

# Putnam County Airport Authority

Regular Meeting Minutes

January 2, 2024 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel  
1599 Ballard Lane, Greencastle, Indiana 46135



- I. Call to Order-  
In attendance-Dillon Sutherlin, Ben Chadd, Kelly and Colin Davies, Jennifer Edwards, Rex Eaton, Cathy Tipton, Doug Miller, Gary Lemon, Stephen Wise, Eddie Felling, and Jeremy Utz.
- II. Reports
  1. President
    - i. Election of Officers-Dillon motioned to keep the officers as currently slated, Gary seconded. **Motion carried.**
  2. Vice President
  3. Secretary
    - i. December 4, 2023 Approval of Minutes – Gary motioned to approve the minutes as presented, Stephen seconded. **Motion carried.**
    - ii. Document Scanning/Sharing-Jennifer started sharing via One Drive last month with the leases with all board members.
  4. Treasurer
    - i. Report for January 2, 2024-Income \$48,536.98 against claims received \$114,417.56. Stephen motion to approve the report as presented, Dillon seconded. **Motion carried.**
    - ii. Bank Reconciliation for December-statement is not ready given the timing of the meeting. Rex has an Appropriation Transfer Resolution #2-2023 for the board to sign regarding the 3-line items we overspent for end of year transfer. Dillon motioned to approve, Gary seconded. **Motion carried.**
  5. Airport Manager
    - i. Report for January 2, 2024- Fuel flowage fee \$304.46, 476.11 gallons of 100LL & 1553.35 gallons Jet A. 3 students. Purchase Fire Extinguishers for new T-Hangars, & installed. Currently have 5 of the new T-Hangars rented.
  6. Engineer
    - I. T-Hangar Project
    - II. Infrastructure Bill
    - III. Snow Removal Equipment (SRE) Building Project
    - IV. Additional Potential Locally Funded Projects:
  7. Attorney
    - i. PHI Lease-Jeremy is here with PHI/Stat Flight they have requested continuation of terms and to keep the auto renewal with. Gary motioned to approve the contract as presented, Dillon seconded. **Motion carried.**
    - ii. PCAA Secretary Contract-One year auto-renewal, two changes, additional duties of scanning items. Dillon motioned to approve as presented, Stephen seconded. **Motion carried.**
    - iii. Lind & Felling Contract-Flat rate fee \$8,000 per year. Eddie proposed a new contract of \$9,000 annually or \$250 per hour. Gary motioned to approve the \$9,000 per year, Dillon seconded. **Motion carried.**
  8. Hotel Manager-nothing to report.
  9. Restaurant Manager- nothing to report.
- III. Old Business- Flooring quotes-still no movement. Cathy hopes to have them to present next month.

Cathy Tipton, President

Rex Eaton, Treasurer

Stephen Wise, Member

Dillon Sutherlin, Vice President

Gary Lemon, Member

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IV. New Business- Gary-What should we do with the chairs, tables, etc. that is in the south hanger? Gary mentioned there are probably 100 chairs and 20 tables and lamps and items stacked in the corner covered in dust. Kelly stated it's the old event items. Kelly mentioned we used to use them for PCAAD. Colin stated they are in good enough condition to sell. She would like to keep some of the nicer items if we do decide to get rid of them. Eddie mentioned we do not want to sell them, we would either need to declare them surplus or do a transfer of goods or we would have to host an auction. Eddie proposed we take inventory and valuate. Kelly asked if we could just get a roll off to dispose of the old furniture. Cathy and Kelly will take an inventory prior to the next meeting to make a decision.

V. Comments and Announcements-

- 1. For the Good of the Order-

VI. Adjournment-Cathy motioned to adjourn the meeting at 6:59p, Gary seconded. **Motion carried.**

Next meeting date Monday, February 5, 2024

*Cathy Tipton 2/5/24*

Cathy Tipton, President

Date  
*2-5-24*

*Dillon Sutherlin*

Dillon Sutherlin, Vice President

*2/5/24*

Date

*Stephen Wise*

Stephen Wise, Member

*2/5/24*

Date

*Rex Eaton*  
Rex Eaton, Treasurer

Date

*Jennifer Edwards*

Jennifer Edwards, Secretary

*2/5/24*

Date

Gary Lemon, Member

Date

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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