

Old Business:

Committee Reports. Steve Plank reported for the Finance Committee. The Finance Committee held a meeting on November 15, 2017 at 11:00 am at the AIRPORT'S Operation Terminal. Steve Plank, Mark Hildebrandt, and the AIRPORT Manager were present. The presentation of reports generated by the new accounting software, Keystone Fund were discussed. The bank reconciliation and the Fund Report are balanced. The Finance Committee prioritized a Capital Projects list for 2018 and provided a copy during the November 28, 2017 BOARD meeting.

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Bob Barr reported for the Facility Committee. The Facility Committee held a meeting on November 15, 2017 at 12:30 pm at the AIRPORT'S Operation Terminal. Bob Barr, Steve Plank, Mark Hildebrandt, and the AIRPORT Manager were present. The Facility Committee discussed the AIRPORT'S snow equipment, the current condition of the equipment, regular maintenance of the equipment, and seasonal preparation on the equipment. The fire alarm system and the necessary upgrades were discussed and have been scheduled by the AIRPORT Manager. The AIRPORT signage on the Hoosier Heartland Exchange have been requested to the Indiana Department of Transportation ("INDOT"), a formal request accompanied by a map have been emailed. A specification sheet for the building to house the snow removal equipment will be created by the Facility Committee. A manual for maintenance on the hangar door connected to the Operation Terminal has arrived and the Facility Committee will spearhead the proper training for the LCCAA staff. Reid Roofing will remove the old smoke stacks and patch the hangar roof for the Good A&E hangar. The Request for Quotes for a pick-up truck shall be opened during the December 2017 BOARD meeting. Mark Hildebrandt requested information for LED replacement on the emergency flood lights. Mark Hildebrandt inquired about the priority of improving the internet at the AIRPORT. The AIRPORT Manager reported the AIRPORT continues to experience connection and speed issues with the internet. Metronet will be contacted for a quote to upgrade the internet and phone system.

On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote to accept the formal reports of the Finance Committee and the Facility Committee.

Keystone Fund. Suzy Bass, HR Unlimited Resources balanced the 2017 Keystone Budget reports and made the conversion to Keystone Fund Accounting Software during the first day of training on November 10, 2017. Suzy will return for the second day of training on December 13, 2017. Discussion was held concerning the new Keystone Fund Accounting Software being a web-based program that requires reliable internet connection for function.

Budget. The 2017 budget has been balanced and clerical error entries have been corrected. The bank reconciliation and the Fund Report are balanced.

AED. All LCCAA staff will complete AED training provided by the Logansport Fire Chief on December 1, 2017. The AED machine will be placed in the wall mounted box on the first floor of the AIRPORT'S Operation Terminal.

Back-up Snow Equipment Operations. The LCCAA BOARD members will complete training on the AIRPORT'S snow removal equipment for all LCCAA staff and BOARD. Bob Barr requested that a back-up quote be obtained for additional snow removal that exceeds accumulation handled by AIRPORT equipment or in the event of equipment failure. A handheld radio will be available and be required to be inside any snow removal equipment to monitor air traffic and connection with AIRPORT staff.

Fuel Farm and Signage. The AIRPORT Manager reported that LCCAA is still waiting to be placed on the visit list with Avfuel. No signage has been ordered for the fuel farm.

Land Acquisition. Donald J. Tribbett reported that no action was needed by the BOARD for Parcel 19B. The offer made by the LCCAA is under review by the current property owner. Discussion was held on Parcel 19A covering the information contained in the review appraisal, the premium for residual damage, and roadside frontage control. On a motion made by Mark Hildebrandt and seconded by Steve

Plank, the BOARD voted 5-0, by a roll call vote to approve an offer for 14.749 acres of Parcel 19A at the appraised value.

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for October 2017 were provided by the AIRPORT Manager.

Payables for Approval. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote to approve the Payables, in the amount of \$31,353.48.

LCCAA Staff Performance Reviews. The AIRPORT Manager reported Performance Reviews have been completed, as requested on all LCCAA staff. The reviews will be provided during the next scheduled Personnel Committee.

Engineers Report. Brian Eisenbroek provided the report of BF&S.

AIP 21 Fence Project. This project's punch-list contains outstanding items: v-latch on the south gate connected to Operation Terminal, three functional gates, and seeding of traffic areas. The free exit loop detection for the three gates has a one-year warranty. The warranty start date is September 2017 but BF&S will request the additional two months for a start date of December 2017 when the free exit loop will be installed. The Facility Committee will construct a plan for seeding in all needed areas for the spring of 2018.

Action Item #1: AIP 22 Land for Approaches (Parcel 8A). A request for approval for signature on AIP 22 Pay Request No. 1 in the amount of Federal \$135,000.00, State \$7,500, and Local \$7,500.00 for a total of \$150,000.00. The local share has already been paid. AIP 22 land acquisition was paid from Capital Projects Fund in 12/2014 and 09/2015. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0 by roll call vote to approve AIP 22 Pay Request No. 1 for \$142,500.00 (90% reimbursement).

Parking Lot. No action was taken.

LED Lighting. This project was discussed with the FAA and INDOT during the Capital Improvement Program ("CIP") meeting on November 8, 2017 at the INDOT State Office. There will be no awarded discretionary funds for this project in 2018. Construction will begin in 2019.

Brian Eisenbroek presented a detailed CIP for review.
An ALP was discussed and Mark Hildebrandt requested that Brian Eisenbroek construct a spreadsheet with options to complete the LCCAA ALP. This ALP timeline will be provided for review during the Finance Committee meeting to proceed the December 2017 BOARD meeting.

AIRPORT Manager's Report. 100 low lead fuel sales of 582.11 gallons and Jet A sales of 1418.05 gallons, for a total of 2000.16 gallons sold in the month of October. The Archer rental for October was 7 hours.

Miscellaneous.

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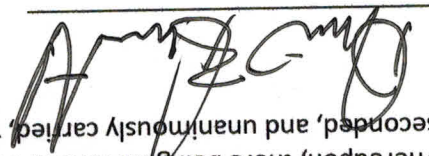
BOARD Member Comments.

Steve Plank thanked Tobias Steffen, BFGS for providing breakfast during today's BOARD meeting. Bob Barr thanked the AIRPORT Manager for providing agendas and meeting minutes for the Facility Committee meeting and the Finance Committee meeting. Mark Hildebrandt thanked the BOARD and AIRPORT staff for a productive meeting.

Meeting Schedule. The next regular meeting of the LCCA is scheduled for Tuesday, December 19, 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

