

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

HELD Tuesday, August 22, 2017, 7:00 a.m., at the LOGANSPORT/CASS COUNTY AIRPORT (“AIRPORT”)

**Attendance:**

BOARD Members Present:	Dave Brumett	Mark Hildebrandt
	Steve Plank	Pat McNarny

Electronic: Mark Lowry

Absent: Bob Barr

Guests Present: Jill Van Horn, AIRPORT Manager (“AIRPORT Manager”)  
Rose Wagoner, AIRPORT Staff (“Rose Wagoner”)  
Donald J. Tribbett, Legal Counsel  
Brian Elsenbroek (“Brian Elsenbroek”) Butler, Fairman & Seufert  
 (“BF&S”), AIRPORT Engineers  
Stacey Donato, Cass County Council  
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 Steve Plank, the BOARD voted 5-0, by a roll call vote, to approve the agenda.

**Approval of Minutes:**

On a motion made by Pat McNarny and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to approve the minutes from the regular BOARD meeting on July 25, 2017.

**Public Comments:**

Stacey Donato stated that the AIRPORT signage placement on the highway has been approved. LCCAA may put up signs when ready but will have to move them once the new highway exchange has been completed.

**Old Business:**

**Committee Roster.** The Committee Rosters were assigned without the placement of a Chair at this time.

**Laptop Business Computer.** The business computer for the AIRPORT Manager has been ordered and is scheduled for delivery on August 23, 2017.

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**Open House Site Plan.** The AIRPORT Manager and Rose Wagoner have constructed a site map for the Open House. The plan focused on safety standards and accommodations of all exhibits. The information presented included planned demonstration times and locations.

**Open House Clean-Up Day.** Clean-up day was scheduled for September 16, 2017 as primary date and September 23, 2017 as secondary date with a start time of 7:00 a.m. An equipment list will be emailed to all BOARD members and volunteer workers. A dumpster will be rented from Waste Management for the clean-up.

**Michiana Lighting and Regulator.** Michiana removed the temporary regulator and eighteen capacitors were replaced. The runway papi lights on 27 are not working; parts were ordered by Michiana for replacement. A date for replacement was not given. Once the Operations Manuel is constructed, it shall include a maintenance and weekly review log for runway lights.

**Hangar Rental Lease.** Discussion was held on the review of a lease prepared by Donald J. Tribbett for the Logansport Flying Service hangar and how that could be applicable to the newer constructed T-hangars. This lease is to include the reduced hangar rental rate of \$130.00. Steve Plank requested clarification on storage for aircraft only. Mark Hildebrandt requested clarification for the necessity of two separate lease drafts. Donald J. Tribbett provided explanation of detail to include commercial activity and aircraft storage. Storage item limitations, routine maintenance, and inspection provisions were discussed. On a motion made by Dave Brumett and seconded by Pat McNarny, the BOARD voted 5-0, by a roll call vote, to approve the lease preparation by Donald J. Tribbett.

**2018 Budget Status.** The AIRPORT Manager has submitted the preliminary 2018 budget to H.J. Umbaugh & Associates. The first reading of the Binding Budget is September 15, 2107 and the second reading is October 20, 2017.

**Land Acquisition.** Donald J. Tribbett updated the BOARD that appraisals for the land acquisition have been completed and the next step will be approval for review appraisals. The appraisal details were discussed and the projected costs for the review appraisals. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 5-0, by a roll call vote, to approve the invoice for the appraisal cost. On a motion made by Steve Plank and seconded by Dave Brumett, the BOARD voted 5-0, by a roll call vote, to approve the review appraisal process.

**New Business:**

**Committee Reports.** Steve Plank reported for the Personnel Committee. On July 28, 2017, a Personnel Committee meeting took place at the AIRPORT’S Terminal Operation Terminal. Topics of safety standards, job descriptions, Chain of Command and purchasing authority were discussed with AIRPORT staff. Pat McNarny took minutes at this meeting. Pat McNarny stated that he appreciates the spirit of the new AIRPORT Manager to seek opportunity and act on promoting LCCAA to the community. Dave Brumett reported in Bob Barr’s absence for the Facility Committee that a repair was done to the New Holland tractor in the amount of \$1,100.00

**Financial Reports.** The AIRPORT Manager provided a two-page bank reconciliation. There were no discrepancies to report. Payables for Approval totaled \$56,118.72. On a motion made by Pat McNarny

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and seconded by Steve Plank, the BOARD voted 4-0 to approve the Payables. Mark Lowry was no longer participating via electronic attendance.

