

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

HELD, Tuesday, August 25, 2020 at 7:00 a.m., at the LOGANSPORT- CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

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

Electronic:

Absent: Dave Brumett

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 Mark Hildebrandt, Vice- President.

Approval of Agenda:

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

Approval of Minutes:

On a motion made by Molly Long and seconded by Mark Lowry, the BOARD voted 5-0 to approve the minutes from the Executive Session on July 21, 2020 and the Regular BOARD Meeting on June 28, 2020.

Public Comments:

There were no public comments.

Old Business:

Cyber Fraud. Donald J. Tribbett filed a Motion to Correct Error on August 4, 2020. If no action is taken by the Court after forty-five (45) days, the motion is deemed denied and an appeal period may begin. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 5-0 to approve legal counsel to file an appeal in the event the Motion to Correct Error is denied.

Committee Reports. Molly Long reported for the Finance Committee. The Social Security tax deferral for payroll would result in a software upgrade expense, at the cost of two- thousand dollars (\$2,000.00). The unknown stipulation for staff to repay this deferral was discussed. On a motion made by Molly Long and seconded by Steve Plank, the BOARD voted 5-0 to deny the non-recoverable expense of two-

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thousand dollars (\$2,000.00) to upgrade the Keystone accounting software required to perform the payroll tax deferral.

Bob Barr reported for the Facility Committee. Three qualified quotes have been submitted by the AIRPORT Manager to the Facility Committee for review. The Facility Committee recommends the C1 hangar roof be replaced by Schleppenbach Construction, in the amount of \$9,760.00. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted 5-0 to replace the C1 hangar roof with a forty-year warranty, as presented.

The north sidewalk to the apron has been installed. Lawn grass seed was purchased and planted at the location of the north sidewalk, the former fuel farm area and again in the west lawn where the oldest hangars were demolished.

On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0 to approve the change order to Morehead Trucking and Excavating, in the amount of \$350.00.

Construction on the six-unit t-hangar has begun. Weather dependent the concrete floor will be poured this week.

Mark Lowry reported that the Personnel Committee had nothing to report.

On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0 to approve the Committee Reports, as presented.

New Business:

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

Payables for Approval. On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 5-0 to approve the Payables, in the amount of \$135,819.18.

Authorization to Pay Approval. On a motion made by Bob Barr 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 August 2020 by the AIRPORT Manager for signature.

Engineer's Report. Paul Shaffer, BF&S provided the Engineer's Report. One action item was presented for report; the Invoice #2, in the amount of \$50,502.00 to Hamstra Builders was approved during the Payables for Approval and no further action was needed.

AIP 23 closeout has been submitted. The \$11,741.99 balance will roll and be captured in future Non-Primary Entitlement ("NPE") funds.

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The Federal Aviation Administration ("FAA") completed the flight check on the new Runway 9-27 lighting on July 28, 2020. The interface between the radio controller and the regulator prevented the pilot from being able to click the lights back down after being clicked up. This issue is likely because of the age of the interface. TGB will install a new radio controller and interface panel for the lighting system at no additional expense to the LCCAA.

The Airport Layout Plan ("ALP") has been completed and the approval letter required signature by the BOARD members. The reimbursement for the ALP will arrive in two parts, 2020-2021.

AIRPORT Manager's Report.

100 low lead fuel sales of 642.93 gallons and Jet A sales of 474.5 gallons, for a total of 1117.43 gallons sold in the month of July. The Archer rental hours were 11.1 for the month of July. The AIRPORT Manager provided an updated financial report on the 2020 Capital Outlays and the 2018 General Obligation Bond projects, as included in the dashboard report. Fuel prices remain unchanged from the previous month.

On a motion made by Mark Lowry and seconded by Molly Long, the BOARD voted 5-0 to accept the Engineer's and AIRPORT Manager's reports.

Miscellaneous.

BOARD Member Comments.

Bob Barr stated that things are "going well and looking good". He thanked Don Tribbett for his hard work.

Steve Plank stated that things are in the "right direction and moving along".

Mark Hildebrandt stated that the farm acreage beans look good and that it was good to see Jill in the meeting.

AIRPORT Staff Member Comments.

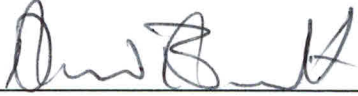
Rose Wagoner requested that all BOARD members report to the main office prior to performing any work on AIRPORT property, as a safety precaution.

Jill Van Horn, AIRPORT Manager thanked the active committees for their role in accomplishing all of the projects in 2020.

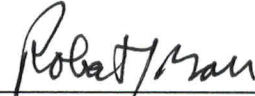
Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, September 22, 2020 at 7:00 a.m., at the AIRPORT'S Terminal Operation Center.

Thereupon, there being no further business to come before the meeting, the meeting was adjourned.

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BOARD President



BOARD Secretary