

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

HELD Tuesday, April 23, 2019 at 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

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

Electronic:

Absent:

LCCAA Staff Present:

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

Professional Services:

Donald J. Tribbett, LCCAA Legal Counsel  
Brian Elsenbroek ("Brian"), Butler, Fairman & Seufert ("BF&S")

Guests Present:

**Call to Order:**

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

**Approval of Agenda:**

On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 6-0 to approve the agenda.

**Approval of Minutes:**

On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 6-0 to approve the minutes from the Regular BOARD Meeting on March 26, 2019

**Public Comments:**

There were no public comments.

**Old Business:**

**100 Low Lead Fuel System.** On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to accept the bid submitted by American Environmental Aviation, in the amount of \$251,327.00.

**Small Purchase Policy for Purchases from Service Providers.** On a motion made by Molly Long and seconded by Steve Plank, the BOARD voted 6-0 to accept the Small Purchase Policy from Service Providers with the insertion of an amount not to exceed \$5,000.00 in the section, "Procedure". A service provider must be pre-approved by the BOARD for this policy to be applicable.

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**C1 (LFS) Hangar Lease- Private.** On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 6-0 to accept the C1 (Former LFS) Hangar Lease as a non-commercial lease and as presented by the AIRPORT Manager.

**Committee Reports.** Steve Plank had nothing to report for the Finance Committee.

Bob Barr reported for the Facility Committee. Wilkinson Heating Co. performed the annual maintenance on the heating and cooling units and found the external center unit to be inoperative. Further testing will be required for the inside unit once the outside unit is replaced. The Facility Committee has reviewed three quotes for unit replacement and recommends the BOARD approve Wilkinson's quote to replace the outside unit and perform additional testing for inside units. On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 6-0 to accept Wilkinson Heating Co.'s quote as presented.

Three quotes to retrofit the AIRPORT sign on State Highway 29 to LED have been reviewed by the Facility Committee. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 6-0 to approve the quote submitted by Small's Maintenance & Electrical to retrofit the AIRPORT sign on State Highway 29 to LED lighting, in the amount of \$1,450.00. This action will replace the need to repair to the fluorescent equipment.

The current service supplier for the AIRPORT'S camera security system, R-Tech Solutions, has submitted a quote to replace the current and outdated camera security system. The Facility Committee reviewed the quote and recommended the BOARD accept the quote for a 16-Channel, web-based security camera system. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD accepted the submitted quote, by R-Tech Solutions, a current service provider for a web-based, 16-Channel security camera system, in the amount of \$5,283.38. The security system will be a capital purchase and recorded as a capital asset.

The Personnel Committee had nothing to report. Mark Lowry will schedule a Personnel Committee meeting.

On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 6-0 to accept the committee reports as given.

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for March 2019 were provided by the AIRPORT Manager. A second Fund Report that reflects the cash transfer of local shares to balance the AIP 3-18-0051-020 and AIP 3-18-0051-021 projects, as approved by the Cass County Council and the Levy Excess Fund transfer to the General Fund, as directed by the Department of Local Government Finance was prepared and presented by the AIRPORT Manager. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 6-0 to accept the Financial Reports as presented.

**Payables for Approval.** On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 6-0 to approve the Payables, in the amount of \$153,356.15. Transfers, in the total amount of \$47,499.46, are reflected in the Payables total.

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**Engineer's Report.** Brian Elsenbroek, BF&S provided the Engineer's Report. LCCAA has one open grant project for the Runway 9-27 LED Lighting that will be presented at 90% completion in May 2019. Brian presented the action item to request approval for signature to Advertise and Bid Runway 9-27 LED Lighting project. On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 6-0, to approve signature to Advertise and Bid Runway 9-27 LED Lighting project. Brian presented the action item for approval for signature on Runway 9-27 LED Lighting project Inspection agreement. On a motion made by Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted 6-0 to approve signature on Runway 9-27 LED Lighting project, Inspection Agreement, in the amount of \$12,050.00. The Inspection is to be completed by BF&S.

**AIRPORT Manager's Report.** 100 low lead fuel sales of 458.09 gallons and Jet A sales of 1511.1 gallons, for a total of 1969.19 gallons sold in the month of March. The AIRPORT'S rental aircraft had 5.73 hours in March.

AIRPORT Staff will represent the Logansport-Cass County AIRPORT in attendance at the job fair to be held today's date at the Logansport High School.

A reminder that the scheduled regular BOARD meeting in May will be the third Tuesday on May 21, 2019.

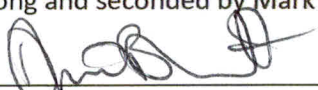
**Miscellaneous.**

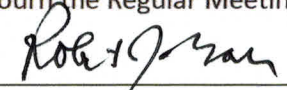
**BOARD Member Comments.** Dave Brumett presented a written notice from Harold Price that read "HEP Aviation will cease flight operations May 31, 2019".

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

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, May 21, 2019 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 made by Molly Long and seconded by Mark Hildebrandt, the BOARD voted 6-0 to adjourn the Regular Meeting.

  
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BOARD President

  
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BOARD Secretary