



Putnam County Airport Authority

Regular Meeting Minutes

November 6, 2023 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135

I. Call to Order & pledge-6:30p

In attendance: Cathy Tipton, Dillon Sutherlin, Rex Eaton, Gary Lemon, Doug Miller, Kelly and Colin Davies, Ben Chadd, Rose Imeri, Eddie Felling & Rick Woodall.

II. Reports

1. President

- i. Restaurant Contract
- ii. Hotel Contract

Cathy asked both Rose and Kelly and Colin to send any edits they would like to their contract to her by 11/20. She proposed we move to a 3 year contract instead of 2. Eddie would like to vote on it in the December meeting and signed. Cathy mentioned there may need to be a special session to review prior to the December review.

Cathy stated that something has been brought to her attention, that at Board meetings, there should be no disrespect toward any board member or anyone in attendance.

2. Vice President-nothing to report.

3. Secretary

- i. October 2, 2023 Approval of Minutes – Gary motioned to approve the minutes as presented, Dillon seconded. **Motion carried.**

4. Treasurer

- i. Report for November 6, 2023-income received of \$56,863.67 against claims received of \$598,732.79. Dillon motioned to approve the report as presented, Gary seconded. **Motion carried.**
- ii. Bank Reconciliation for October signed by all members present.

5. Airport Manager

- i. Report for November 6, 2023- Fuel flowage fee \$780.95, 1317.15 gallons 100LL & 3888.64 Gallons Jet A. 5 students.
Chef Base Refrigerator: Doug mentioned that this went out and we tabled last month. Dillon motioned to approve the purchase of the refrigerator Rest Sup Everest ECB72D4 \$4857.00 Gary seconded. Motion carried. Doug then mentioned there is an additional \$50 shipping fee. Gary motioned to amend the minutes to include this, Dillon seconded. **Motion carried.**
Rest Sup Everest ECB72D4 \$4857.00
Rest Sup Empura E-KCBR72 \$2899.00
Rest Sup Atosa MGF8453GR \$3601.00
Katom True TRCB-72 \$7178.00
Business Center Windows/Doors: Contacted City Glass of Bloomington, they are coming this week for repair. They quoted \$1,496.

6. Engineer-Jason was absent but provided the below for the board.

- i. T-Hangar Construction Project-T-Hangar Construction Project: Work on the hangar has progressed significantly over the last month. The structural steel was completed and all siding/roofing installed. The doors were hung and interior electrical ran, painting is completed. Pavement markings were completed last week. The city's electrical inspection was scheduled for today. BF&S is coordinating with Duke Energy on getting the service ran and transformer set. They have a planned completion date NLT November 24th. Once the electrical is connected we will schedule a pre-final inspection onsite. Ferguson has prepared Pay Application #4 for your approval. Total for Oct.: \$308,000.80

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Gary Lemon, Member

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Retainage: \$30,800.08 (10%) Amount Due: \$277,200.72 I would ask for a motion to approve Ferguson Construction Pay Application #4. Dillon motioned to approve Pay Application #4 to Ferguson Construction \$277,200.72, Rex seconded. **Motion carried.**

- ii. Capital Improvement Plan-FY24 allocation not announced yet, expected this month. FY2024 Project: Snow Removal Equipment Building Design/Construction. I emailed a draft of the design agreement to the Authority on October 24th for review. No questions received. We will need to get going on the required environmental study and design soon to meet the schedule. Project will need to advertise to bid in March to meet FAA grant schedule. If there are no questions, I would ask for a motion to approve BF&S Project Work Order #9 titled "Snow Removal Equipment (SRE) Building – Design". The FY24 FAA grant application in April will be for the design, construction, and Construction Inspection/Administration – all-inclusive in accordance with your Capital Improvement Plan (CIP). FY2024 FAA Pre-Application: The last couple of years the FAA has requested that pre-applications be submitted by December 1st to show them your intent on how you plan to use grant funding. We have prepared a pre-application for the design, construction, and Construction Inspection/Administration of the SRE building. I would ask for a motion to approve the FAA pre-application and to submit to the FAA. Capital Improvement Plan: We have compiled the CIP for your final review and approval based on the feedback the last couple of meetings. This is also due to INDOT/FAA by December 1st. I would ask for a motion to approve the Capital Improvement Plan for submittal. Gary motioned to approve BF&S Project Work Order #9 titled Snow Removal Equipment (SRE) Building – Design, Rex seconded. **Motion carried.**

