

Putnam County Airport Authority

Regular Meeting Minutes

March 4 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-Stephen Wise, Cathy Tipton, Ben Chadd, Jennifer Edwards, Doug Miller, Rex Eaton, Dillon Sutherlin, Jason Clearwaters, Kelly & Colin Davies, Gary Lemon, and Eddie Felling.

II. Reports

1. President

- i. 2025 FBO Manager Contract-Eddie mentioned about the discussion last month the FBO Contract for 2025. Eddie needs to know which direction the board wants to go: open for new bids or negotiate with Doug on the current contract. Dillon asked if the last time was not open for bid, Eddie confirmed it's been 2 times ago. Doug said it had been roughly 9 years since it was opened for bid. Eddie mentioned that Doug has been here 30 years. There is a lot of time and energy that goes into the bid process, so in his opinion, the board should only go this route if they are truly interested in getting other offers. He did mention there is another option, taking it away from a 3rd party contractor position and making the role an employee that would also be very involved with insurance and HR roles etc. Jason mentioned it's a mix between other airports that have employees vs. contractors. More Airport Authorities have contractors than employees. Jason would recommend staying with a contractor role. Eddie stated the most complaint of the role currently is the fuel farm and mentioned it may be something the board may consider tweaking that in any contract negotiations. Doug mentioned without the fuel farm income, the income of the role is not enough because of his expenses. Eddie asked if Doug was required to provide financials like the hotel and restaurant. Dillon asked if Doug would consider providing that, Doug stated he does not feel that is appropriate at this time. Stephen stated he would like Doug to remain, but he felt that asking for financials when he states the income itself is not enough, without providing the necessary documents proving that. Rex stated he felt like the board should just move forward with negotiations with Doug because he has been here so long and has so much knowledge. Stephen asked what the deadline would be for the RFP, Cathy stated she would like it to be opened by July 1. Eddie mentioned if they do move forward with and RFP, they could still end up negotiating with Doug. Gary asked why the fuel farm has to be subsidized? Eddie stated we could do both, go into an Executive Session to negotiate with Doug and if they cannot agree, then still have time to go into the RFP. Cathy motioned to schedule an Executive Session on April 3rd 6:30p at the FBO office for the purpose to negotiate Doug's contract. Stephen asked if Doug could bring the total fuel quantities for the last few years to review. Eddie asked if Doug could send him the fully executed contract? Doug does have the only signed copy and will email it to Eddie. Eddie asked that the board come prepared to the Executive Session as that will put us into May before it can be voted on.

2. Vice President-nothing to report.

3. Secretary

- i. February 5, 2024 Approval of Minutes- Rex motioned to approve the minutes as presented, Stephen seconded. **Motion carried.**

4. Treasurer

- i. Report for March 4, 2024-Income received of \$52,010.88 against claims received of \$49,403.56. Gary motioned to approve the report as presented, Stephen seconded. **Motion carried.** Cathy confirmed that we received the check from PHI, Rex confirmed. Doug mentioned Helton is the only tenant we are waiting on due to her being out of the country. Cathy asked if all new T-Hangars rented, Doug stated we still have 1 left.
- ii. Bank Reconciliation for February-signed by board members present.

5. Airport Manager

- i. Report for March 4, 2024-Fuel flowage fee \$602.16, 975.78 gallons 100LL, & 3038.24 Gallons Jet A. 9 of the new T-Hangars rented. (Contract to sign). Plowed snow once this month. We've had a couple reservations for the tie downs for Eclipse. Doug asked about charging \$5 for parking as he believes the sports park is. We have food trucks and live music. Kelly mentioned that Rose does plan to be open. Dillon asked about the food trucks

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and the DJ, is the board paying for that? Doug said yes to the DJ. Dillon asked if it was voted on, Doug said no and that he would pay for it if the board would not? Doug stated it's \$1,000. Stephen motioned to approve the DJ fee, Gary seconded. **Motion carried.** Doug stated there would be more bills coming as he has been doing maintenance on equipment.

6. Engineer

- i. T-Hangar Project-Jason asked if Doug had any feedback on the new T-Hangar rates, Doug stated he had not received any. Jason asked Doug if he had updated the website to claim the based aircrafts. Doug will check. Spoke with Ferguson, all items are completed on the punch list with the exception of the grading touch up which should be done late April or the first part of May with the weather.
- ii. Snow Removal Equipment (SRE) Building Project-set to advertise in the local paper tomorrow and it will be sent out to a list of potential contractors. Pre bid meeting Wed 3/20 at 10:30a at the FBO bldg. Bids due 3/29 at 3p to review at the board meeting on 4/1 to submit to the FAA for funding. Funding will cover design efforts, contractor costs and their services during construction. 150 calendar dates from start to completion.
- iii. Additional Local Funded Projects-we will wait until we get the bids before we worry about other projects this year. Stephen asked if it could reimburse construction to start the project sooner? Jason stated, technically you could but most airports are not willing to take the chance. Jason said we can discuss if further once we see the bids.

7. Attorney-nothing else to report.

8. Hotel Manager-

9. March 4, 2024 Hotel has been crazy. They have been installing the new fans. Rex received a few bills for a few of the fans from Headley's. Colin has been installing. They have replaced several TV's.

10. Restaurant Manager-not present.

III. Old Business- Gary asked about the inventory on the old party equipment? Cathy stated the inventory is not done yet.

IV. New Business- Gary asked about the audit meeting went. Rex stated they asked a lot of information. What we provided is not in the proper format but Hammer and Sonia are working with them.

V. Comments and Announcements-Rex mentioned that our insurance sent us a check back from Liberty, so he called the agent and said we were not supposed to receive it, so Rex had to cut a check back.

1. For the Good of the Order

VI. Adjournment- 7:19p Gary motioned to adjourn the meeting, Rex seconded. **Motion carried.**

Next meeting date Monday, April 1, 2024

_____ President	_____ Date	_____ Cathy Tipton, Vice President	_____ Date
_____ Rex Eaton, Treasurer	_____ Date	_____ Dillon Sutherlin, Member	_____ Date
_____ Stephen Wise, Member	_____ Date	_____ Jennifer Edwards, Secretary	_____ Date

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