

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

HELD Tuesday, November 27, 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")  
Tobias Steffen, BF&S  
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 Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote to approve the agenda.

**Approval of Minutes:**

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 minutes from the Regular BOARD meeting on October 23, 2018.

**Public Comments:**

Stacey Donato reported she has elected to stay on the LCCAA BOARD as a representative of the Cass County Council for 2019. She requested the 2019 regular BOARD meeting calendar be updated to the LCCAAA website.

**Old Business:**

**Committee Reports.** Steve Plank reported for the Finance Committee. The general obligation bond has been approved by the City of Logansport and the Cass County Council and remains on track with the bond timetable. The AIRPORT Manager reported the 2016-2017 State Board of Accounts audit is still in progress.

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Bob Barr reported for the Facility Committee. The Ram 2500 and Western snow plow have both been purchased and are ready for the snow season. The AIRPORT Manager will continue to research the proper beacon light for the pickup truck.

The AIRPORT Manager reported the jet fuel tank should be delivered on November 28, 2018 and it will take two days for installation. A delivery of jet fuel will arrive on November 30, 2018 and all associated test for the new system will take place upon loading the fuel into the new system.

The 1998 GMC truck has a new starter, at the expense of \$197.00, and is ready to be declared surplus.

Dave Brumett reported for the Personnel Committee. A committee meeting is scheduled for December 4, 2018 to conduct performance review of the AIRPORT Manager and examine the AIRPORT staff reviews conducted by the AIRPORT Manager.

**New Business:**

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

**Payables for Approval.** On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote to approve the Payables, in the amount of \$142,418.61.

**Notice of Sale of Surplus Property.** A draft, prepared by Donald J. Tribbett was presented by the AIRPORT Manager. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote to declare the 1998 GMC pickup truck as surplus, accept the Notice of Sale, insert the date of December 17, 2018 as the deadline to receive sealed bids, and approved the date of the regular BOARD meeting, December 18, 2018 to open and review the submitted bids.

**Iron Cloud Technologies.** The AIRPORT Manager presented two proposals submitted, upon her request by Scott Brunton, President of Iron Cloud Technologies. The Facility Committee will review the proposals and bring a recommendation to the BOARD.

**Engineer's Report.** Brian Elsenbroek, BF&S provided the Engineer's Report. Two action items were presented. On a motion by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote to approve the request for Signature on Pay Request No. 2 for AIP 23, in the amount of \$31,545.00 Federal and \$3,505.00 Local for a total of \$35,050.00.

On a motion by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote to approve the request for Signature on the Federal Financial Report to send to the Federal Aviation Administration.

The proposed Capital Improvement Plan was presented by Brian for review. Brian will be seeking approval during the December 18, 2018 BOARD meeting in order to meet the January deadline for submittal.

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**AIRPORT Manager's Report.** 100 low lead fuel sales of 603.75 gallons and Jet A sales of 1518 gallons, for a total of 2,184.75 gallons sold in the month of October. The Archer rental for September was 9.2 hours. Fuel prices did not change and remain competitive with the surrounding airports.

The AIRPORT Manager reported that three employees from Boyce Keystone were involved in an automobile wreck and Jane Lyons lost her life. The AIRPORT Manager sent condolences on behalf of the AIRPORT staff and the LCCAA.

**Miscellaneous.**

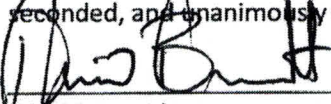
**BOARD Member Comments.**

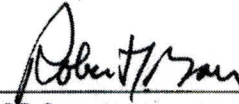
Dave Brumett suggested the consideration of AIRPORT memorabilia and apparel sales through the LCCAA website.

**AIRPORT Staff Member Comments.** No comments.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, December 18, 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

  
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BOARD Secretary