



July 27, 2021 LCCA BOARD Meeting

Attendance: Mark Hildebrandt, Chad Weisend, Bob Barr, Mark Lowry, Stephen Plank & Molly Long, William Nelson (Attorney via Zoom)

CALL TO ORDER:

APPROVAL OF AGENDA AND MINUTES (Regular)

Motion to Approve Agenda & Minutes- Steve, Molly 2nd, Roll Call - Unanimous Vote, Mark Hammons absent.

Attorney: Lease Agreement for C&C Aircraft Maintenance. Attorney drafted a lease agreement and Conflict of Interest Disclosure Statement. The disclosure statement must be approved, dated and time stamped before the Lease Agreement is approved. Please make sure it is done in that order.

Bob Barr made a motion to accept the Uniform Conflict of Interest Disclosure Statement, Stephen Plank 2nd the motion - Unanimous Vote, Mark Hammons absent. Dated 7/27/2021 @ 1146 a.m.

Stephen Plank made a motion to accept the Lease agreement between C&C Aircraft Maintenance and the Logansport Cass County Airport Authority, Molly Long 2nd the motion - Unanimous Vote, Mark Hammons absent. Dated 7/27/2021 @ 1147 a.m.

Uniform Conflict of Interest Disclosure Statement is required annually and needs to be uploaded the Indiana State board of Accounts via Gateway. It also is required to be filed with the Cass County Clerk's office.

Our current lease agreement's do not address LLC entities, the board might want to look at adding some language to the current Lease agreements to cover any LLC's.

Airport manager should verify that each LLC's is current with state requirements once a year.

PUBLIC COMMENTS: None

OLD BUSINESS

1. Committee Reports

- a. **Finance** – 2022 Budget proposal, is in work and Baker and Tilly will upload all required documents into Gateway. They should have us a working budget by the August board meeting. Getting ahold of Sharon Alcorn to present the budget to the committee. Airport Manager and Molly will go to the County Council to present the 2022 budget.

- b. **Facility** – Mowing a lot due to all the rain. Mark. H asked if we still have a grass landing strip. It is not listed on the airport diagram. I sprayed all the water drain areas to keep the weeds down. They are all looking good. Going to install a frost-free water spicket just west of the terminal building.
- c. **Personnel** – Need amid personal hand book work week with the pay week. Pay week starts on Saturday and ends on Friday.

NEW BUSINESS

- 1. **Elect New Officers:** Chair opens up the floor for nominations. Bob Barr made the nomination for Stephen Plank as President, Mark Lowry as Vice President, Mark Hildebrandt as Secretary and Molly Long as the Treasurer. Mark Lowry 2nd the nomination. Roll Call Unanimous Vote, Mark Hammons not present.
- 2. **Financial Reports** – Motion by Bob Barr, 2nd by Molly Long to accept the Financial Reports, Roll Call Unanimous Vote, Mark Hammons not present.
- 3. **Payables for Approval – \$57,206.24** – Motion to Approve Payables, Molly Long, Mark Lowry 2nd the motion, Roll Call Unanimous Vote, Mark Hammons not present.
- 4. **Authorization to Pay - \$28,162.75** - Motion to Approve Authorization to Pay, Bob Barr, Molly Long 2nd the motion, Roll Call Unanimous Vote, Mark Hammons not present.

ENGINEERS REPORT

Engineering related action items to be included on the agenda:

- 1. Motion to accept and have the Airport Manager and legal counsel execute the American Rescue Plan Act (ARPA) FAA grant in the amount of \$22,000.00. – Motion to have the Airport Manager accept and sign for FAA grants by Bob Bar, 2nd by Mark Lowry, Roll Call Unanimous Vote, Mark Hammons and Molly Long not present. Motion to accept the American Rescue Pan Act (ARPA) FAA grant in the amount of \$22,000.00 by Mark Lowry, 2nd by Mark Hildebrandt, Roll Call Unanimous Vote, Mark Hammons and Molly Long not present.
- 2. Motion to approve AIP-28 Pay Request No. 1 Final in the amount of \$165,107.00, which is 100% Federal funded, which funds the balance of the Airport Layout Plan/Master Plan. – Motion to Approve AIP-28 Pay Request No. 1 by Mark Hildebrandt, 2nd by Mark Lowry, Roll Call Unanimous Vote, Mark Hammons & Molly Long not present.
- 3. Motion to release the remaining \$5,000 in retainage to Hamstra Builders, Inc. – Motion to release the remaining \$5,000 in retainage to Hamstra Builders, Inc by Bob Barr, 2nd by Mark Hildebrandt, Roll Call Unanimous Vote, Mark Hammons & Molly Long not present.
- 4. Motion to advertise the Parking Lot project with a bid opening on August 19, 2021, and Pre-Bid on August 11, 2021. – Motion to advertise the Parking Lot project with a bid opening on August 23, 2021 by Mark Hildebrandt and 2nd by Mark Lowry, Roll Call Unanimous Vote, Mark Hammons not present.

