

Approved by L/CCAA Board 9/8/04.

**Logansport / Cass County Airport Authority  
Meeting Minutes  
August 11<sup>th</sup>, 2004 Board Meeting**

**Attendance:**

Board members -	Bob Barr Mark Hildebrandt Pat McNarny Jim Steinberger Tad Wilkinson
Guests -	Dr. Jeff Granger Mark Shillington; Mid States Engineering Don Tribbett; Airport Authority Attorney Rose Wagoner; Logansport Flying Service

Board member Paul Hipsher was unable to attend.

**Call to order:**

The meeting was called to order by the President, Mark Hildebrandt.

**Approval of Agenda:**

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

**Approval of Minutes:**

The minutes for the July 1<sup>st</sup>, 2004 board meeting were presented for approval. Corrections were made and a motion to approve those minutes as corrected was made by Tad Wilkinson, seconded by Bob Barr, and passed unanimously.

**TREASURER'S REPORT -**

Pat McNarny presented the Treasurer's report.

**Bond Monies:**

Pat presented an accounting of the capital bond monies. Pat had advertised and received bids from four local banks, and \$1,650,000 has been invested in a Certificate of Deposit with the successful bidder, Logansport Savings Bank, to mature 10/16/04. The balance of the capital bond funds, \$128,003.21, remain in the checking account.

**PUBLIC COMMENTS –**

Dr. Jeff Granger addressed the board. Dr. Granger expressed interest in the proposed hangars for small private aircraft. Dr. Granger noted that the airport's existing hangars were not attractive for an airplane owner because they are not enclosed and do not provide the needed security and protection. Dr. Granger did express the opinion that based on his own experience and frequent travels to other airports, the development of quality hangars would attract private aircraft owners to base their planes at the Logansport / Cass County Airport.

**PRESIDENT & BOARD COMMENTS -**

**DBE Requirements:**

Mark Hildebrandt shared a letter he had received from the FAA noting Disadvantaged Business Enterprise initiatives. Mark Shillington from Mid States Engineering noted that they were aware of the requirements and would manage that when necessary.

**FBO REPORT -**

Rose Wagoner attended the meeting to represent the FBO.

**Air Traffic Report:**

Air traffic and fuel sales for the period from July 1<sup>st</sup>, 2004 to August 11<sup>th</sup>, 2004 was reported as follows:

- 114 Total movements
- 56 FBO aircraft
- 19 Local piston aircraft
- 29 Transient piston Aircraft
- 4 Jet aircraft
- 0 Turbo Prop Aircraft
- 5 Helicopters
- 2246 gal. Av Fuel
- 1973 gal. Jet Fuel

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

**Jim Hurt Hangar:**

Rose reported that Jim Hurt had made excellent progress cleaning up items from airport property in response to the board's request. The Board directed Secretary Jim Steinberger to write a letter to Mr. Hurt thanking him for his cooperation.

**American Flag:**

Rose reported that the airport's American flag needed to be replaced. Tad Wilkinson agreed to perform that task.

**Dog Problem:**

Rose reported that the airport based mechanic, Dick Good, has a dog who has been digging holes at the airport and that the holes could present a safety concern. The Board directed Secretary Jim Steinberger to call Mr. Good to address the problem.

**DTN System:**

Rose noted that a corporate jet pilot had recently complained about the airport's DTN (weather information) system. Rose noted that the airport's current service is tailored to Ag users, and other alternative services provided better information for commercial use. Rose provided quotes for the commercial service for \$149 per month. The airport currently pays \$738 per year for the Ag service, which is up for renewal 8/15. The Board agreed to renew the current service on a monthly basis while Mark Hildebrandt and Bob Barr investigated options for a better commercial service.

## **ENGINEER'S REPORT -**

Mark Shillington reported for Mid-States Engineering.

### **Runway Reconstruction & Rehabilitation:**

Mark noted that he had completed the final inspection with an INDOT representative and Rusty Deichman from Deichman Excavating. Mark noted that Mid States Engineering would follow up to resolve two remaining punchlist issues.

Mark presented documents for review and approval as follows:

- Final invoices as follows:
  - Michiana Electric application #5 for \$18,398.66 retention.
  - Deichman Excavating application #5, \$29,666.70 final progress billing.
  - Deichman Excavating application #6, \$32,956.52 retention.
  - Mid-States Engineering, \$9,776.00 final progress billing.
  - Starr, Austen, Tribbett, Miller & Myers, \$2,000.00 project legal services.
- FAA Grant #8, Pay Request #8, final, for \$0, to close Grant #8.
- FAA Grant #9, Pay Request #8, \$40,937.00 to FAA and \$2,274.27 to INDOT, for 100% of remaining grant monies in Grant #9.
- FAA Grant #9, Pay Request #9, \$42,435.00 to FAA and \$2,357.52 to INDOT, to cover change order amounts in excess of original grant.
- Letter to the FAA requesting an extension of Grant #9, of 5.3% or \$47,150.43, as needed to cover final project costs.

