

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

HELD, Tuesday, ~~June 23~~^{Sept 22}, 2020 at 7:00 a.m., at the LOGANSPORT- CASS COUNTY AIRPORT ("AIRPORT")

Attendance:

BOARD Members Present: Dave Brumett Bob Barr Steve Plank
Mark Lowry
Electronic: Mark Hildebrandt
Absent: Molly Long
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 Steve Plank and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote, to approve the agenda.

Approval of Minutes:

On a motion made by Mark Lowry and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to approve the minutes from the Regular BOARD Meeting on August 25, 2020. On a motion made by Mark Lowry and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote, to approve the minutes from the Special BOARD Meeting on September 4, 2020.

Public Comments:

There were no public comments.

Old Business:

Cyber Fraud. Donald J. Tribbett reported that Judge Swaim set a hearing on a Motion to Correct Error. Local attorney, Andrew Achey entered an appearance for the Defendant, Jerra Kockenower and has requested a continuance. The hearing is set for September 25, 2020 at 1:00 pm.

Committee Reports. The Finance Committee did not report.

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Bob Barr reported for the Facility Committee. The former fuel farm location has been leveled and seeded. The AIRPORT Manager reported that Ortman Drilling fixed a water leak at the old fuel farm area by replacing plastic fasteners with brass fasteners.

The C1 hangar has been prepared for the spray insulation installation. The heavy equipment has been relocated and the insulation board removed from the walls. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to deem the insulation board as surplus with no value.

On September 18, 2020 at 11:20 pm, Bob Barr contacted the Airport Manager by phone to inform the runway lights were off. Many general aviation airports with non-manned towers have a default setting to shut the lights off until the pilot manually steps them up or down with the radio controller. The LCCAA previously made a decision to override that default setting allowing the runway lights to be on low intensity at all times, in the event a pilot was having radio problems they would still be able to land at the Logansport- Cass County Airport. After the new Runway 9-27 LED lights were installed the override continued until the radio controller was replaced, forcing the default setting. On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to keep the Runway 9-27 lights on low intensity from dusk till dawn and override the default setting on the radio controller.

The metal roof has been installed on the C1 hangar.

The west gate electric operator has been repaired.

Mark Lowry reported for Personnel Committee at the end of the meeting.

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for August 2020 were provided by the AIRPORT Manager. On a motion made by Bob Barr and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to accept the financial reports. The Fund Report included Fund 108 COVID-19/ CARES Act Fund for the purpose of tracking eligible expenses and reimbursements.

Payables for Approval. On a motion made by Mark Lowry and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to approve the Payables, in the amount of \$242,890.32

Authorization to Pay Approval. 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 Authorization to Pay recurring non-capital APVs that exceed \$500.00, as presented September 2020 by the AIRPORT Manager for signature. The annual maintenance expense, in the projected expense amount of \$2,018.40, for two fuel systems filter and gasket changes is included.

2021 Budget. The AIRPORT Manager reported review and input from the Finance Committee, review during a budget workshop with the DLGF, and review from Baker Tilly took place prior to the first budget reading by the Cass County Council on September 18, 2020. The second reading is scheduled for October

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16, 2020. A worksheet was provided to the BOARD showing the budget trends from 2019 through 2021 projections.

Runway 9-27 Lighting Override. This vote took place during the Facility Committee report.

AWOS Replacement. On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to install the Verizon 4G cell modem with a one-time cost of \$625.00. The AWOS computer replacement that will support an upgrade to Windows 10 will be presented during the October BOARD meeting.

Disability Quotes. An airport is considered a restrictive group for disability coverage due to the occupational exposure. The small group definition for the AIRPORT is an added challenge to obtain short- and long-term disability quotes. The AIRPORT Manager reported that Michael Gaunce continues to search for available coverage.

Airport Manager Notice of Resignation. This Notice was included in the AIRPORT Manager's Report.

Engineer's Report. Paul Shaffer, BF&S provided the Engineer's Report. Hamstra is expecting the steel delivery for the t-hangars on September 23, 2020. Invoice #3, in the amount of \$194,689.20, to Hamstra included fifty percent (50%) of the delivery and was approved during this meeting in the Payables.

