

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

HELD Tuesday, October 24, 2017, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

**Attendance:**

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

Electronic:

Absent:

Guests Present:

- Jill Van Horn, AIRPORT Manager ("AIRPORT Manager")
- Donald J. Tribbett, Legal Counsel
- Brian Elsenbroek ("Brian Elsenbroek") Butler, Fairman & Seufert ("BF&S"), AIRPORT Engineers
- Stacey Donato, Cass County Council

**Call to Order:**

The meeting was called to order by Dave Brumett, President.

**Approval of Agenda:**

On a motion made by Pat McNarny and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the agenda.

**Approval of Minutes:**

On a motion made by Pat McNarny and seconded by Steve Plank, the BOARD voted unanimously to approve the minutes from the regular BOARD meeting on September 26, 2017.

**Public Comments:**

The Logansport/ Cass County Airport Authority was included in an article in the Pharos Tribune this morning.

**Old Business:**

**Avfuel Compliance.** Fuel safety training on October 3, 2017- October 4, 2017 was informative. The AIRPORT Manager has good reference material for anyone to review. Avfuel representative, Randy Harrison will be visiting the LCCAA to determine what upgrades may be made.

**Retirement.** The AIRPORT Manager has gathered additional information for the Personnel Committee to review. A report will be made during the November BOARD Meeting.

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**Aviation Indiana Conference.** Reference information was gathered and professional networking was done to aid the LCCAA in daily operations and future growth.

**2018 Budget/ 2017 Budget Update.** The 2018 budget was approved on October 20, 2017. Suzy Bass, HR Unlimited Resources continues work on balancing the 2017 budget in the Keystone Budget accounting software.

**Revised Facility Agreements.** The AIRPORT Manager presented three documents for approval: T-hangar Lease; Facility Rental Agreement; and Addendum to Facility Rental Agreement for Event Alcohol Service. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted unanimously to approve the three presented documents.

**Land Acquisition.** Donald J. Tribbett did not present the Review Appraisal. Discussion was held regarding parcels 19A, 19B. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD approved the purchase of parcel 19B, in the amount of \$118,500.00, subject to the Review Appraisal.

**New Business:**

**Financial Reports.** In the absence of completed budget balance by Suzy Bass, the Keystone Budget accounting software could not generate financial reports provided during BOARD Meetings. The month will be closed and reports generated upon software corrections to be made by Ms. Bass.

**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 \$50,454.43.

**Committee Reports.** The Personnel Committee reported an informal evaluation was completed on the AIRPORT Manager during the committee meeting. Formal performance reviews will be conducted on all LCCAA employees and reported during the December BOARD Meeting.

The Facility Committee reported that mowing in the tractor is done for the season. Snow removal equipment will be evaluated and put together. Funds will need to be requested from the Rotary Fuel Fund to become up to date in the LCCAA fuel farm. The Facility Committee will move forward with constructing a specification sheet for the snow equipment building and present during the November BOARD Meeting.

**Credit Card Resolution.** Donald J. Tribbett presented the Resolution for approval. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD approved the Credit Card Resolution 2017-01. A credit/ debit card log has been constructed and will be monitored by the AIRPORT Manager.

**Banking and Borrowing Resolution.** Donald J. Tribbett presented the Resolution for approval. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD approved the Banking and Borrowing Resolution 2017-02.

**Health Savings Account ("HSA").** The Personnel Committee presented a recommendation that all LCCAA full time employees participating in a HSA compatible health plan shall be eligible to receive a HSA contribution, in the amount of \$1,500.00 per year, made by the LCCAA. On a motion made by Bob Barr

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and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve a HSA contribution of \$1,500.00 for eligible LCCAA employees to be made by the LCCAA.

**Snow Calendar and Training Date.** Any BOARD Member wanting to volunteer their time to aid in snow removal at the AIRPORT can sign up in the AIRPORT Manager's office. A calendar has been constructed to donate time in one-week increments. An on-call list shall be constructed of paid contracted workers for heavy equipment and light equipment snow removal. A \$15.00 per hour pay rate was previously established during a BOARD Meeting held on December 27, 2016 for on-call contracted snow removal. A training date for the operation of snow removal equipment shall be determined by the Facility Committee and approved and distributed via email by the AIRPORT Manager.

**Engineers Report.** Brian Elsenbroek provided the report of BF&S.

**AIP 20.** The Project is completed and is in the hands of the Federal Aviation Administration ("FAA") and is estimated to be closed with reimbursement by the end of 2017.

**AIP 21 Fence Project.** This Project is ongoing and is beyond contractual time. BF&S is waiting on a quote for the seeding and the repair to the gate in the south-east corner, near parcel 19B. The west gate operation still needs to be addressed. A quote for two free exit loops was sent to BF&S by Allied. A new quote to include all three gates shall be requested of Allied and will be forwarded to the AIRPORT Manager.

**Parking Lot.** Brian Elsenbroek presented the final design to include a total of one hundred thirty-six parking spots during the September BOARD Meeting. No action was taken. BOARD President would like the Facility and Finance Committees to prioritize projects and bring a recommendation to the BOARD.

**LED Lighting.** This project shall be discussed with the FAA and INDOT during the Capital Improvement Program ("CIP") meeting on November 8, 2017 at the INDOT State Office.

Brian Elsenbroek presented a CIP in draft form for the BOARD to review.

**Action Item #1.** A request for approval for signature on FAA Annual Paperwork for outstanding grants that are open was discussed to include completion percentage and balances. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted unanimously to approve the signature on FAA Annual Paperwork.

**AIRPORT Manager's Report.** Jet-A fuel, in the amount of 7,781 gallons, was delivered to LCCAA on October 18, 2017. Jet-A fuel price was increased from \$3.05 per gallon to \$3.16 per gallon. The increase in price has been published. 100 low lead fuel cost remains the same. 100 low lead fuel sales of 464 gallons and Jet A sales of 1298 gallons, for a total of 1762 gallons sold thus far in the month of October. The Archer rental from October 1, 2017 through October 23, 2017 was 1.8 hours.

The AIRPORT Manager was contacted by Rob Howell regarding an informal statement for the purpose of initiation of the Employee Honesty claim through Consolidated Union. A formal statement shall be requested in the future.

The AIRPORT Manager requested the December BOARD Meeting date be moved from the scheduled December 26, 2017 date. On a motion made by Pat McNary and seconded by Mark Hildebrandt, the

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BOARD voted unanimously to approve the December BOARD Meeting to be held on December 19, 2017 at 7:00 a.m. at the AIRPORT'S Terminal Operation Center.

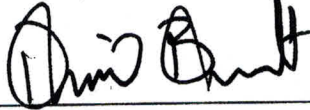
**Miscellaneous.**

**BOARD Member Comments.**

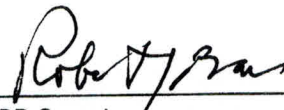
BOARD Treasurer, Steve Plank reports that he is waiting on balanced financials to schedule a Finance Committee meeting. BOARD President, Dave Brumett stated that all communication regarding LCCAA staff shall be held during a Personnel Committee meeting with the discussed staff present.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, November 28, 2017 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 thereupon adjourned.



BOARD President



BOARD Secretary