

Approved 12/17/2009

**MINUTES OF THE MEETING OF THE
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY (“LCCAA”)
BOARD OF DIRECTORS (“Board”)
HELD December 3, 2008 at the LOGANSPORT CASS COUNTY AIRPORT (“Airport”)**

Attendance:

Board Members: Mark Hildebrandt
 Tad Wilkinson
 Bob Barr
 Dave Ingram

Pat McNarny and Steve Plank were unable to attend.

Guests: Tim Dalton, Airport Manager
 Don Tribbett, Legal Counsel
 Paul Shaffer, Butler, Fairman & Seufert (“BF&S”)

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 Bob Barr, the Board voted unanimously to approve the agenda.

Approval of Minutes

On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted unanimously to approve the minutes of the November 19, 2008 meeting.

Public Comments

There were no public comments.

New Business

Don Tribbett provided the Board with a letter detailing his opinion regarding the issue of paying of bills prior to a Board meeting. After a discussion the Board asked that a policy be adopted that would provide guidance for paying normal and reoccurring bills prior a Board meeting. Tim Dalton stated that the policy would identify which bills can be paid, such as payroll, utilities, etc.

Tim Dalton presented Ordinance #2008-02 which establishes a Rotary Fuel Fund for the purchase of aviation fuels. The fund is set up so that all receipts and expenditures for fuel are contained into this fund instead of the operating fund. On a motion duly made by Bob Barr and seconded by Tad Wilkinson the Board voted 4-0 to pass Ordinance #2008-02 on first reading. On a motion duly made by Tad Wilkinson and seconded by Dave Ingram, the Board voted unanimously to suspend the rules and hold the second reading on Ordinance #2008-02. On a motion duly made by Tad Wilkinson and seconded by Dave Ingram, the Board voted unanimously to adopt Ordinance #2008-02 on second reading.

Tim Dalton presented to the Board a list of Airport payables totaling \$5,703.15. On a motion duly made by Tad Wilkinson and seconded by Dave Ingram, the Board voted unanimously to approve the payables as presented.

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Engineers Report –BF&S

Tim Dalton reported that the move in date is holding at December 12th. At this point we are waiting on painters and Verizon to complete their work. Paul Shaffer stated that the letter regarding liquidated damages went out on November 24th. He also presented Change Order #4 in the amount of \$8,359.00 which accounts for moving the condensing units, additional pavement work, beacon tower electric changes, electric supply to the well pump, antenna mount hardware and cabinet and trim changes. On a motion duly made by Tad Wilkinson and seconded by Dave Ingram, the Board voted unanimously to approve Change Order #4. Pay Request #7 in the amount of \$105,160.69 was presented for approval. On a motion duly made by Dave Ingram and seconded by Bob Barr, the Board voted unanimously to approve Pay Request #7.

Paul Shaffer distributed copies of the Capital Improvement Plan that will need to be approved and submitted at the next meeting. Tim Dalton asked that all comments be sent to him so that BF&S can address them prior to the next meeting.

Airport Managers Report

Tim Dalton requested payment be made to Verizon for the new phone lines. On a motion duly made by Dave Ingram and seconded by Tad Wilkinson, the Board voted unanimously to approve the payment in the amount of \$1,923.00.

Tim Dalton presented that Board with two options for lobby furniture from Smith Office and Graymill based on the desired look previously stated. He stated that of the two options he preferred the look of the furniture from Smith Office over Graymill. The Board then discussed the options in detail. On a motion duly made by Dave Ingram and seconded by Bob Barr, the Board voted unanimously to acquire the lobby furniture from Smith Office in the amount of \$7,939.76.

Tim Dalton provided a sample of what an off the shelf conference table looks like. On first glance it looks very nice, but he stated that he was concerned about the laminate being very soft and showing indentations after being used. This particular table cost \$2,500, but he said that you need to factor into that price replacing the table in 5 to 7 years which would make the cost pretty close to a custom built table. He also provided samples of solid surface and the Board agreed that on a conference table it might appear to look plastic. On a motion duly made by Dave Ingram and seconded by Bob Barr, the Board voted unanimously to pursue a wood or granite conference table. After a lengthy discussion the Board asked Tim Dalton to arrange to have, CA Ross, Indiana Dimensions, Mike Murray and Fred Dillman come to the next Board meeting and discuss the pros and cons about using wood or granite tops for the conference tables.

Tim Dalton presented two quotes for the purchase and installation of a new security system for the operations center that includes alarm system and monitoring and video surveillance. On a motion duly made by Bob Barr and Dave Ingram, the Board voted unanimously to accept the quote from R-Tech Solutions in the amount of \$1,124.22 for the alarm system and \$222.00 annually for monitoring. On a motion duly made by Tad Wilkinson and seconded by Bob Barr, the Board voted unanimously to accept the quote from R-Tech Solutions in the amount of \$3,669.77 for the video surveillance system.

Tim Dalton opened discussion on tearing down the open t-hangars that has been previously discussed. Tad Wilkinson stated that we are to the point that the open t-hangars need to come down. Tim Dalton has received a commitment from an individual to remove the two rows of open hangars at no cost to the airport. The Board asked about his insurance coverage related to workers comp and liability and Tim Dalton stated that he would double check the insurance coverage, but it was not likely that he has a liability policy that a commercial contractor would have. On a motion duly made by Dave Ingram and seconded by Bob Barr, the Board voted unanimously to proceed with removing the open t-hangars, subject to verification of insurance and sign off by Don Tribbett.

President and Board Member Comments

There were no comments.

Meeting Schedule

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The next regular meeting of the LCCAA is scheduled for Wednesday, December 17, 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.