

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

HELD Tuesday, May 22, 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 Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously, to approve the minutes from the Regular BOARD meeting on April 24, 2018.

Public Comments:

There were no public comments.

Old Business:

Committee Reports. The AIRPORT Manger reported for the Finance Committee. Marie Horning, Salin Bank Vice President Treasury Management joined local branch Retail Relationship Manager, Nikki Ellington at the AIRPORT on May 9, 2018 for a brief presentation. They reported an increase in the interest rate for LCCAA; .06% to .56%. Also, Salin Bank Positive Pay was introduced. This program is an automated check matching program that lets a business monitor checks processed for payment against

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the business account and reject any unauthorized transactions before a financial loss occurs. The check fraud protection service cost \$500.00 per year. The Finance Committee will review this service provided by Salin Bank and how it will interact with the Keystone Fund accounting software.

Bob Barr reported for the Facility Committee. The Facility Committee met on May 16, 2018 to prepare recommendations for several of the following topics. The committee recommends Anderson Glass replace the east end doors with one oversized door and one side lite on both the north and east side of the Operation Terminal, at the cost of \$4,950.00. This approach will eliminate the water intrusion into the facility and provide a better seal to control the wind issue. On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted unanimously, to approve the replacement of the doors on the east end of the Operation Terminal, at the expense of \$4,950.00 by Anderson Glass.

The AIRPORT pays \$2,088.00 annually for the rental of floor mats in the Operation Terminal. The AIRPORT Manager presented two additional quotes to the Facility Committee for the purchase of the floor mats to eliminate rental costs and to upgrade with the AIRPORT logo. The committee provided a recommendation. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously, to approve the purchase of Operation Terminal floor mats from Unimat Industries, in the amount of \$2,240.00.

The AIRPORT Manager reports that approval for infrastructure work has been approved through Tax increment financing (TIF) funds, in the amount of \$190,000.00 to run MetroNet to the Industrial Park, making the connection to the AIRPORT an affordable option. The AIRPORT Manager is to meet with Jim Bollock, MetroNet Business Account Executive to determine the needs of the AIRPORT.

Mark Lowry had nothing to report this month for the Personnel Committee.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted unanimously, to approve the committee reports.

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for April 2018 were provided by the AIRPORT Manager.

Payables for Approval. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted unanimously to approve the Payables, in the amount of \$96,054.21.

Salin Bank Positive Pay Check Fraud. This topic was discussed during the Finance Committee report.

Engineer's Report. Brian Elsenbroek provided the report of BF&S. LCCAA has three current open grants, AIP 20, AIP 21 and AIP 22 and there are no status changes to report. Brian Elsenbroek presented no action items to the BOARD. Quantum Spatial will complete the initial survey for the AIRPORT Layout Plan ("ALP") today's date. 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.

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BF&S will need to file an airspace submittal (7460) with the FAA once the location of the new jet fuel system is determined identifying a new structure.

AIRPORT Manager's Report. 100 low lead fuel sales of 947.19 gallons and Jet A sales of 1219 gallons, for a total of 3522 gallons sold in the month of April. The Archer rental for April was 6.5 hours. Jet-A fuel price remains at \$3.30 per gallon and 100 low lead remains at \$4.05 per gallon.

The AIRPORT Manager took the opportunity to attend a Tourism Board meeting on May 14, 2018, as a guest. Marketing approaches for the community were discussed to include the AIRPORT. An invitation was extended to the Tourism Board to attend the annual LCCAA Open House.

The AIRPORT has been included in the community wide pink pansy flower project. The flower baskets are maintained by the Cass/ Pulaski Community Corrections Department. This is a great opportunity for the AIRPORT to reflect community relations with Logansport, Cass County.

AP Engineering and Consulting, Inc. will begin closure and demolition of the jet fuel system on May 30, 2018.

John Wysong has completed the annual maintenance and upgrades to the 100 low lead fuel system. The QT Pod face plate was replaced this month.

Miscellaneous.

BOARD Member Comments. Mark Hildebrandt thanked AIRPORT staff for following the proper guidelines to remove the jet fuel from the fuel farm tank. This task not only helped reduce the cost or waste but will generate revenue.

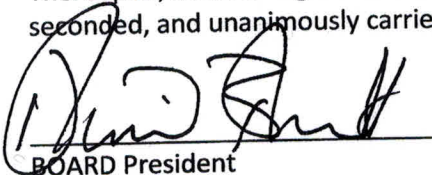
Mark Lowry was happy to report finding a special event policy for Mr. Miller that was required for him to rent the corporate hangar for his son's high school graduation celebration. This policy cost \$156.00.

Don Tribbett reported the purchase of Parcel 19A closed on April 30, 2018.

Dave Brumett thanked the committees for meeting and their continuing work on current projects.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, June 19, 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