

Putnam County Airport Authority

Regular Meeting Minutes

December 4, 2023 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: Cathy Tipton, Rex Eaton, Dillon Sutherlin, Gary Lemon, Eddie Felling, Jason Clearwaters, Doug Miller, Ben Chadd, Bill Mentgen, Don Badolato, Kelly and Colin Davies, Rose Imeri, Todd Hopkins, Curt Clearwaters & Jennifer Edwards.

II. Reports

1. President-Contracts-

- i. **Hotel Contract**-Eddie sent the board an email with the proposed contracts. There were a few edits to the original drafts. There were issues locating the fully executed document for the hotel lease. The last executed contract located had a 60-day clause instead of 30-day like Eddie thought. There is a legal basis that both tenants could argue of an escalation clause. Eddie's suggestion to the board that we try to negotiate contract terms tonight. Kelly proposed a 3-year contract with a 2% increase every year. Dillon motioned to approve the 3-year contract with 2% increase each year. Cathy called for a second. None heard. Cathy mentioned the board did not do our due diligence with keeping the copies of the last fully executed contract. Dillon mentioned that approving Kelly's proposal will mitigate any legal ramifications. Rex stated he didn't understand how we could have legal ramifications. Eddie reiterated that 60-day notice was not given to the tenants of the contract terms. Rex said the tenants should be paying part of the utilities. Gary asked for more information. Eddie mentioned the original contract was drafted in 2019 when the airport operated very differently. In 2020, with Covid, the hotel continued to pay rent, the restaurant did not as they were closed. Rex has suggested over the years that there are shared expenses between the airport, restaurant and hotel that should be broken out. Eddie asked Rose if she had to pay her portion of the utilities along with her rents if she could keep her business running, Rose stated she did not believe so. Eddie reminded that we have gone over this previously and it was stated that we have more income than expense. Rex asked what happens after 3 years? Eddie stated there were holes in the contract and asked Dillon to withdraw his motion. Dillon withdrew. Eddie proceeded to go through the contract. Term would be January 1, 2024 through December 31, 2026. Renewal term of 3. Monthly rent section, add the 2% each year. Escalation portion 2%. Deposit \$3,000, deposit was made 3 years ago. Profit and losses for both of our tenants has been a topic in the past. Eddie suggested he add to the contract that both tenants will provide profit and loss statements in April for the year prior if the board so choose. Eddie mentioned that it has been mentioned that there is concern regarding the availability for rooms for pilots. The contract states that 2 rooms to be available 90% of the time. How do we make sure that is happening? Rex had a question on the restaurant contract page 4 section O, Eddie will make that edit. Cathy opened the floor for any questions/comments. Ben mentioned we do have 2 good tenants and he hopes the board will consider that. Ben asked, if we lost either tenant, who would we replace it with and would they be as good partners? Colin mentioned they pay for Culligan here and that benefits the appliances. Gary motioned to approve the PCAA Hotel Facility agreement with term 1/1/24-12/31/26. 3-year renewal. \$2,040 rent in 2024, \$2080 in 2025, \$2,120 in 2026. Dillon seconded the motion. **Motion carried.**
- ii. **Restaurant Contract**-Eddie suggested we align the restaurant contract with the hotel. There is a 30 day no cause clause. Rose has suggested she can change hours as needed. Eddie stated the contract to state that she maintains consistent hours. Rose mentioned that breakfast and lunch are busier than dinner. Rose proposed the 2% increase per year as well. Term 1/1/24-12/31/26. \$1,785 rent in 2024, \$1,820 in 2025, \$1,855 in 2026. 3-year renewal. Directions for the runway and parking lot updated. Dillon motioned that the PCAA Restaurant Agreement be approved, Gary seconded. **Motion carried.** Rose asked about the maintenance of the equipment and how it is not mentioned in the contract. Gary motioned to add maintenance to the equipment being covered by the PCAA and to also add that Rose provide the profit and loss statement in April. Dillon seconded. **Motion carried.**
- iii. **House**- 3-year contract, 3 year renewal \$800 per month. Gary motioned to approve, Dillon seconded. **Motion carried.**

