

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

HELD, Tuesday, December 17, 2019 at 7:00 a.m., at the LOGANSPORT- CASS COUNTY AIRPORT
("AIRPORT")

Attendance:

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

Electronic:

Absent:

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

Professional Services Present: Donald J. Tribbett, LCCAA Legal Counsel
 Brian Elsenbroek, Butler, Fairman & Seufert ("BF&S")
 Katie England, BF&S

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 Mark Lowry, the BOARD voted to approve the agenda.

Approval of Minutes:

On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted to approve the minutes from the Regular BOARD Meeting on November 26, 2019.

Public Comments:

There were no public comments.

Old Business:

Farming Inside the Security Fence. The AIRPORT Manager reported an update from Mark Slusser should come prior to the end of 2019.

Donald J. Tribbett reported a favorable conversation with Mr. LeDonne, as he is still under contract to lease the farm acreage that contains the vacated roadbed, and his willingness to sign a license agreement for access on the vacated 50 East roadbed, north of the airport. Bill Cuppy, representing the Industrial Park Board, received the same request, through Donald J. Tribbett, to present to the Industrial

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

Industrial Park Board President, Ralph Anderson. Mr. Anderson requested the document to state that LCCAA does not have exclusive use of the roadbed and the Industrial Park may continue use of ½ of the vacated road. Mr. Tribbett provided the revised document to Bill Cuppy to present to the Industrial Park Board for signature.

Cyber Fraud. Donald J Tribbett reported providing Molly Long with a packet of banking information for review. He also stated that Chase Bank has not provided all of the requested documentation. Further investigation will continue.

Rotary Sign. The AIRPORT Manager presented a rendering, provided by Caldwell Monument Company, for review. She also reported the concrete base has been poured and is ready for sign installation. The AIRPORT Manager will submit an executed rendering for final approval.

APV Approval Process. The AIRPORT Manager presented a packet that contained three current LCCAA policies that reference the approval process for Appropriation Vouchers (APVs), recurring APVs that exceed \$500.00, and an Authorization to Pay form for future APVs that are non-capital expenses that exceed \$500.00. Molly Long reported a recommendation by the Finance Committee to add the #2 option clause, as presented by the AIRPORT Manager to all three existing LCCAA policies with the Authorization to Pay to be presented for pre-approval during the regular BOARD meetings. On a motion made by Molly Long and seconded by Mark Hildebrandt, the BOARD voted to approve #2 option clause addition to existing LCCAA policies and the presentation of the Authorization to Pay by the AIRPORT Manager at monthly BOARD meetings.

Committee Reports. Molly Long reported that the Finance Committee matters had been discussed during Old Business.

Bob Barr reported for the Facility Committee. The AIRPORT Manager requested approval for a work order for Comcast to bring high speed internet from County Road 400 into the Operation Terminal. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted to approve installation of high-speed internet into the Operation Terminal. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to approve the upgrade speed of 75X15 high-speed internet option of service.

On a motion made by Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted to approve the purchase of a RSX2 LED Area Luminaire light fixture, as outlined by the AIRPORT Manager, and installation cost for a replacement light between the fuel systems on the edge of the apron.

Mark Lowry reported for the Personnel Committee. The committee met to perform the annual review of the AIRPORT Manger on December 10, 2019. A copy of the full reviews for all LCCAA staff are located in the AIRPORT Manager's office.

Mark Lowry presented a recommendation of the Personnel Committee to approve a 2% salary increase and an increase of Paid Time Off days to twenty-five total days for the AIRPORT Manager. On a motion made by Mark Lowry and seconded by Steve Plank, the BOARD voted to approve the salary and paid days off increase, as presented.

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

Mark Lowry presented a recommendation of the Personnel Committee to approve a cost of living increase of 1.6% to the hourly wage of part-time employee, Harold Price. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to approve the cost of living increase of 1.6% for Harold Price.

On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted to approve all committee reports as presented.

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for November 2019 were provided by the AIRPORT Manager. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to accept the financial reports.

Payables for Approval. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted to approve the Payables, in the amount of \$71,987.90.

Authorization to Pay Approval. On a motion made by Molly Long and seconded by Bob Barr, the BOARD voted to approve the Authorization to Pay recurring non-capital APVs that exceed \$500.00, as presented December 2019 by the AIRPORT Manager for signature.

Engineer's Report. Brian Elsenbroek, BF&S provided the Engineer's Report. The Federal Aviation Administration (FAA) has provided comments on the LCCAA Airport Layout Plan. The "comment" section of the authorization is a multi-step process and the goal is to have the first round of answers submitted by February 2020.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to approve signature on Pay Request No. 2 for AIP 24, in the amount of Federal \$10,677.00 and Local \$1,186.46, for a total of \$11,863.46

On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted to approve signature on the Capital Improvement Plan and submission to the FAA and Indiana Department of Transportation.

AIRPORT Manager's Report. 100 low lead fuel sales of 611.77 gallons and Jet A sales of 1228.6 gallons, for a total of 1840.37 gallons sold in the month of November. The Archer rental hours were 5 for the month of November.

Miscellaneous.

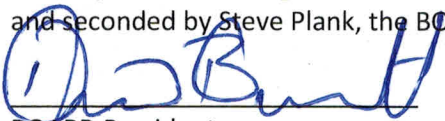
BOARD Member Comments. All members wished those in attendance a Merry Christmas. Dave Brumett reported that he will begin serving on the Logansport Memorial Hospital Board beginning January 2020.

AIRPORT Staff Member Comments. No comment.

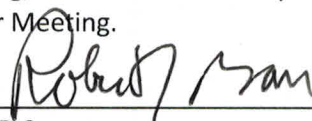
MINUTES OF THE REGULAR MEETING OF THE
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY ("LCCAA")
BOARD OF DIRECTORS ("BOARD")

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, January 28, 2020 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 Bob Barr and seconded by Steve Plank, the BOARD voted to adjourn the Regular Meeting.



BOARD President



BOARD Secretary