

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

HELD Tuesday, December 19, 2017, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

**Attendance:**

BOARD Members Present:	Dave Brumett	Mark Hildebrandt	Bob Barr
	Steve Plank	Mark Lowry	Pat McNarny

Electronic:

Absent:

Guests Present:

- Jill Van Horn, AIRPORT Manager ("AIRPORT Manager")
- Rose Wagoner, AIRPORT Staff ("Rose Wagoner")
- Donald J. Tribbett, Legal Counsel
- Brian Elsenbroek ("Brian Elsenbroek") Butler, Fairman & Seufert ("BF&S"), AIRPORT Engineers
- Paul Shaffer, BF&S
- Dave Kitchell, Mayor of Logansport ("Dave Kitchell")
- Molly Long ("Molly Long")
- Dave Ingram
- Tad Wilkinson
- Rich Vorhees, Vorhees Studio Inc.
- Mitchell Kirk, Pharos Tribune

**Call to Order:**

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

**Approval of Agenda:**

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

**Approval of Minutes:**

On a motion made by Steve Plank and seconded by Pat McNarny, the BOARD voted unanimously to approve the minutes from the regular BOARD meeting on November 28, 2017.

**Public Comments:**

Dave Kitchell presented Pat McNarny with a "Key to the City of Logansport" and thanked him for his service to our community. Dave Kitchell welcomed the newest LCCAA BOARD Member, Molly Long and reported her first meeting to replace Pat McNarny will be in January 2018.

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LCCAA BOARD President, Dave Brumett thanked Pat McNary for his time on the BOARD and welcomed Molly Long.

**Old Business:**

**Committee Reports.** Bob Barr reported for the Facility Committee. A stationary fuel tank was installed by King Oil next to the hangar where the snow removal equipment is stored. The replacement parts for the New Holland tractor plow have not arrived from Canada. Bob Barr has placed padlocks on all the exterior gates on the AIRPORT perimeter. Batteries for the flood lights in the Operation Center have been ordered.

Steve Plank reported for the Finance Committee. The Finance Committee held a meeting on December 15, 2017 at 10:00 am at the AIRPORT'S Operation Terminal. Steve Plank, Mark Hildebrandt, Dave Brumett, and the AIRPORT Manager were present. The presentation of a multi-year spreadsheet on the AIRPORT Layout Plan ("ALP") was covered by Brian Elsenbroek, BF&S. The AIRPORT Manager explained the recent Federal reimbursement, AIP22, could not be credited toward the 2017 budget. Steve Plank was present during the requested fuel inspection by Randy Harrison, Avfuel. Repairs and maintenance to the fuel farm and fuel pump are needed. The total cost is unknown at this time Jet A fuel sales have been suspended until the repairs and maintenance have been completed. Pay wages for LCCAA Staff for the 2018 year were discussed.

Mark Lowry reported for the Personnel Committee. The Personnel Committee held a meeting on December 5, 2017 at 12:00 pm at the AIRPORT'S Operation Terminal. Performance Reviews conducted by the AIRPORT Manager on LCCAA staff were discussed. Comparative regional compensation packages and pay wages were discussed per current LCCAA staff position, to include: duties and responsibilities. The Personnel Committee gave a recommendation to the BOARD for three positions: the full-time position, the part time position, and the part time maintenance position.

The full-time position, currently held by Rose Wagoner, is a forty hour per week position that requires on-call hours and duties to be performed located off AIRPORT premises. This position is eligible for LCCAA benefits: health insurance; Health Savings Account (HSA); retirement; and paid time off. The recommendation will be for this position to be a salary position with an annual salary of \$33,000.00. The current benefits for Rose Wagoner shall remain the same: health insurance; HSA contribution made by LCCAA in the amount of \$1,500.00 annually; retirement in the amount of \$2,000.00 annually; and twenty-five (25) days of paid time off that is not to accumulate but shall be forfeited at the end of the calendar year.