Mark recommended board approval of the pay requests and Grant Extension letter. A motion to approve those documents was made by Bob Barr, seconded by Pat McNary, and passed unanimously. The board agreed that action on the final invoices would be deferred until the punchlist items were completed.

### **Stormwater Drainage & Runway Extension:**

Mark presented a drawing showing a proposed stormwater drainage scheme and a proposed agreement from Mid-States Engineering to provide engineering services to develop an airport drainage plan. The plan called for a combination of new and existing drainage pipes and swales to retain and conduct airport stormwater runoff north to the ditch and retention pond system in the Logansport / Cass County Industrial Park. The Board agreed to the importance of a plan to manage stormwater runoff, but reiterated that the runway extension remained the top priority, and that stormwater management should be integrated into the design for that work. The Board also noted that there was no financing in place for any stormwater project that was not part of an FAA financed project. Mark and the Board discussed issues relevant to the runway extension including land acquisition and road closure. Legal counsel Don Tribbett noted that land acquisition was moving forward and agreed to determine what authority was required to close the road. The Board continued to urge Mark and Mid-States to focus on a plan for the earliest possible completion of a runway extension. The Board also recommended that local City and County stormwater management authorities should be approached with any drainage schemes to get preliminary approval for the general plan before proceeding with any detailed engineering work.

## **OLD BUSINESS -**

### **Land Acquisition:**

Don Tribbett reported on progress in the acquisition of property from the Lyons. Don noted that negotiations on the terms of the easement were complete and the final document should be in route. Jim Steinberger reported that the review appraiser had verbally supported the appraisal and that the Review Appraisal was expected the first of the week starting 8/16. Don agreed to go ahead and advise the Lyons' attorney of the amount expected to be the airport's offer to make sure there would be no price objections. The Board again expressed the sense of urgency to conclude the land acquisition and noted the intention to proceed immediately with condemnation proceedings if the negotiations are stalled and cannot be concluded soon as expected.

### **Airport Budget:**

Don Tribbett reported on a conversation he had with Joe Reed from the Cass County Council. Don offered suggestions to the board pertaining to information that the board could offer to address Mr. Reed's concerns. Bob Barr volunteered to ask Kokomo Airport Manager, Ron Gilbert, to attend the August 20<sup>th</sup> County Council meeting to discuss the role and duties of an Airport Manager. Pat McNarny noted that he would ask City Councilperson, Skip Kuker to address economic development issues. Pat also noted that he would contact some County Council persons and offer for him and Jim Steinberger to meet with them in advance to explain the proposed budget. The Board discussed the timetable for the budget approval process, and Jim Steinberger agreed to contact H.J. Umbaugh and Associates to determine the schedule for L/CCAA meetings required for the budget process.

### **Painting Project:**

It was reported that the fuel system equipment and hangar painting project had been completed.

## **NEW BUSINESS –**

### **Airport Payables:**

Tad Wilkinson presented the board with a list of airport payables totaling \$2,556.11. The list was reviewed and a motion to approve the payables was made by Jim Steinberger, seconded by Pat McNarny, and passed unanimously. Tad also presented newly received invoices, including \$537.80 from Harold Price for maintenance and mowing, \$2,522 from Steinberger Construction, Inc. for repairs to a hangar door and framed opening, and \$154 from Steinberger Construction, Inc. for minor repairs to another hangar. A motion to approve those invoices was made by Tad Wilkinson, seconded by Bob Barr, and passed unanimously, with Jim Steinberger abstaining.

### **Airport Tenants:**

Mark Hildebrandt presented a letter from the airport tenant stating that they could not afford to pay rent and offering to provide mowing services to apply to rent, and to sell their trailer home to the airport. The Board agreed that another vendor was already contracted to perform the mowing work, and that there was no need at the present time for the Board to consider purchasing the trailer. Mark Hildebrandt agreed to contact the tenants and advise them of the Board's decision, and that the Board expected to continue to operate in accordance with the lease agreement that was already in place.

**Mowing Equipment:**

Bob Barr noted that according to the FBO Agreement, the FBO was obligated to perform certain mowing if the airport provided the mowing equipment. Bob Barr volunteered to get a quote on a mower and Tad Wilkinson agreed to review the remaining 2004 budget to see what monies might be available.

**Septic Tank Maintenance:**

Mark Hildebrandt noted that he had been approached by a vendor with an offer to clean the septic tanks on the airport property. The Board agreed that there were no septic problems and that the tank cleaning was not needed at this time.

**Progressive Communication Initiative:**

Mark Hildebrandt briefly presented a concept and discussed the need to develop a strategy to communicate with the community regarding the L/CCAA Board's vision for the airport and the ways in which achievement of that vision could benefit the community.

**Meeting Schedules:**

The next regular meeting of the Logansport / Cass County Airport Authority is scheduled for Wednesday, September 8<sup>th</sup>, 2004, at 5:30 PM, at the airport. Another special meeting will be required as part of the 2005 Operating Budget approval process, and that meeting will be announced as soon as it is scheduled.

**Adjournment:**

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

**Signed:**

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**Mark Hildebrandt**

- 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