

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

HELD Tuesday, March 27, 2018, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

**Attendance:**

BOARD Members Present: Dave Brumett Mark Hildebrandt Bob Barr  
Steve Plank Molly Long

Electronic:

Absent: Mark Lowry

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  
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 Molly Long, the BOARD voted 5-0, to approve the agenda.

**Approval of Minutes:**

On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-0, to approve the minutes from the regular BOARD meeting on February 27, 2018.

**Public Comments:**

There were no public comments.

**Old Business:**

**Committee Reports.** Steve Plank reported for the Finance Committee. At the time of the 2018 budget submission in October of 2017, the condition of the jet fuel system and the urgent timeline for a replacement was unknown. After review of this matter, by the Finance Committee, it is recommended that the AIRPORT Manager request placement on the County Council Agenda to seek additional appropriation for the total amount to complete the fuel system project in 2018. The total cost, at this time is unknown, as the AIRPORT Manager continues to obtain information regarding site construction.

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

On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-0, to approve the AIRPORT Manager request to seek additional appropriation for the fuel tank before the Cass County Council.

The AIRPORT Manager presented to the Finance Committee verified instruction by the State Board of Accounts, that the approval process of Accounts Payable Vouchers may be consolidated through the signature of all BOARD members on the Keystone accounting software generated signature page in place of signature on each individual Accounts Payable Voucher. The signature page will be attached to the register that accounts for all Accounts Payable Vouchers being approved on a specific date. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 5-0, to approve the consolidation of the Accounts Payable Voucher approval and signature process. The register reporting all Accounts Payables will be emailed the Friday prior to a Tuesday BOARD meeting for review.

Bob Barr reported for the Facility Committee. Rolling the acreage designated for skydiving landings is scheduled to be completed when weather appropriate.

Bob Barr asked that Steve Plank report whether the Finance Committee believes seeding the forty acres is in the 2018 budget. Steve Plank provided additional quotes of equipment rental and the cost of seed, with labor to be completed by BOARD members. The provided equipment, product, and labor costs provided by Steve Plank was reviewed by the Finance Committee and is eligible for completion Spring of 2018. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-0, to approve the purchase of seed at a rate of forty pounds per acre for the forty acres up to the fence line.

The water leaks in the east doors continues to be an issue. The AIRPORT Manager has requested three quotes for professional proposed solution to this matter. The quotes will be presented to the Facility Committee upon receipt.

Air traffic will be monitored for the next several months to determine runway shutdown and construction dates for the 9-27 Runway Replacement Lighting Project.

The Family Opportunity Center sent three young men out with a Cass County Correctional Officer to clean-up the litter along the highway fence line.

Tyco/ SimplexGrinnell has completed the fire system connection to outside dispatch. Parts for the current system will no longer be manufactured. Future discussion to upgrade the fire system circuit panel will be discussed when time appropriate.

**Fuel Farm.** Maintenance repairs on the 100 Low Lead fuel system continue.

**Land Acquisition.** Legal Counsel, Donald J. Tribbett reported that Parcel 19B, the Lyons property closing documents have been received and the AIRPORT Manger has sent them into Consolidated Union for insurance purpose. A Purchase Agreement, with signature by Jeff LeDonne, has been returned to Donald J. Tribbett for the purchase of Parcel 19A for \$135,000.00. Once the BOARD President signs the Purchase Agreement, title insurance will be ordered and the LCCAA shall move toward closing.

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

Brian Elsenbroek responded to the questions of future land acquisition and current land purchase(s) reimbursement. He stated the next three years of grant money shall be applied to: Runway 9-27 lighting design in 2018, Runway 9-27 lighting construction in 2019, and the Airport Layout Plan ("ALP") in 2020, based on the recent Capital Improvement Program meeting. If the ALP isn't approved by 2021 then land reimbursement can be claimed each year until the ALP is approved. If ALP is approved, then the LCCAA can discuss future projects listed on the approved ALP such as taxiway rehabilitation or reconstruction. There is a possibility of getting land reimbursement within a project, pending the project type. If the ALP doesn't allow for land reimbursement in projects, expectation to complete a project could be three years. For example: year one is environmental, year two is design, and year three is construction. Adding two projects, such as taxiway and runway rehabilitation for example, this adds up to six years plus the three years mentioned above and now land acquisition reimbursement is probable in nine to ten years through Non-Primary Entitlement Funds only.

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for February 2018 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, to approve the Payables, in the amount of \$65,541.49.

**Engineers Report.** Brian Elsenbroek provided the report of BF&S. LCCAA has three current open grants, AIP 20, AIP 21 and AIP 22. AIP 20- in que with the FAA for closure. AIP 21- contractor work has been completed. One- year warranty start date is December 4, 2017. Two action items were provided. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0, to approve signature on AIP 21 Pay Request No. 9 in the amount of Federal \$44,582.00, State \$1,981.41, Local \$2,971.67 for a total of \$49,535.08. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, to approve signature on AIP 21 Progress Estimate No. 7 in the amount of \$35,747.70, as a final payment to Allied Builders, Inc. AIP 22- waiting on FAA FONSI verbiage update.

**AIRPORT Manager's Report.** 100 low lead fuel sales of 131.82 gallons and Jet A sales of 869 gallons, for a total of 1000.82 gallons sold in the month of February. The Archer rental for October was 1.9 hours. Jet-A fuel price has been increased to \$3.30 per gallon. 100 low lead remains at \$4.05 per gallon.

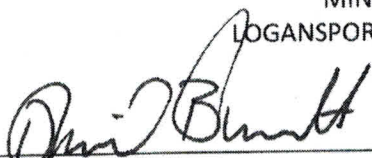
**Miscellaneous.**

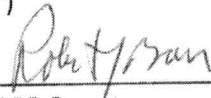
**BOARD Member Comments.** There were no comments.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, April 24, 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.

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

  
\_\_\_\_\_  
BOARD President

  
\_\_\_\_\_  
BOARD Secretary