On a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to acknowledge the acceptance of the Federal Aviation Administration AIP Grant 3-18-0051-027-2020, in the amount of \$166,030.00, which is the first of a two-year reimbursement for the Airport Layout Plan completed in 2020.

On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 5-0, by a roll call vote, to approve the Engineer's Report.

AIRPORT Manager's Report. The waiting list for the new six-unit t-hangars has five names on it.

An order for runway light replacement parts was made through Flight Light on August 13, 2020. Flight Light's data was compromised and all stored payment information had been released during a security breach. The AIRPORT Manager immediately terminated the debit card used for the purchase directly with Horizon Bank, reviewed all transactions for the last two months of bank reconciliation reports, and viewed all remaining transactions through online banking for the dates in question. No unknown transactions were present and the LCCAA is not a victim of the security breach. The card number is on file with the AIRPORT Manager and the debit card was destroyed.

100 low lead fuel sales of 847.96 gallons and Jet A sales of 1200.1 gallons, for a total of 2048.06 gallons sold in the month of August. The Archer rental hours were 17.2 for the month of August. Fuel prices remain the same at \$3.40 for Jet A and \$3.95 for 100 low lead.

The AIRPORT Manager presented a Notice of Resignation Letter to the BOARD dated today's date. The letter included a thirty (30) day notice. The AIRPORT Manager will be in attendance for the second

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reading and approval of the 2021 budget. She will make herself available for assistance with the ongoing cyber fraud case, if requested. She will provide a plan of transfer to include daily, monthly, and annually operations responsibilities for the incoming replacement. She will provide an ongoing project file that can be assisted by BF&S. She will make herself available to perform an introduction to the AIRPORT Manager's office and its contents at an appropriate time.

Mark Lowry reported for the Personnel Committee. He will work with the AIRPORT Manager ("AM") to do the leg work for the AM replacement and get the process started. The AM will post the job description and the Personnel Committee will narrow the responsibility of the BOARD by reviewing all applicants and resumes.

Miscellaneous. None.

BOARD Member Comments. Mark Hildebrandt stated he is happy the AIRPORT Manager is taking the action she has for the BOARD. He thanked Jill for her service and stated "the airport is in great shape compared to where it was when she started and that is a wonderful thing for the community".

Steve Plank stated the BOARD made the right decision to hire Jill. "She stepped into a chaos and we worked our way through it and I am happy that she led us through it". "It is unusual to see a change when everything is in harmony and we don't have any problems and I think that is fantastic."

Bob Barr stated he wanted to thank Jill for everything she has done. "I've been around here for a long time, probably the longest one on the board and we have come a long way since July 25, 2017 and our airport is so much better than it was then." "I have felt confident that this time with you that we've looked to the future with you and what is going to happen and you can take a look around and see what has been accomplished because of you." "What meant the most to me was the development of a program she used at the meetings with meeting packets and I enjoy reviewing those packets after the meetings and always knowing what is going on."

Don Tribbett, legal counsel stated "I'm surprised but not shocked knowing Jill was heading into a new business venture". "Jill, you came in at a very difficult time, everybody was struggling with some real issues and you came in and dug into what you needed to know and I appreciate what you've done for the airport."

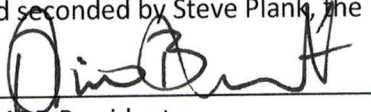
Dave Brumett stated he is "very grateful" and what he is "most proud of is that we [the board] have a lot of entrepreneurs sitting on this board and we grew someone." "We used structure to help Jill learn and gave her this airport like a small business... and I am very proud that she grew." He stated he was always happy in his career when someone left and did something better and that should be the board's goal for next manager- "someone with the same passion to grow". "I am sad to see Jill go but excited for her new endeavor and I am excited for the airport as a new opportunity." "She set the bar high and we do not want to settle so we will find the best candidate."

AIRPORT Staff Member Comments. No comment.

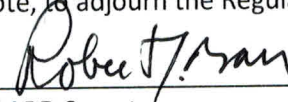
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Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, October 27, 2020 at 7:00 a.m., at the AIRPORT'S Terminal Operation Center.

Thereupon, there being no further business to come before the meeting, on a motion made by Bob Barr and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to adjourn the Regular Meeting.



BOARD President



BOARD Secretary