



## 22 March 2022 LCCAA BOARD Meeting

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

### CALL TO ORDER:

#### APPROVAL OF AGENDA AND MINUTES (Regular)

Motion to Approve Agenda & Minutes- Bob Bar, Mark Hildebrandt 2<sup>nd</sup>, Roll Call - Unanimous Vote

### PUBLIC COMMENTS:

**Attorney:** Update on the review of the Personnel Policy Handbook. The handbook just requires minor updates. Attorney is going to draft the changes and put in a form of a resolution. Motion to Approve the Attorney to draft the changes to the Personnel Policy Handbook and put it in a form of a resolution. Mark Hildebrandt, Bob Bar 2<sup>nd</sup>, Roll Call – Unanimous Vote – Molly Long did not vote.

**Airport Fraud Case** – Filed a entry of appearance for legal counsel in the fraud case. Also filed a motion to dismiss the one defendant Mr. Kochenower, waiting for the signed order to come back from the Judge.

**Minimum Standards** – Paul Shaffer sent me a draft copy of a Minimum Standards. The attorney recommends that the airport needs a minimum standards policy. The attorney will send the draft out to the airport authority.

### OLD BUSINESS

1. **Committee Reports** – Motion to approve committee reports Bob Barr, Mark Hildebrandt 2<sup>nd</sup> the motion, Roll Call Unanimous Vote. Molly Long absent
  - a. **Finance** – Nothing to report.
  - b. **Facility** – Replaced the plastic cover on the drive shaft on the New Holland Tractor.
  - c. **Personnel** – Personnel Policy Handbook – Attorney approved to update the handbook.

### NEW BUSINESS

1. **Financial Reports** –
2. **Payables for Approval – \$49,029.43** – Motion to Approve Payables by Bob Bar, Mark Hildebrandt 2<sup>nd</sup> the motion, Roll Call Unanimous Vote. Molly Long absent

3. **Authorization to Pay - \$12,728.32** - Motion to Approve Authorization to Pay, Mark Hildebrandt, Bob Bar 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.

**ENGINEERS REPORT**

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

1. Motion to approve Contractors Progress Estimate #1 form Coomler Contracting in the amount of \$14,683.20 **Bob Barr, Mark Hildebrandt 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote. Molly Long Absent.**

**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)**

- The revised CIP for 2022-2027 was submitted to INDOT and the FAA to include the Bipartisan Infrastructure Law (BIL) project/projects.

**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 started
  - Motion to approve Contractors Progress Estimate #1 form Coomler Contracting in the amount of \$14,683.20.
  - There is a cost proposal pending to reuse the single arm light pole being replaced with a 2-arm light pole on the southeast corner of the lot. Coomler is still working on that cost estimate currently.
- **Runway Crack Repair**
  - Metro hopes to begin in April. They have been instructed to coordinate with Chad.

**Board President request – Requesting the use of the airport parking lot to stage the Antique Tractor Parade. Motion to approve the Antique Tractor Club to use the airport property by Bob Barr, Mark Hildebrandt 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**