Dillon motioned to approve FAA pre-application and submit to the FAA, Gary seconded. **Motion carried.**

Rex motioned to approve the CIP plan for submittal, Gary seconded. **Motion carried.**

City Meeting 11/20 at 2p at City Hall with the intent to show overall development plan and present the CIP.

7. Attorney-Eddie mentioned we need to discuss a rate change with the new hangars before the leases are renewed. Gary mentioned that we have not raised them in a bit, Eddie thought 6 years. Gary mentioned we should do this every few years or so to stay competitive. Cathy mentioned it was discussed a few meetings ago regarding looking at rates at other airports. Doug thought Jason had provided him some rates in an email recently. Cathy thought we hadn't planned to raise it much. Eddie stated perhaps we implement a 5-year plan. Cathy agreed that would be a good plan. Rex asked if we would implement the increase to all T-Hangars, Dillon stated in fairness we should. Eddie asked if how many we had, Doug states 17. Eddie said a decision needs to be made in December so that tenants are aware prior to January 1. Cathy stated we will table until December. Gary stated he would like to know what some of the other area airports change at the next meeting.

8. Hotel Manager-nothing to report.

9. Restaurant Manager-

- i. November 6, 2023 -Rose asked if we had any updates regarding the flooring as she is getting calls regarding holiday reservations. Cathy stated she will have the quotes at the December meeting to vote on and that we could encumber the funds and wait until January if that is better for Rose.

III. Old Business- Cathy has gotten 2 quotes on flooring and painting and rock for the drive.

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IV. New Business- Rex mentioned we had discussed a money market account. He has one that pays 3.5% that if want to move to that, he needs signatures tonight. Gary motioned to approve the money market account; Dillon seconded. **Motion carried.**

Rex also asked how the board would feel about Hammer signing the checks on behalf of the board with a signature stamp. Eddie stated roughly 5 years ago we did some internal controls, as long as it doesn't conflict with that. Gary mentioned being an auditor wondering if there was state law against this. Given Hammer holds the signature stamp and not Rex. Hammer will create a signature stamp for Cathy and Rex will be the secondary signatory.

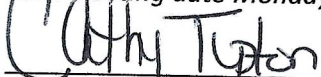



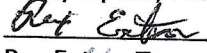
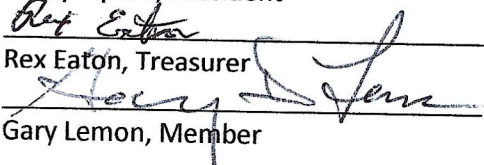
Lastly, Rex mentioned he would like to have a meeting with the board to discuss the contracts in private. Eddie will check the Executive Session rules, but he thinks they can do so if they are discussing the contracts but they need to set a time now with the contracts being voted on at the December meeting. Eddie proposed a week from today 11/13 at 6:30p. Eddie stated there will be public notice provided. Attendees will be the board, the secretary and Eddie. The tenants can be available to wait outside of the meeting in case there are any questions. Rose is not sure she can be there, but Kelly stated she could be. Eddie asked for any concerns or questions by either tenant to now be provided to Eddie by 11/13.

V. Comments and Announcements-Rick asked how much money will be put in the money market accounts. \$603,000 from the Rainy-Day Fund.

1. For the Good of the Order

VI. Adjournment – 7:11 Cathy motioned to adjourn; Dillon seconded. **Motion carried.**

Next meeting date Monday, December 4, 2023

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

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