

Putnam County Airport Authority

Regular Meeting Minutes

April 1, 2024 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



- I. Call to Order-6:30p
- II. In attendance: Cathy Tipton, Dillon Sutherlin, Rex Eaton, Stephen Wise, Gary Lemon, Doug Miller, Jason Clearwaters, Eddie Felling, Curt Clearwaters, Bill Mentgen, Kelly and Colin Davies, Ben Chadd and Jennifer Edwards
- II. Reports
 1. President
 - i. Mailbox issue-Cathy did get additional confirmation. She is to take photos and the postmaster wants to come look where we desire to move the mailbox to. She asked if we prefer to have it on the Farm Credit side of the road, or our side. Everyone was in agreement to have on the Farm Bureau side. Hope to have an update next month.
 - ii. Inventory of old party equipment-Cathy provided the list of items inventoried and their condition. Eddie said if it's worthless, it can be destroyed. If any one item is less that \$1,000 or if joint items are less than \$5,000 in value. Cathy mentioned that Recovery Raw is interested in some of the bigger items. 1) Deem it worthless and dispose of it all 2) Sell the whole thing as a lot and then the buyer can dispose of what they do not want. It was recommended to advertise the lot for sale. Doug asked if Recovery Raw would be willing to take everything if given first option to buy the lot. Cathy and Kelly can find out Thursday. Gary motioned to deem the inventory worthless and donate it all to Recovery Raw. Cathy and Kelly can talk to them Thursday.
 2. Vice President-nothing to report.
 3. Secretary
 - i. March 4, 2024 Approval of Minutes – Gary motioned to approve the minutes as presented, Dillon seconded. **Motion carried.**
 4. Treasurer
 - i. Report for April 1, 2024-Income received of \$56,305.88 against claims received of \$18,976.11. Cathy asked what the Trauner service expense, Doug said it was for the mold remediation. Dillon motioned to approve the report as presented, Stephen seconded. **Motion carried.**
 - ii. Bank Reconciliation for March-signed by all board members.
 5. Airport Manager
 - i. Report for April 1, 2024- Fuel flowage fee of \$541.68, 435.41 gallons 100LL, & 3175.43 Gallons Jet A. All 10 of the new T-Hangars rented (contract to sign). Generator Spring maintenance. Quote to replace block heater, thermostat, fuel primer pump & fuel check valve, \$1780.90. Repaired Health Dept. issues in the Bar area. Started mowing grass. We currently have 12 reservations for the tie down for Eclipse. Wally's Food truck, Geno Kettle Corn, Isaiah 1:17 Lemon aide, & Putnam County Gaming Initiative. DJ and the port-a-pots. EAA will help with the car parking. Festivities to be around 11-6p. We have about 200 eclipse glasses. Stephen motioned to approve the repairs for the heaters, Rex seconded. **Motion carried.** Stephen asked how long the T-Hangar contracts were, and Doug stated 12 months with auto-renewal.
 6. Engineer
 - i. T-Hangar Project-Talked to Ferguson on Friday, they will get out to touch up and finish the grading soon.
 - ii. Snow Removal Equipment (SRE) Building Project-bid opening on Friday. 4 bidders, 3 over his estimate 1 under. With the design, the construction and the construction inspection and oversight

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\$837,811.78. Break out the 1,600 square feet that is AIP or grant eligible for \$335k roughly and the FAA would fund 90% of that. When you take the 2400sf that is locally funded and the 5% grant match the local fund required is \$520k. A lot of the funds will not be required until 2025. Jason spoke with Rex briefly before the meeting tonight. Sounds like Rex is fairly close to the \$519k even without touching 2025 funds. Rex said he looked at it today and we would need \$51k. Jason asked if the board wants to apply for the FAA Grant to get this funded? Cathy asked, so they are looking at the bids that the lower bid is about 30% lower than the other 3 bids which were fairly similar. Jason talked to Energy Conservation and he feels comfortable, a lot of local contractors would be utilized. Gary asked for confirmation that this is our lead priority, Jason confirmed it has been on the CIP for a while. Gary motioned to have BF&S apply for the grant, Stephen seconded. **Motion carried.** Jason clarified that we never award the project until we have the grant.

iii. Additional Local Funded Projects-Jason recommended tabling for the rest of the year. Cathy asked Rex if there was any money in the budget to do the blacktop they had discussed. Rex said it would depend on how much from this year's budget was spent on the SRE Building project. Cathy stated perhaps we table until June.

7. Attorney-Eddie mentioned we talked last month about the Executive Session. There will be two sessions in the conference room of the hotel, 6:30p for the board only, and 7p Doug will to join. Jennifer will provide minutes with attendance only for each session. Discussion only, no decisions will be made. Eddie will send out the former signed copy of the contract.

8. Hotel Manager

i. April 1, 2024-Kelly mentioned there are quite a few really bad potholes turning in to the lot. She worries about the customers. Eddie said perhaps we could reach out to the county to see about hot patching if they are out and about doing it locally if they could patch ours.

9. Restaurant Manager-

i. April 1, 2024-not present.

III. Old Business-

a. Flooring quotes-Cathy is not happy with the quotes she has and would like to table to address later.

b. Update on audit results-Cathy mentioned Rex has put in a lot of time on this audit. There are 6 different things the auditor is asking for and Rex and Cathy addressed what they could with 2 items outstanding they are waiting to hear back from the auditor:

- i. Receipt and disbursement sample items.
- ii. Capital Asset/Inventory records
- iii. Why didn't we have a resignation letter from Bill Newgent.
- iv. He wanted both Gary and Stephens email addresses.
- v. Our credit card policy.
- vi. Internal Control Training Certification forms

c. Update on the inventory of planes based at the airport-Jason had asked Doug last month if Doug had updated our aircraft inventory. Doug completed and there 31 in total.

IV. New Business-

a. Financial statements due in April from the restaurant and hotel, we will table until the May meeting.

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V. Comments and Announcements-Eddie asked Cathy for a signed copy of the new StatFlight contract. Cathy will email it to him tomorrow.

1. For the Good of the Order

VI. Adjournment-Gary motioned to adjourn at 7:14p, Stephen seconded. **Motion carried.**

Next meeting date Monday, May 6, 2024

<u>Cathy Tipton</u> Cathy Tipton, President	<u>5/6/24</u> Date	<u>Dillon Sutherlin</u> Dillon Sutherlin, Vice President	<u>5/6/24</u> Date
<u>Rex Eaton</u> Rex Eaton, Treasurer	<u>5/6/24</u> Date	<u>Stephen Wise</u> Stephen Wise, Member	<u>5/6/24</u> Date
<u>Gary Lemon</u> Gary Lemon, Member	<u>5/6/24</u> Date	<u>Jennifer Edwards</u> Jennifer Edwards, Secretary	<u>5/6/24</u> Date

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