

**Logansport / Cass County Airport Authority
Meeting Minutes
July 1st, 2004 Board Meeting**

Attendance:

Board members - Bob Barr
 Mark Hildebrandt
 Paul Hipsher
 Pat McNarny
 Jim Steinberger
 Tad Wilkinson

Guests - Larry Creakbaum; Mid States Engineering
 Mark Shillington; Mid States Engineering
 Bernard Slusser
 Don Tribbett; Airport Authority Attorney
 Rose Wagoner; Logansport Flying Service

Call to order:

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

Election of Officers:

Tad Wilkinson opened the floor for nominations of officers. The nomination of Mark Hildebrandt for President was made by Jim Steinberger and seconded by Paul Hipsher. A motion to close the nominations was made, seconded, and passed unanimously. Mark was elected unanimously. The nomination of Tad Wilkinson for Vice-President was made by Bob Barr and seconded by Pat McNarny. A motion to close the nominations was made, seconded, and passed unanimously. Tad was elected unanimously. The nomination of Pat McNarny for Treasurer was made by Tad Wilkinson and seconded by Bob Barr. A motion to close the nominations was made, seconded, and passed unanimously. Pat was elected unanimously. The nomination of Jim Steinberger for Treasurer was made by Paul Hipsher and seconded by Pat McNarny. A motion to close the nominations was made, seconded, and passed unanimously. Jim was elected unanimously.

Approval of Agenda:

The meeting agenda was distributed for review. A motion to approve the agenda was made by Pat McNarny, seconded by Paul Hipsher, and passed unanimously.

Approval of Minutes:

The minutes for the June 2nd, 2004 board meeting were presented for approval. Corrections were made and a motion to approve those minutes as corrected was made by Pat McNarny, seconded by Bob Barr, and passed unanimously. The minutes for the June 17th, 2004 special land acquisition meeting were presented for approval. Corrections were made and a motion to approve those minutes as corrected was made by Bob Barr, seconded by Tad Wilkinson, and passed unanimously.

TREASURER'S REPORT -

Accounts Payable:

Tad Wilkinson presented a list of claims totaling \$9,780.91. A motion to approve payment was made by Paul Hipsher, seconded by Pat McNarny, and passed unanimously.

PUBLIC COMMENTS –

Bernard Slusser stated that he had attended the meeting to hear the Engineer's report concerning storm water drainage.

PRESIDENT'S COMMENTS -

Miscellaneous Repairs:

Tad Wilkinson noted that several minor repairs to the airport facilities had been completed.

Airport Budget:

Tad Wilkinson noted that Tad and Pat McNarny had attended the DLGF hearing for the maximum tax levy, and that he had attended the City Council Budget Committee hearing regarding the airport 2005 operating budget.

AAI Meeting:

Tad Wilkinson noted that the quarterly meeting of the Aviation Association of Indiana was scheduled for July 15th, at Indianapolis.

President Recognition:

Paul Hipsher recognized outgoing President Tad Wilkinson and commended him for his leadership of the L/CCAA Board. All other board members also offered their thanks to Tad for his work.

FBO REPORT -

Rose Wagoner attended the meeting to represent the FBO.

Air Traffic Report:

Air traffic and fuel sales for the period from June 2nd, 2004 to July 1st, 2004 was reported as follows:

- 80 Total movements
- 42 FBO aircraft
- 16 Local piston aircraft
- 13 Transient piston Aircraft
- 6 Jet aircraft
- 3 Turbo Prop Aircraft
- 0 Helicopters
- 1788 gal. Av Fuel
- 652 gal. Jet Fuel

It is noted that flights recorded were during regular hours and did not include after hours flights.

Fueling Equipment:

Rose noted that the hose on the fuel dispenser was getting worn on the nozzle end and recommended that the hose be reversed to extend it's serviceable life. The board agreed to direct the airport maintenance person to reverse the hose.

NDB Equipment:

Rose noted that spare NDB parts that the airport had acquired were currently stored in the board's file room. Bob Barr offered to store the parts in his enclosed hangar.

ENGINEER'S REPORT -

Mark Shillington and Larry Creakbaum reported for Mid-States Engineering.

Project Costs:

Mark presented documents for review and approval as follows:

- Mid-States Engineering invoice for \$1,000 for the Airport Layout Plan, Grant #6.
- Deichman Excavating invoice for \$22,643.39 for the Runway Rehabilitation and Widening, Grant #9.
- Deichman Excavating Change Order #3 for a net \$25 deduct for an adjustment of unit quantities and for extra work to perform grading of the west end Safety Runoff Area for the Runway Rehabilitation and Widening, Grant #9.
- FAA and State pay requests #6 for Grant #6.
- FAA and State pay requests #7 for Grant #9.

Mark recommended board approval of the invoices, change order, and pay requests. A motion to approve those documents was made by Jim Steinberger, seconded by Paul Hipsher, and passed unanimously. Mark also submitted to the board an updated recap of total estimated costs for the Runway Rehabilitation and Widening project. The project is now projected to be \$42,116 over the grant amount, for a total estimated project cost of \$1,276,896.

Aerial Photo Study:

Mark presented the board with a copy of an aerial photo study and report that had been completed by Mid-States, and reported that copies of the report had also been submitted to the FAA and INDOT.

