

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

HELD, Tuesday, July 28, 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:

Absent:

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  
   Paul Shaffer, Butler, Fairman & Seufert (“BF&S”)

**Call to Order:**

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

**Approval of Agenda:**

On a motion made by Molly Long and seconded by Steve Plank, the BOARD voted unanimously to approve the agenda.

**Approval of Minutes:**

On a motion made by Molly Long and seconded by Steve Plank, the BOARD voted unanimously to approve the minutes from the Regular BOARD Meeting on June 23, 2020.

**Public Comments:**

There were no public comments.

**Old Business:**

**Cyber Fraud.** Donald J. Tribbett requested approval to file a Motion to Correct Error based on the information presented during the Executive Session held July 21, 2020. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve LCCAA Legal Counsel to file a Motion to Correct Error.

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

Bob Barr reported for the Facility Committee. The Federal Aviation Administration (FAA) flight check on the new PAPI lights is to be completed today’s date.

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The demolition of the remaining fuel farm is scheduled to begin today.

New electric to the north and west gates has been installed. The west gate operator unit will need replacement parts installed. The AIRPORT Manager will obtain a quote for replacement parts and a second quote for a replacement operator unit.

After review of three VOIP quotes provided by the AIRPORT Manager, The Facility Committee recommended a VOIP phone system upgrade as quoted by Level 365 with a one- time equipment fee of \$800.00 and a monthly recurring fee of \$180.00. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the Level 365 proposal, as presented.

After review of two qualified quotes provided by the AIRPORT Manager, the Facility Committee recommended the maintenance building be fully insulated by Gale Insulation in the amount of \$9,641.00. On a motion made by Mark Hildebrandt and seconded by Mark Lowry, the BOARD voted unanimously to approve the quote submitted by Gale Insulation, as presented.

After review of two qualified quotes provided by the AIRPORT Manager, the Facility Committee recommended the ground surrounding the main windsock have new commercial grade fabric and 10F stone installed by Morehead Trucking and Excavating in the amount of \$2,850.00. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the quote submitted by Morehead Trucking and Excavating, as presented.

Mark Lowry reported that the Personnel Committee will reschedule a meeting to review the LCCAA obligation to offer Family Medical Leave Act ("FMLA"). Steve Plank requested quotes for short- and long-term disability be obtained.

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

**New Business:**

**Resolution 2020-03 COVID-19/ CARES Act Fund.** On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted unanimously to approve Resolution 2020-03 as read aloud by the AIRPORT Manager. The BOARD of the Logansport/ Cass County Airport Authority acknowledged the existing need and approved the establishment of a COVID-19 Grant/ CARES Act Fund for the purpose of tracking airport expenses and reimbursements made through the COVID-19 CARES Act grant funding from the Federal government.

**Officer Elections and LCCAA Committee Assignments.** On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve all existing BOARD Officers remain the same. President, Dave Brumett advised the BOARD to email any committee assignment changes or requests to him or the AIRPORT Manager.

**Airport Internship/ Co-Op Program.** The AIRPORT Manager reported on a meeting held with Cynthia Frye, Professional Career Internship Coordinator through the Century Career Center and the Logansport

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Community School Corporation ("LCSC"). The constant changes in school plans as related to COVID-19 may result in a suspended internship program for the 2020-2021 school year. The Co-Op program, as of the start of the school year will begin as planned. The Co-Op program requires a minimum of fifteen (15) hours per week at minimum wage or higher. Although supportive of the LCSC programs, the BOARD did not make a commitment due to current conditions and potential COVID-19 exposure and the unknown progression of the school re-opening plan. The discussion was tabled until second semester.

Mark Hildebrandt left the meeting. He was not be included in the next three (3) motions or votes.

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

**Payables for Approval.** On a motion made by Bob Barr and seconded by Molly Long, the BOARD voted 5-0 to approve the Payables, in the amount of \$96,240.47.

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

Mark Hildebrandt resumed attendance. He was included in the remaining motions and or votes.

**Engineer's Report.** Paul Shaffer, BF&S provided the Engineer's Report. No action items were presented. As a BF&S representative, Paul will be present during the flight check for the PAPI lights by the FAA on today's date.

The six-unit t-hangar project has started and is projected to meet contractual dates.

**AIRPORT Manager's Report.** A new Archer II pilot is temporarily renting space in the shared corporate hangar until the new six-unit t-hangars are built.

The Indiana Department of Transportation ("INDOT") Office of Aviation completed and provided the annual written State of Indiana Certificate of Approval to certify the Logansport/ Cass County Airport has been approved as a Public-Use Airport and meets the design safety standards and landing facility requirements provided by law and expressed in INDOT Regulations.

The second and final general obligation bond payment, for the 2020 year, has been made and received by the registrar.

100 low lead fuel sales of 836.30 gallons and Jet A sales of 246.10 gallons, for a total of 1082.40 gallons sold in the month of June. The Archer rental hours were 12.4 for the month of June.

On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted unanimously to accept the Engineer's and AIRPORT Manager's reports.



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**Miscellaneous.**

**BOARD Member Comments.** Molly Long stated she would be in to learn Keystone Accounting procedures as backup personnel for operational checks and balances.

Mark Hildebrandt stated that AIRPORT staff is doing great under the current circumstances.

Steve Plank congratulated Dave Brummett on his re-election as BOARD President.

Bob Barr stated the crack and seal on the east ramp has been completed and reported the local EAA Chapter will not be holding the annual Open House for 2020.

Dave Brummett thanked BOARD members and AIRPORT staff for their continued service.

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

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, August 25, 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 Molly Long, the BOARD voted to adjourn the Regular Meeting.

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BOARD President

  
\_\_\_\_\_  
BOARD Secretary

**MINUTES OF EXECUTIVE SESSION**  
**OF THE BOARD MEMBERS OF THE**  
**LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY**

The Board Members of Logansport/Cass County Airport Authority met in executive session at 7:30 a.m. on July 21, 2020, in the conference room of the Logansport Cass County Airport, 3735 S. Airport Road, Logansport, Indiana, pursuant to the notice of the meeting provided in accordance with Indiana law. All members of the board of the Logansport/Cass County Airport Authority were present. Donald J. Tribbett, attorney for the Airport Authority, and Jill Van Horn, airport manager, were also present. The undersigned certify that no subject matter was discussed in the executive session other than the subject matter specified in the public notice, and no official action was taken.

Approved this 25<sup>th</sup> day of August, 2020.

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Dave Brumett, President

ATTEST:

  
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Robert Barr, Secretary