

Approved March 9, 2005

**MINUTES OF THE MEETING OF THE
LOGANSPOORT/CASS COUNTY AIRPORT AUTHORITY (“LCCAA”)
BOARD OF DIRECTORS (“BOARD”)
HELD FEBRUARY 9, 2005**

Attendance:

Board Members: **Mark Hildebrandt
Pat McNary
Jim Steinberger
Bob Barr
Paul Hipsher**

Board member Charles “Tad” Wilkinson was unable to attend.

Guest: **Tim Dalton, Airport Manager
Sam Williamson, Logansport Flying Service
Rose Wagoner, Logansport Flying Service
Larry Creakbaum, Mid States Engineering
Luke Reynolds, Mid States Engineering
Ralph Anderson, Cass County Council**

Call to Order:

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

Approval of Agenda:

The meeting agenda was distributed for review. Ralph Anderson requested that he be provided time to address the Board. On a motion duly made by Pat McNary and seconded by Paul Hipsher, the Board voted unanimously to approve the agenda.

Approval of the Minutes

On a motion duly made by Bob Barr and seconded by Pat McNary, the Board voted unanimously to approve the minutes of the December 23, 2004 meeting.

Ralph Anderson Comments

Ralph Anderson addressed the Board and advised that he has been appointed to serve as a County Council liaison to the Board.

Treasurer’s Report

Pat McNary presented the Treasurer’s report.

Jim Steinberger mentioned that the LCCAA is still owed money from the County in the amount of approximately +/- (-) \$40,000 for 2004 property tax revenue. Pat McNary confirmed this, but noted that the County does not have adequate funds at this time.

Public Comment

There was no public comment.

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President and Board Member Comments

Mark Hildebrandt discussed the priorities of the Board and commented that the Capital Bond Funds should be utilized to meet an accelerated plan. Pat McNarny commented that he was in full support of an accelerated plan.

FBO Report

Sam Williamson and Rose Wagoner attended the meeting to represent the FBO.

Air Traffic Report

Air traffic and fuel sales for the period of January 19, 2005 through February 8, 2005 were reported as follows:

- 53 Total movements
- 31 Logansport Flying Service
- 2 Jet aircraft
- 2 Helicopters
- 14 Transient piston aircraft
- 4 Local aircraft
- 696 gal. Av. Fuel
- 363 gal Jet Fuel

Misc. FBO Comments

- Sam Williamson discussed past issues with trespassing on Airport property and that is why the Airport has the trailer on the property to serve as a deterrent. He brought up the idea of the LCCAA building a house on the property, as a rental, to provide a presence and assist with security. Jim Steinberger mentioned the idea of installing a security gate at the Airport entrance to provide additional after hours security.
- Rose Wagoner reported that the current owners of the trailer located on the Airport property have it up for sale and may have a buyer. Mark Hildebrandt and Jim Steinberger noted that the sale of the trailer requires Board approval.
- Mark Hildebrandt asked about fuel sales and Sam Williamson reported that the year over year sales are down.

Airport Managers Comments

- Tim Dalton provided the Board with an update on the requirements for obtaining a WAAS Instrument Approach. In order to submit an application for a new Approach Procedure we would need to perform a 405 Survey. Once this is completed we can then submit the certified 405 Survey along with a marked up copy of the Airport Master Record for approval. Larry Creakbaum mentioned that the cost of the survey is approximately \$20,000.
- Tim Dalton reported that in order to change the name of our Airport to Logansport Cass County Airport it would require the Board to pass a Resolution to formally change the name. Once done, it would then be forwarded to Greg Sweeny (FAA Chicago ADO) for entry into the FAA databases. On a motion duly made by Pat McNarny and seconded by Paul Hipsher, the Board voted unanimously to change the Airport name to Logansport Cass County Airport.
- A new contract for snow removal and mowing has been received from Slusser's and signed. Tim Dalton commented that it contained no rate increase from the previous contract.
- Tim Dalton reported that he had received a letter from the FAA regarding Fulton County Airports request to decommission their Non-Directional Beacon (NDB). A conversation ensued regarding our NDB and Sam Williamson commented that it is not required for our Airport. Mark Hildebrandt asked how much money is allocated for the NDB and Tim Dalton reported \$2,000 annually. On a motion duly made by Paul Hipsher and seconded by Jim Steinberger, the Board voted unanimously to have Tim Dalton inquire into the process to decommission the NDB.

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- Tim Dalton discussed the lack of signage around the Airport property and will purchase a number of “No Trespassing” and “Authorized Personnel Only” signs to display. Tim Dalton also noted that he is in the process of obtaining quotes to replace the Airport sign located along SR29 (Pepsi sign) and for a new sign to be placed at the entrance to the Airport

Engineers Report

Larry Creakbaum reported for Mid States Engineering.

