

Putnam County Airport Authority

Regular Meeting Minutes

May 6, 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, Doug Miller, Gary Lemon, Jason Clearwaters, Eddie Felling, Kelly and Colin Davies, Ben Chadd, Bill Mentgen and Jennifer Edwards
- II. Reports
 1. President-Cathy mentioned there would be a quick change to the agenda and move the Engineer up. Otherwise, nothing to report.
 2. Vice President-nothing to report.
 3. Secretary
 - i. April 1, 2024 Approval of Minutes- Dillon motioned to approve the minutes as presented, Gary seconded. **Motion carried.**
 - ii. Approval of the Executive Session 1 and 2 Minutes- Dillon motioned to approve the minutes as presented, Gary seconded. **Motion carried.**
 4. Treasurer
 - i. Report for May 6, 2024-income received of \$42,910.39 against claims received of \$49,658.18. Gary motioned to approve the report as presented, Dillon seconded. **Motion carried.**
 - ii. Bank Reconciliation for April-signed by board members present.
 5. Airport Manager
 - i. Report for May 6, 2024- Fuel Flowage fee \$473.56, 1754.57 gallons 100LL, & 1402.3 Gallons Jet A. County Highway Department came and patched holes in Ballard Lane & entrance to Business Center. Buckeye Power Sales, Generator maintenance 3-year Contract renewal \$1260.00 per year, \$745.00 for the previous 3 years & \$715.00 before that. Rex mentioned we had to paid \$3,040.90 when they came out last month which is the contract fee plus the service fee. Gary asked if there are any other companies that offer this service, Doug stated, he was not aware of any other. The contract is simply for them to come out twice a year, and the contract is a 3-year locking in the rate. Rex motioned to approve the 3-year contract, Gary seconded. **Motion carried.**

We had 35 airplanes & 95 cars for the Eclipse. Total income of \$1175.00, after expenses of \$592.65 a remainder of \$582.35. I would like to split that into a donation to the local EAA chapter and the ramp rats. Cathy asked what the expenses were from, Doug confirmed \$500 to the DJ, \$85 for the food and then the credit card fees. Colin mentioned that he thought the board decided not to charge car parking, Doug stated he thought the decision was to charge \$5 per car. Eddie stated that the \$582.35 needs to be deposited as miscellaneous income and Eddie stated he wasn't sure if the PCAA can make a donation, but we could discuss with Hammer or Baker Tilley regarding donating. Had Bakers come out & pump grease trap. They suggested it needs to be pumped annually.
 6. Engineer
 - i. T-Hangar Project-Ferguson came back and did a touch up. The inspector should be coming by soon. Waiting on the permanent occupancy permit.
 - ii. Snow Removal Equipment (SRE) Building Project-Opened bids on 3/29. Received 4 bids. Jason sent some more bid information on Saturday. We are coming up on the 60-day bid hold timeline where the contractor no longer has to hold to their bid. Should we award the bid so lock in the pricing or wait on the grant? There is little risk that the grant does not come in, but Jason has not had that happen previously. Gary asked if the worst thing could happen is to award it and the grant does not come in, Jason confirmed that is worst case. Jason's recommendation is to award and move forward the contract. Notice of award to Energy Conservation Services, for the base bid only, in the amount of \$698,544.28. Gary motioned to award, Dillon seconded. **Motion carried.** Jason also asked to approve the construction contract with Energy Conservation Services for the Snow Removal Equipment Building pending receipt of insurance and bonds. Dillon motion to approve, Rex seconded. **Motion Carried.**

Cathy Tipton, President
Dillon Sutherlin, Vice President

Rex Eaton, Treasurer
Gary Lemon, Member

Stephen Wise, Member

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iii. Additional Local Funded Projects-Project Work Order 10 for BF&S, the design pretty much ends with the award, this is construction services. Gary motioned to approve, Rex seconded. **Motion carried.**

7. Attorney-Eddie asked where we are with the airport management contract. Cathy mentioned that she would like to have another executive session. Board members present decided on May 15th at 6:30p here in the front conference room, all board members and Eddie will be in attendance. Terre Haute Air Show June 1st and 2nd. Lastly, the old business in both the Hotel & Restaurant Contracts there was a requirement for financial statements, but we did not spell it out very well. There has been a request to remove that part of the contract. Eddie asked if we want to move forward asking them to comply now for the rest of the contracts given the information will do us little to no good or have them to provide them in 2026, when we would have a benefit to understand their financials profit and loss. Eddie also mentioned that anything they provide to us is public knowledge. Kelly mentioned that she is opposed to providing financial statements at all. Cathy mentioned Rose has made the same statement, as has Doug. Kelly stated when the current contract discussions were being had, they were not part of the discussion to voice their opinion on this requirement. Eddie mentioned that the board wanted the financial information to help in contract negotiations to have a baseline, fair market value of the business is to know that they are charging the correct amounts. Eddie asked if Kelly and Colin, should they decide to exit the business, would they share the financials with the board to give them the fair market value of the business at that time? They agreed they would provide them at that time. Cathy motioned to remove this requirement from the current Hotel & Restaurant contracts with an addendum, Dillon seconded. **Motion carried.**

8. Hotel Manager
i. May 6, 2024-nothing to report

9. Restaurant Manager-not present

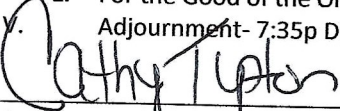
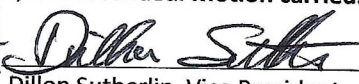

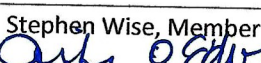
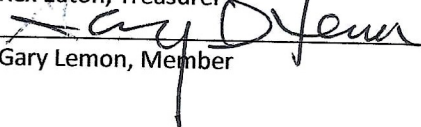
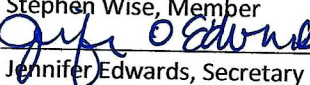
III. Old Business-

- a. Flooring quotes-Cathy is having issues with getting 3 quotes. Eddie asked if it was under \$50,000, Cathy said yes and he said if she attempted to get 3 that is what is necessary. She will bring the quotes in June.
- b. Financial statements due in April from the restaurant and hotel IV. Discussed above under section 7.

IV. New Business- Cathy mentioned that later this month, Recovery Raw will be taking all of the donating items. Gary asked about the audit. Rex stated he has not heard from him in 2 weeks. Last he heard there was a \$20,000 discrepancy. Jason provided the change order regarding the discrepancy and they have not heard back from them.

V. Comments and Announcements

1. For the Good of the Order
Adjournment- 7:35p Dillon motioned to adjourn, Rex seconded. **Motion carried.**

 Cathy Tipton, President	<u>6/3/24</u> Date	 Dillon Sutherland, Vice President	<u>6/3/24</u> Date
 Rex Eaton, Treasurer	<u>6-3-24</u> Date	 Stephen Wise, Member	<u> </u> Date
 Gary Lemon, Member	<u>6/3/24</u> Date	 Jennifer Edwards, Secretary	<u>6/3/24</u> Date

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