

**Logansport / Cass County Airport Authority  
Meeting Minutes  
October 6<sup>th</sup>, 2004 Board Meeting**

**Attendance:**

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

Guests -                 Tom Coleman; Consolidated Union  
                                  John Julien; H.J. Umbaugh & Associates  
                                  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. A motion to approve the agenda was made by Paul Hipsher, seconded by Tad Wilkinson, and passed unanimously.

**Approval of Minutes:**

The minutes for the September 8<sup>th</sup>, 2004 board meeting and the September 14<sup>th</sup>, 2004 special meeting were presented for approval. A motion to approve those minutes was made by Paul Hipsher, seconded by Tad Wilkinson, 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 \$13,314.07 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 \$1,663,314.07. Pat noted that the CD would be maturing, with interest, soon. After discussion the board decided to move approximately \$100,000 of the CD monies to the checking account when the CD matured, and that Pat would procure competitive quotes for a new 90-day CD. Pat noted that \$114,189.14 had been paid to Cass County Title Company to close the purchase of 29.103 acres from Jack and Esther Lyons for future runway expansion.

**Utility Relocation:**

Pat also noted that he had talked with Logansport Municipal Utilities and received a preliminary estimate of \$58,000 for the cost to relocate overhead utility lines to underground for a distance of 600' each side of the runway centerline at the west end of the runway, as recommended by Mid States Engineering.

**PUBLIC COMMENTS –**

**Hangar Cleanup.**

Rose Wagoner noted that much work had been accomplished by hangar tenant Jim Hurt cleaning out his hangar.

**PRESIDENT & BOARD COMMENTS -**

There were no board comments.

**FBO REPORT -**

FBO Sam Williamson reported.

**Air Traffic Report:**

Air traffic and fuel sales for the period from September 9<sup>th</sup> to October 6<sup>th</sup>, 2004 was reported as follows:

- 226 Total movements
- 94 FBO aircraft
- 32 Local piston aircraft
- 80 Transient piston Aircraft
- 12 Jet aircraft
- 0 Turbo Prop Aircraft
- 8 Helicopters
- 1797 gal. Av Fuel
- 1089 gal. Jet Fuel

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

**Civil Air Patrol:**

Board member Bob Barr reported on the recent use of the airport for a Civil Air Patrol training exercise and noted that the CAP had expressed their appreciation.

**ENGINEER'S REPORT -**

No representatives from Mid States Engineering were present, however board President, Mark Hildebrandt reported on his discussions with Mid States personnel.

**Airport Apron:**

Mark shared a memo from Maria Muia at Mid States noting that the FAA's first priority for the airport was reconstruction of the airport apron. That project had been estimated at \$450,000 total cost. Options for funding included the FAA's current scheduled funding for 2006, or the airport's use of Non-Primary Entitlement funds for 2004, 2005, and 2006, for the work to be done in 2005. The board agreed that if the apron reconstruction was a prerequisite to the runway extension, then it should be accelerated any way possible, and there was a possibility that the FAA and state might consider applying the funds originally set for the apron in 2006 to the project. Regarding the apron design work, it was noted: 1) that the apron had already been designed and bid once in 2003, and; 2) that the design should be carefully checked to make sure that elevations, etc. would be compatible with the new proposed ALP (layouts for new administration building, hangars, etc.) without future rework.

**Runway Reconstruction & Rehabilitation:**

Mark Shillington with Mid States had reported that the broken sanitary manhole cover was expected to be replaced and completed the following week.

**Airport Layout Plan:**

Mark Shillington with Mid States had reported that he had received a response from the FAA regarding the ALP that had been submitted and that he was working on issues noted by the FAA.

**OLD BUSINESS -**

**Land Acquisition:**

Airport attorney Don Tribbett reported that the acquisition of the 29.103 acres from the Lyons had been completed and that 30 days had been allowed for the previous owner and tenant to vacate the hog buildings, and after that demolition or other work could proceed.

**Personnel Committee Report / Airport Manager Position:**

Paul Hipsher reported for the Personnel Committee. 16 resumes had been received to date and the committee's intention was to fill the position by January 1<sup>st</sup>, 2005.

**Maintenance Issues:**

It was reported that the new lawn mower and snow removal equipment had been purchased and was operational. It was agreed that authorized operators be limited to Harold Price, Rose Waggoner, and Sam Williamson. The board also discussed means to provide fuel for the equipment. It was also reported that new, lower cost lamps were being tried for the PAPI lights and would be monitored for longevity.