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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- iv. Scanning of documents – Cathy mentioned there were several documents that had not been scanned into the computer, Doug mentioned he got all the scanning caught up this week. Cathy suggested we move forward with cloud storage. First, we need to confirm with the auditors, what exactly they need copies of. Doug stated often hard copies do not make it over to the office to be scanned in. Eddie asked if Doug has a scanner? Doug said he has a personal one. Eddie suggested perhaps the PCAA possibly to have a small space here to have a desktop computer and a printer/scanner. Rex mentioned it would not be used that much and he felt the process we were doing was sufficient. Cathy suggested that Jennifer take on the responsibility to start scanning documents into One Drive and sharing with all the board members and Jennifer will look into the cost of One Drive storage. Dillon motioned to look into laptops and bring quotes back to the January meeting. Gary seconded. **Motion carried.**
 - v. Website update- Cathy asked Doug where we were with the website. Doug said Jordan had issues with getting data off the old site. Cathy requested Doug to provided Jordan’s contact information. Cathy also asked about if there were be any cloud storage with the site, Doug stated he did not think there would be.
 - 2. Vice President-nothing.
 - 3. Secretary
 - i. November 6, 2023 Approval of Minutes. Dillon motioned to approve the minutes as presented, Gary seconded. **Motion carried.**
 - ii. Proposed 2024 Meeting Dates- January and September will be Tuesday meetings.
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|--------|---------|---------|---------|
| 1/2/24 | 2/5/24 | 3/4/24 | 4/1/24 |
| 5/6/24 | 6/3/24 | 7/1/24 | 8/5/24 |
| 9/3/24 | 10/7/24 | 11/4/24 | 12/2/24 |
- Dillon motioned to approve the minutes as presented, Rex seconded. **Motion carried.**
- 4. Treasurer
 - i. Report for December 4, 2023- Income received of \$31,628.72 against claims received of \$351,554.75. Cathy asked about the additional payment to Doug, it was for the refrigerator Doug’s credit card’s limit was too low to purchase so he personally paid for it. Cathy stated the board should be see statements of the claims. Rex asked if she wanted it from him or Doug. She stated it did not matter. Dillon motioned to approve, Gary seconded. **Motion carried.**
 - ii. Bank Reconciliation for November- signed by those present.
 Rex mentioned we are starting the new budget in January. Rex also mentioned the new money market made \$637.82 in 16 days.
 - 5. Airport Manager
 - i. Report for December 4, 2023-Fuel flowage fee \$474.56, 968.97 gallons 100LL & 2194.75 gallons Jet A. 5 students. Roof replaced on maintenance hangar. Front door of Business Center resealed. Waiting on them to return & finish the job. Finished mowing after crops were harvested. Concerns of lights on farm equipment harvesting at night. Pilot reported he almost crashed due to lights blinding him at touch down. Purchased new batteries for snow truck. Getting everything ready for snow season.
 Jason mentioned perhaps making the farming to be done during the day only if possible.
 - 6. Engineer
 - i. T-Hangar Project- Duke Energy worked on getting the service ran and transformer set. They had a planned completion date NLT November 24th. The service and conduit was bored and transformer pad set prior to the 24th, but not the transformer. They indicated they needed to extend the completion to November 29th, which they did complete on Wednesday. Final inspection by the city was November 29th. Pre-final inspection walkthrough with the contractor is scheduled for Wednesday at 9am, meet at the FBO office, if anybody is interested you are welcome. I will draft a punch list of any items left that need addressed. Hopefully they can

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get them all complete before the January meeting and the final retainage release can occur. Ferguson has prepared Pay Application #5 for your approval.

Total for Nov.: \$14,798.00 (final amount)

Retainage: \$61,761.87 Release – Continue to hold \$20,000 (By state law we can only hold 2x the amount of work remaining). Amount Due: \$75,080. I would ask for a motion to approve Ferguson Construction Pay Application #5.

