

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

HELD Tuesday, August 27, 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:	Donald J. Tribbett, LCCAA Legal Counsel Brian Elsenbroek, Butler, Fairman & Seufert ("BF&S")
Guests Present:	

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 Steve Plank, the BOARD voted 6-0 to approve the agenda.

Approval of Minutes:

On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 6-0 to approve the minutes from the Regular BOARD Meeting on July 23, 2019. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to approve the minutes from the Executive Session on August 22, 2019.

Public Comments:

There were no public comments.

Old Business:

2020 Budget Approval. The AIRPORT Manager presented the 2020 Budget Report for approval. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 6-0 to approve the 2020 Budget.

Security Camera Monitor. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 6-0 to approve the additional security camera monitor and installation, at a cost of \$722.70.

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

Agriculture Inside the Fence. Brian Elsenbroek presented a letter, on behalf of the LCCAA, to be sent to the Federal Aviation Administration (FAA) regarding the notification and intent to prepare the eligible land in the Fall of 2019 for farming to begin in the 2020 growing season for approval. On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 6-0 to approve the letter regarding farming inside the security fence to the FAA, as presented.

General Obligation Bond. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to approve "Option D" as presented by legal counsel, Donald J Tribbett during the Executive Session on August 22, 2019.

Committee Reports. Molly Long reported for the Finance Committee. The Finance Committee met on July 31, 2019 to discuss wire transfer procedures and to review the 2020 proposed budget.

Bob Barr reported for the Facility Committee. The Facility Committee recommended the front desk computer be replaced, at a cost of \$1,440.09. On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 6-0 to approve the replacement of the front desk PC, at a cost of \$1,440.09.

The Facility Committee recommended the BOARD approve the repair and replacement of the existing floor coating system on the corporate hangar floor, to be performed by Preferred, in an amount not to exceed \$26,300.00. The color scheme and material selection were left to AIRPORT Manager's discretion based on the necessary operational use of the hangar space. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 6-0 to approve the repair and replacement of the existing floor coating system, as presented.

Bob Barr and Brian Elsenbroek presented an exhibit of traffic flow at the proposed location of the maintenance building. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to approve the location of the maintenance building fifty feet north of the south drive fence-line.

Mark Lowry reported for the Personnel Committee. Mark Lowry and the AIRPORT Manager met with an AIRPORT employee to present a Disciplinary Report for signature. Safety and Security Policy was reviewed. Signed reports may be located in AIRPORT personnel files in the AIRPORT Manager's office.

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

Bob Barr asked for approval for the annual donation of \$500.00 for the Open House and the use of N43788. On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 6-0 to approve the donation and the use of the AIRPORT'S N43788 for the annual Open House.

New Business:

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

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

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 \$65,883.36.

Resolution 2019-02. The AIRPORT Manager presented Resolution 2019-02: certain existing balances in the Debt Service Fund now need to be balanced through a cash transfer from the Rainy Day Fund, for approval. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to approve Resolution 2019-02, as presented.

Resolution 2019-03. The AIRPORT Manager presented Resolution 2019-03: a need now exists for the establishment of a Debt Service 2018 Fund for the purpose of tracking the principal and interest bank payments towards the 2018 General Obligation Bond. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 6-0 to approve Resolution 2019-03, as presented.

Wire Transfer Policy. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 6-0 to approve the insertion of a Wire Transfer Policy within the adopted Purchasing Policy; Page 2, (6).

Engineer's Report. Brian Elsenbroek presented for BF&S. Brian presented a cost estimate of \$41.00 per foot to move 3,000 feet of fence-line based on the 2015 bid for LCCA and a current construction bid at an Indiana general aviation airport. Brian confirmed the current location of the fence-line will not be a preventive for intent to farm within the security fence.

On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 6-0 to approve the request for signature on Notice of Award to TGB Unlimited Inc. for AIP 24 Runway 9-27 LED Lighting Construction, in the amount of \$464,249.50.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to approve the request for signature on the Construction Contract Agreement between LCCAA and TGB Unlimited Inc, in the amount of \$464,249.50, for AIP 24 Runway 9-27 LED Lighting Construction.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 6-0 to approve the request for Equipment Hangar (Maintenance Building) to bid on September 6, 2019 or as soon as possible thereafter.

Brain reported the annual Aviation Indiana conference will be held in Michigan City on October 15-17, 2019.

AIRPORT Manager's Report. 100 low lead fuel sales of 737.81 gallons and Jet A sales of 998.2 gallons, for a total of 1736.01 gallons sold in the month of July. The Archer rental hours were 4.1 for the month of May. Fuel sales at general aviation airports across the state of Indiana are low, with some airports seeing a decline of 15-20%.

Miscellaneous.

BOARD Member Comments. No comments.

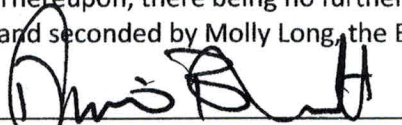
AIRPORT Staff Member Comments. No comments.

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

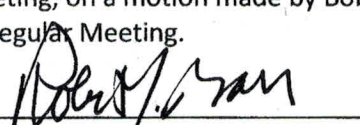
Professional Services Comments. Donald J Tribbett reported the property tax exemption on Parcel 19A and Parcel 19B was originally denied. After he presented the Cass County Assessor with the applicable statute and land use description for the Runway Protection Zone (RPZ), the denial was overturned and the tax exemption was approved.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, September 24, 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 Molly Long, the BOARD voted 6-0 to adjourn the Regular Meeting.



BOARD President



BOARD Secretary