

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

HELD, Tuesday, January 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
 Brian Elsenbroek, 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 Molly Long, the BOARD voted to approve the agenda.

Approval of Minutes:

On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted to approve the minutes from the Regular BOARD Meeting on December 17, 2019 and the Executive Session on January 8, 2020.

Public Comments:

There were no public comments.

Old Business:

Farming Inside the Security Fence. The AIRPORT Manager presented an information packet for review and Brian Elsenbroek, BF&S presented a map with proposed farming acreage inside the wildlife security fence. The BOARD agreed to the AIRPORT Manager providing a counter offer for sod farming.

Cyber Fraud. Donald J Tribbett reported that an amended complaint will be filed with additional names now known. Mr. Tribbett and Molly Long reviewed the documents received from Chase Bank, prior to the BOARD meeting. Mr. Tribbett will send a letter to Chase Bank stating their production is incomplete accompanied by the requested documents.

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Maintenance Hangar. The AIRPORT Manager requested the BOARD provide direction on the project pursuit for a maintenance hangar or an aircraft hangar. All of the current aircraft hangars are leased and the AIRPORT is now on a waiting list. The BOARD requested an engineer's quote from BF&S for a t-hangar building with the same footprint as the existing two t-hangar buildings and a second engineer's quote for a community shared hangar of similar size to be presented at the February BOARD meeting.

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

Bob Barr reported for the Facility Committee. All snow equipment has been prepared and checked.

Mark Lowry reported that the Personnel Committee will report during the Executive Session.

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

New Business:

Financial Reports. The balanced bank reconciliation and Fund Report for December 2019 were provided by the AIRPORT Manager. On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted to accept the financial reports.

Payables for Approval. On a motion made by Steve Plank and seconded by Molly Long, the BOARD voted to approve the Payables, in the amount of \$152,412.42.

Authorization to Pay Approval. On a motion made by Bob Barr and seconded by Mark Hildebrandt, the BOARD voted to approve the Authorization to Pay recurring non-capital APVs that exceed \$500.00, as presented January 2020 by the AIRPORT Manager for signature. The report included the pre-approval of the purchase of an LED light located on the ramp between the fuel systems.

Cancellation of Warrants. The AIRPORT Manager presented a Cancellation of Warrants List, pursuant to I.C. 5-11-10.5 for signature. Two (2) outstanding checks from 2016 and five (5) outstanding checks from 2017 are eligible to be void. On a motion made by Steve Plank and seconded by Molly Long, the BOARD approved signature of the Cancellation of Warrants, as presented.

Resolution 2020-01 Rainy Day Transfer. In a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted to approve Resolution 2020-01 as read aloud by the AIRPORT Manager. The BOARD of the Logansport/ Cass County Airport Authority hereby resolves to transfer \$90,715.00 unobligated cash balances of the 2019 budget to the Rainy Day Fund.

Health Insurance. The AIRPORT Manager presented the health insurance monthly premium comparison detail. Included in the comparison detail, is the current premium, the 2020 premium, and the premium rate change. "Small group" medical insurance plans are trending an increase over the next few years.

N43788 Maintenance. The AIRPORT Archer N43788 is at Muncie Aviation Company to repair the lower radio. In addition, the current CDI indicator is a GI-102A without a glideslope needle in it for vertical

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navigation. Vertical GPS navigation requires the installation of a GI-106B CDI, at a cost of \$2,100. The total cost to replace the lower radio and CDI is \$8,100.00. The expense will be paid from the rotary aircraft rental fund. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD approved the repair to N43788, as presented.

Engineer's Report. Brian Elsenbroek, BF&S provided the Engineer's Report. Request for approval for signature on Pay Request No. 6 for AIP 23, in the amount of Federal \$24,277.00, State \$1,348.70, and Local \$1,348.46, for a total of \$26,974.16 was presented. On a motion made by Mark Hildebrandt and seconded by Molly Long, the BOARD approved signature for Pay Request No. 6 for AIP 23, as presented. The approval of the pay request brought the AIP 23 project to 93% financial completion.

AIP 24, construction of the Runway 9-27 LED lighting project should be scheduled in the next sixty (60) days for a pre-construction meeting. The replacement parts for the rotating beacon should arrive before the end of the month, installation schedule will follow.

AIRPORT Manager's Report. Cash rent agricultural leases for Parcel 19A and 19B have been mailed. The lease due date is March 15, 2020. Parcel 19A will generate \$2,212.35 in revenue and Parcel 19B will generate \$1,801.80.

The AIRPORT Manager replaced a time out circuit board on the M4000 QT Pod at the jet fuel system at no expense to the AIRPORT. Steve Plank assisted with trouble shooting the pump/ motor along with a Ft. Wayne technician sent by American Environmental Aviation. The jet fuel system is operable. Replacement parts to minimize the gear reduction on the 100 low lead fuel system hose reel should arrive this week. A seal has been installed in the starter box of the 100 low lead fuel system to help eliminate condensation.

A proposal from Michiana Contracting Inc was presented for repair to the PAPI lights on Runway 9, in the amount of \$1,225.51. The AIRPORT Manager reported a NOTAM has been issued stating the outage for thirty days. Brian Elsenbroek suggested the NOTAM remain in effect until the replacement in early Spring.

100 low lead fuel sales of 265.27 gallons and Jet A sales of 1441.7 gallons, for a total of 1706.97 gallons sold in the month of December. The Archer rental hours were 7.7 for the month of December.

High speed internet has not yet been installed in the operation terminal.

Miscellaneous.

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

Dave Brumett called a recess to the regular BOARD meeting to conduct an executive session.

Following the executive session, Dave Brumett called to resume the regular BOARD meeting.

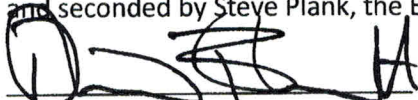
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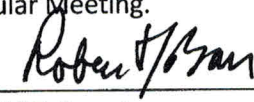
On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted to terminate the employment of part-time line operation staff, Stewart Hadley.

AIRPORT Staff Member Comments. No comment.

Meeting Schedule. The next regular meeting of the LCCAA is scheduled for Tuesday, February 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 Steve Plank, the BOARD voted to adjourn the Regular Meeting.


BOARD President


BOARD Secretary