

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

HELD, Tuesday, March 24, 2020 at 7:00 a.m., at the LOGANSPORT- CASS COUNTY AIRPORT ("AIRPORT")

**Attendance:**

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

Electronic:     Paul Shaffer, Butler, Fairman & Seufert ("BF&S")

Absent:

LCCAA Staff Present:     Jill Van Horn, AIRPORT Manager ("AIRPORT Manager")

Professional Services Present:     Donald J. Tribbett, LCCAA Legal Counsel

**Call to Order:**

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

**Approval of Agenda:**

On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted to approve the agenda.

**Approval of Minutes:**

On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted to approve the minutes from the Regular BOARD Meeting on February 25, 2020.

**Public Comments:**

Steve Plank encouraged everyone to stay safe and healthy.

**Old Business:**

**Farming Inside the Security Fence.** On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted 5-0 to approved the farming inside the security fence bid submitted by Brad Plank of Plank Farms. Steve Plank abstained from voting on this motion. Clarification was made during discussion that a north gate will not be installed, a six- foot perimeter inside the fence shall remain mowable grass, and the access to the south east acreage shall run a traffic pattern across the tarmac.

**Cyber Fraud.** Donald J. Tribbett reported that we have received service by certified mail on Defendant Jerra Kochenour, the name on the account into which LCCAA's bond payment was deposited. He plans to take a default judgment against Kochenour if he doesn't appear. He is also trying to track down the owners of the accounts into which some of the funds were transferred, and he thanked Molly Long for

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assisting him in identifying, by name, the banks to which funds were transferred. Meanwhile, Attorney Tribbett continues to seek information from Chase Bank regarding efforts Chase made, if any, to identify the person opening the account into which LCCAA's bond payment was deposited. Finally, Mr. Tribbett informed the Board of the approximate amount of legal fees incurred to date.

**Committee Reports.** Molly Long reported that the Finance Committee had nothing to report.

Bob Barr reported for the Facility Committee. The north t-hangar end storage unit will be used for LED lighting inventory throughout the duration of the Runway 9-27 LED lighting project.

A grasshopper snow blower in the storage unit may be deemed as surplus, as it has no continual purpose. The AIRPORT Manager will obtain a current value from New Holland.

The south electric gate has been repaired. Allied Fence replaced a board in the operation unit at the expense of eight-hundred fifty dollars (\$850.00).

Mark Lowry reported that the Personnel Committee will meet to review applications for the part-time line operations position.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to approve the Committee Reports, as presented.

**New Business:**

**Discussion of Procedures during a Public Health Emergency.** Donald J. Tribbett referenced an email from the State Board of Accounts outlining the approval process for expenditures. He presented Resolution 2020-02 for approval. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted to approve Resolution 2020-02 Resolution Regarding the Payment of Claims During Public Health Emergency. The BAORD President and or Secretary shall be named designated to approve claims for payment in advance of BOARD allowance.

**COVID-19- LCCAA Expenditures and Revenue.** Mark Hildebrandt circulated an email article, "Indiana's finances taking big blow from coronavirus crisis" from the Indianapolis Business Journal regarding the curtail or unnecessary spending based on the state's anticipated reduction in tax dollars and the economy change due to COVID-19. The LCCAA will take additional measures to ensure that spending will be approved when deemed an essential need.

**Financial Reports.** The balanced bank reconciliation and Fund Report for February 2020 were provided by the AIRPORT Manager. On a motion made by Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted to accept the financial reports.

**Payables for Approval.** On a motion made by Molly Long and seconded by Steve Plank, the BOARD voted to approve the Payables, in the amount of \$63,717.35.

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**Authorization to Pay Approval.** On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted to approve the Authorization to Pay recurring non-capital APVs that exceed \$500.00, as presented March 2020 by the AIRPORT Manager for signature.

**Airport Layout Plan/ Master Plan Grant.** On a motion made by Mark Hildebrandt and seconded by Bob Barr, the BOARD voted to approved signature on the NPE Intent Letter to roll FY20 NPE funds into the next program year and submission to the Federal Aviation Administration ("FAA").

**Engineer's Report.** Paul Shaffer, BF&S provided the Engineer's Report. Gary Wilson, FAA has provided BF&S with three comments on the Airport Layout Plan (ALP); corrected responses shall be submitted.

A request for approval for Partial (Final) Pay Request No. 7 on AIP 23, in the total amount of \$11,741.99, FAA \$10,568.00, State \$587.10, and Local \$586.89 was presented. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to approve Pay Request No. 7 on AIP 23, as presented.

A request for approval for Partial Pay Request No. 3 on AIP 24 with INDOT catchup for No. 1-3, in the total amount of \$6,144.25, FAA \$5,530.00, State \$2,032.45, and Local \$307.04 was presented. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted to approve Pay Request No. 3 on AIP 24, as presented.

On March 20, 2020 a Notice to Proceed with the Runway 9-27 LED Lighting Phase 1 construction was executed. Phase 1 is a total of twenty (20) calendar days and shall begin March 30, 2020. Infrastructure is considered "essential" regarding the COVID-19 restrictions in the Governor's Order thus not preventing the Notice to Proceed.

**AIRPORT Manager's Report.** A Notice to Airmen ("NOTAM") has been issued for Phase 1, Runway 9-27 LED Lighting: total runway shutdown from March 30, 2020 through April 20, 2020. The AIRPORT Manager has contacted all home- based pilots with the NOTAM, a notice has been published on the lccaa.info webpage, and a memo has been posted in the operation terminal lobby.

The Local EAA Chapter has cancelled the Young Eagle's Program for April 2020 due to the Governor's Order.

QC Communications is on-site running high speed internet fiber for Comcast today's date.

Due to the Governor's Order on travel restriction for essential business only and social distancing, the AIRPORT Manager shall use discretion on visitation to the operation terminal lobby for the safety and health of the AIRPORT staff. No essential aviation restriction shall result from the operation terminal limitation.

Due to COVID -19 and the temporary runway shut-down for LED lighting construction, HP Aviation has ceased all operations until further notice.

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100 low lead fuel sales of 301.5 gallons and Jet A sales of 80 gallons, for a total of 381.5 gallons sold in the month of February. The Archer rental hours were 0 for the month of February. Fuel prices have been reduced to \$3.40 for Jet A and \$4.35 for 100 low lead.

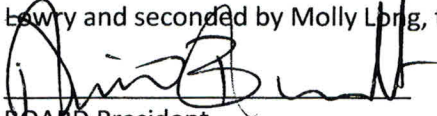
**Miscellaneous.** Donald J. Tribbett clarified, for the purpose of drafting the lease to farm inside the security fence, the term will be three (3) years with an option to re-new for three (3) years at a negotiated price per acre. On a motion made by Mark Hildebrandt and seconded by Bob Bar, the BOARD voted 5-0 to approve the lease term, as presented. Steve Plank abstained from voting on this motion.

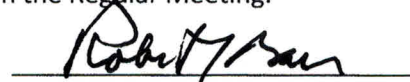
**BOARD Member Comments.** Mark Hildebrandt recommended a based emergency helicopter on the AIRPORT remain a topic of discussion.

**AIRPORT Staff Member Comments.** No comment.

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, April 28, 2020 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 Lowry and seconded by Molly Long, the BOARD voted to adjourn the Regular Meeting.

  
BOARD President

  
BOARD Secretary