

**MINUTES OF THE REGULAR MEETING OF THE
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY (“LCCAA”)
BOARD**

HELD Tuesday, January 24, 2016, at the LOGANSPORT/CASS COUNTY AIRPORT (“Airport”)

Attendance:

Board Members Present:	Mark Hildebrandt	Pat McNarny – via phone
	Tad Wilkinson	Steve Plank
	Bob Barr	

Guest Present:

Tim Dalton, Airport Manager
Brian Elsenbroek, Butler, Fairman & Seufert (“BF&S”)
Michael Bowditch, Consolidated Union
Mike Gaunce, Insurance Corporation of America

Call to Order

The meeting was called to order by Mark Hildebrandt, President.

Approval of Agenda and Minutes

Mark Hildebrandt requested that Health Insurance for 2017 be added to New Business. *On a motion duly made by Mark Hildebrandt and seconded by Steve Plank, the Board voted by roll call 5-0 to approve the agenda as amended.* The minutes of the December 27, 2016 meeting were distributed. *On a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted by roll call 5-0 to table the minutes to provide addition review time.*

New Business

- a. **Automated External Defibrillator (“AED”).** Mark Hildebrandt stated that there is a need for an AED since the Airport is a public facility. He further stated that we might be able to obtain the device through a Cass County Community Foundation (“CCCF”) grant. He asked Tim Dalton to contact the CCCF and report at the next meeting.
- b. **Board Insurance.** Michael Bowditch presented to the Board information regarding Directors and Officers (“D/O”) liability insurance and stated that currently the Board is only covered by a fidelity bond. He further stated that since the Board is a paid Board, an individual’s homeowner’s policy would not provide coverage. Bob Barr raised a concern that the bond for the Airport Manager is titled Executive Director and that is not correct. Mark Hildebrandt asked that this be corrected. During that discussion, a question was raised as to the corporate status of the LCCAA. Michael Bowditch stated that D/O liability is based on being a for profit or not for profit corporation. Mark Hildebrandt stated that Don Tribbett would need to be consulted on this matter. Mark Hildebrandt stated the he would like to have action on this matter at the next Board meeting. Bob Barr asked Michael Bowditch about the status of the Workers Compensation insurance policy. Michael Bowditch stated that the LCCAA is under coverage. He stated that Tim Dalton has been in contact with him due to errors in payroll calculations which affect the rate.
- c. **2017 Health Insurance.** Mike Gaunce reported to the Board that the current group policy provided by Anthem Blue Cross Blue Shield (“Anthem”) will not be available in 2017 and a new policy needs to be selected. He reviewed options and cost and recommended that the Board select Anthem option 2GD7. *On a motion duly made by Bob Barr and seconded by Steve Plank,*

the Board voted by roll call 5-0 to elect option Anthem 2GD7 for 2017. Mike Gaunce provided Tim Dalton a binder which outlines the coverage and compliance requirements. He stated that 30 days prior to renewal each employee covered under the group policy would receive a Statement of Benefits and Conditions ("SBC"). He stated that LCCAA will need each employee to complete a form to remain on file which states the employee has received and understands the SBC.

- d. **Corporate Authorization.** Tim Dalton presented the Board with an updated Corporate Authorization Resolution from Salin Bank and Trust. Mark Hildebrandt stated that this outlines those that have access to LCCAA bank accounts, authorized signers and that Tim Dalton and Harold Price have access to debit cards. He read a letter (see Exhibit 1) from LCCAA to Salin Bank stating the above. *On a motion duly made by Pat McNary and seconded by Steve Plank, the Board voted by roll call 5-0 to adopt and submit the Corporate Authorization Resolution.*
- e. **Committee Reports.** Steve Plank stated that the Personnel Committee has met with the Airport Manager and completed his performance review. A copy was provided for each Board member. Mark Hildebrandt stated that an Executive Session would be scheduled following the audit exit interview so that the Board could discuss the Airport Managers performance review.
- f. **Financial Reports.** Tim Dalton reviewed the December 2016 Fund, Appropriations, Revenue and Depository and Cash Reconciliation reports and stated that the bank balance has been reconciled with the Keystone software balance for a total of \$1,496,434.92. *On a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted by roll call 5-0 to accept the financial report, subject to audit and excluding the fuel fund, as presented.*
- g. **Payables for Approval.** Payables were presented in the amount of \$30,483.42. Mark Hildebrandt asked that going forward payroll entries reflect the payroll check number and not the voucher number. *On a motion duly made by Tad Wilkinson and seconded by Steve Plank, the Board voted by roll call 5-0 to approve the payables as presented.*

Engineers Report

Brian Elsenbroek reviewed action items and requested the approval for signature and submission on INDOT Project Cost Reimbursement Pay Request No.1 in the amount of \$2,487.21. *On a motion duly made by Steve Plank and seconded by Tad Wilkinson, the Board by roll call 5-0 to approve the request.*

Brian Elsenbroek reviewed the Project and Available Funds report that he and Tim Dalton compiled. He stated that for 2017 funds are allocated to Phase 2 of the Wildlife/Security Fence and the Parallel Taxiway Design and Environmental Review. In September, the LCCAA will receive reimbursement for the purchase of parcels 7 and 8 which will provide funding for additional projects. It was agreed that the purchase of parcels 19 A and B would be the top priority. *On a motion duly made by Pat McNary and seconded by Tad Wilkinson, the Board voted by roll call vote 5-0 to instruct Don Tribbett to proceed with purchasing Parcels 19 A and B.* Additionally, restriping the runway, taxiways, sealcoating and striping the apron and parking lot were the next priorities. The Board instructed Brian Elsenbroek to obtain quotes for the projects and present them at the next meeting. The Board discussed the need to increase the auto parking lot. Currently the capacity is for 22 vehicles and parking issues arise during large meetings and Airport events. Mark Hildebrandt stated that he would like to see a design for phased construction that will consider future expansion.

Airport Managers Report

Tim Dalton reported for December 2016:

- a. 198.09 gallons of 100LL and 1,300 gallons of Jet fuel were sold.
- b. N43788 had 1.6 hours of rental.

The Based Aircraft Inventory was distributed for review and Tim Dalton reported that all but two tenants that are due in January have paid their 2017 rental fee. He stated that reminder letters were mailed on January 17, 2017 and will be followed up with a phone call before the end of the week.

Mark Hildebrandt stated that he would like to see a separate Point of Sale ("POS") system set up to handle non-fuel credit card transactions. *On a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted by roll call 5-0 to instruct the Airport Manager to contact Salin Bank and obtain the POS system.*

President and Board Member Comments

- Bob Barr stated that EAA Chapter 1471 has changed the date of the Airport Awareness Fly-In / Drive-In to September 30, 2017 due to schedule conflicts with Huey 369, summer heat and vacation conflicts. He also asked that Board members provide any ideas to make the event better.

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Tuesday, February 28, 2017, at 7:00 AM, at the Airport's Terminal Operations Center.

THEREUPON, there being no further business to come before the meeting, on a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted by roll call 5-0 to adjourn the meeting.



Presiding Officer