

**MINUTES OF THE MEETING OF THE  
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY (“LCCAA”)  
BOARD OF DIRECTORS (“BOARD”)  
HELD MAY 4, 2005 at the LOGANSPORT CASS COUNTY AIRPORT (“Airport”)**

**Attendance:**

**Board Members:**       **Mark Hildebrandt  
Charles “Tad” Wilkinson  
Pat McNary  
Jim Steinberger  
Bob Barr  
Paul Hipsher**

**Guest:**               **Tim Dalton, Airport Manager  
Don Tribbett, Airport Authority Attorney  
Paige Gregory, HJ Umbaugh  
Dave Kitchell, Pharos Tribune**

**Call to Order:**

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

**Approval of Agenda:**

The meeting agenda was distributed for review. On a motion duly made by Paul Hipsher and seconded by Tad Wilkinson, the Board voted unanimously to approve the agenda.

**Treasurer’s Report**

Pat McNary presented the Treasurer’s Report as follows:

Capital Fund Account Balance (as of 5/2)	\$ 121,574.32
Certificate of Deposit (Salin Bank)	\$1,500,000.00
Operating Account Balance (as of 5/2)	\$ 104,793.59
Total Cash and Cash Equivalents	\$1,726,367.91

Tim Dalton also presented a year to date budget sheet showing expenses by line item. On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted unanimously to approve the Treasurer’s Report.

**Public Comment**

There were no public comments.

**President and Board Member Comments**

Mark Hildebrandt stated that he would like to get through the agenda quickly so that the focus could be on discussion of the upcoming meeting with Jim Keefer (INDOT). He then asked Paige Gregory from HJ Umbaugh a question regarding the operating budget and spending versus not spending and limitations of reallocating expenditures within the budget. She said that you can reallocate within major classifications, but to spend more than what has been allocated to the budget classification would require an additional appropriation to transfer from one classification to another. She then went on to discuss the budget process and that it is time to start preparing for the

2006 budget. Pat McNary requested that Paige Gregory attend the June 1 Board meeting for the purpose of budget discussion and preparation and that the meeting begin at 4:30 PM.

### **Airport Managers Comments**

Tim Dalton provided the Board with an updated spreadsheet showing traffic and fuel sales by calendar month with the data starting in January 2004. This report will be e-mailed to Jim Keefer (INDOT) and Greg Sweeny (FAA) on a monthly basis. Paul Hipsher noted that comments should be added to indicate reduced traffic due to construction projects.

Tim Dalton reported that Chambers and Co. had reviewed QuickBooks and manual records and advised that we are keeping good records of financial transaction.

New Grant letters were submitted to Mark Hildebrandt for signature. The new request is due to FAA requirements of a DUNS number.

A letter was provided to all the Board members for signature stating that they would reject workers compensation coverage.

### **Old Business**

#### **Capital Improvements**

The discussion on Capital Improvement projects was deferred pending meeting with Jim Keefer (INDOT).

#### **Additional Appropriations**

Mark Hildebrandt opened the meeting to public comment regarding the additional appropriation. There were no public comments. Paul Hipsher introduced Resolution No. 2005-02, whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore: be it resolved by the Logansport/Cass County Airport Authority Board of Directors that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same as listed, Airport Debt \$42,200. On a motion duly made by Paul Hipsher and seconded by Bob Barr, the Board voted unanimously to adopt the Resolution as read.

Aye     6             Nay     0

### **New Business**

#### **Payables for Approval**

Tim Dalton presented to the Board a list of Airport payables totaling \$4,118.79. Tad Wilkinson commented that the Waste Management bill seems to continue to rise. Tim Dalton stated that he is looking at other options for trash removal service. On a motion duly made by Bob Barr and seconded by Paul Hipsher, the Board voted unanimously to approve all payables.

#### **May 12 Meeting with Jim Keefer**

Mark Hildebrandt commented that Jim Keefer was meeting with Greg Sweeny on May 5<sup>th</sup> to present the Indiana CIP and that Jim Keefer should have a better idea following the meeting to see what is possible for 2006 for the Airport. Mark Hildebrandt stated that we are competing with other communities for grant funds and that we need to fully understand the process and that is the purpose for the meeting with Jim Keefer. Tim Dalton stated that it is important to communicate to Jim Keefer the steps that we are taking to get the runway extension going such as, road closure and land acquisition. He then presented to the Board a spreadsheet outlining the recommendation from Mid-States and when the land would need to be acquired based on a 5,000' AB Large Precision Approach. It also listed the current parcels that have been purchased in fee and in easements. Don Tribbett questioned the easements listed and thought that it did not account for all of them. He requested the Brain Morrill be contacted to do a search on easements. Tim Dalton advised he would take care of it. A discussion ensued regarding what needs purchased and when it should be purchased. On a motion duly made by Jim Steinberger and seconded by Paul Hipsher, the Board

voted unanimously to authorize Don Tribbett to proceed with acquisition of controlled access easements of parcels 9, 10 and 12; and fee simple acquisition of 7, 8 and 14 subject Brian Morrill's findings regarding existing easements.

### **Board Appointments**

Mark Hildebrandt spoke to the Board regarding two (2) Board appointments will expire July 1, Tad Wilkinson and Jim Steinberger and he wanted them both to consider being re-appointed to keep the Board intact until the runway is extended. Jim Steinberger advised the Board that he will not accept another appointment and that he has sent a letter to the County Commissioners stating such. He also added that it was a difficult decision as he enjoyed serving on this Board and believed in what the Board is trying to accomplish. Tad Wilkinson advised that he had no objection to serving another term.

### **Capital Development Spreadsheet**

Jim Steinberger distributed to the Board a spreadsheet to outline Capital projects and the related cost and the funding sources. It also identified the project priority and timeline and he commented that we should take an aggressive stance on improvements.

### **Meeting Schedule**

The next regular meeting of the LCCAA is scheduled for Wednesday, May 18, 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.

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Secretary  
Logansport Cass County Airport Authority

Approved:

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President  
Logansport Cass County Airport Authority