

Approved by the LCCAA Board 10/6/04.

**Logansport / Cass County Airport Authority
Meeting Minutes
September 8th, 2004 Board Meeting**

Attendance:

Board members -	Bob Barr Mark Hildebrandt Paul Hipsher Pat McNarny Jim Steinberger Tad Wilkinson
Guests -	Adam Allsop; H.J. Umbaugh & Associates Larry Creakbaum; Mid-States Engineering Maria Muia; Mid-States Engineering Mark Shillington; Mid States Engineering Don Tribbett; Airport Authority Attorney Rose Wagoner; Logansport Flying Service Sam Williamson; Logansport Flying Service

Call to order:

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

Approval of Agenda:

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

Approval of Minutes:

The minutes for the August 11th, 2004 board meeting were presented for approval. A motion to approve those minutes was made by Pat McNarny, seconded by Paul Hipsher, and passed unanimously. The minutes for the August 27th, 2004 2005 Operating Budget Public Hearing meeting were presented for approval. Corrections were made as suggested by Don Tribbett and a motion to approve those minutes as corrected was made by Paul Hipsher, seconded by Pat McNarny, and passed unanimously.

TREASURER'S REPORT -

Pat McNarny presented the Treasurer's report.

Bond Monies:

Pat presented an accounting of the capital bond monies. Current funds include \$128,003.21 cash on hand in a checking account at Salin Bank, and a \$1,650,000.00 certificate of deposit at Logansport Savings Bank, for a total of \$1,778,003.21. A motion to approve the Treasurer's report was made by Jim Steinberger, seconded by Paul Hipsher, and passed unanimously.

PUBLIC COMMENTS –

There were no public comments.

PRESIDENT & BOARD COMMENTS -

INDOT Inspection:

Tad Wilkinson noted that the board had received a letter stating that the airport had been inspected by INDOT and found to be in compliance with applicable safety regulations and was approved for continued operation.

Transfer of Assets:

Tad Wilkinson noted that he was working with the City Clerk-Treasurer on the transfer of assets from the City of Logansport to the Airport Authority, and that a resolution to accept the transfer would be needed at the October L/CCAA board meeting. Larry Creakbaum asked if the title to the airport property had been transferred. Attorney Don Tribbett replied that it had not and that he would follow up to prepare a Quit Claim Deed for the transfer of the title.

Letter to the Editor:

Paul Hipsher noted City Councilperson Skip Kuker's recent letter to the editor in the local paper. The letter noted trends and opportunities in general aviation and offered support for airport development.

FBO REPORT -

Sam Williamson attended the meeting to represent the FBO.

Air Traffic Report:

Air traffic and fuel sales for the period from August 11th to September 8th, 2004 was reported as follows:

- 92 Total movements
- 54 FBO aircraft
- 15 Local piston aircraft
- 16 Transient piston Aircraft
- 3 Jet aircraft
- 0 Turbo Prop Aircraft
- 2 Helicopters
- 1564 gal. Av Fuel
- 688 gal. Jet Fuel

It is noted that flights recorded were during regular hours and did not include after-hours flights. There was then discussion on the FAA's definition of "operations" or "movements". Maria Muia explained that each takeoff or landing was counted as one operation. The board and FBO noted that reports until now were made counting a takeoff and landing as only one operation, and that the records would need to be corrected. Maria noted that for the purpose of illustrating the need for a longer runway, the amount of jet traffic would be the most relevant data, and that recording the aircraft identification numbers would be helpful also.

Letter to the Editor:

Sam distributed a proposed letter to the editor of the local paper for the board's review and comment.

FBO Operations:

Sam also presented to the board information about the operations of the FBO, Logansport Flying Service. Sam provided customer lists and records showing services he had provided for local and non-local customers. Sam also related how other small general aviation airports that he has visited were managed, and offered the opinion that a combination FBO / Airport Manager position is the best way to manage an airport.

ENGINEER'S REPORT -

Larry Creakbaum, Maria Muia, and Mark Shillington all assisted in reporting for Mid-States Engineering.