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
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2.0 AIP Funded Projects

- **AIP 24 – Runway 9-27 LED Lighting - Construction**
 - We have asked Victor with the FAA if we can use the balance of the grant to improve the vault to reduce water penetration. We have not received a response. We will hold off on the grant close out until we receive a response from Victor. Emails were sent to Victor on 6/15 and 7/20 requesting a response.

3.0 Miscellaneous

- T-Hangar, Community Hangar Discussion
 - All of the punchlist items have been resolved.
 - Motion to release the remaining \$5,000 in retainage to Hamstra Builders, Inc.
- Paved Parking
 - Motion to advertise the Parking Lot project with a bid opening on August 19, 2021, and Pre-Bid on August 11, 2021.
- Runway Crack Repair
 - We have prepared the following quote packages:
 1. Runway Crack Repair out to the hold bars
 2. Runway Painting out to hold bars
 - The contractors have been slow to respond. Since the work is to be performed in the fall we will give them another month. We will review the quotes received in the August meeting. The FAA paint is backordered, contractor not sure they will get paint this year.
We did receive 5 quotes for the paving repairs and 1 Quote for Painting -
 1. HSC Pavement - \$35,550.00
 2. Axtell's Inc. - \$39,840.00
 3. American Pavement - \$78,600.00
 4. American Stripers - \$23,450.00
 5. Metro Construction - \$23,200.00
 6. AAA Striping Painting - \$39,744.00

Hold the paving quotes for 30 days to see if we can get some more painting quotes.

Discussed replacing electrical vault, waiting on Victor on what we can do with it. - **Board requesting Airport manager get quotes on installing automatic vent fan for the vault.**

AIRPORT MANAGER'S REPORT

1. **2nd Floor Repair** – Floor coating is completed, I am still installing the door transition pieces.
2. **Aircraft Maintenance Hangar Foam Estimates** – Delayed until roof is replaced
3. **Tables for Events** – Tables purchased and arrived.
4. **Metal Roof estimates and Metal on inside hangar estimates**
 - Shadow Ridge – Roof Cost \$12,660.00, Inside Cost \$19,240.00 Total Cost \$31,900.00
 - Schleppebach – Roof Cost \$10,330.00, Inside Cost \$16,984.00 Total Cost \$27,314.00
 - K. Graber – Roof Cost \$14,465.00 no quote on inside.
 - Ried Roofing – Plywood on top of metal roof Firestone SBS granule surfaced material. His quote just for the roof \$34,940.00

Motion to accept / approve both quotes from Schleppenbach for the metal roof and installing metal on the wall and ceilings inside the hangar by Mark Hildebrandt, 2nd by Bob Barr, Roll Call Unanimous Vote, Mark Hammons & Molly Long not present.

5. Excess Equipment – Still working on getting value on equipment's.
6. Archer Engine Overhaul - Three different choices:
 - New Engine - \$50,600.00 – New engine has the same two year warranty as the rebuilt engine.
 - Rebuilt Engine - \$28,294.00 - Lycoming is the only FAA-authorized manufacturer that can rebuild your Lycoming engine to an absolute zero-time status. We test every rebuilt engine part to new tolerances, so they meet the same requirements as a brand new Lycoming aircraft engine. Rebuilt engines come with a 2-year warranty (O-235 cylinders have a 1-year warranty) including parts and labor honored at any authorized distributor worldwide.
 - Overhauled Engine - \$23,895.00 - Overhauled engines come with a 1-year parts and labor warranty, and a 2-year warranty on cylinders (except O-235 engine models which have a 1-year factory warranty). Any authorized Lycoming Distributor honors our warranty.

All three choices will have a 13% increase as of 1 Aug 2021.

7. Sign New Bank Check Authorization Forms
8. Coyote's – Dave Knutson Cell # 574-702-5453 contacted the airport to request to trap Coyote's on the airport property. Disapproved

BOARD MEMBER COMMENTS – Bob Barr made a motion for the Airport Authority to donate \$500 to the EAA open house on 25 September 2021, Mark Hildebrandt 2nd Roll Call Unanimous Vote, Mark Hammons & Molly Long not present.

Mark Hildebrandt will not be at the next Board meeting and possibly will miss the September meeting also.

AIRPORT STAFF COMMENTS - None

ADJOURNMENT – Motion to Adjourn - Mark Hildebrandt, Mark Lowry 2nd, Roll Call Unanimous Vote, Mark Hammons & Molly Long not present.

NEXT MEETING – Tuesday, 24 August 2021 at 11 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