Discussion was held on the full-time position recommendation. Steve Plank states that a \$6,000.00 increase is excessive and he would prefer to see a gradual increase. Bob Barr covered the topic of years of service and longevity pay wages. Mark Hildebrandt clarified that the current benefits offered for the full-time position will remain the same. On a motion made by Bob Barr and seconded by Pat McNary, the BOARD voted unanimously to approve the full-time LCCAA staff position compensation package to be salary, earning an annual salary of \$33,000.00, and to continue the same benefits currently offered and explained above. The wage increase will begin January 1, 2018.

The part-time position, currently held by Stewart Hadley, is a thirty hour per week position. The regular work days consist of Friday, Saturday, and Sunday during regular hours of operation. This position is not eligible for LCCAA benefits. This position is eligible to earn overtime pay, after

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forty hours per week. The recommendation will be for this position to be an hourly position with an hourly rate of \$14.50 per hour.

On a motion made by Bob Barr and seconded by Pat McNarny, the BOARD voted unanimously to approve the wage increase for the part-time LCCAA employee from \$11.50 per hour to \$14.50 per hour. The wage increase will begin January 1, 2018.

The part-time, maintenance position, currently held by Harold Price, is a position that varies in hours based on season and scheduled maintenance performance. The position is not eligible for LCCAA benefits. The recommendation will be for this position to be an hourly position with an hourly rate of \$12.50 per hour.

On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously to approve the wage increase for the part-time maintenance LCCAA employee from \$11.50 per hour to \$12.50 per hour. The wage increase will begin January 1, 2018. Mark Lowry continued his report from a follow up Personnel Committee meeting held on December 8, 2017 at 12:00 pm at the AIRPORT'S Operation Terminal. This meeting covered the Performance Review of the AIRPORT Manager completed by Mark Lowry and Bob Barr of the Personnel Committee. The full review is available in the AIRPORT Manager's file for full review. The review was favorable. The AIRPORT Manager's salary will be up for review in July 2018.

**2017 Fund Report.** The AIRPORT Manager reported the second day of Keystone Fund Accounting Software training has been completed. The AIRPORT Manager explained the recent \$135,000.00 Federal reimbursement on AIP 22 could not be credited toward the current budget, since it was spent out in 2014 and 2015, which will result in overspending of the 2017 budget. A Memorandum has been created, covering the negative balance, by the AIRPORT Manager and is located in the 2017 audit file. The AIRPORT Manager provided an excel statement explaining the current General Fund 101, four series balances and asked approval from the BOARD to move funds within the 101 Fund to balance end of the year. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the transfer of funds within the General Fund 101 to balance the end of the year Appropriation Report. The AIRPORT Manger asked approval to create a line item in payroll to track over time pay to LCCAA employees. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD approved the additional line item to track over time expense for hourly employees in payroll.

**Fuel Farm.** Randy Harrison, Avfuel representative visited the AIRPORT on December 15, 2017 at the request of the AIRPORT Manager. Repairs and basic maintenance will be performed on the fuel farm and the fuel pump for both 100 LL and Jet A fuel. The AIRPPORT Manager called in a Notice to Airmen on December 15, 2017 reporting suspension of Jet A fuel sales until the repairs and maintenance can be completed. The AIRPORT Manager has the authority to address the fuel system maintenance and repairs to ensure the safety for the AIRPORT and the aviators. The LCCAA actions will be conservative and comply with all safety requirements.

**Hoosier Heartland Exchange Signage.** Michael Beuning, Indiana Department of Transportation ("INDOT") reported on December 8, 2017 the request for highway signage has been denied. A new request will be made in the Spring of 2018. The AIRPORT may elect to have the signs placed at LCCAA expense. Michael Beuning will provide the expense for signs and placement.

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**New Business:**

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

**Payables for Approval.** On a motion made by Steve Plank and seconded by Pat McNarny, the BOARD voted unanimously to approve the Payables, in the amount of \$40,412.88.

**Payroll Schedule.** Discussion was held on the complication of the current payroll schedule. The current schedule is to provide LCCAA staff with paychecks the Monday following the end of pay on the previous Friday. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve one week pay expenditure to move the payroll schedule to the Friday following the end of pay on the previous Friday.

