

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

HELD, Tuesday, May 26, 2020 at 7:00 a.m., at the LOGANSPORT- CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

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

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

Absent:     Steve Plank

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

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 Bob Barr and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote, to approve the agenda.

**Approval of Minutes:**

On a motion made by Molly Long and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote, to approve the minutes from the Regular BOARD Meeting on April 28, 2020.

**Public Comments:**

No comments.

**Old Business:**

**Cyber Fraud.** Donald J. Tribbett reported a Final Judgment Order was signed by Cass Superior Court II Judge, Lisa Swaim on May 19, 2020 on the Defendant, Jerra Kockenower. A copy of the order was served to the address on file in Colorado Springs, Colorado. Mr. Tribbett mailed a request contract for payment to the same address.

**Six-Unit T-Hangar Building.** Paul Shaffer reported that all required bid documents had been received from Hamstra Builders, Inc. and reviewed by BF&S. The construction project is contractually ready to

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begin. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to execute a Construction Contract and Notice to Proceed to Hanstra Builders, Inc.

On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to approve the AIA Claim request for payment, in the amount of \$20,776.50, to Hamstra Builders, Inc.

**Committee Reports.** Molly Long reported that the Finance Committee had nothing to report. A committee meeting will be scheduled for full review of the Cash Flow Statement and Operations Cash Flow Statement.

Bob Barr reported for the Facility Committee. The mowing time performed in the New Holland tractor has been reduced from twenty (20) hours per week to six (6) hours per week, as a result of the farming contract within the wildlife security fence. Weed spraying has been completed twice.

Mark Lowry reported that the Personnel Committee had nothing to report but invited the AIRPORT Manager to provide an update on the new part-time hire, Grant Ebert. The AIRPORT Manager reported that LCCAA employee, Grant Ebert had worked for two consecutive weekends. He had accomplished several specific tasks, including the development of all new social media accounts for the AIRPORT with a link to the homepage. Mr. Ebert is a good fit for the AIRPORT and has displayed a reliable performance.

On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote, to approve the Committee Reports, as presented.

**New Business:**

**Fuel Farm Demolition Quote.** The AIRPORT Manager presented the Facility Committee with a Request for Quote Summary of three invitation bids and two qualified respondents along with a recommendation to accept the low bid. The Facility Committee reviewed the summary via email prior to today's meeting. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote, to award the low bid, in the amount of \$27,931.75, to AP Engineering and Consulting for the demolition of the remainder of the fuel farm and the low lead fuel cabinet.

**North Sidewalk Quote.** The AIRPORT Manager presented the Facility Committee with a Request for Quote Summary of three invitation bids and three qualified respondents along with a recommendation to accept the low bid. The Facility Committee reviewed the summary via email prior to today's meeting. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote, to award the low bid, in the amount of \$5,500.00, to BF Concrete for the installation of a sidewalk north of the Operation Terminal to the apron/ fuel systems.

**Financial Reports.** The balanced bank reconciliation and Fund Report for April 2020 were provided by the AIRPORT Manager. On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to accept the financial reports.

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**Payables for Approval.** On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote, to approve the Payables, in the amount of \$395,837.37. The total amount included the Engineer's Action Item: Request approval for Contractor Progress Estimate No. 2 and corresponding claim, in the amount of \$172,833.47 to TGB Unlimited, Inc.

**Authorization to Pay Approval.** On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to approve the Authorization to Pay recurring non-capital APVs that exceed \$500.00, as presented May 2020 by the AIRPORT Manager for signature.

**Engineer's Report.** Paul Shaffer, BF&S provided the Engineer's Report. A request for approval for Partial Pay Request No. 5 for AIP 24, in the total amount of \$205,007.88, Federal \$184,507.00, State \$10,250.39, and Local \$10,250.49 was presented. On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote, to approve Pay Request No. 5 for AIP 24, as presented.

Paul Shaffer and the AIRPORT Manager have coordinated a local flight check on the new PAPI lights while awaiting the final FAA flight check. The PAPI lights will be published in the facility directory once the FAA flight check is completed.

The last contractual date for the Runway 9-27 LED Lighting construction is May 29, 2020. Substantial completion is expected to return the runway and runway lighting for the intended purpose. A final walk-through will be scheduled. Punchlist items shall be resolved within forty-five (45) days of receipt.

Gary Wilson submitted the final Airport Layout Plan on May 22, 2020. Airspace is the final step for FAA approval.

The AIRPORT Manager provided BF&S with a packet from Lochmueller Group regarding the environmental stage of County Road 400 S. Road Reconstruction Phase IV for review. BF&S shall submit comments on the LCCAA'S position. Comments will include reference to elevated light poles and the drainage system.

**AIRPORT Manager's Report.** The Runway 9-27 LED lighting project is nearing completion; all wiring was completed last week, PAPI lights will be completed today's date, and new foundation bases will be poured for the 9-27 signs as a Change Order.

A Request for Quote will be drafted for electric to the west and north gates and will be sent to a minimum of three qualified electricians.

100 low lead fuel sales of 53.59 gallons and Jet A sales of 788 gallons, for a total of 841.59 gallons sold in the month of April. The Archer rental hours were 0 for the month of April. The lack of fuel sales and aircraft rental are a direct reflection of restrictions enforced locally for COVID-19 and due to Runway 9-27 closure for the new lighting installation. Fuel prices remain the same at \$3.40 for Jet A and \$4.35 for 100 low lead.

On a motion made by Bob Barr and seconded by Mark Lowry the BOARD voted 5-0, by a roll call vote, to approve the Engineer and AIRPORT Manager's reports.

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**Miscellaneous.** None.

**BOARD Member Comments.** Bob Barr stated the Local EAA Chapter will replace the flag and will get the needed flowers for the flag pole.

Mark Hildebrandt reminded everyone to stay safe and healthy.

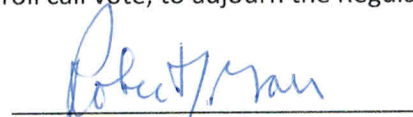
Dave Brumett stated that he had been to several airports the same size as the Logansport- Cass County Airport and commented on how nice of a facility our community has as an asset. He thanked those BOARD members and legal counsel that were part of establishing the Authority. Bob Barr agreed 100% and confirmed how proud he is "of what we have".

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

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, June 23, 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 Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0, by a roll call vote, to adjourn the Regular Meeting.

  
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BOARD President

  
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BOARD Secretary