

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

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

Attendance:

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

Electronic:

Absent: Steve Plank

LCCAA Staff Present:

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

Professional Services:

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

Guest Present:

Katie England, BF&S
Toby Steffen, BF&S

Call to Order:

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

Approval of Agenda:

On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 5-0 to approve the agenda.

Approval of Minutes:

On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0 to approve the minutes from the Regular BOARD Meeting on June 25, 2019.

Public Comments:

There were no public comments.

Old Business:

Maintenance Hangar. The demolition of the three west hangars has been completed. The row of pine trees has been removed. The Facility Committee has drafted a final specification sheet for the new maintenance building. The maintenance building will be treated as a Public Works project. Site design, to include utilities, grading, and drainage will need to be prepared. The selected building contractor will design the building and the concrete. On a motion made by Mark Hildebrandt and seconded by Mark

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Lowry, the BOARD voted 5-0 to approve BF&S to prepare the site design, in an amount not to exceed \$22,500.00. The site design is to include stamped drawings to be provided for state permitting.

Archer N43788. Rose Wagoner provided three costs to replace the stall warning horn on the Archer. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0 to approve the replacement stall warning horn part and labor.

Board of Directors Officer Election. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0 to select Molly Long as BOARD Treasurer; all remaining Officers to continue positions until July 2020.

Board of Directors Committee Assignments. The BOARD President will email the new committee assignments. No objection was made to committee adjustment.

Committee Reports. The AIRPORT Manager reported for the Finance Committee in the absence of Chair, Steve Plank. A Finance Committee meeting will be scheduled to discuss the first six- month cash flow statement and the 2020 budget.

Bob Barr reported for the Facility Committee. The new security camera system installation is complete.

The AIRPORT Manager reported a pre-construction meeting with Shepler Construction and American Environmental Aviation is scheduled for July 30, 2019; site construction for the 100 low lead fuel system shall follow. The projected completion date for the fuel system is October 30, 2019.

Paul Shaffer, BF&S reported that upon receipt of the Federal Aviation Administration (FAA) grant funds, the Runway 9-27 LED Lighting project will be scheduled to begin. Paul presented a request approval for signature on AIP 23 Pay Request No. 5, in the amount of Federal \$7,020.00, State \$390.00, Local \$390.00, for a total of \$7,800.00. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 5-0 to approve Pay Request No. 5 in the amount of \$7,800.00.

The Personnel Committee had nothing to report.

On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 5-0 to approve all committee reports as presented.

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for June 2019 were provided by the AIRPORT Manager. On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 5-0 to accept the financial reports.

Payables for Approval. On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 5-0 to approve the Payables, in the amount of \$73,872.01.

Engineer's Report. Paul Shaffer, BF&S provided the Engineer's Report.

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The meeting was opened for public comment on the Disadvantaged Business Enterprise (DBE) Goal for October 1, 2019 to September 30, 2022 of 5.4%. No public comments were made. The meeting was closed for public comment. The DBE goal will be submitted by August 1, 2019.

BF&S cost estimate for survey and plan development of AIRPORT signs on the Hoosier Heartland Highway, in the amount of \$17,000.00, was presented. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0 to deny any further research to be completed for the highway sign project.

Paul Shaffer presented a recommendation by BF&S to submit a letter to the FAA to notify the intent of the LCCA to resume farming within the fence perimeter in 2020, pursuant the submitted Airport Layout Plan (ALP). On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 5-0 to approve a letter of intent to farm in 2020 be submitted to the FAA by BF&S with approval by the AIRPORT Manager.

Paul Shaffer introduced Katie England, a new Airport Planner for BF&S, formally an INDOT employee.

AIRPORT Manager's Report. 100 low lead fuel sales of 469.62 gallons and Jet A sales of 1164.6 gallons, for a total of 1634.22 gallons sold in the month of June. The Archer rental hours were 9.7 for the month of June.

The sidewalk off the east apron has been completed by BF Concrete.

The security camera system has been installed by R-Tech Solutions.

The crack and seal and concrete transition on the ramp has been completed by Reese Sealcoating.

Two walk gates have been repaired by Todal Fence.

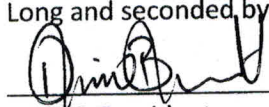
Miscellaneous.

BOARD Member Comments. No comments.

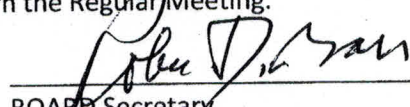
AIRPORT Staff Member Comments. No comments.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, August 27, 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 Bob Barr, the BOARD voted 5-0 to adjourn the Regular Meeting.



BOARD President



BOARD Secretary