

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

HELD Tuesday, July 24, 2018, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

**Attendance:**

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

Electronic:

Absent:    Molly Long

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

Guests Present:                                      Donald J. Tribbett, Legal Counsel  
   Paul Shaffer ("Paul"), Butler, Fairman & Seufert ("BF&S")  
   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 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 June 19, 2018.

**Public Comments:**

There were no public comments.

**Old Business:**

**Committee Reports.** Steve Plank, Chair reported for the Finance Committee. The first six months of 2018 financial reports balance. Budget preparation for 2019 has begun with the assistance of HJ Umbaugh. The Finance Committee will schedule a meeting to review the proposed budget prior to the August BOARD meeting.

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Bob Barr reported for the Facility Committee. A work day for volunteers has been scheduled for August 4, 2018 at 8:00 am. A sign-up sheet will be available at the Operation Terminal. The north-east doors have been replaced; the glass does not match the existing window glass. Anderson Glass will continue to work on this project. The AIRPORT Manager contacted Purdue University who provided a recommendation to spray the previously discussed forty acres in October for weed control and again in May 2019. The stormwater drains need to be cleared and sprayed for weed control. The west end storm water drains need to have the large rocks removed for mowing purpose. The airport map and mowing schedule has been drafted by the AIRPORT Manager based on information provided by Bob Barr and Harold Price.

Mark Lowry reported for the Personnel Committee. The AIRPORT Manager review was completed on July 12, 2018 to satisfy the one-year anniversary date of employment. A second review will be conducted in December 2018 parallel to all LCCAA staff reviews. A copy of the review reports will be emailed to all BOARD members.

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

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for June 2018 were provided by the AIRPORT Manager. The bank balance to include the spring tax distribution.

**Payables for Approval.** On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote to approve the Payables, in the amount of \$109,956.72.

**BOARD of Directors, Officer Election.** On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote to approve all current positions held by BOARD Officers and Committee Chairs to remain.

**Boyce Keystone License Renewal and Maintenance Fee.** 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 expense of \$3,080.00 to Boyce Keystone for the annual software license service. This service shall be a constant inclusion in the annual budget.

**Engineer's Report.** Paul Shaffer, BF&S provided the Engineer's Report. Paul presented two action items for BOARD approval. On a motion made by Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote to approve the final closeout of AIP 22 by submitting the AIP 22 final documentation. AIP 22 closeout to include land reimbursement for Parcels 7,8.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote to accept the AIP /Runway 9-27 Lighting Grant and approve the BOARD President and legal counsel signature when presented.

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Discussion held regarding the assistance of BF&S with the required submission of Federal Aviation Association documentation for the final location if the jet fuel system. Paul confirmed the assistance of BF&S.

**AIRPORT Manager's Report.** 100 low lead fuel sales of 1388.59 gallons and Jet A sales of 1862 gallons, for a total of 3,250.59 gallons sold in the month of June. The Archer rental for May was 2.5 hours. Fuel prices did not change and remain competitive with the surrounding airports.

An up to date Capital Project worksheet was provided. No further discussion held.

The Logansport/ Cass County Airport was inspected by Adam French, Chief Airport Inspector, Indiana Department of Transportation on July 11, 2018. The AIRPORT is in compliance with the requirements of the Department of Transportation safety regulations 105 IAC 3-3. The state certificate remains valid until July 31, 2019. A posted copy may be located in the Operation Terminal bulletin board.

The annual EAA Airventure Oshkosh will be July 23- 29, 2018. Online marking was completed by the AIRPORT Manager to provide AIRPORT services and amenities and competitive fuel prices for pilots planning their cross country.

Both M4000 QT Pod units have been delivered and are ready for placement. The jet fuel unit trade-in credit will be completed prior to August BOARD meeting.

The full report of AP Engineering and Consulting on the demolition of the jet fuel system, to include the soil test results may be viewed in the AIRPORT Manager's office. The soil test results follow the state standards and require no further obligation by the LCCAA.

The Logansport Fire Chief, Bernard Mittica completed a site visit with the AIRPORT Manger to view the proposed location for the jet fuel system. He foresees no issues or objections to the proposed location of a UL- 142 double wall tank.

A letter was mailed to Terry Dill on July 16, 2018 requesting his attention to the condition of his Cessna 421, specifically requesting he replace the front tire with one in good condition. This request was based on the ability to properly care for his aircraft and for the safety of AIRPORT Staff should we need to move it during an emergency setting.

**Miscellaneous.**

**BOARD Member Comments.** No comments.


**AIRPORT Staff Member Comments.** Rose Wagoner reported for the local EAA Chapter. The booth at the Cass County Fair generated several entries for a free ride during the annual Open House. The planning for the annual Open House has started.

On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote to approve the use of the Archer and the annual donation of \$500.00 for the Open House.

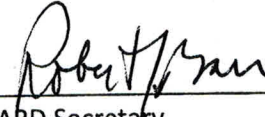
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**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, August 28, 2018 at 7:00 a.m., at the AIRPORT'S Terminal Operation Center.

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