

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

HELD Tuesday, August 28, 2018, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

BOARD Members Present: Dave Brumett Mark Hildebrandt
 Steve Plank Bob Barr 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"), Butler, Fairman & Seufert ("BF&S")
 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 5-0, by a roll call vote to approve the agenda.

Approval of Minutes:

On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote to approve the minutes from the Regular BOARD meeting on July 24, 2018.

Public Comments:

There were no public comments.

Old Business:

Committee Reports. A Finance Committee meeting was held on August 23, 2018. Jessica Lynch, a CPA with HJ Umbaugh attended this meeting. Mark Hildebrandt reported for the Finance Committee. The AIRPORT Manager has been working closely with HJ Umbaugh on the 2019 budget; the proposed budget was reviewed during the mentioned Finance Committee meeting. Topics discussed included: capital expenditures, grant eligible projects, projected cash flow, and reimbursement of said grant eligible projects. Jessica presented the feature to enter a placeholder in the 2019 budget for a capital bond provision. The placeholder will keep the current tax levy at the same rate.

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The Finance Committee recommended that the BOARD approve the proposed 2019 budget to submit into Gateway to follow the September 1, 2018 deadline. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote to approve the proposed budget for submission into Gateway, via entry by the County Auditor.

The 2019 Capital Project List was presented by the AIRPORT Manager. This is an updated list that has been discussed in Facility and Finance Committee meetings. A balance of \$100,357.55 is available in 2018 capital spending.

Bob Barr reported for the Facility Committee. After the July BOARD meeting, Bob, Steve, and the AIRPORT Manager reviewed the details of the alternate location for the jet fuel tank system. The review included discussion on the location, permitting, proximity to the Operation Terminal, prohibiting future development west of the current apron, the possibility of the apron expansion, internet service, and costs. The Facility Committee recommended that the BOARD approve placement of the jet fuel tank system in the original proposed location, south of the apron and west of the existing light pole. Discussion was held regarding the ease of moving the jet fuel tank system should it be required by the Federal Aviation Administration during future apron expansion construction. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 4-0, by a roll call vote to accept all committee reports as given. Steve Plank was out of the BOARD Room during this vote.

The placement of the flag pole will continue to be reviewed by the AIRPORT Manager and the local EAA Chapter 1471, who has approved the additional expense of the flag pole accessories and landscaping.

The BOARD discussed approving the AIRPORT Manager's discretion should further decision be made regarding the east end doors of the Operation Terminal, assuming there is no additional costs.

The New Holland is at the local dealer for repair. The use of the New Holland tractor has reduced the growth of the broadleaf weeds, specifically the thistle in the discussed forty acres. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote to approve The Anderson's quote, in the amount of \$4,266.80, to apply the herbicide Stinger at the maximum application of 1 1/3 pint per acre.

On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote to approve the biannual windows cleaning service by Fresh Look Services, in the amount of \$500.00 for the Operation Terminal windows.

The Personnel did not meet and did not make a report.

On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote to accept all the committee reports as given.

New Business:

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

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Payables for Approval. On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote to approve the Payables, in the amount of \$70,801.52.

Alcohol Addendum to Facility Rental Agreement. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote to approve the amendment to the Alcohol Addendum to include the elimination of Term 3 and Term 5 and to eliminate all included in Term 4 except "Alcohol service and consumption shall be limited to the areas shown on attached Exhibit "a".

AIRPORT Ramp Fees. The BOARD President requested the Facility Committee bring a recommendation to the BOARD regarding ramp fees for the AIRPORT.

Aviation Indiana Annual Conference. The AIRPORT Manager requested the BOARD provide notification of attendance to the conference, October 9- October 11, 2018, in the next seven days in order to register and book hotel rooms.

Engineer's Report. Brian Elsenbroek, BF&S provided the Engineer's Report. The AIRPORT is awaiting grant arrival for federal reimbursement on AIP 23 Runway 9-27 LED Lighting Design. Brian stated once the grant arrives there will be a quick turn requiring signature by a BOARD member and legal counsel.

Brian suggested the idea of creating an AIRPORT Layout Committee that would be willing to meet monthly for discussion and recommendations on the upcoming AIRPORT Layout Plan. He requested the AIRPORT Manager schedule a meeting with the BOARD and Corey Harper, BF&S in September.

Brian informed the BOARD that, D'Lorah Small, a new FAA Program Manager has been assigned to the LCCAA.

AIRPORT Manager's Report. 100 low lead fuel sales of 988.28 gallons and Jet A sales of 2575.5 gallons, for a total of 3,563.78 gallons sold in the month of July. The Archer rental for July was 7.4 hours. Fuel prices did not change and remain competitive with the surrounding airports.

The AIRPORT Manager thanked all the committees for their time and hard work.

Miscellaneous.

BOARD Member Comments. No comments.

AIRPORT Staff Member Comments. No comments.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, September 25, 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.

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BOARD President



BOARD Secretary