**Handheld Radios.** A pair of hand held radios owned by LCCAA and deemed to be of no value will be given to Harold Price in “as is” condition. On a motion made by Dave Brumett and seconded by Steve Plank, the BOARD voted 4-0 to approve the donation of the hand-held radios to Harold Price.

**Health Savings Account (“HSA”) Increase.** Bob Barr requested a discussion of HSA increase for AIRPORT employee, Rose Wagoner be added to the Agenda. Based on the increase in deductible and co-pay, the discussion prior to the hire of a new AIRPORT Manager was to increase Rose Wagoner’s HSA contribution by \$500.00. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 4-0 to approve the increase in the HSA contribution made by LCCAA to Rose Wagoner from \$1,000.00 to \$1,500.00.

**Air Indiana Skydiving Contract.** March 2018 the current contract between Air Indiana Skydiving and LCCAA will expire. It is a three-year contract. The first of next year the BOARD will review the contract and any proposed changes in provisions.

**Open House.** On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 4-0 to approve the use of the Archer, wet for the Open House on September 30, 2017. On a motion made by Steve Plank and seconded by Mark Hildebrandt, the BOARD voted 4-0, to approve the annual \$500.00 donation to the EAA for the Open House. Dave Brumett stated that he would like to see the ball rolling on the west hangar project. This would include demolition costs and construction costs. This will be the responsibility of the Facility Committee to provide preliminary costs and construction at the September BOARD meeting.

**Engineers Report.** Brian Elsenbroek provided the report of BF&S.

**AIP 20.** The Project is completed and is in the hands of the Federal Aviation Administration (“FAA”), who is currently in full swing of “grant season” and is estimated to be closed with reimbursement by the end of 2017.

**AIP 21 Progress Estimate No. 4.** This Project is ongoing and is beyond contractual time. The project is estimated to be nine days past the contractual date, which translates to approximately \$2,000.00 in possible liquidated damages. BF&S will provide costs for the clearing, grubbing, and seeding of the old farm fence line at the next meeting.

**Action Item.** Brian Elsenbroek brought the action item for the BOARD to grant a signature by any BOARD member and Don Tribbett upon receiving the AIP21 partial land 8A reimbursement. On a motion made by Mark Hildebrandt and seconded by Pat McNarny, the BOARD voted 4-0, to approve any one of the four BOARD Officers shall sign the grant.

**Parking Lot.** A preliminary layout of the option for one hundred fourteen additional parking spots, sheet drain, with a dry detention pond for high water collection, and five inches of asphalt on six inches of stone was presented. A final layout will be presented at the September BOARD meeting. There is no shelf life on the completed work of this project to date.

**LED Lighting.** Brian Elsenbroek presented an agreement as a draft for review. The project will require survey that will entail all associated electrical items at the AIRPORT. BF&S will look to sign the agreement at the next BOARD meeting to move forward with the design. Brian Elsenbroek reported by moving the LED Lighting project up on the CIP list, the bids could take place Spring of 2018. A copy of the

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agreement will be emailed to Donald J. Tribbett for further review. The new LED lighting system scores high with the FAA and will have partial reimbursement. Replacement of the twenty-five-year-old system will eliminate the current maintenance expenses.

**AIRPORT Manager’s Report.** Fuel sales remain consistent over the last few months. 100 low lead fuel was ordered August 21, 2017, in the amount of 8,500 gallons, which is a truckload. On a motion made by Mark Hildebrandt and seconded by Steve Plank, the BOARD voted 4-0 to approve the fuel pricing shall be determined by the AIRPORT Manager. Archer rental from August 1, 2017 through August 21, 2017 was three hours.

Avfuel safety training will take place in Michigan in October. The information and training material will be reviewed by the AIRPORT Manager prior to the September BOARD meeting.

**Miscellaneous.**

**Board Member Comments.**

Mark Hildebrandt encouraged the AIRPORT Manager to continue with the progress being made.

Steve Plank commented on the positive transition with the new AIRPORT Manager. He reported a Finance Committee meeting will be scheduled soon.

Pat McNary requested discussion be held on clarification of the immediate prohibition of LCCAA employees hand propping airplanes. After discussion, it was determined that all LCCAA employees have agreed to comply with this policy while on AIRPORT time.

Dave Brumett reported that the Finance Committee and the Facility Committee will need to schedule a meeting.

**Meeting Schedule.** The next regular meeting of the LCCAA 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.

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BOARD President

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BOARD Secretary