

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

HELD Tuesday, January 23, 2018, 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	Molly Long

Electronic:

Absent:

LCCAA Staff Present: Jill Van Horn, AIRPORT Manager ("AIRPORT Manager")  
Rose Wagoner, AIRPORT Staff ("Rose Wagoner")

Guests Present:

Donald J. Tribbett, Legal Counsel  
Brian Elsenbroek ("Brian Elsenbroek") Butler, Fairman & Seufert  
("BF&S"), AIRPORT Engineers  
Stacey Donato, Cass County Council  
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 Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the minutes from the regular BOARD meeting on December 19, 2017.

**Public Comments:**

There were no public comments.

**Old Business:**

**Committee Reports.** Bob Barr reported for the Facility Committee. Two purchases have been made for the AIRPORT snow equipment: a deflector for the snow plow on the pick-up truck and a ware bar for the snow blower on the New Holland tractor. The snow plow for the New Holland tractor is being repaired by Galbreath Industrial Services. The AIRPORT Manager provided two updates for the Facility

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Committee: all the batteries for the emergency flood lights and exit signs will be replaced this week and the phone in the elevator has been replaced and the hard line has been repaired.

**Fuel Farm.** Avfuel has delivered the 5000-gallon refueler truck. Two days of training was provided by an Avfuel Quality Assurance Representative for all AIRPORT staff. The AIRPORT Manager has not received a full specification sheet from Avfuel regarding the possible rehabilitation of the current system. Mark Hildebrandt has requested a quote from Fuel Tech for an above ground integrated fuel tank system. Fuel Tech recently manufactured a similar system for Frankfort Clinton County Airport Authority.

**Land Acquisition.** Legal Counsel, Donald J. Tribbett reported that the deed has been prepared and sent to the Cass County Title Co. for the Lyons property. A HUD 1 Settlement Statement will be signed at closing by the AIRPORT Manager. Regarding the Ledonne property, Donald J. Tribbett suggested an Executive Session be scheduled to discuss the purchase of real property and litigation. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted unanimously to approve the AIRPORT Manager to schedule an Executive Session.

**Air Indiana Skydiving Agreement.** Owner and Operator, George Capitanio has requested further modification to the drafted Agreement regarding the hours of operation. The AIRPORT Manager reported concern of the language to include the allowance of "night jumps". The language in the proposed draft clarifies that the Licensee shall be permitted to perform skydiving operations from April 1, 2018 through March 31, 2021 with hours of operation being those specified in Licensor's rules and regulations or minimum standards. The LCCAA reserves the right to make changes to the rules and regulations or minimum standards. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the draft agreement provided by Legal Counsel, Donald J. Tribbett.

**Resolution to Establish Fund(s).** On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously to adopt the proposed Resolution 2018-01 [AIP\_\_\_/ Runway 9-27 Lighting Fund] for tracking project expenses and reimbursements made by the Indiana Department of Transportation and the Federal Aviation Administration.

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for December 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 unanimously to approve the Payables, in the amount of \$111,594.42.

**Salin Bank Signature Card.** On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted unanimously to approve the Salin Bank Signature Card that will remove Patrick McNarny and add Molly Long as approved signers.

**Approval for Fuel Testing Purchases.** The AIRPORT Manager provided an itemized quote packet to the BOARD for approval to purchase supplies for on site fuel testing. On a motion made by Bob Barr and

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seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the quotes for fuel testing as presented in the packet. The items will be expended from the Rotary Fuel Fund.

**Engineers Report.** Brian Elsenbroek provided the report of BF&S. LCCAA has three current open grants, AIP 20, AIP 21 and AIP 22. No action items were provided this meeting.

**AIRPORT Manager's Report.** 100 low lead fuel sales of 301.99 gallons and Jet A sales of 1310 gallons, for a total of 1611.99 gallons sold in the month of December. The Archer rental for October was 7.3 hours. Rick Roller has sold his airplane, which means a t-hangar has opened and Mr. Roller will be renting the AIRPORT'S Archer. The AIRPORT Manager requested a Facility Committee meeting be scheduled.

**Miscellaneous.**

**BOARD Member Comments.**

Molly Long reported she is still learning.

Mark Hildebrandt reported feeling positive about the information being received on accounting. The fuel farm work has been outstanding and is a huge comfort to know corrections are being made.


Steve Plank reported being excited on the progress that has been made at the AIRPORT.

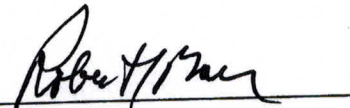
Bob Barr stated he agreed with Steve Plank on catching up on some work at the AIRPORT and snow equipment has been a challenge. He thanked Rose and Jill on the work that has been done regarding the fuel farm. Bob requested contact be made soon regarding the seeding of the AIRPORT property that will take place this spring.

Dave Brummett reported on the LCCAA Committee assignments and the Committee Chairs for clarification.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, February 27, 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