

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

HELD Tuesday, February 26, 2019 at 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

BOARD Members Present:	Dave Brumett Steve Plank	Molly Long Bob Barr	Mark Lowry
Electronic:	Mark Hildebrandt		
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:	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 Bob Barr and seconded by Molly Long, the BOARD voted 6-0, by a roll call vote to approve the agenda.

**Approval of Minutes:**

On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 6-0, by a roll call vote to approve the minutes from the Regular BOARD Meeting on January 22, 2019

**Public Comments:**

There were no public comments.

**Old Business:**

**Committee Reports.** Steve Plank reported for the Finance Committee. The State Board of Accounts required Bad Debt Write-off Policy was presented for approval by the Finance Committee. On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 6-0, by a roll call vote to approve the Bad Debt Write-off Policy.

Bob Barr reported for the Facility Committee. The Facility Committee met on February 11, 2019.

Mark Hildebrandt disconnected electronic attendance and was not a participant in the following 3 votes.

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

The Facility Committee asked the BOARD to approve a monthly rental rate and sub-leasing guideline for the former "LFS" hangar. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 5-0 to approve the monthly rental amount of \$600.00 with the inclusion of sub-leasing to one (1) entity, by the Leasee, for the former "LFS" hangar.

The Facility Committee recommends the BOARD approve the purchase of an electric walk-behind floor scrubber for maintenance of the corporate hangar floor. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 5-0 to approve the AIRPORT Manager purchase an electric walk-behind floor scrubber from Global Industrial.

The AIRPORT crew car has received annual maintenance and repair. The New Holland tractor snow blower has been repaired.

The Facility Committee recommends the BOARD approve that the AIRPORT Manager obtain three quotes for the installation of three sidewalks: from the patio to the jet fuel system; from the west apron to the former "LFS" hangar; and from the parking lot through the west pedestrian gate. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0 to approve Request for Quotes by the AIRPORT Manager for the installation of sidewalks in three locations.

Mark Hildebrandt resumed electronic attendance and participated in the remaining votes.

The Facility Committee did not provide a unanimous recommendation regarding the demolition of the hangars west of the AIRPORT'S Terminal Operation Center. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 5-1, by a roll call vote and with Bob Barr being the nay vote to include all three west hangars in the demolition and use that site for the location of the future maintenance hangar. The motion shall provide the AIRPORT Manager with guidance on the direction of the project.

The Personnel Committee had nothing to report.

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for January 2019 were provided by the AIRPORT Manager.

**Payables for Approval.** On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 6-0, by a roll call vote to approve the Payables, in the amount of \$114,738.10.

**100 Low Lead Fuel Tank Quotes.** The AIRPORT Manager reported that following the January BOARD meeting, Fuel Tech, Inc. provided a quote on an 8,000-gallon 100 low lead fuel tank. The quote was forwarded to the BOARD via email for review. Several questions, by BOARD members were a result of this email and collection of information, by the AIRPORT Manager, continued. A site construction quote was received by American Environmental Aviation and presented by the AIRPORT Manager. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 6-0, by a roll call vote to accept the quote by American Environmental Aviation for the site construction and installation of the 100 low lead fuel tank.

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

**Engineer's Report.** Brian Elsenbroek, BF&S provided the Engineer's Report. Brian presented an action item to request approval for signature on AIP 23 Pay Request No.'s. 1,2,3 in the amount of Federal \$26,171.00, State \$4,671.28, and Local \$1,454.49. On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 6-0, by a roll call vote to approve the signature on AIP 23 Pay Request No.'s 1,2,3, as reflected.

An Airport Layout Plan (ALP) review packet was provided to the BOARD by Brian. An ALP Special Meeting has been scheduled for March 18, 2019 at 7:00 am in the BOARD room in the AIRPORT'S Terminal Operation Center.

**AIRPORT Manager's Report.** 100 low lead fuel sales of 256.55 gallons and Jet A sales of 1194.3 gallons, for a total of 1450.85 gallons sold in the month of January.

The AIRPORT'S rental aircraft had .9 hours in January and is scheduled for the ADS-B installation in Muncie on June 24, 2019.

On a motion made by Molly Long and seconded by Bob Barr, the BOARD voted 6-0, by a roll call vote to accept all the reports as given.

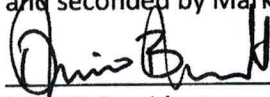
**Miscellaneous.**

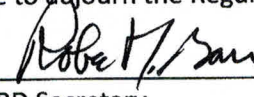
**BOARD Member Comments.** Bob Barr suggested the BOARD consider the future location of the on-site Flight Instructor following demolition of his current designated hangar.

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

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, March 26, 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 Bob Barr and seconded by Mark Lowry, the BOARD voted 6-0, by a roll call vote to adjourn the Regular Meeting.

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

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