

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

HELD Tuesday, September 24, 2019 at 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT  
("AIRPORT")

**Attendance:**

BOARD Members Present:	Dave Brumett	Mark Hildebrandt	Molly Long
	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: Brian Elsenbroek, Butler, Fairman & Seufert ("BF&S")

Guests Present: Katie England, Butler, Fairman & Seufert ("BF&S")

**Call to Order:**

The meeting was called to order by Bob Barr, Secretary.

**Approval of Agenda:**

On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 4-0, by a roll call vote to approve the agenda.

**Approval of Minutes:**

On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 4-0 to approve the minutes from the Regular BOARD Meeting on August 27, 2019.

**Public Comments:**

There were no public comments.

**Old Business:**

Mark Hildebrandt arrived. The following motions will include his vote.

**Maintenance Hangar Building.** On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-0 to re-bid the maintenance building project in October 2019 for Spring 2020.

Dave Brumett arrived. The following motions will include his vote.

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

**Rotary Highway Sign.** On a motion made by Dave Brumett and seconded by Mark Hildebrandt, the BOARD voted 6-0 to approve the Logansport/ Cass County Airport logo #1, as presented by the AIRPORT Manger for the Rotary Highway 29 sign.

**Committee Reports.** The Finance Committee had nothing to report.

Bob Barr reported for the Facility Committee. The weed sprayer has been winterized. The corporate hangar floor has been repaired. Logansport Municipal Utilities will replace the transformer at the west side of the parking lot next week.

The two heaters in the C1 hangar will be connected and checked for use after the LP tank is delivered. The C1 hangar will continue to serve as the maintenance hangar for the winter season.

The Personnel Committee had nothing to report.

On a motion made by Molly Long and seconded by Steve Plank, the BOARD voted 6-0 to approve the committee reports, as presented.

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for August 2019 were provided by the AIRPORT Manager. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 6-0 to approve the Financial Reports.

**Payables for Approval.** On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 6-0 to approve the Payables, in the amount of \$165,496.99.

**Engineer's Report.** Brian Elsenbroek presented for BF&S. LCCAA has two open grants: AIP 23- LED lighting design and AIP 24- LED lighting construction. The start date for construction should be determined in the next two weeks.

LCCAA will make a direct purchase of PAPI lights and TGB Unlimited will complete the installation. This will create a cost savings for the airport. On a motion made by Mark Lowry and seconded by Steve Plank, the BOARD voted 6-0 to approve the ADB quote, in the amount of \$22,641.38 for the PAPI light fixtures.

On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 6-0 to approve signature on progress estimate No. 1, in the amount of Federal \$20,377.00 and local share, in the amount of \$2,264.38, with no State PO, for a total of \$22,641.38.

On a motion made by Mark Lowry and seconded by Steve Plank, the BOARD voted 6-0 to approve signature on the change order No. 1, in the amount of \$38,470.00, a cost savings to the airport.

During the site visit to the AIRPORT, the Federal Aviation Administration (FAA) reported having not yet reviewed the LCCAA submitted Airport Layout Plan. The FAA reported an "above, above average" score for the Logansport- Cass County Airport.

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

On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 6-0 to approve signature on the FAA required paperwork confirming the two open grants for the LCCAA.

**AIRPORT Manager's Report.** The first reading of the 2020 budget was approved by the Cass County Council on September 20, 2019.

100 low lead fuel sales of 693.79 gallons and Jet A sales of 1754.3 gallons, for a total of 2448.09 gallons sold in the month of August. The Archer rental hours were 18.2 for the month of August.

Keypads on both M4000 QT Pod credit card readers for the jet fuel system and the 100 low lead fuel system have been updated and installed at no cost to the AIRPORT.

**Miscellaneous.**

**BOARD Member Comments.** Mark Hildebrandt stated the new 100 low lead fuel system looks great and was pleased it was installed ahead of schedule.

Steve Plank stated that all projects seem to be moving along in the right direction.

Bob Barr stated that geese have seemed to be an issue at the AIRPORT this year. He also provided a reminder of the annual Open House date of September 28, 2019 from 9:00 am- 5:00 pm.

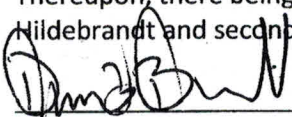
Dave Brumett recognized AIRPORT staff has had a busy schedule and encouraged staff and the BOARD to use the winter months to determine ways to increase GA traffic, improve services, and set measurable goals.

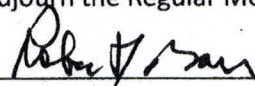
**AIRPORT Staff Member Comments.** No comments.

**Professional Services Comments.** No comments.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, October 22, 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 Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted 6-0 to adjourn the Regular Meeting.

  
\_\_\_\_\_  
BOARD President

  
\_\_\_\_\_  
BOARD Secretary