- Larry Creakbaum apologized to the Board for the error in sending an incorrect Engineers Contract to the Board and submitted two (2) contracts for the Boards signature. The first is for design only and the second is for design and construction services. The design only contract was approved at the January 26, 2005 Board meeting. On a motion duly made by Bob Barr and seconded by Paul Hipsher, the Board voted unanimously to approve the design and construction contract superseding the design only contract previously approved with the stipulation that Don Tribbett be afforded the opportunity to review and comment before the signed contract is delivered to Mid-States.
- Tim Dalton raised the issue of aircraft fueling during the apron reconstruction project. Larry Creakbaum stated that fueling can be accomplished with a fuel hose extension or fuel trucks during the estimated 20 days of construction. The issue of liability was discussed with reference to using fuel trucks and Rose Wagoner commented that when previous apron work was done that the fuel supplier provided temporary tanks. Rose Wagoner will provide Tim Dalton with the contact information to obtain costing. Larry Creakbaum commented that he will incorporate this into the construction plan and reiterated that we will have fueling capabilities during this project.
- A revised CIP was presented to the Board for approval and signature. After much discussion regarding the content, language and priorities the Board requested further changes before signing. Luke Reynolds will make the requested changes and e-mail the CIP back to Tim Dalton. The Board agreed that any additional changes should be submitted to Tim Dalton by Friday so that he can e-mail them to Luke Reynolds. Once Luke Reynolds makes the changes a final draft will be sent back out Friday in which the Board will have the opportunity to review over the weekend. The final signed CIP will be delivered to Mid-States on Monday.

Old Business

2005 Operating Expenses

Mark Hildebrandt reported that he spoke with Don Tribbett and the Tax Anticipation Note was expected to close either Friday or Monday.

Hog Barn Status

- Jim Steinberger briefed on the status of the project and his communication with Authority Attorney Don Tribbett. He stated that in his experience the demolition project should cost less than \$25,000 which would allow the Board to proceed with obtaining quotes rather than following the bid process. The Board accepted the opinion of Jim Steinberger and agreed that the project will cost less than \$25,000. Tim Dalton advised the Board that Spec Sheets had been sent out to three (3) contactors on February 4, 2005 requesting quotes, and quotes are due to the Airport Managers office by 12:00 Monday, February 14, 2005. On a motion duly made by Jim Steinberger and seconded by Paul Hipsher, the Board voted unanimously to approve and ratify the procedures for receiving quotes as already initiated by the Airport Authority's staff.

Land Acquisition

A discussion with Mid-States regarding addition land requirements for the Airport property ensued. A clear answer was not provided on what is necessary for an operational 5000' runway versus the long term goal of a 6000' runway. Bob Barr mentioned that at no time was additional land, outside of the Lyons property, identified as a requirement for the 5000' runway in the past. Larry Creakbaum advised that he would provide a large map for reference and identification purposes for future meetings.

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Hangar Construction

Mark Hildebrandt brought up the need to initiate an action plan to construct hangars. Mark Hildebrandt asked Tim Dalton to report back to the Board with proposals and lease cost data.

Snow Removal Contract and Signage for Liability Protection

Item discussed in Manager Comments.

Runway Reconstruction (2004 Invoices)

Jim Steinberger and Tim Dalton reported about the three (3) unpaid invoices from Deichman Excavating for the additional work performed in 2004. Jim Steinberger advised that he has spoke with Mark Shillington (Mid-States) and that the grant has not been received yet. Mark Shillington was to follow up with Greg Sweeny (FAA) the following week.

New Business

Payables for Approval

Tim Dalton presented to the Board a list of Airport payables totaling \$3,769.95. On a motion duly made by Paul Hipsher and seconded by Bob Barr, the Board voted unanimously to approve the payables.

Capital Improvement Committee

Mark Hildebrandt discussed the need to form a Capital Improvement Committee to study issues prior to the Board meeting. The Committee will be comprised of Mark Hildebrandt (Chair), Jim Steinberger and Tim Dalton. On a motion duly made by Pat McNarny and seconded by Paul Hipsher, the Board voted unanimously to approve the Capital Improvement Committee.

Insurance Protection Committee

Mark Hildebrandt discussed the need to form a committee to oversee Insurance Protection. The Committee will be comprised of Bob Barr (Chair), Tad Wilkinson and Tim Dalton. On a motion duly made by Pat McNarny and seconded by Paul Hipsher, the Board voted unanimously to approve the Insurance Protection Committee.

Meeting Schedule

A special meeting of the Logansport / Cass County Airport Authority is scheduled for Monday, February 14, 2005, at 12:00 PM, at the Airport to open bids for the Hog Barn Demolition.

The next regular meeting of the Logansport / Cass County Airport Authority is scheduled for Wednesday, March 9, 2005, at 5:30 PM, at the Airport.

THEREUPON, there being no further business to come before the meeting, on motion duly made, seconded, and unanimously carried, the meeting thereupon adjourned.

Secretary
Logansport Cass County Airport Authority

Approved:

President
Logansport Cass County Airport Authority