## **AIRPORT MANAGER'S REPORT**

1. Equipment Building – Schedule for May start.
2. Runway resealing / Painting – No update
3. Vault Building – Waiting on Contractor to start
4. Tim Dalton Debt – No March Payment as of this date.
5. Drive through Gates – Both the East and North gates are working. Replaced Keypad on East gate with a wireless keypad. West Gate the ground is heaved up and will not allow the gate to open. Waiting on the ground to thaw.
6. Bluebird Hangar – Requested quotes from three contractor only received two of them back, they are in your folder under the Quote Tab. **On hold until next month to get a quote from Dillings**
7. Airport Monitoring System - Zach and I installed the antennas and routed the cabling to the computer room, IT hooked up the system to the router and a Tech from Virtower came and set the system up. A copy of a basic report is in your binder under the other tab. **Board would like to review the data monthly.**
8. Office Space – Bluebird, they agreed on the \$300 per month rent, they are moved in and operating.
9. Young Eagles Event - EAA is requesting the use of the Archer for this event. **Motion to approve the EAA to use the Archer for the Young Eagles Event Mark Hildebrandt, Bob Barr 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote, Molly Long absent.**
10. Chairs for Events – The EAA purchased 50 chairs last year, which brought our total chair count to 99. Requesting to buy 50 more chairs and rack, cost would be \$2200.00. We have several events on the calendar this year with more than 100 people attending, including the Mayor's event. **Motion to purchase additional 50 chairs in the amount of \$2200.00 by Mark Hildebrandt, Bob Barr 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**
11. Health Insurance – Set down with our Major medical health insurance provider to discuss the transition for Rose between Major Medical insurance and Medicare Part A&B and a Supplemental Insurance. The airport is currently paying \$1249.51 per month for the group medical insurance. Rose's medical insurance cost \$1228.47 + \$10.53 for vision care which totals \$1238.99 per month. To keep the group plan I have vision care also for \$10.52. Rose will go on Medicare the first of July. Part A and Part B would be a monthly charge of \$170.10, Part D (Prescriptions) would be no more than \$30.00 per month. Supplemental insurance with Mutual of Omaha would be \$120 per month.

Total yearly cost of Anthem Blue Cross Blue Shield per year is \$14,994.12 + her HAS Plan of \$1,500.00 per year for a Total yearly cost of \$16,494.12.

Total yearly cost of Medicare Part A&B + Supplemental insurance will cost \$3,841.20 per year. Savings of \$12,652.92 Per year. Issue – Employer cannot pay for Medicare or HSA plans on any employees directly.

Next recommendation he has was that he strongly suggest that we keep this group plan open due to the fact he would not be able to provide a group plan in the future due to the amount of employee's. He also recommended Adding my spouse on the group plan for vision care to keep two people in the group.

**Motion to add the airport manager spouse on the group plan for vision care by Mark Hildebrandt, Bob Barr 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**

12. Fuel System – 100LL system went down for a couple days for a bad transformer in the QT Pod, had to order new transformer and it cost \$500+. Received the part, got it installed and ops

checked good. System started to have a different issue this week, the pump will run for a few seconds than kick off. It will not stay broke long enough to troubleshoot it. I believe the 3-phase current limiter is going bad since it is intermittent.

13. New Holland Tractor – It blew a hydraulic hose, New Holland game out and removed and replaced the hose. Tractor is scheduled to go in for its Annual preventative maintenance at the end of the month.
14. While we had the High Lift rented to install the Virtower Antenna's we utilized it to replace light bulbs in the security light on the hangar. Unfortunately, the old incandescent light bulbs were not available. A new LED replace bulb cost \$100 each or a new LED outdoor light Assy. Cost \$120 each. The difference is that I would have to bypass the ballast if I just wanted to replace the bulb. So, I replaced the whole light assy. 2 each on the east side of the hangar. We also replaced one of the high bay lights inside the hangar with a new LED light assy.
15. The hangar outlets are on a couple circuits, during the open house last year we kept blowing circuit breakers because of it. I would like to split the circuits up so each couple outlets are on their own circuits. The cost would be \$2,570.00 and the quote is in your binders. **Motion to approve the quote of \$2,570.00 to up grade the main hangar electrical circuits by Mark Hildebrandt, Bob Barr 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**
16. Air Indiana Skydiving sold their aircraft, they will be vacating the hangar by the end of March.
17. The Airport Firewall and Wireless router needs to be up graded. The quote from our IT provider is in the quote tab. **Motion to approve the airport Firewall and Wireless router system in the amount of \$2,221.81 by Bob Barr, Mark Hildebrandt 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**

Information Staff: Rose and Zach were invited to Logansport 6<sup>th</sup> grade Academy to give a presentation on Aviation. Between the EAA and the Airport we are getting information out to the public. They have another presentation at the High School next month for career day.

**BOARD MEMBER COMMENTS – None**

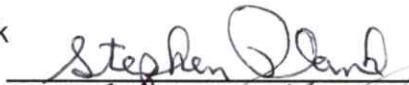
**AIRPORT STAFF COMMENTS – None**

**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

 Secretary