

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

HELD Tuesday, April 24, 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	Mark Lowry

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 Molly Long and seconded by Bob Barr, the BOARD voted unanimously, to approve the minutes from the Regular BOARD meeting on March 27, 2018. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted unanimously to approve the minutes from the Special BOARD meeting on April 2, 2018.

Public Comments:

There were no public comments.

Old Business:

Committee Reports. Steve Plank reported for the Finance Committee. The LCCAA has received approval from the Cass County Council for the request of an additional appropriation, in the amount of \$300,000.00 to be spent out of 8101 Special Airport General Fund for a jet fuel tank system. The

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

AIRPORT Manager has forwarded the Resolution signed by the Cass County Council to the Department of Local Government Finance ("DLGF").

Bob Barr reported for the Facility Committee. The rotation on all LCCAA equipment from snow to mowing attachments has been completed along with the season maintenance on all equipment. Mowing with the John Deere has already begun. The seed has been ordered and delivered for the forty acres on east and west ends, south of the taxiway. The ground will need to be prepared for planting seed.

Mark Lowry reported for the Personnel Committee. A minor change to the LCCAA employee benefit package has been completed. A former dental, vision, and hearing plan (Medico) has been cancelled and a dental plan (Silver Dent) has been added for Rose Wagoner. This addition will keep LCCAA in compliance with group policy (Anthem) for LCCAA.

Fuel Tank Purchase. Based upon review by the Facility Committee and the AIRPORT Manager, the AIRPORT Manager recommended awarding the jet fuel tank system project to American Environmental Aviation, in the amount of \$148,530.00

The decision to award the quote provided by American Environmental Aviation ("AEAV") was primarily due to its "turn key" service to complete the site preparation/ construction. AEA V employs a professional and capable staff that has built a contact bank in the State of Indiana through the completion of fuel systems at four (4) known Indiana airports. This is not only key to having the work completed by industry professionals to aviation standards but will provide the LCCAA with the most time efficient completion date. The choice to select AEA V to manufacture the jet fuel tank and to complete the site construction provides the necessary documentation upfront, with little to no unknown costs, for LCCAA to better track expenditures into Keystone Fund Accounting Software. AEA V has a good working relationship with our fuel supplier, Avfuel.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted unanimously, to authorize the AIRPORT Manager to place a purchase order in the amount of \$148,377.08, to AEA V for the jet fuel tank system.

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for March 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 unanimously to approve the Payables, in the amount of \$54,377.08. A correction was made to March Payables to reflect the approved amount of \$66,618.41.

Airport Layout Plan (ALP). Brian Elsenbroek, BF&S, will provide material for discussion during the Engineer's Report. The AIRPORT Manager will follow with information pertaining to LCCAA financial responsibility for the ALP.

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

Facility Rental Agreement. Discussion was held in regards to potential corporate hangar rental customers requirement to provide proof of an insurance policy adding the LCCAA as an additional insured to the policy for the day(s) of the event to be held on AIRPORT property. The customer may be required to pay a fee to the insurance company to draft a Special Events Policy to accompany the Facility Rental Agreement. The policy will remain the same; no action was taken.

June BOARD Meeting. The AIRPORT Manager requested to move the June BOARD meeting to the third Tuesday of the month, June 19, 2018. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the meeting calendar modification to reflect the June BOARD meeting to be held on June 19, 2018, at 7:00 a.m.

AIRPORT Manager's Cellular phone. The AIRPORT Manager informed the BOARD that the cellular phone inherited from the former manager has met the maximum storage capacity with 98.75% utilized by email usage for business purposes. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously to approve the purchase of an iPhone 8 with maximum storage benefit for the AIRPORT Manager.

Engineer's Report. Brian Elsenbroek provided the report of BF&S. LCCAA has three current open grants, AIP 20, AIP 21 and AIP 22. Brian Elsenbroek presented an AIRPORT Layout Plan ("ALP") summary. The last ALP completed for LCCAA was in 2004. The preparation for an ALP is twelve months for submittal to the Federal Aviation Administration ("FAA"). Once the survey has been completed, a plan set will be drafted in order to provide a narrative and justification to the FAA for the ALP contents. The ALP is a projected three- year project: environmental; design; construction. The LCCAA has two options for discussion. Option one is to begin the ALP May 2018 which will provide submittal to the FAA prior to 2020 grant season. The second option is to begin the ALP September 2018 which will place the FAA submittal after the 2020 grant season, delaying any approved projects another year.

The AIRPORT Manager provided confirmation by the State Board of Accounts for the LCCAA financial responsibility for the ALP. The ALP is a reimbursable project; 95% refunded. Should the LCCAA BOARD elect to pass a Resolution, the ALP may begin in May 2018. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 5-0 to approve signature on the ALP agreement, in the amount of \$333,637.00. Resolution #2018-02 AIP/Airport Layout Plan (ALP) was adopted and signed.

AIRPORT Manager's Report. 100 low lead fuel sales of 305.8 gallons and Jet A sales of 678.5 gallons, for a total of 984.3 gallons sold in the month of March. The Archer rental for March was 7.2 hours. Jet-A fuel price remains at \$3.30 per gallon and 100 low lead remains at \$4.05 per gallon. The LCCAA hosted the Logansport High School Good Government Day luncheon. There were forty-four students and local government representatives in attendance.

Miscellaneous.

BOARD Member Comments. There were no comments.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, May 22, 2018 at 7:00 a.m., at the AIRPORT'S Terminal Operation Center.

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

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