



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

The Personnel Committee had nothing to report.

**New Business:**

**Financial Reports.** The balanced bank reconciliation and Fund Report for February 2019 were provided by the AIRPORT Manager. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0 to approve the Financial Reports.

On a motion made by Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted 5-0 to approve the AIRPORT Manager and Legal Counsel to draft a Small Purchase Policy for Service Suppliers to present during the April BOARD meeting.

**Payables for Approval.** On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 5-0 to approve the Payables, in the amount of \$30,189.35.

**100 Low Lead Fuel System Statutory Bid Process.** The AIRPORT Manager reviewed an email sent to the BOARD on April 16, 2019 outlining the statutory bid process for a Public Works Project and informed the BOARD of the proper procedure for the replacement of the 100 low lead fuel system. Butler, Fairman & Seufert will assist the AIRPORT Manager with drafting the bid packet. The AIRPORT Manager requested approval for the bid process schedule that included the date of April 16, 2019 to open bids at a Special Meeting. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0 to approve the bid process schedule as presented by the AIRPORT Manager.

**Resolution 2019-01.** The AIRPORT Manager requested signature by the BOARD on Resolution 2019-01 to provide to the Cass County Council as support for a request to perform a cash transfer from the Rainy Day Fund into Fund 107 AIP 3-18-0051-020, in the amount of \$17,346.86, to balance the paid local share and from the Rainy Day Fund into Fund 108 AIP 3-18-0051-021, in the amount of \$28,684.00, to balance the paid local share. Additionally, to be requested before the Cass County Council, will be a transfer from Fund 710 Levy Excess Fund, in the amount of \$1,468.60, to the Fund 101 General Operating, as directed in an instruction letter by the Department of Local Government Finance. The AIRPORT Manager will go before the Cass County Council on April 12, 2019 to address the transfers included in Resolution 2019-01. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0 to approve signatures on Resolution 2019-01.

**Engineer's Report.** The AIRPORT Manager presented two action items on behalf of Butler, Fairman & Seufert. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0 to approve signature, by the BOARD President, on the Letter of Intent to use Fiscal Year 2019 Entitlement funds for the Runway Lighting Construction Project to the Federal Aviation Administration.

The BOARD members provided signatures on the Airport Layout Plan title sheet which plans were previously approved on March 18, 2019.

**AIRPORT Manager's Report.** 100 low lead fuel sales of 291.21 gallons and Jet A sales of 1320.90 gallons, for a total of 1612.11 gallons sold in the month of February. The Archer rental hours were 3.7 for the month of February.

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**Miscellaneous.**

**BOARD Member Comments.** Dave Brumett would like to see a formal event, to be held in the Corporate Hangar, planned.

Bob Barr requested to have a work day scheduled.

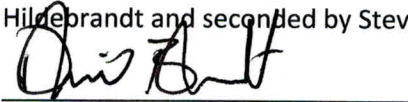
Mark Lowry suggested the AIRPORT Manager look into a cloud- based recovery server and replacement of the United States flag.

Mark Hildebrandt reviewed that the Federal Aviation Administration clarified the AIRPORT Archer is not used for commercial business and the time between overhauls is not a requirement.

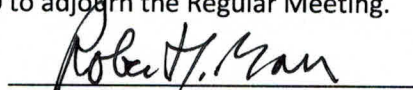
**AIRPORT Staff Member Comments.** No comments.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, April 23, 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 Steve Plank, the BOARD voted 5-0 to adjourn the Regular Meeting.



BOARD President



BOARD Secretary