

**Logansport – Cass County Aviation Authority  
Meeting Minutes  
August 13<sup>th</sup>, 2003 Board Meeting**

**Attendance:**

Board members -	Bob Barr Mark Hildebrandt Paul Hipsher Pat McNarny Jim Steinberger Tad Wilkinson
Guests -	John Julien; H. J. Umbaugh & Associates Don Tribbett; Aviation Authority Attorney John Vernon; Logansport City Council Rose Wagoner; Logansport Flying Service

**Call to order:**

The meeting was called to order by the President, Tad Wilkinson.

**Approval of Minutes:**

A motion to approve the minutes for board meetings held July 9<sup>th</sup>, July 21<sup>st</sup>, July 29<sup>th</sup>, and August 5<sup>th</sup> was made by Paul Hipsher, approved by Mark Hildebrandt, and passed unanimously.

**PUBLIC COMMENTS –**

Logansport City Council person, John Vernon, noted that the city was in the process of completing work on the 2004 budget and asked if the airport budget was final. It was noted that money needed for the local share of capital projects was not included in the operating budget.

**PRESIDENT'S COMMENTS -**

**Payables:**

Tad reported that various invoices had been paid.

**INDOT Inspection:**

Tad reported that the airport INDOT inspection has been completed.

**Runway Reconstruction and Widening:**

Tad noted that FAA Grant #9 for the Runway Reconstruction and Widening project had been received.

**AAI Meeting:**

Tad noted that the Aviation Association of Indiana would be holding their annual meeting at Pokagon State Park, October 7<sup>th</sup> to 10<sup>th</sup>.

**Building & Grounds:**

Tad commended Harold Price for his continuous improvement of the airport facilities.

## **FBO REPORT -**

Rose Wagoner reported for the FBO.

### **Air Traffic Report:**

Rose presented the aircraft traffic and fuel sales report, for the period 5/13/03 to 6/16/03, as follows:

- 30 Piston Aircraft
- 10 Jet Aircraft
- 6 Helicopters
- 2 Turbo Prop Aircraft
- 2051 gallons of Av Fuel was sold.
- 1663 gallons of Jet Fuel was sold.

Note: The aircraft traffic figures include transient aircraft only, recorded between 8:30 AM and 5:00 PM, not Logansport based aircraft or after-hours aircraft. Logansport based aircraft, including both corporate and private, average an additional 3 or 4 flights per day.

### **Fuel System:**

Rose reported that the Department of Weights and Measures had been onsite to inspect the fuel system equipment and that the equipment was determined to be within tolerances.

### **Lobby Blinds:**

Rose shared competitive quotes for mini-blinds for the Administration Building Lobby that she had received. A motion was made by Mark Hildebrandt, seconded by Pat McNarny, and passed unanimously to authorize Rose to proceed with the purchase of mini-blinds for the west lobby windows for a price of \$235.50.

## **ENGINEER'S REPORT -**

Mark Shillington for Mid States Engineering had previously informed the board that he would be unable to attend due to family obligations.

## **OLD BUSINESS -**

### **Fuel Tank and Hangar Painting:**

Tad noted that contracts for the Fuel Tank and Hangar painting work have been awarded, however work has not yet started.

### **Land Acquisition:**

Jim reported that the new appraisal has been completed and is now in the process of being reviewed per FAA requirements. Don Tribbett will draft a new Offer to Purchase when the Review Appraisal is completed.

## **NEW BUSINESS –**

### **Committee Reports:**

**Rules Committee** – Paul reported that he had received copies of the Rules and Procedures and Operating budgets from the Kokomo Municipal Airport for comparison purposes.

**Budget Committee** – John Julien reported that he was waiting on other airport to complete their 2004 budgeting process, and would then obtain copies of those budgets for the Logansport committees use in developing the LCCAA 2005 operating budget. Paul asked John to try to obtain Rules & Procedures from those airports also.

**Capital Bond Issue / Debt Service:**

John Julien reviewed the timeline for action required for the LCCAA to be successful to establish 2004 tax revenue as debt service for capital bonds for proposed airport infrastructure projects.

Timeline and actions were agreed as follows:

- 8/25/03 was established as the date by which advertisement for the debt service tax levy must be published. A motion to proceed with the advertisement was made by Paul Hipsher, seconded by Pat McNarny, and passed unanimously. John Julien agreed to prepare the advertisement.
- Board members agreed to attend the 8/15/03 Cass County Council meeting to advise the council of the boards plan to advertise for a debt service tax levy for 2004.
- A motion to schedule a Public Hearing regarding the debt service tax levy for 9/8/03, at 9:00 AM, at the airport, was made by Pat McNarny, seconded by Mark Hildebrandt, and passed unanimously.
- It was agreed to move the regular September board meeting, originally scheduled for 9/10/03, to 9/18/03, in order to provide the required waiting period so that action to adopt the bond budget could be considered at that meeting.

John presented an Engagement Agreement from Umbaugh & Associates, to provide accounting services for the airport related to the proposed bond issue and development of the 2005 operating budget. Don Tribbett agreed to review the agreement.

John also presented and recommended a resolution required to allow reimbursement from the bond revenue for the local share of capital projects for which the bond revenue is intended, in case some of those costs were incurred before the bond revenue is available. A motion to adopt the Declaration of Official Intent to Reimburse Expenditures was made by Bob Barr, seconded by Paul Hipsher, and passed unanimously.

**Maintenance Projects:**

Tad presented a billing from Harold Price for completed maintenance work. A motion to approve the bill for 45 hours for labor plus the use of Harold's mower, was made by Pat McNarny, seconded by Paul Hipsher, and passed unanimously.

There was no other new business.

**Meeting Schedules:**

The Public Hearing for the proposed debt service tax levy is scheduled for Monday, September 8<sup>th</sup>, at 9:00 AM, at the airport. The next regular board meeting is rescheduled for Thursday, September 18<sup>th</sup>, at 5:30 PM.

**Adjournment:**

The meeting was adjourned.

**Signed:**

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**Charles "Tad" Wilkinson**

cc: Board Members  
Jim Keefer; INDOT  
Greg Sweeney; FAA  
Mark Shillington; Mid-States Engineering  
Don Tribbett; Logansport City Attorney  
Bobby Avery-Seagrave; Asst. Logansport City Attorney  
Rose Wagoner; Logansport Flying Service (Board file copy)  
Ruth Ellen Helms; Clerk-Treasurer (w/ copies to City Council)  
Jim Weaver; Logansport Economic Development Foundation  
John Julien; H. J. Umbaugh & Associates  
Cass County Commissioners  
Richard Hettinger; Mayor, City of Logansport