Putnam County Airport Authority

Regular Meeting Minutes
July 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

In attendance: Cathy Tipton, Rex Eaton, Stephen Wise, Doug Miller, Jennifer Edwards, Jason Clearwaters, Eddie Felling, Colin Davies, Rose Imeri, Ben Chadd, Curt Clearwaters, Bill Mentge and Eric Wudtke.

II. Reports

1. President

- i. Changes to the Bylaws- Right now we do not have any type of distinction on how many meetings per year Board Meetings have to attend. It was brought to Cathy's attention that some would like this updated. Cathy would like to propose that 9 out of 12 meetings be added to the bylaws. Rex motioned to approve this amendment, Stephen seconded. Motion carried.
- 2. Vice President-not present.
- Secretary
 - i. June 3, 2024Approval of Minutes-Stephen motion to approve the minutes as presented, Rex seconded.

 Motion carried.

4. Treasurer

- i. Report for July 1, 2024, Income received of \$410,478.59 against claims received \$99,641.03. Stephen motion to approve the minutes as presented, Cathy seconded. **Motion carried.**
- ii. Bank Reconciliation for June-Signed
- Eclipse proceeds \$1,082.35-Doug had asked to divide between EAA Young Eagles and the Ramp Rats. Stephen motioned to approve, Rex seconded. Motion carried. Colin mentioned possibly reimbursing Rose for the restroom usage, Rose stated she was not worried about it. Eddie asked how Rex will pay them with a check, Rex said yes. Bill mentioned that we are paying for the service provided from the Ramp Rats. Doug mentioned that last month's treasurers report, the hotel lease was not on last month as they had not yet been received so they should be listed on today's treasurers report for 2 payments. Cathy mentioned the audit. The auditor had a hard time following what Baker Tilley did in Gateway. Bank Reconciliation and signing, he originally had concerns but then said they were fine. Originally the audit was to take 3 weeks, but ended up taking 3 months. The original estimate was \$6-7k and today the bill is \$17k because of the hours it took for the audit. He is looking into reducing the hourly rate. Cathy is hoping to have an update for the next meeting.

5. Airport Manager

i. Report for July 1, 2024-Fuel flowage fee \$341.04, 547.98 gallons 100LL, (6/1-6/12) and 1725.34 Gallons Jet A. Quote on replacement of defective solenoid in walk-in cooler, \$1,883.00. I have asked for a quote on replacing complete cooling unit and roof top condenser. AA Huber quoted \$14,729 and Young Diversified Services quoted \$9,350. Stephen asked if it is the same unit for both contractors. Doug stated he was unsure. Cathy asked how old the cooler is, Rose stated she believes it is the original. Doug thought it may have been used when installed in 2000. Curt asked if either listed warranties. AA Huber did not, but YDS Listed a 1 year manufacturers warranty. Cathy stated that she thinks we should replace the solenoid now and research the quotes further to make sure they are quoting similar units and have similar warranties to make sure they are truly comparable. Stephen voiced concern that the solenoid would be a sufficient fix. Cathy asked Rex if we have the money in the budget to replace the unit, Rex said it would be cutting it close and he felt we should do the repair now and wait for the next budget to replace. Cathy motioned for Doug to get a repair quote from Young Diversified Services and go with the cheaper option. Rex seconded. Motion carried. Bill mentioned another company he has used to call for a quote.

Doug asked Stephen if they would be bailing hay this year and when that would be and if they would be sending a check. Stephen said he will reach out to WIN farms for an update.

6. Engineer

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- i. T-Hangar Project Warranty Issue/Inspection-Jason mentioned last month there were a few items brought to his attention. He reminded the contractor, who said they wanted to wait on it to rain to check the leak. He asked Doug if they had been out with any of the rains we have had the last few weeks, Doug stated they had not. Jason will send another email reminder.
- ii. Snow Removal Equipment (SRE) Building Construction-Align sent the information on hoping for final approval with the changes to the drainage. Waiting on the FAA grant offers. Jason is hoping to see them in the next 60 days. Jason said it would be good to approve for Cathy to approve any offers when they come through. Stephen motioned to approve, Rex seconded. Motion carried.
 Bill gave an update on the project. Waiting on the last engineering to come over for final review. All on target so far. Jason mentioned the pre-construction meeting may be prior to the next meeting.
- 7. Attorney
 - i. Financials for Hotel and Restaurant-Eddie had the addendum prepared for Cathy on this topic.
- 8. Hotel Manager
 - July 1, 2024-nothing to report
- 9. Restaurant Manager
 - i. July 1, 2024-Rose mentioned they will be closing the 15-22nd or 23rd, likely the 23rd. Doug mentioned the Osh Kosh will be here that whole week. Rose asked about the flooring that week. Cathy mentioned that she may have someone to do the painting for just the paint cost. Rose mentioned when school starts the hours will be updated. She will have an exact schedule next month. Rose asked if City Glass sealed the windows. She mentioned that on the North side of the meeting room, the glass was leaking the last time it rained.
- II. Old Business- Documentation deadlines for board meetings -tabled as Gary was not present.
- III. New Business- a few weeks ago, they cleaned out the hangar with all of the old supplies. There are some things that need thrown away, so we will need a dumpster. Bill mentioned he has a dump trailer and he can dump it for the cost of the dump fee. The average load is \$200 but it should be less than that. Eddie asked if we could write a letter on behalf of Recovery Raw recognizing the work they did, they would be very helpful. Eddie will draft a letter for Cathy to sign.
- V. Comments and Announcements-Colin asked if Doug had figured out the floor scrubber. Doug said it is leaking and he needs to take a look at it.
 - 1. For the Good of the Order

VI Adjournment- 7:17p Rex motioned to	o adjourn, Ste	phen seconded. Motion carried.	
Next meeting date Monday, August 5, 20	024 []		
Cuthy into	8/5/24	Della Sutton	8/5/27
Cathy Tipton, President	Date 7-5-14	Dillon Sutherlin, Vice President	Date
Rex Eaton, Treasurer	Date /	Stephen Wise, Member	Date
Gary Lemon, Member	Date	ennifer Edwards, Secretary	Date Date