

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

HELD, Tuesday, November 26, 2019 at 7:00 a.m., at the LOGANSPORT- CASS COUNTY AIRPORT
("AIRPORT")

Attendance:

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

Electronic:

Absent: Bob Barr

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
 Brian Elsenbroek, Butler, Fairman & Seufert ("BF&S")
 Paul Shaffer, BF&S
 Toby Steffen, 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 Molly Long, the BOARD voted 5-0 to approve the agenda.

Approval of Minutes:

On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 5-0 to approve the minutes from the Regular BOARD Meeting on October 22, 2019.

Public Comments:

There were no public comments.

Old Business:

1782 Notice. The AIRPORT Manager presented the annual 1782 Notice from the Department of Local Government Finance ("DLGF"). The AIRPORT Manager and Baker Tilly Municipal Advisors, LLC had analyzed the 1782 Notice for accuracy and completeness prior to the BOARD meeting. No changes, concerns or corrections were reported. The AIRPORT Manager will submit the 1782 Notice back to the DLGF prior to the December 3, 2019 deadline.

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2020 BOARD Meeting Schedule. The AIRPORT Manager presented the 2020 Regular BOARD Meeting Schedule for approval. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0 to approve the 2020 BOARD Meeting Schedule.

Maintenance Building Bids. The AIRPORT Manager and Paul Shaffer, BF&S were present during the public meeting bid opening on November 20, 2019. One contractor, Bowman Construction attended the meeting with bid in hand. The submitted bid and the Engineer's Estimate were reviewed and checked for completeness, per statutory requirement. The Facility Committee reviewed the Engineer's Estimate and the bid submitted by Bowman Construction during a committee meeting later that same date.

On a motion made by Steve Plank and seconded by Mark Lowry, the BOARD voted 5-0 to reject the submitted bid from Bowman Construction.

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0 to approve re-bid of the maintenance building after the Facility Committee meets to narrow the scope of the site and building specifications.

Inventory Purchase- Lobby Furniture. The Facility Committee recommended the AIRPORT Manager make a final inventory purchase for the operation terminal lobby furniture, in an amount not to exceed \$15,000.00. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0 to approve the inventory purchase of lobby furniture, not to exceed \$15,000.00.

Committee Reports. Molly Long reported for the Finance Committee. She stated the committee will schedule a December meeting.

Mark Hildebrandt reported for the Facility Committee. The committee met on November 20, 2019 to review the inventory purchase of lobby furniture and the received bid for the maintenance building, both of which were covered in this meeting.

The AIRPORT Manager reported that discussion for farming within the security fence continues. Usable acreage and access to the acreage remain the top discussions. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 5-0 to authorize legal counsel to make contact with the land owners to the north of airport property in regards to gaining access to the east end of the airfield.

Mark Lowry reported for the Personnel Committee. The committee will meet the second week of December to conduct end of year reviews.

On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted 5-0 to approve all committee reports as presented.

Legal Counsel, Donald J. Tribbett requested to provide an update on the cyber fraud. Mr. Tribbett presented a check from Auto Owner's, in the amount of \$10,000.00. He stated he had received encrypted documentation from Chase Bank that he will review for the December meeting.

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New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for October 2019 were provided by the AIRPORT Manager. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 5-0 to accept the financial reports.

Payables for Approval. On a motion made by Molly Long and seconded by Mark Hildebrandt, the BOARD voted 5-0 to approve the Payables, in the amount of \$64,091.60.

Engineer's Report. Brian Elsenbroek, BF&S provided the Engineer's Report. A request for approval for signature on Federal Aviation Administration ("FAA") grant pre-application for Airport Layout Plan, in the amount of \$333,637, as a multi-year grant reimbursement was presented.

On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD voted 5-0 to approve signature on the FAA grant pre-application, as presented.

Mr. Elsenbroek presented two open grants: AIP 23 and AIP 24 with an update that the parts for the rotating beacon light have been ordered and installation will be schedule upon delivery of those parts.

The Capital Improvement Plan ("CIP"), five (5) year plan was presented as a draft packet covering 2020-2025. Mr. Elsenbroek will request approval for submission of the CIP during the December BOARD meeting.

AIRPORT Manager's Report. 100 low lead fuel sales of 1063.69 gallons and Jet A sales of 1099.6 gallons, for a total of 2163.29 gallons sold in the month of October. The former 100 low lead fuel system has officially been closed and will be ready for demolition in the spring of 2020. The Archer rental hours were 6.8 for the month of October.

Miscellaneous.

BOARD Member Comments. All members wished those in attendance a Happy Thanksgiving.

AIRPORT Staff Member Comments. Toby Steffen, BF&S was thanked for providing breakfast.

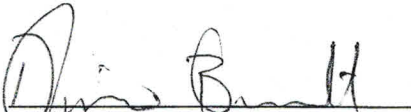
Dave Brumett requested the Finance Committee work with the AIRPORT Manager to audit the existing LCCAA policy coverage for appropriation voucher approval.

Dave Brumett requested the AIRPORT'S Certificate of Insurance file for on-site contractors be reviewed for completeness based on 2020 projections.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, December 17, 2019 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 Molly Long and seconded by Mark Hildebrandt, the BOARD voted 5-0 to adjourn the Regular Meeting.

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BOARD President


BOARD Secretary