

Approved 12/05/2008

**MINUTES OF THE MEETING OF THE
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY (“LCCAA”)
BOARD OF DIRECTORS (“Board”)
HELD November 19, 2008 at the LOGANSPORT CASS COUNTY AIRPORT (“Airport”)**

Attendance:

Board Members: Mark Hildebrandt
 Tad Wilkinson
 Bob Barr
 Steve Plank

Pat McNarry and Dave Ingram were unable to attend.

Guests: Tim Dalton, Airport Manager
 Don Tribbett, Legal Counsel
 Paul Shaffer, Butler, Fairman & Seufert (“BF&S”)
 Mayor Mike Fincher, City of Logansport
 Ralph Anderson, Cass County Council

Call to Order

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

Approval of Agenda

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

Approval of Minutes

On a motion duly made by Tad Wilkinson and seconded by Steve Plank, the Board voted unanimously to approve the minutes of the November 5, 2008 meeting.

Public Comments

There were no public comments.

Old Business

Tim Dalton presented the 2009 Logansport/Cass County Airport Authority Budget for approval. On a motion duly made by Bob Barr and seconded by Tad Wilkinson, the Board voted unanimously to adopt the 2009 Budget as presented.

New Business

Paul Shafer of BF&S reported that the latest construction schedule presented by Myers Construction at this morning’s progress meeting has the Operations Center being completed past the contract time allowed. Myers has indicated that the office portion will be completed on December 12, 2008 and the hangar on December 19, 2008. The contract time for substantial completion is November 24, 2008. Liquidated damages, per the contract will be applied to all days beyond November 24, 2008 at a rate of \$600.00 per day. Paul Shaffer also advised the Board that the contract requires the contractor to seek additional contract time within 30 days of the event and that no such request have been made. BF&S will be sending Myers Construction a letter notifying them that they are beyond the contract date and that liquidated damages will be applied.

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Tim Dalton presented to the Board a list of Airport payables totaling \$330,306.85. On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted unanimously to approve the payables as presented.

Airport Managers Report

Tim Dalton reported that upper level tile and carpet is completed and that the lower level will be finished Friday. Painting is scheduled for next week and should take 3 days to complete. The hangar door siding was completed today with minor work to be completed before it's done.

Tim Dalton presented options for furnishing the new facility. At this point the immediate need is for the lobby, conference room, manager's office and board room. Tim Dalton said that he spoke with Smith Office, Graybeal's and Partridge informed them of the uses and asked that they provide recommendations. He went through options for the lobby and stated that the options from Graybeal and Partridge were top of the line and offered a more intimate setting. He stated that the sofa and chairs are more residential and offer lifetime warranties. He stated that the furniture from Smith Office is more commercial and offers a 10 year warranty. He stated that all three would make a very nice lobby, but he preferred the furniture from Smith Office due to functionality, quality and price. He said that the manufacturer is Mayhill which has a very good reputation for quality. The Board asked if there is something that looks the same at a higher quality. On a motion duly made by Steve Plank and seconded by Bob Barr, the Board voted unanimously to select the style as indicated in the Smith Office presentation. Tim Dalton said that he would research options related to that style and present it at the next meeting.

The Board then discussed the requirements for the conference room and board room. The proposal from Smith Office was a more traditional wood table. A second proposal from CA Ross was a traditional wood table for the lower level conference room and solid surface top for the board room. The Board discussed purpose, quality, materials and price. Mark Hildebrandt discussed the conference table at Dilling Mechanicals office. He stated that it was a very classy look and offered long term durability that wood does not. He said he would e-mail pictures out so that Board members can see how it looks. Tim Dalton stated that he would pursue the solid surface for the rooms.

Tim Dalton requested authorization to order furniture for the manager's office. On a motion duly made by Steve Plank and seconded by Tad Wilkinson, the Board voted unanimously to authorize the purchase in an amount not to exceed \$3,179.

Mark Hildebrandt asked about needs for record storage. Tim Dalton stated that at this point we are in good shape, but we made need to look at a fire proof file cabinet to secure important documents. He further stated that his approach to file cabinets for records is to purchase as they are needed instead of upfront ahead of the need.

Mark Hildebrandt asked if security has been thought about. Tim Dalton stated that he will have proposals for the Board to consider at the next meeting for security cameras. Bob Barr stated that access needs to be more restrictive than in the current building.

President and Board Member Comments

Tad Wilkinson asked that the discussion of removal of the open t-hangars be placed on the agenda.

Steve Plank mentioned that he would be unable to attend the next meeting.

Meeting Schedule

The next regular meeting of the LCCAA is scheduled for Wednesday, December 3, 2008, 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.