



26 April 2022 LCCAA BOARD Meeting

Attendance: Mark Hildebrandt, Chad Weisend, Bob Barr, Mark Lowry, Stephen Plank, Molly Long, Mark Hammons & William Nelson

CALL TO ORDER:

APPROVAL OF AGENDA AND MINUTES (Regular)

Motion to Approve Agenda & Minutes- Molly Long, Mark Lowry 2nd, Roll Call - Unanimous Vote

PUBLIC COMMENTS:

Attorney: Draft Resolution for Personnel Handbook – Motion by Mark Hildebrandt to approve Resolution 2022-01 Personnel Policy Handbook, Bob Barr 2nd, Roll Call – Unanimous Vote.

Airport Bound Fraud Case – Update on the Fraud Case. Order granting motion to dismiss defendant Jerra Kochenower was signed on 22 March 2022 by Cass County Superior Court Judge. The other four defendant's cases were not dismissed and remains in full force and effect.

OLD BUSINESS

1. **Committee Reports** – Motion to approve committee reports Bob Barr, Mark Hildebrandt 2nd the motion, Roll Call Unanimous Vote.
 - a. **Finance** – New budget report located behind the Fund Tab.
 - b. **Facility** – Bob is going to get some weed killer and start spraying the fence line.
 - c. **Personnel** – Personnel Policy Handbook – Resolution 2022-01 was adopted.

NEW BUSINESS

1. **Financial Reports** – Motion to approve Financial Reports by Bob Barr, Molly Long 2nd the motion, Roll Call Unanimous Vote.
2. **Payables for Approval – \$46,329.93** – Motion to Approve Payables by Molly Long, Mark Hildebrandt 2nd the motion, Roll Call Unanimous Vote.
3. **Authorization to Pay - \$8,902.05** - Motion to Approve Authorization to Pay, Molly Long, Mark Hammons 2nd the motion, Roll Call, Unanimous Vote.

ENGINEERS REPORT

Engineering related action items to be included on the agenda:

1. Consideration of the light pole installation proposal. Motion to approve the change order in the amount of \$9,260.00 to install one light pole on the SE corner of the new parking lot by Mark Hildebrandt, Bob Bar 2nd the motion, Roll Call, Unanimous Vote.

Information on items not requiring Board action:

Open Grants:

Grant	Description	Anticipated Close Out	Total Grant All Shares	Financially Complete	Balance
3-18-0051-023	Runway 9-27 LED Lighting - Design		\$166,666.66	92.59%	\$11,741.99
3-18-0051-024	Runway 9-27 LED Lighting - Construction		\$615,602.63	92.87%	\$43,881.28
3-18-0051-028	Master Plan Phase 2		\$166,666.00	100%	0%

1.0 Bipartisan Infrastructure Law (BIL)

- We are now waiting on further guidance from FAA regarding the timing of the application and funds.
- We did receive questions on the fence relocation, so we know they are looking at our initial request.

2.0 AIP Funded Projects

- **AIP 24 – Runway 9-27 LED Lighting - Construction**
 - Michiana has been given the NTP. They are waiting on spring weather and parts to begin.
 - Once this work is complete, we will close the grant.

3.0 Miscellaneous

- **Parking Lot Project**
 - Work has been paused until the site dries out.
 - Chad has helped get Comcast engaged on their vault modifications after 811 failed to mark the location or ID the owner.
 - Consideration of the light pole installation for \$9260.00
 - No progress estimate for payment this month.
- **Runway Crack Repair**
 - Metro hopes to begin in April. They have been instructed to coordinate with Chad.
 - Weather has been too poor to begin.

AIRPORT MANAGER'S REPORT

1. Dashboard Report – Updated, will use the rest of the bond funds for Parking lot project.
2. Virtower Report – Report under other TAB – We are still working out the bugs, example it shows we had two different helicopters come in but, on the summary, it only shows one landing and one taking off. Most likely this was caused by one helicopter using the runway and the other one landing on the ramp.
3. Equipment Building – Schedule for May Start.
4. Podium – We needed a podium for events, i.e., Mayors Round Table. Looking at Podiums they ranged from a couple hundred dollars to thousands. I contacted Chris Havrilesko about making

one. He said he could, and it would be under a \$1000.00, so I had him make us one. He made a beautiful podium out of Tiger Mable.

5. Runway resealing – Waiting on Contractor to start
6. Vault Building – Waiting on Contractor to start
7. Tim Dalton Debt – \$350.00 March 16 - Tim Dalton debt, have not received any payments since March 8, board would like the airport manager to follow-up with Indiana State Board of Accounts.
8. Bluebird Hangar – Heating System – Delayed waiting on Dilling Group to give us an estimate. They stated per NFPA 409 Standard on Aircraft Hangars. Section 5.12.5.2 In Aircraft storage and servicing areas, heaters shall be installed at least 3m (10 FT) above the upper surface of wings or of the engine enclosures of the highest aircraft that are capable of being housed in the hangar. The measurement shall be made from the wing or engine enclosure whichever is higher from the floor to the bottom of the heater. **Currently the AG aircraft from the engine to the ceiling is 8 feet from the ceiling and the wing is 10 feet from the ceiling. Then the heater hangs down 3 feet from the ceiling. So, the max distance the heater will have is 5 feet from the engine and 7 feet from the wing.** Board requested updated quotes with the Radiant tube heater installed on outside walls facing inwards.
9. Bonus – Motion to give Rose Wagoner a bonus of \$1150.00 per quarter, starting July 2022. The Bonus will be reviewed the beginning of each year. Motion by Bob Barr, Molly Long 2nd the motion, Roll Call, Unanimous Vote.
10. The hangar outlets have been separated to individual circuits.
11. The Airport Firewall and Wireless router has been upgraded, except for the extender for downstairs, it is on back order.
12. New Holland Tractor has been serviced for this year and is ready to go.
13. John Deer is currently getting it yearly service maintenance at John Deer
14. New T-Hangar Electric Doors – Have a electrician to give a quote on changing the open and close circuit to be automatic.

BOARD MEMBER COMMENTS – None


AIRPORT STAFF COMMENTS – None

ADJOURNMENT – Motion to Adjourn – Mark Hildebrandt, Mark Lowry, Roll Call Unanimous Vote.

NEXT MEETING – Tuesday, 24 May 2022 at 11:30 a.m. at the LCCAA Terminal Operation Center.

This meeting is a meeting of the LCCAA BOARD in public for the purpose of conducting Logansport/ Cass County Airport Authority business and is not considered a public community meeting. There will be time allotted for public comments by invitation as indicated on the Agenda.

Stephen Plank
President



Attest

