



**November 23, 2021 LCCA BOARD Meeting**

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

**CALL TO ORDER:**

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

Motion to Approve Agenda & Minutes- Bob Barr, Mark Hammons 2<sup>nd</sup>, Roll Call - Unanimous Vote, Molly Long absent.

**PUBLIC COMMENTS:**

**Attorney:** Airport Manager requested a letter be sent to one of the airports hangar lease about the requirement to house an aircraft in the leased hangar. The FAA established clear guidelines, requires the airport to conduct inspections to make sure those guidelines are being met.

**OLD BUSINESS**

**1. Committee Reports**

- a. **Finance** – Resolution to transfer \$25K from capital projects line item 433 to legal fees line item 313. Zeroed out all other line items for the end of the year. Motion by Molly Long for Resolution to transfer \$25,000.00 from Capital Project Line item 433 to Legal Fees Line item 313. Bob Barr 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.
- b. **Facility** – Recommendation for new equipment building will be in the manager report.
- c. **Personnel** – Motion by Mark Lowry to increase the part time help salary to \$15.00 per hour starting 28 November 2021, Molly Long 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote. Airport manager is going to clean up the job positions and creating pay bands. Motion by Mark Lowry to increase the full time Administration Assistant salary to \$38,000.00 per year starting November 2021, Molly Long 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.

**NEW BUSINESS**

1. **Financial Reports** – Motion by Molly Long, 2<sup>nd</sup> by Bob Barr to accept the Financial Reports, Roll Call Unanimous Vote.
2. **Payables for Approval – \$73,851.47** – Motion to Approve Payables, Bob Barr, Mark Hammons 2<sup>nd</sup> the motion, Roll Call Unanimous Vote.
3. **Authorization to Pay - \$10,022.55** - Motion to Approve Authorization to Pay, Bob Barr, Mark Hammons 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 submit NPE roll or grant pre-application by December 1, 2021. Motion by Mark Hildebrandt to Roll the NPE Grant of 150,000.00 for 2021, Mark Lowry 2<sup>nd</sup>, 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%

### .0 AIP Funded Projects

- **Fiscal Year 2022 and CIP Meeting**
  - The next project on the CIP is the Parallel Taxiway Project.
  - The FAA and INDOT are anticipating funding the design in 2023 with construction in 2025. They show NPE rolls in 2022 and 2024. A comparison of what INDOT programed compared to what was submitted by LCCAA is below.
  - We need to get direction from the Board on if the desire is to roll in 2022 or apply for a grant. A pre-application will be due by December 1, 2021, if we apply for a grant.
  - The CIP went well. Thank you to Steve and Mark for taking the time to attend.
    - We discussed that the NPE roll in 2022 was a possibility but indicated we would not agree to a roll in 2024 at this time.
    - A discussion of the taxiway realignment scope took place. We explained there are 3 key aspects:
      - The taxiway re-alignment in the terminal area.
      - The drainage improvements for the terminal area.
      - The resurfacing of the east and west ends of the taxiway that are not being realigned.
  - 1. Further discussion was held on the runway rehabilitation project that will follow the taxiway project.
- **AIP 24 – Runway 9-27 LED Lighting - Construction**
  - We still submitted the detailed quotes to Victor with the FAA for the vault to close this grant. Victor has not formally responded but has verbally indicated it makes sense.

### 3.0 Miscellaneous

- **Parking Lot Project**
  - A pre-construction conference is scheduled for 10/22 at 8:00 AM.
  - Construction is slated to begin in the spring. See the new construction schedule attached.
- **Runway Crack Repair**

Metro had mechanical breakdown preventing them from stating the work on Nov 8<sup>th</sup> as they had committed to. The work will now likely need to be pushed to the spring to ensure proper temperatures are achieved.

## AIRPORT MANAGER'S REPORT

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1. Equipment Building – Received two quotes, one from Miller Building LLC, and one from Schleppenbach LLC. No one else submitted a quote. **Motion by Bob Barr to accept Miller Building LLC quote for \$88,730.00 to build a new equipment building, Mark Lowry 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote**
2. Runway resealing / Painting – Contractor was delayed do equipment issues, as of 17 Nov they are still planning on getting the sealing done this year. Waiting for the temperature to be 40 degrees and rising. Not sure that is going to happen.
3. Vault Building – Michiana updated their quote, Engineering sent it to the FAA to see if they would fund the repairs, waiting on a response from the FAA.
4. Bluebird AG took position of the hangar. They would also like to request for us to install three more LED lights inside the Hagar Bay and an outside LED light. **Motion by Mark Hildebrandt for the Airport Manager to have three new LED lights installed in Bluebird AG hangar and 1 LED Light to be installed outside the hangar in the amount not to exceed \$5,000.00, Molly Long 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**
5. Tim Dalton Debt – We received \$350.00 towards Mr. Dalton \$34,185.65 debt that he owes the airport on 5 October 2021. I added this debt to the Dashboard so we can keep SA on it.
6. Attorney Records – I contacted Mr. Tribbett via email on 4 November about airport files. He responded back stating that most of the files have been moved to a closed file storage. Give him some time to gather everything together, and his office will let us know when the files are ready for pick-up.
7. Personnel Policy Handbook revisions – Copy of revisions in your packet under Other TAB
8. Pay increase for employees, request pay increase for our Part Time help, from \$12.00 per hour to \$15.00 per hour. **Already discussed under reports**
9. Pay increase for the Full time Administration position, request a \$2.00 per hour increase. **Already discussed under reports**
10. New Computer for Administration, old one is 4+ years old and it is having issues, request approval to buy a new computer not to exceed \$2,000.00. This would include our IT support to load and set up the computer. **Motion by Bob Barr to purchase new administration computer not to exceed \$2,000.00, Molly Long 2<sup>nd</sup> the motion, Roll Call, Unanimous Vote.**
11. Archer Annual Inspection completed, no major issues, engine compressions were outstanding. Had to replace all eight spark plugs, air filter and oil filter, total cost of parts was around \$400.00
12. Archer Insurance renewal is coming due, this year quote is \$400 more for a total of \$4557.00 for the year. I have requested a second quote to see if we can get it a little cheaper.
13. Airport Gates – Installed all new locks on AG gates that are keyed the same.
14. Airport Property Insurance – Currently the airport is paying \$18,000 + a year for property insurance. I have two quotes from different insurance companies – Dale Insurance which is underwritten by Erie Insurance for \$21,236.00 per year. Second quote is from Kitchell Insurance which is underwritten by Indiana Farmers for \$14,483.00 per year, but

the agent stated he wants a specialized agent to come out to verify. Both quotes increases our current coverage by \$300,000. Not sure our current policy is correctly covering the airports assets.

**BOARD MEMBER COMMENTS** – Mark Hammons caution me to make sure I am making sure I am comfortable and using good judgment when I am making repairs. Safety always comes first! Steve Plank wanted to thank our new attorney for all his support.

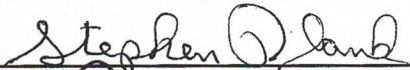
**AIRPORT STAFF COMMENTS** – None

**ADJOURNMENT – Motion to Adjourn** – Mark Hildebrandt, Mark Hammons 2<sup>nd</sup>, Roll Call Unanimous Vote.

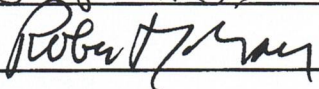
**NEXT MEETING** – Tuesday, 28 December 2021 at 11 a.m. at the LCCAA Terminal Operation Center.

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

  
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Attest

  
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