Dillon motioned to approve, Rex seconded. **Motion carried.**

- II. Infrastructure Bill-FY24 allocation was announced since your last meeting - \$144,000. FY23 was \$145,000 and FY22 was \$159,000. FY22 and FY23 went to the T-Hangar (via reimbursement of taxilanes).
- III. Snow Removal Equipment (SRE) Building Project - Snow Removal Equipment (SRE) Building Design/Construction. We have drafted the environmental study document for submittal. We are working on the Airport Layout Plan (ALP) update to reflect the building where it is planned to be, and while doing so adding the new T-Hangar and taxilanes so that your ALP is current. Current FAA guidance is that an airport your airport is eligible for a 1,600 sq. ft. SRE building. The hangar that currently houses your equipment (albeit not all SRE, but other tractors and mowers) is 3,000 sq. ft. (50'x60'). T-Rex the OshKosh plow is definitely larger than the average General Aviation plow. Building 1,600 sq. ft. isn't going to provide an adequate area. Discuss. Keep in mind you have FY23 and FY24 NPE (\$300,000 FAA) plus the FY 2024 BIL (\$144,000 FAA) which with 5% state and 5% local becomes \$493,333 total. Jason's recommendation is to look at 3,000 sq. ft. space. Cathy asked Rex how much he had budgeted. Rex didn't bring that with him tonight. Gary asked if 3000 sq ft was enough, Doug mentioned between 3,500-4,000 should be sufficient. Curt mentioned we may consider a maintenance bay if we intend to do maintenance it that building. Gary asked how much more would be needed for that? Cathy motioned to start with design plans for 4,000 sq ft, Gary seconded. **Motion carried.**
- IV. City Meeting Re-cap - On Monday, November 20th at 2pm at City Hall, Doug and I attended a meeting to discuss current and future airport development. Mayor Dory, City Building Commissioner Patrick Thibodeau, City Planner Scott Zimmerman, Fire Chief John Burgess attended. We discussed the current T-Hangar project, the overall Airport Layout Plan, zoning, and numerous other topics. It was a good conversation and we indicated that we would keep them in the loop on upcoming construction project.
- V. Additional Potential Locally Funded Projects: It has been brought up that the future tenants of the new 10-unit T-Hangar will have to come through the powered gate at the FBO and then drive across the apron and down the parallel taxiway to get to their hangar. Currently no vehicles have to go on to the taxiway (or movement area) to get to their hangars. This is not ideal. Your Airport Layout Plan shows an auto parking lot in the future along the fence just south of the gate off Ballard Lane. Some of you may recall we upsized that gate during the fence project at the farmers request to a double rolling cantilever with 50' clear opening to allow their combine head to enter without being removed. This gate is not currently powered and not easily accessible. From Ballard Lane to the edge of the asphalt taxilane is about 300' of crushed aggregate. At a minimum I would ask you to consider powering one side of the gate – this will provide plenty of opening. The other side can be locked and only used by the farmer. Also, I would ask you to consider paving the 300' from Ballard Lane to the edge of asphalt. This will allow vehicles to enter and exit without tracking rocks or mud onto the taxilane and around the hangars. If you do decide to do any asphalt paving here at the business center in 2024 it could be lumped together. And finally, not as timely, but you should start to consider some auto parking at the north end to service the new hangar and any future hangars. This would be inside the fence and allow tenants secure parking and keep them off the taxilanes. You have a budgeted amount for capital projects that is sizeable enough to accomplish some or all of these improvements. Rex stated he has roughly \$809k between grants and CI budget. Jason asked if he needed to encumber for Ferguson? Rex stated he would check with Paige at Baker Tilley.

- 7. Attorney-Hangar Lease Rent for the existing tenants, does the board want to adjust the rents. Rex stated he didn't think we should. Cathy opened the floor. Bill mentioned the sheer cost of keeping an airplane is enough, if we raised rents, he would

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reconsider. Todd mentioned that Crawfordsville is cheaper on rent and fuel. Eddie proposed that we re-evaluate this summer.

Doug mentioned to Eddie about the concerns of the farm equip blinding the pilot. Eddie stated someone needs to make a courtesy call to the farmer. Eddie will make a courtesy call.

8. Hotel Manager-nothing to report.

9. Restaurant Manager-Rose asked about the flooring

III. Old Business- Flooring quotes, no quotes yet.

IV. New Business- none.

V. Comments and Announcements-none.

1. For the Good of the Order

VI. Adjournment- 8:20p Dillon motioned to adjourn, Rex seconded. Motion carried.

Next meeting date Tuesday, January 2, 2023

Cathy Tipton

Cathy Tipton, President

11/21/24

Date

Dillon Sutherlin

Dillon Sutherlin, Vice President

11/21/24

Date

Rex Eaton

Rex Eaton, Treasurer

11/21/24

Date

Stephen Wise

Stephen Wise, Member

11/21/24

Date

Gary Lemon

Gary Lemon, Member

11/21/24

Date

Jennifer Edwards

Jennifer Edwards, Secretary

11/21/24

Date

Cathy Tipton, President

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