

Putnam County Airport Authority

Regular Meeting Minutes

February 5, 2024 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



I. Call to Order-6:30p

In attendance: Doug Miller, Ben Chadd, Andy Beck, Jason Clearwaters, Eddie Felling, Jennifer Edwards, Dillon Sutherlin, Rex Eaton, Stephen Wise, Cathy Tipton, Colin and Kelly Davies and Curt Clearwaters.

II. Reports

1. President

- i. 2025 FBO Manager Contract-Contract is up at the end of this year, just trying to get a head start. Eddie asked Doug if he remembered how long we kept proposals open. The board needs to discuss how they want to move forward with next years contract. Do they want to open for RFP, or renegotiate the existing contract with Doug. The schedule last time, they issued the RFP in September with proposals due the end of October for the board to review in November. Eddie proposed that the board decided which route they would like to go by the next board meeting. Doug stated he would be happy to renegotiate the current contract.

2. Vice President-nothing to report.

3. Secretary

- i. January 2, 2024 Approval of Minutes-Dillon motioned to approve the minutes as presented, Rex seconded. **Motion carried.**
- ii. Website Review-Doug pulled the new site up for board to review. If any additions or changes, we ask the board to let us know.

4. Treasurer

- i. Report for February 5, 2024-Income received of \$39,712.41 against claims received of \$134,530.23. Cathy asked about the charge for Buckeye Power sales, Doug stated it was for the generator next store. Cathy asked if we paid the full amount for insurance, Rex said he thinks we did but he wasn't sure if the new hangar was on the policy, he called the agent but has not heard back. Rex will try to make contact again. Stephen asked if we cover contents or just structure, Rex stated both. Tenants cover contents as well. Cathy asked what our budget was for insurance for the year because if the policy did not include the new hangar and there are outstanding fee's due, we may need to move funds to cover. Eddie asked who our policy is through, McGowin is the broker but Rex was unsure of the company. Eddie asked if it would be worth it to seek bids from other companies? Jason mentioned that the majority airports are covered under the county and city. Jason stated Muncie was the only airport he could think of and he will email them tonight. Rex stated he could also talk to the county. Stephen motioned to approve the report as presented, Dillon seconded. **Motion carried.**
- ii. Bank Reconciliation for December & January-signed by board members present.

5. Airport Manager

- i. Report for February 5, 2024-Fuel flowage fee \$180.91, 353.38 gallons 100LL, & 852.64 Gallons Jet A. 3 students remaining. 8 of the new T-Hangars rented (Contracts to sign). Replaced refrigerator in PHI/StatFlight House Hangar. Lift Aircraft ran off north end of runway on January 20th, 2 lights were knocked over. FAA filed an incident report. Credit Card reader at the fuel pumps is down due to power surge. Parts are scheduled to be here tomorrow. \$3,442.00 discounted to half price \$,1721.00. Additional charges for technician to replace. Restaurant tagged by health department for mold in bar area. Getting quote for repair. Replaced facet in kitchen wash room. DBT AWOS Two Year Maintenance Contract: Year 1 \$4,892.00, Year 2 \$4,990.00.

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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6. Engineer

- i. T-Hangar Project-Just waiting on the weather to finish the last few items. Will need to get back to the city.
- ii. Infrastructure Bill-no updates.
- iii. Snow Removal Equipment (SRE) Building Project-Surveyors have been out and expecting their report this month. Need to advertise the bid in March. Start contractor outreach. Jason will send out the draft of the plans prior to the next board meeting.
- iv. Additional Local Funded Projects-recommendation is to wait on the Snow Removal Equipment Building.

7. Attorney-PHI had some small tweaks to their contract. Eddie asked for the board to motion for Cathy to approve once finished. Dillon motioned for Cathy to approve, Stephen seconded. **Motion carried.** Rex mentioned that they have not paid rent this year yet. Eddie will make discuss with PHI.

8. Hotel Manager

- i. February 5, 2024- Kelly mentioned the Headley bill was from salt she purchased as she did not know that Doug had purchased some. They are still pricing the vents for the bathrooms with the lights, but they are really expensive. So, they are still shopping for those. Last year, there was a leak upstairs that was coming through a shower that came down through to the ceiling in the lobby. They purchased the TV in the conference room and they believe the water damage ruined the TV and Kelly asked if the board would replace the TV due to the damage. Dillon motioned to approve Kelly to purchase a tv and the board will reimburse, Stephen seconded. **Motion carried.**

9. Restaurant Manager-Rose not present.

III. Old Business- Flooring quotes-Cathy mentioned she has 2 and is awaiting a 3rd.

IV. New Business- None heard.

V. Comments and Announcements-Ben asked about the surplus goods, Cathy and Kelly have not been able to meet to take inventory. Kelly mentioned that we have been approached by the Recovery Raw program who is interested in anything we would have. They are building a building by the Sherrif's Department. Eddie stated after they do the inventory, they will have some valuate it. Kelly asked if we have ever had Farm Bureau Insurance, Eddie stated that he didn't believe they insured airports and that there are only select carriers who can offer an airport policy. Jason asked what the occupancy was up to on the T-Hangar, Doug mentioned 8 out of 10 are rented, with one pending. Jason asked if they were new tenants, Doug confirmed they were. Most were pulled from Hendricks County. Jennifer asked about the Solar Eclipse plans? Doug asked if we think we should charge for airport parking for that day? Stephen stated he felt like we should. Jason mentioned most of the airports he works with are planning events with food trucks, live music, portable toilets. Doug figures we have 100 total parking spots we could rent. Andy mentioned the meeting he as at, the county is anticipating an extra 30,000 people in the county that day. Jason mentioned that some airports are charging for aircraft parking. Dillon asked what the ramp capacity was, Jason stated it depends on the aircraft. Doug stated \$25 for singles and \$50 for Jet's.

1. For the Good of the Order

VI. Adjournment-7:22p Dillon motioned to adjourn, Stephen seconded. **Motion carried.**

Next meeting date Monday, March 4, 2024

Cathy Tipton, President

Date

Dillon Sutherlin, Vice President

Date

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

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_____	_____	_____	_____
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
_____	_____	_____	_____
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

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