**Consolidated Union Property Insurance.** No changes have been proposed. The appreciation of property increased. The cost, to be paid December 2017, decreased from \$14,851.00 to \$12,318.00.

**2018 BOARD Meeting Calendar.** On a motion made by Mark Hildebrandt and seconded by Pat McNarny, the BOARD voted unanimously to approve the proposed 2018 BOARD meeting calendar.

**Land Acquisition.** Legal Counsel, Donald J. Tribbett discussed the proposed lease for the Lyons property. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously to approve the said lease and its submission to the property owner, Lyons. There has been no written response on the LCCAA offer made on the Ledonne property and no action is needed.

**Request for Quote ("RFQ").** One RFQ has been returned by Mike Anderson Jeep. The RFQ was opened and reviewed and will be submitted to the Facility Committee. There is no obligation for the LCCAA to take action.

**Engineers Report.** Brian Elsenbroek provided the report of BF&S. LCCAA has three current open grants, AIP 20, AIP 21 and AIP 22. The following actions were taken on AIP 21.

**AIP 20- Wildlife Control and Security Fence Construction.** This project is waiting in que to be closed out.  
**AIP 21- Wildlife Control and Security Fence Construction.** Request approval for Pay Request No. 8. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the Pay Request No. 8 in the amount of Federal \$4,453.00, State \$197.90, and Local \$296.76 for a total of \$4,947.60.

**AIP 21- Wildlife Control and Security Fence Construction.** Request approval for signature on AIP21 Progress Estimate No. 6. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted unanimously to approve the AIP 21 Progress Estimate No. 6 to get the gates fully functional in the amount of \$4,947.60.

**Capital Improvement Project ("CIP").** Request approval for signature and submit the CIP to INDOT. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously to approve the signature and submission of the CIP. There is no submission cost.

**Airport Layout Plan ("ALP").** The LCCAA last completed an ALP in 2004. There is a three-year approval process for an ALP. The ALP is a reimbursable project.

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**AIRPORT Manager's Report.** 100 low lead fuel sales of 380.89 gallons and Jet A sales of 1050 gallons, for a total of 1430.89 gallons sold in the month of November. The Archer rental for October was 6.7 hours. Metronet has been to the AIRPORT for a visit. A price quote for internet service will be emailed to the AIRPORT Manager. Air Indiana Skydiving has requested three modifications to the upcoming contract. The AIRPORT Legal Counsel will draft an Agreement for review at the January 2018 BOARD meeting.

**Miscellaneous.**

**BOARD Member Comments.**

Molly Long reported she looks forward to learning, as she "has big shoes to fill".

Bob Barr wished everyone a Merry Christmas and Happy New Year.

Mark Hildebrandt thanked Pat McNarny for being an inspiration, a resource, and a guide.

Steve Plank reported that Pat McNarny will be missed and recognized him as a great asset. He welcomed Molly Long to the BOARD. Steve Plank reported a correction to his address and phone number on the circulated BOARD Member list.

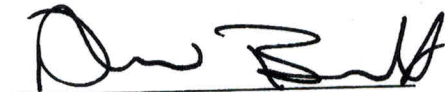
Mark Lowry thanked Pat McNarny for his service, welcomed Molly Long to the BOARD, and looks forward to 2018.

Pat McNarny reported that he never thought he would complete fourteen years of service on the LCCAA BOARD. He stated that this is the best BOARD for the members who exhibit passion, time, and volunteering and he is grateful for being part of that. He stated that one of the best things the LCCAA did was to hire BF&S as the AIRPORT Consultant. He stated that Mark Hildebrandt has shown great leadership, Dave Brumett has been a God sent, and to Bob Barr and Steve Plank, "it has been a great ride".

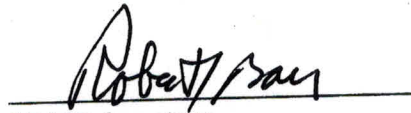
Dave Brumett stated that Pat McNarny is a mentor and that he was once told that "if you surround yourself with good people, you will succeed". He reported that the BOARD members are all men of the Lord and that means a lot to him.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, January 23, 2018 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 adjourned.



BOARD President



BOARD Secretary