**Airport Association of Indiana Meeting:**

Dates for the upcoming AAI annual meeting in Brown County were noted and there was discussion that some board members would attend.

**NEW BUSINESS –**

**Road Closure:**

Airport attorney Don Tribbett noted his letter to board members reporting his findings that either the Airport Authority or the County Commissioners have legal authority to close the road as eventually required for the runway extension. There was discussion and it was agreed that any action should be planned and discussed with County Commissioners, and that Don would speak with county attorney, John Hillis, to discuss the process for the road closing.

**Transfer of Assets:**

Don reported that a new deed had been recorded placing the Logansport Cass County Airport Authority as the legal owner of the airport property.

**Legal Fees:**

Board member Tad Wilkinson asked Don to submit an invoice for outstanding legal fees that should be applied to the 2004 operating budget.

**2005 Operating Budget:**

John Julien, with H.J. Umbaugh and Associates, reported that efforts to appeal the reduction by the Department of Local Government Finance of the airports requested maximum levy had been unsuccessful. John then provided and reviewed a cash flow projection he had prepared. The projection illustrated that the airport should be able to expect positive cash flow using the proposed operating budget and revenues from the approved levy and other expected miscellaneous sources. John also noted that in all likelihood, since the Airport Authority was a startup operation, that it may take some time before actual expenses equaled the budgeted amount. John recommended that any cash reserves could be used to fund shortfalls in funding for capital projects.

**Airport Insurance:**

Tom Coleman, airport insurance agent with Consolidated Union, addressed the board concerning insurance. Tom provided board members with a copy of the current General Liability policy and reviewed the policy. Tom noted that it was very important that he be notified regarding any change that might affect insurance, such as recent changes in legal titles, land and equipment acquisitions, etc. Tom noted that the Logansport Cass County Airport Authority had been added to the policy already in place for the City of Logansport, which should cover insurance needs until year-end, and until July 1, 2005 for the General Liability. Tom recommended that the airport should require current Certificates of Insurance for all airport tenants and contractors. Insurance needs for the newly formed Airport Authority included Property insurance, Inland Marine insurance, Worker's Compensation, and possibly Directors and Officers Liability insurance. Tom agreed to work with airport board members and legal counsel to prepare a proposal for insurance coverage to begin January 1, 2005, and to hopefully have the proposal complete by the November board meeting.

**Fringe Zoning:**

Board President Mark Hildebrandt noted that zoning restrictions were being considered as the most cost effective way to protect the airport's airspace. Mark shared a letter from Planning Director Steve Edson. The letter stated that Steve had received a sample ordinance provided by Mid States Engineering, and requested a current and proposed ALP for Steve' review. Mark noted that he would follow up and continue to pursue the zoning option.

**Airport Payables:**

Tad Wilkinson presented the board with a list of airport payables totaling \$12,714.28. The list was reviewed and a motion to approve the payables was made by Jim Steinberger, seconded by Bob Barr, and passed unanimously.

**“Adopt and Angel”**

Board President Mark Hildebrandt shared a request from a charitable organization that arranges flights for medical treatment for needy persons, asking to post information about their program to recruit volunteer pilots. FBO Sam Williamson agreed to post the information.

**Logansport Economic Development Foundation:**

Board President Mark Hildebrandt shared a request from the LEDF to install a poster and literature promoting Logansport and Cass County in the airport administration building lobby. FBO Sam Williamson agreed to post the information.

**November Election:**

Board President Mark Hildebrandt shared a request from voting officials requesting the airport administration building's use as a polling place for the November 2<sup>nd</sup> election. A motion to approve the request was made by Paul Hipsher, seconded by Jim Steinberger, and passed unanimously.

Minutes approved by LCCAA board 11/10/04

**FAA Notices:**

Board President Mark Hildebrandt shared a memo from the FAA regarding Disadvantaged Business Requirements and noted that it would be forwarded to Mid States Engineering. Another memo concerning runway incursion was reviewed and passed to FBO Sam Williamson.

**Meeting Schedules:**

The next regular meeting of the Logansport / Cass County Airport Authority is scheduled for Wednesday, November 10<sup>th</sup>, 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:**

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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