

MINUTES OF THE SPECIAL MEETING OF THE
LOGANSPORT/CASS COUNTY AIRPORT AUTHORITY (“LCCAA”)
BOARD OF DIRECTORS (“BOARD”)

HELD Saturday, September 16, 2017, 8:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT
 (“AIRPORT”)

Attendance:

| | | | |
|------------------------|------------------|-------------|--------------|
| BOARD Members Present: | Mark Hildebrandt | Pat McNarny | Bob Barr |
| | Mark Lowry | Steve Plank | Dave Brumett |

Electronic:

Absent: Donald J. Tribbett, Legal Counsel

Guests Present: Jill Van Horn, AIRPORT Manager
Brian Elsenbroek (“Brian Elsenbroek”) and Bradley Stump, Butler,
Fairman & Seufert (“BF&S”), AIRPORT Engineers
Mitchell Kirk, Logansport Pharos Tribune

Call to Order:

The meeting was called to order by Dave Brumett, President.

Approval of Agenda:

On a motion made by Pat McNarny and seconded by Mark Hildebrandt, the BOARD voted unanimously, to approve the agenda.

Approval of Minutes:

There were no minutes to approve at this meeting.

Public Comments:

There were no public comments.

Old Business:

2017 Fund Reports

The AIRPORT Manager provided updated Fund Reports. The reports reflect entry corrections made in Keystone Budget. On a motion made by Mark Hildebrandt and seconded by Pat McNarny, the BOARD voted unanimously to approve the Fund Reports.

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2017 Spending

After review of the provided 2017 Fund Reports, discussion was held regarding current spending. During discussion, a motion was made by Mark Hildebrandt and seconded by Steve Plank to approve the AIRPORT Manager's application for online banking with Salin Bank and Trust, the BOARD voted unanimously to approve the application.

2018 Budget- First Reading

The first reading of the binding budget took place on September 15, 2017. With approval, the Cass County Council will expect to hear an explanation of the increase in the 2018 proposed budget at the second reading to be held on October 20, 2017.

Reallocating Entries between Fund Departments

The AIRPORT Manager reported after speaking with Jessica Eckerle, CPA employed by H.J. Umbaugh & Associates Certified Public Accountants, LLP, the month of November may be an appropriate time to approve reallocation of funds within the same Fund Department.

Open House Clean-Up Agenda

The AIRPORT Manager reported speaking with the Logansport Fire Chief and Street Commissioner and had them visit the AIRPORT property in regard to the amount of shrub debris that would be a result of the old farm fence line clearing. The Logansport Street Department will remove the shrub debris the week following the scheduled clean-up in preparation for the AIRPORT Open House to be held on September 30, 2017.

Investment in Old Pick-Up Truck

A verbal quote from East Point Muffler was provided by the AIRPORT Manager, in the amount of \$682.45 to fix the alternator, muffler, exhaust leak, and ignition switch. A motion was made, discussion was held, and the BOARD voted 5-1, with Bob Barr being the nay vote, to invest the money to repair the pick-up truck .

New Business:

Liberty Mutual Offer

The AIRPORT Manager provided a copy of an email previously sent to all BOARD members by Don Tribbett regarding an offer made by Liberty Mutual. Mark Lowry questioned the insurance coverage of the current insurance policy for LCCAA. The BOARD members agreed to give Mark Lowry time to review the current insurance policy prior to any decisions being made on the Liberty Mutual offer.

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DEFCO Inc. Pre-payment

The AIRPORT Manager provided an Invoice from Cornerstone Comfort Solutions, LLC (formerly DEFCO, Inc.) requesting a twenty five percent (25%) down payment towards the installation of radiant tube heaters in the Good A&E hangar. On a motion made by Steve Plank and seconded by Pat McNarny, the BOARD voted unanimously to approve the down payment.

Truck Quote Letter

The AIRPORT Manager provided a copy of a Request for Quote (“RFQ”) she had constructed. She advised that Don Tribbett has reviewed the RFQ and it meets all the necessary legal parameters. The AIRPORT Manager asked for approval to send the RFQ to three local automobile dealerships. On a motion made by Pat McNarny and seconded by Mark Hildebrandt, the BOARD voted unanimously to approve the FRQ.

UTV Research

The AIRPORT Manager informed the BOARD that research for a utility task vehicle (UTV) has been completed and is available for full review at any time in her office. The AIRPORT Manager requested the adoption of a Small Purchase Policy be considered for future business.

Engineers Report. Brian Elsenbroek provided the report of BF&S. Brian Elsenbroek provided a Statement of Funds, constructed by BF&S for review. Updates were included in this report on Federal and State reimbursements made in 2017, the recently completed grant process, and future projects. Construction of a new Airport Layout Plan (ALP) was discussed, but no action was taken.

AIRPORT Manager’s Report. The Manager had nothing further to report.

Miscellaneous.

BOARD Member Comments. No further comments were made.

Meeting Schedule. The next regular meeting of the LCCAA BOARD is scheduled for Tuesday, September 26, 2017 at 7:00 a.m., at the AIRPORT’S Terminal Operation Center.

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

BOARD President

BOARD Secretary