Runway Extension:

Maria presented a list of issues pertaining to the runway extension and an attached draft of a Capital Improvement Plan that included those issues as projects with cost estimates. Maria also noted that she had been in contact with the FAA regional office in Chicago, and offered available dates when representatives of the airport board would be able to meet with FAA officials and discuss the need for a runway extension. Following discussion, a meeting was tentatively set for September 22nd, at 10:30 AM, in Chicago. Board President Mark Hildebrandt agreed to provide Maria with board member e-mail addresses, and Maria will follow up to coordinate meeting arrangements. A discussion was held concerning information that would be helpful to the meeting and Mark agreed to coordinate assembling that information.

Runway Reconstruction & Rehabilitation:

Mark noted that he had followed up on the punchlist item to repair a broken sanitary manhole, and that he was coordinating with the contractor to determine the extra cost, and was waiting on that cost in order to finalize the grant paperwork.

OLD BUSINESS -

Land Acquisition:

Don Tribbett reported on progress in the acquisition of property from the Lyons. Don noted that all documents had been forwarded to the Lyon's attorney who had noted that there were some minor issues yet to be resolved. Don suggested scheduling a special meeting to meet with the owner and sign all agreements. The board agreed to set a special meeting for Tuesday, September 14th, at 5:30 PM, at the airport.

Finance Committee Report / Airport Budget:

Adam Allsop, from H.J. Umbaugh & Associates presented the board with documents to be signed as part of the approval process for the airport 2005 Operating Budget. The documents were reviewed and a motion to approve and sign the documents was made by Pat McNary, seconded by Paul Hipsher, and passed unanimously. All documents were signed as directed by Adam.

Personnel Committee Report / Airport Manager Position:

Paul Hipsher reported for the Personnel Committee and a draft of an Airport Manager Position Description was distributed for review. There was some discussion of the position and it was agreed that board members should review the document and e-mail Board Secretary Jim Steinberger with suggestions for review at a later meeting. The board also agreed that the Personnel Committee should proceed with drafting an advertisement and begin advertising for applicants for the manager position.

Grounds & Hangar Cleanup:

Bob Barr noted that some progress had been made on grounds cleanup and that the local Kiwanis organization and airport FBO were teaming up to have an open house featuring flights and other aviation activities for October 9th and 10th.

Runway Lights:

It was noted that weed control was needed around the runway lights.

Civil Air Patrol:

Tad Wilkinson noted that the Civil Air Patrol had rescheduled their training exercise at the airport for September 18th.

Weather Reporting Service:

Discussion and action regarding the weather reporting service was tabled for a future meeting.

Airport Tenants:

Mark Hildebrandt noted that a letter had been sent by the airport attorney to the airport tenants regarding payment of their past due rent.

Mowing Equipment:

Tad Wilkinson reported that he was in the process of working with the City and that funds would be available to purchase the proposed mowing and snow removal equipment. A motion to authorize Tad to complete the budget transfers and proceed with the purchase, not-to-exceed \$12,000, was made by Paul Hipsher, seconded by Pat McNarny, and passed unanimously.

NEW BUSINESS –

Airport Maintenance Payable:

A motion to approve payment of \$385 to Harold Price for maintenance work was made by Paul Hipsher, seconded by Tad Wilkinson, and passed unanimously.

Airport Payables:

Tad Wilkinson presented the board with a list of airport payables totaling \$11,312.00. The list was reviewed and a motion to approve the payables was made by Bob Barr, seconded by Paul Hipsher, and passed with Jim Steinberger abstaining and all other board members in favor.

Progressive Communication Initiative / Mission Statement:

Discussion was tabled until a future meeting.

Upcoming Conferences:

Upcoming conferences noted included a conference on Small Air Transportation Systems in South Bend on September 15th, and the Aviation Association of Indiana's annual conference to be held October 12th to the 15th in Brown County State Park.

Meeting Schedules:

A Special Meeting for the purpose of signing agreements to complete the purchase of land from the Lyons' is scheduled for Tuesday, September 14th, 2004, at 5:30 PM, at the airport. The next regular meeting of the Logansport / Cass County Airport Authority is scheduled for Wednesday, October 13th, 2004, at 5:30 PM, at the airport.

Approved by the LCCAA Board 10/6/04.

Adjournment:

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

Signed:

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