

**Logansport – Cass County Airport Authority**  
**Meeting Minutes**  
**July 1<sup>st</sup>, 2003 Board Meeting**

**Attendance:**

Board members -	Bob Barr Mark Hildebrandt Paul Hipsher Pat McNarny Jim Steinberger Tad Wilkinson
Guests -	Dick Hettinger; Logansport City Mayor Suzanne Snyder; Cass County Commissioner Secretary Kelly Thompson; Cass County Commissioner Don Tribbett; Logansport City Attorney Rose Wagoner; Logansport Flying Service

**Call to Order:**

The first meeting of the board of the Logansport – Cass County Airport Authority was called to order by Logansport City Attorney; Don Tribbett.

**Administration of Oaths:**

Newly appointed board members were sworn in. Mayor Dick Hettinger swore in city-appointed board members Mark Hildebrandt, Pat McNarny, and Tad Wilkinson. County Commissioner Kelly Thompson swore in county-appointed board members Bob Barr, Paul Hipsher, and Jim Steinberger.

**Election of Officers:**

Don Tribbett discussed offices to be elected by the new board. Elections proceeded as follows:

- President – Jim Steinberger nominated Tad Wilkinson and the nomination was seconded by Bob Barr. A motion to close nominations was made by Paul Hipsher, seconded by Pat McNarny, and passed. Tad Wilkinson was elected unanimously.
- Vice-President – Bob Barr nominated Mark Hildebrandt and the nomination was seconded by Pat McNarny. A motion to close nominations was made by Pat McNarny, seconded by Bob Barr, and passed. Mark Hildebrandt was elected unanimously.
- Secretary – Tad Wilkinson nominated Jim Steinberger and the nomination was seconded by Pat McNarny. A motion to close nominations was made by Bob Barr, seconded by Mark Hildebrandt, and passed. Jim Steinberger was elected unanimously.
- Treasurer – Bob Barr nominated Pat McNarny and the nomination was seconded by Tad Wilkinson. A motion to close nominations was made by Tad Wilkinson, seconded by Paul Hipsher, and passed. Pat McNarny was elected unanimously.

**Meeting Schedule:**

It was noted that the LBOAC had been conducting regular monthly meetings held on the second Wednesday of each month, starting at 5:30 PM. The board agreed to continue with that schedule for regular monthly meetings.

**Rules of Procedure:**

Don Tribbett explained to the board that the statute required the board to appoint a committee to draft Rules of Procedure to govern board business. Tad Wilkinson asked for volunteers. Mark Hildebrandt, Bob Barr, and Paul Hipsher agreed to serve on the new committee, and Mark was appointed chairman. It was recommended that the committee procure copies of rules from existing Airport Authorities for review, and Bob Barr agreed to contact other airports for that information. Don Tribbett offered the services of his staff to prepare the drafts.

**Board Legal Counsel:**

Tad Wilkinson noted the past service to the board that had been provided by Don Tribbett, and made the motion that Don Tribbett be retained as legal counsel for the new board. The motion was seconded by Pat McNarny and passed unanimously.

**Board Organization and Training:**

Don Tribbett offered the suggestion that the board consider a special informational meeting to discuss and learn about the operation of an Airport Authority. Don noted that he had discussed this issue with persons at Ice Miller, a legal firm experienced as bond counsel, and Umbaugh & Associates, a firm specializing as a bond rate consultant, and that both parties would be willing to provide a presentation to the new board, focused mainly on financial issues. Other topics mentioned by board members included a review of the state statute and of the City budgeting process. (It was suggested that when Bob Barr contacts other Airport Authorities regarding their Rules of Procedure, he also inquire regarding their budgeting process.) Don stated that he would contact the consultants to find out about available dates for a special meeting. Don will provide the alternate dates to Tad, and Tad will contact board members to set the meeting. The meeting will be a public meeting. Regarding the budgeting process, Bob Barr suggested, and it was agreed that Pat McNarny, Jim Steinberger, and Tad Wilkinson form a budget committee to begin work on a new budget.

**Meeting Schedule:**

The next regular board meeting will start with a bid opening for the Airport Runway Reconstruction and Widening project. The bid opening has been advertised to be at 5:30 PM, on Wednesday, July 9<sup>th</sup>. Mark Hildebrandt noted that he would be unable to attend due to a previously made business commitment.

**Adjournment:**

The meeting was adjourned.

**Signed:**

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**Charles "Tad" Wilkinson**

cc: Board Members  
Jim Keefer; INDOT  
Greg Sweeney; FAA  
Richard Hettinger; Logansport City Mayor  
Richard Eller, Dick Rusk, & Kelly Thompson; Cass County Commissioners  
Mark Shillington; Mid-States Engineering  
Don Tribbett; Logansport City Attorney  
Bobby Avery-Seagraves; Asst. Logansport City Attorney  
Rose Wagoner; Logansport Flying Service (Board file copy)  
Ruth Ellen Helms; Logansport Clerk-Treasurer  
Jim Weaver; Logansport Economic Development Foundation