IDEM Stormwater Policy:

Mark explained to the board regarding IDEM "Rule 6" which addresses pollution of stormwater runoff. Mark reviewed a list of 14 questions regarding runoff with the board and it was determined that the airport had no exposure to runoff pollution. Mark noted that he would file the required paperwork with IDEM accordingly.

C.I.P Review:

Larry Creakbaum reviewed the airport Capital Improvement Plan with the board. Larry noted that top priorities were land acquisition, closing the road at the west end of the runway to allow a runway extension, and the runway extension. Larry recommended a comprehensive Drainage Study be performed to address long-term drainage concerns and noted that Mid-States would prepare a proposal for that work. The board discussed the timeline for possible completion of the runway extension. The board noted that the runway extension has been considered a critical community need for several years, and now that the local financing was in place and it appeared that the land acquisition was nearing completion, the board desired that the runway extension be put on a fast track for completion, including possible overlap of drainage studies, runway design, etc., and that the 2007 runway construction schedule as projected by Larry should be accelerated if at all possible. Larry noted the need to work with the FAA for financing and agreed to try to setup a meeting with FAA and INDOT officials at the earliest possible opportunity to discuss the runway extension.

OLD BUSINESS -

Land Acquisition:

Don Tribbett reported that he had spoken with the Lyons' attorney and that the Lyons were agreed in principle to the board's current proposal. Don reported that the easement document had been drafted and forwarded to the Lyons' attorney for review. Jim Steinberger reported that the survey had been completed and forwarded to the appraiser. Larry Creakbaum noted that if a Purchase Agreement was completed by the end of July, an application could be made for 2004 grant money. A motion to authorize the board President to sign a contract for the purchase up to the appraised value and to sign grant application documents was made by Tad Wilkinson, seconded by Paul Hipsher, and passed unanimously.

Airport Budget:

The board reviewed the schedule for budget approval meetings, those being as follows:

- City Council – July 6th, @ 5:00 PM, at the City Building.
- County Council – July 16th, @ 9:00 AM, at the County Courthouse.

The board discussed the budget and agreed that representatives from H.J. Umbaugh would represent the board and present the budget. Budget Committee chairman Pat McNarny asked all board members to closely review the budget and submit any questions or comments to Jim Steinberger not later than Wednesday, July 8th. Pat stated that he would contact John Julien at H.J. Umbaugh and try to setup a teleconference with the Budget Committee on Friday, July 9th, so that John and the committee can discuss the budget in detail and prepare for the presentation to the County Council.

Painting Project:

It was noted that the fuel system equipment and hangar painting project had not yet been started. Jim noted that he had contacted the painting contractor once again and been told that the project had been delayed by weather. A motion to authorize Jim Steinberger to take steps necessary to expedite the painting project, including if necessary to rescind the purchase order and hire the next place bidder, was made by Mark Hildebrandt, seconded by Paul Hipsher, and passed unanimously.

Drainage Meeting:

Mark Hildebrandt noted that a meeting at the airport to discuss drainage with Bernard Slusser had been attended by Mark, Steve Kovacs from Mid-States Engineering, Mayor Mike Fincher, and Bernard.

NEW BUSINESS –

Bond Payment:

Don Tribbett reported that John Julien from H.J. Umbaugh had recommended that the board take action to make funds available as needed for the July 2004 bond payment. A motion to add that item to the agenda was made by Jim Steinberger, seconded by Paul Hipsher, and passed unanimously. Don explained John's recommendation and a motion was made by Paul Hipsher and seconded by Pat McNarny to authorize an inter-fund transfer and loan from the construction to the bond fund in the amount necessary to make the July 2004 bond payment, to be repaid upon receipt of the tax distribution. The motion passed unanimously. Pat McNarny noted that the total payment would be \$38,247.08. Don noted that the transfer and loan required would be approximately \$22,000.

CAP Training Exercise:

Rose Wagoner reported that the Civil Air Patrol had requested permission to use the Logansport / Cass County Airport to conduct a training exercise on September 9th, 2004. The board discussed the use of the airport facilities and a motion was made by Paul Hipsher, seconded by Bob Barr, and passed unanimously to grant permission to the CAP to use the airport.

Airport Maintenance:

Tad Wilkinson presented an invoice from airport maintenance person Harold Price for \$450 for mowing and \$160 for miscellaneous maintenance work. A motion to approve the invoices was made by Mark Hildebrandt, seconded by Pat McNarny, and passed unanimously.

Meeting Schedules:

The next regular meeting of the Logansport / Cass County Airport Authority is scheduled for Wednesday, August 11th, 2004, at 5:30 PM, at the airport.

Adjournment:

A motion to adjourn the meeting was made, seconded, and passed unanimously. The meeting was adjourned.

Signed:

Charles "Tad" Wilkinson

cc: Board Members
Jim Keefer; INDOT
Greg Sweeney; FAA
Mark Shillington; Mid-States Engineering
Don Tribbett; L/CCAA Attorney
Rose Wagoner; Logansport Flying Service (Board file copy)
Ruth Ellen Helms; Clerk-Treasurer (w/ copies to City Council)
Cass County Commissioners
Mike Fincher; Mayor, City of Logansport