

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

HELD, Tuesday, April 28, 2020 at 7:00 a.m., on a virtual platform  
<https://www.gotomeet.me/PaulShaffer1>, (872)240-3412 access code 749-501-349.

Electronic Attendance:

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

Absent:      Mark Hildebrandt

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

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

**Approval of Minutes:**

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 minutes from the Regular BOARD Meeting on March 24, 2020.

**Public Comments:**

No comment.

**Old Business:**

**T-Hangar Bid Review.** Paul Shaffer provided the review from the virtual public bid opening meeting on March 23, 2020. One qualified responsive bid was submitted from Hamstra Builders, Inc., Wheatfield, Indiana. On a motion made by Steve Plank and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote, to award Hamstra Builders, Inc. the contract to build a six-unit t-hangar building, in the total amount of \$414, 115.00. A Notice of Award will be prepared and a start date will be negotiated.

**Cyber Fraud.** Donald J. Tribbett reported that the AIRPORT Manager had reviewed and signed an affidavit that has been filed with the Cass Superior Court II in support of entry of a final judgment on the Defendant, Jerra Kochenower and all other names individuals with associated accounts to the Defendant. The default judgment is pending.

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

Bob Barr reported for the Facility Committee. The mower decks are on the John Deere mower and the New Holland tractor. Ninety gallons of weed spray has been applied.

Mark Lowry reported for the Personnel Committee with a recommendation to the BOARD to hire Grant Ebert as a part-time, weekend AIRPORT Line Operations employee at the hourly rate of \$12.00. On a motion made by Mark Lowry and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to hire Grant Ebert as a part-time Line Operations employee of the AIRPORT. Mr. Ebert will undergo training prior to a shift start date of May 8, 2020.

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:**

**Coronavirus Aid, Relief, and Economic Security ("CARES") Act Grant.** The AIRPORT Manager reported the application for the CARES Act grant had been completed and was submitted on April 20, 2020 to the Federal Aviation Administration ("FAA"). Three options for submission were presented in an email from the FAA. Option 1 was selected to use the CARES Act funds, in the amount of \$30,000.00, for operational expenses incurred after January 20, 2020 for four years. On a motion made by Molly Long and seconded by Steve Plank, the BOARD acknowledged the submission of the CARES Act grant application for operational expenses and voted 5-0, by a roll call vote, to approve the submission.

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

**Payables for Approval.** On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote, to approve the Payables, in the amount of \$69,419.73.

**Authorization to Pay Approval.** 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 Authorization to Pay recurring non-capital APVs that exceed \$500.00, as presented April 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 (Final) Pay Request No. 4 on AIP 24, in the total amount of \$130,298.43, FAA \$117,268.00, State \$6,514.93, and Local \$6,515.50 was presented. On a motion made by Mark Lowry and seconded by Bob Barr, the BOARD voted 5-0, by a roll call vote, to approve Pay Request No. 4 on AIP 24, as presented.

A request for approval for Contractor Progress Estimate No. 1 and the corresponding claim, in the amount of \$120,818.56 was presented. On a motion made by Mark Lowry and seconded by Molly Long, the BOARD voted 5-0, by a roll call vote, to approve Contractor Progress Estimate No. 1, as presented.

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AIP 23 is 92.95% financially complete- a flight check on the PAPI lights will need to be completed by the FAA after installation.

AIP 24 is 27.77% financially completed- construction continues to progress on the Runway 9-27 LED lighting.

**AIRPORT Manager's Report.** A Notice to Airmen ("NOTAM") has been issued for Phase 2, Runway 9-27 LED Lighting: thirty (30) minute notification to AIRPORT staff prior to runway use is required during daytime operations Monday- Friday to begin April 27, 2020 through May 30, 2020. A second NOTAM continues no nighttime runway operations from sunset to sunrise through June 1, 2020.

Comcast completed the installation of the high- speed internet on April 6, 2020. Speed test at the time of installation was 80 down-load, 18 up-load.

A Request for Quotes for the demolition of the remaining fuel farm and 100 low lead fuel cabinet was sent to three contractors. A due date for quote submission is May 18, 2020 at 5:00 pm.

100 low lead fuel sales of 275.77 gallons and Jet A sales of 1414.35 gallons, for a total of 1690.12 gallons sold in the month of March. The Archer rental hours were 5.9 for the month of March. Fuel prices remain the same at \$3.40 for Jet A and \$4.35 for 100 low lead.

The AIRPORT Manager requested the BOARD provide signature on all presented documents prior to the May BOARD meeting.

**Miscellaneous.** None.

**BOARD Member Comments.** Dave Brumett thanked Paul Shaffer and the AIRPORT Manager for the preparation and presentation of the first virtual BOARD meeting. COVID-19 restrictions may require the May BOARD meeting to operate virtually, as well.

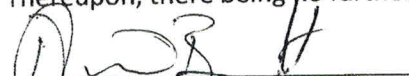
Mark Lowry stated that "folks are still out" despite the Governor's Executive Order. He commented to be aware and stay safe.

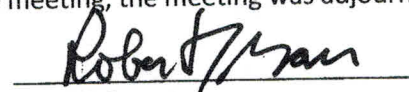
Bob Barr thanked Paul Shaffer and the AIRPORT Manager for hosting the virtual meeting.

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

**Meeting Schedule.** The next regular meeting of the LCCAA is scheduled for Tuesday, May 26, 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.

  
BOARD President

  
BOARD Secretary