

**Logansport / Cass County Airport Authority
Meeting Minutes
November 10th, 2004 Board Meeting**

Attendance:

Board members - Bob Barr
 Mark Hildebrandt
 Paul Hipsher
 Pat McNary
 Jim Steinberger
 Tad Wilkinson
Guests - Mark Shillington; Mid-States Engineering
 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 October 6th, 2004 board meeting were presented for approval. A motion to approve those minutes was made by Tad Wilkinson, seconded by Paul Hipsher, and passed unanimously.

TREASURER'S REPORT -

Pat McNary presented the Treasurer's report.

Bond Monies:

Pat reported that the airport had received interest on the recently matured CD in the amount of \$7,455.94. Pat also reported that competitive bids had been received and that \$1,550,000 of the bond funds had been reinvested at Logansport Savings Bank in a new CD to pay 2.23% interest.

PUBLIC COMMENTS –

Mowing & Snow Removal:

Sam Williamson commented that Slusser's Green Thumb has performed mowing and snow removal for the airport for many years, and that arrangement has worked well. Sam recommended that the airport continue to outsource those services to Slusser's. Board members also commented and agreed with Sam's recommendation.

PRESIDENT & BOARD COMMENTS -

Airport Planning Retreat:

Board President Mark Hildebrandt suggested that the board consider a retreat meeting with airport consultants to discuss mid and long range planning for the airport, and asked board members to consider that suggestion.

FBO REPORT -

FBO Sam Williamson reported.

Air Traffic Report:

Air traffic and fuel sales for the period from October 6th to November 10th, 2004 was reported as follows:

- 262 Total movements
- 56 FBO aircraft
- 10 Local piston aircraft
- 64 Transient piston Aircraft
- 12 Jet aircraft
- 0 Turbo Prop Aircraft
- 0 Helicopters
- 1529 gal. Av Fuel
- 1165 gal. Jet Fuel

It is noted that flights recorded were during regular hours and did not include after-hours flights. It was also noted that the reported numbers did not include 120 movements of local and FBO aircraft during the weekend that airplane rides were offered to airport visitors.

Hangar Development:

Sam commented that he believed the airport has a need to have means in place to allow private hangar development, and that not having those means in place has restricted airport growth. The board held a discussion on private and airport hangar development, agreeing with Sam, and noting that the new ALP included plans for future hangar construction, including space for privately owned hangars.

ENGINEER'S REPORT -

Mark Shillington reported for Mid States Engineering.

Runway Reconstruction & Rehabilitation:

Mark Shillington with Mid States had reported that the broken sanitary manhole cover repair was complete and that he would proceed with the submittal of the previously approved final pay requests and grant extension letter.

Airport Layout Plan:

Mark Shillington presented completed Airport Layout Plan drawings and reported that he had received FAA comment on the ALP stating that the ALP appeared to be in "good condition". Mark recommended board review and approval of the ALP. After partially reviewing the ALP in detail, the board agreed to postpone approval and to complete the review at the December 8th board meeting. The board agreed that meeting start time would be moved to 3:00 PM to allow more time for a thorough review of the ALP prior to approval and signatures.

OLD BUSINESS -

Land Acquisition:

Board President Mark Hildebrandt reported that the crops had been harvested from the newly purchased airport property and that the airport could proceed with demolition and removal of the existing hog buildings, in order to prepare for the planned runway extension. Jim Steinberger agreed to solicit a quote for demolition and removal.

Personnel Committee Report / Airport Manager Position:

Paul Hipsher reported for the Personnel Committee. 26 resumes had been received to date, the resumes have been reviewed, and the committee is proceeding with the interview phase. Paul asked the board how the final selection should be made. The board discussed the issue and agreed that the Personnel Committee would perform interviews and narrow the field to three final candidates to be interviewed by the entire board, and that the entire board would select the new airport manager.

Grounds & Hangar Cleanup Program:

FBO representative Rose Wagoner reported that the tenant working on cleanup of his hangar and surrounding areas would probably not be available to continue that work until early 2005, due to family health problems.

Airport Association of Indiana Meeting:

Board member Bob Barr attended the AAI meeting and reported to the board. Bob Barr reported that he was favorably impressed and that participation was very worthwhile. He recommended that as many board members as possible attend in future years. Bob agreed to have copies of the board member handbook he acquired at the meeting reproduced for each board member.

Road Closure:

Mark Hildebrandt reported for airport attorney Don Tribbett regarding the road closure related to the proposed runway extension. Don has talked with Cass County attorney John Hillis who informed him that Steve Cain, the newly elected county commissioner, prefers the Airport Authority to take the action to close the road. Don later communicated that he had received a message that all three county commissioners were in agreement on this position. Don is in the process of contacting the adjacent, affected land owners to determine what their preference is in terms of the exact location where the road is disconnected.

Apron Reconstruction:

After discussion, board member Tad Wilkinson moved that the authority should use available NPE (Non-Primary-Entitlement) funds from 2003, 2004, and 2005 to fund the programmed apron rehabilitation project. Paul Hipsher seconded and the motion passed unanimously. Pat McNarny moved that we instruct Mid-States Engineering to proceed immediately to execute the apron improvement project. Paul Hipsher seconded and the motion passed unanimously.

Fringe Zoning:

Fringe zoning was briefly discussed as an important agenda item that should be accomplished as soon as possible. Mark Hildebrandt reported that he had been in contact with local Planning Director Steve Edson who has received the raw data for Waste Management's Oak Ridge Landfill Bird Study and is waiting for a narrative on covering procedures and wildlife control that will complete the report. Steve will forward the complete report to the authority as soon as he receives the narrative.

Airport Insurance:

In response to a question from board member Bob Barr, Mark Hildebrandt reported that insurance agent Tom Coleman had not been able to procure a quote for 2005 insurance in time for the meeting, but that Tom had said he will have the quote to present to Mark and Jim Steinberger within a week.

NEW BUSINESS –

Airport Payables:

Tad Wilkinson presented the board with a list of airport payables totaling \$1,425.04. The list was reviewed and a motion to approve the payables was made by Pat McNarny, seconded by Paul Hipsher, and passed unanimously. Mark Hildebrandt presented a detailed invoice from H.J. Umbaugh & Associates for services performed to obtain bond financing. Paul Hipsher moved that we pay \$4,250.00 from the bond funds to satisfy the current amount due for this obligation. Tad Wilkinson seconded and the motion passed unanimously.

Signage for Liability Protection:

The board briefly discussed policies that could serve to limit liability for the authority, including but not limited to posting signs on the airport property. This related to information received from the insurance carrier being considered through Consolidated Union. Pat McNarny agreed to contact other airport managers to procure copies of such policies.

Meeting Schedules:

The next regular meeting of the Logansport / Cass County Airport Authority is scheduled for Wednesday, December 8th, 2004, at 3:00 PM, at a location to be announced.

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
Skip Kuker; LEDF