



22 February 2022 LCCAA BOARD Meeting

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

CALL TO ORDER:

APPROVAL OF AGENDA AND MINUTES (Regular)

Motion to Approve Agenda & Minutes- Bob Bar, Molly Long^{2nd}, Roll Call - Unanimous Vote

PUBLIC COMMENTS:

Attorney: Fly over Review of the Personnel Policy Handbook would require 3 to 4 hours. This would enable the Attorney to identify any areas that would require updating. Attorney believes after identifying the areas that need updated, the updates would not exceed ten hours. Estimate for the max cost to do the review and updates not to exceed \$3500.00. Motion for the Attorney Firm to do a Fly over review to identify areas in the Personnel Policy Handbook that requires updated not to exceed \$1000.00 by Mark Hildebrandt, Mark Lowry^{2nd}, Roll Call – Unanimous Vote.

Airport Fraud Case – Motion by Molly Long, Bob Barr^{2nd} to amend last month motion of dismissing the Fraud lawsuit to keeping it open for the existing 5 defendants and dismissing the lawsuit against Mr. Kochenower, Roll Call Vote – Unanimous Vote. The Attorney will inter his appearance on behalf of the Airport Authority and file a motion for formal order.

Crop Duster – Question about requiring Crop Dusters to provide proof of insurance. We can ask but since the airport is funded from the Government, we cannot restrict them from using a public use airport. Need to look to see if we have Minimum Standards Policy, if not we need to investigate establishing one.

OLD BUSINESS

1. Committee Reports

- a. **Finance** – Nothing to report. Planning of future retirements, how do we get someone new trained prior to an employee retires. Would recommend we hire someone at least 6 month prior of the retirement to get trained.
- b. **Facility** – Option on snow equipment that we might want to consider getting is a used highway plow truck. Bob is going to check with the city highway department to see if they have a used vehicle.
- c. **Personnel** – Personnel Policy Handbook – *Hold on any updates until Attorney has time to review.*

NEW BUSINESS

1. **Financial Reports** – Motion by Molly Long, Bob Barr 2nd to accept the Financial Reports, Roll Call Unanimous Vote.
2. **Payables for Approval – \$31,767.45** – Motion to Approve Payables by Bob Barr, Molly Long 2nd the motion, Roll Call Unanimous Vote.
3. **Authorization to Pay - \$8,797.55** - Motion to Approve Authorization to Pay, Bob Bar, Mark Lowry 2nd the motion, Roll Call, Unanimous Vote.

ENGINEERS REPORT

Engineering related action items to be included on the agenda::

1. Motion to award the Vault improvements and LED sign conversion to Michiana Contracting, Inc. in the amount of \$31,484.00 by Mark Hildebrandt, Bob Barr 2nd the motion, Roll Call Vote – Unanimous Vote.
2. Motion to allow Chad and BF&S to revise the CIP for 2022-2027 submitted to INDOT and the FAA to include the Bipartisan Infrastructure Law (BIL) project/projects to meet the anticipated March 4, 2022 deadline by Mark Hildebrandt, Molly Long 2nd the motion, Roll Call Vote – 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)

- \$15B for Airport Infrastructure, \$5B for Airport Terminals, and \$5B for Air Traffic Facilities over 5 years. <https://www.faa.gov/bil>
- FAA has requested your CIP template sheet be updated with your 5 years of BIL requests. These will need to be revised and turned into INDOT on or around March 4, 2022.
- GGP is eligible for BIL Airport Infrastructure funds only at this point, which will be 90% Federal (\$110,000), 5% State (\$6,111), and 5% Local (\$6,111) for a total of \$122,222.00 annually for 5 years, \$611,110 total, based on what we know today. These funds are subject to the U.S. legislature passing a corresponding appropriations bill annually.
- The airport will need to follow federal procurement guidelines. Normal AIP rules will not necessarily apply with respect to revenue generating projects such as hangars.
- The airport may roll the funds to the last year according to FAA.
- List of projects for the BIL:
 1. Move the Fence and add a Varmint Barrier
 2. Update the airport drainage system
 3. Prep the ground and lay asphalt for a new 6 pack hangar.

- **Motion by Mark Hildebrandt, Molly Long 2nd the motion to approve BF&S and the Airport Mangar to update CIP with the above list of airport projects for the Bipartisan Infrastructure Law (BIL), Roll Call Vote – Unanimous Vote.**

2.0 AIP Funded Projects

- **Fiscal Year 2022 and CIP Meeting**
 - We do not recommend resending the NPE roll at this point based on what we have learned on the BIL funds.
 - We will likely need to come up with BIL grant application later this fiscal year.
- **AIP 24 – Runway 9-27 LED Lighting - Construction**
 - Victor has approved the vault work.
 - Once this work is complete we will close the grant.

3.0 Miscellaneous

- Parking Lot Project
 - We anticipate a March start at this point
- Runway Crack Repair
 - Metro has pushed to the spring to ensure proper installation temperatures are achieved.
- ***Discussion on airport being used Commercially by Air AG companies and requiring them to provide insurance for any HAZMAT spills.***

AIRPORT MANAGER'S REPORT

1. Equipment Building – Currently on schedule for May start.
2. Runway resealing / Painting – No update
3. Vault Building – ***Update from Paul, Contract was awarded to Michiana, they will get with me to schedule the work.***
4. Tim Dalton Debt – Received \$350.00 on 8 February 2022
5. Personnel Policy Handbook revisions – ***Hold until the Attorney completes the review.***
6. Drive through Gates – East gate has a wiring problem between the key pad and the control motor. Looking to replace it with a wireless key pad
7. Bluebird Hangar – Heating system, they have the heat set on 50 degrees (Lowest setting) and they are burning through a tank of propane almost each month. I would like to recommend that he have the heat system upgraded to the Radiant heat like the maintenance hangar has. Approved for the Airport Manager to get quotes on a new Radiant heat system
8. Airport Monitoring System - Virtower cost \$6,000.00 per year, no equipment charges. See quote in your binder under quote tabs. **Motion to purchase Virtower airport monitoring system by Mark Hildebrandt, Mark Lowry 2nd the motion, Roll Call Vote – Unanimous Vote.**
9. Bluebird – would like to rent the upstairs office space, until they get the office addition added to the hangar or a new hangar built. Currently Harold uses that office area for training classes. We can let him use the downstairs conference room whenever he has a class. **Motion by Mark Hildebrandt, Mark Lowry 2nd the motion to rent the upstairs office to Bluebird AG in the amount of \$300.00 per month**

10. CJ4 Jet – The pilot stopped by and looked at the facilities. They are reviewing other airports and prices and will let us know.

BOARD MEMBER COMMENTS – None

AIRPORT STAFF COMMENTS – None

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

NEXT MEETING – Tuesday, 22 March 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


