

# Putnam County Airport Authority

Regular Meeting Agenda

June 3, 2024 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



## I. Call to Order-6:31pm

In attendance: Cathy Tipton, Dillon Sutherlin, Rex Eaton, Gary Lemon, Doug Miller, Eddie Felling, Jason Clearwaters, Curt Clearwaters, Jennifer Edwards, Ben Chadd, Bill Mentgen, Kelly and Colin Davies, Brandon and Brittany Kelly.

## II. Reports

### 1. President

### 2. Vice President

### 3. Secretary

- i. May 6, 2024 Approval of Minutes-Gary motioned to approve as presented, Dillon seconded. **Motion carried.**
- ii. May 15, 2024 Approval Executive Meeting Minutes Gary motioned to approve as presented, Rex seconded. **Motion carried.**

### 4. Treasurer

- i. Report for June 3, 2024-income received of \$80,753.75 against claims received of \$30,837.41. Cathy asked about the City Glass charge, Doug mentioned for the windows. Jordy Pitts was for the website. Industrial Hyd. Inc was for hydraulics to be resealed. Dillon motioned to approve as presented, Gary seconded. **Motion carried.**
- ii. Bank Reconciliation for May-Signed by board members present

### 5. Airport Manager

- i. Report for June 3, 2024-Fuel flowage fee \$813.04, 1527.07 gallons 100LL & 3892.75 Gallons Jet A. Received final Certification of Occupancy from City of Greencastle for new T-Hangars. Quote on replacement of defective solenoid in walk-in cooler \$1883.00. I have asked for a quote on replacing complete cooling unit & roof top condenser. Need to order runway & taxiway lights? We have run out of all spare lights.  
White/Yellow runway 2 \$433.31 \$866.62  
White runway 2 \$405.69 \$811.38  
Red/Green runway 1 \$478.30 \$478.30  
Blue taxiway 4 \$359.74 \$1435  
3595.96 grand total for all lights needed. Dillon motioned to approve, Rex seconded. **Motion carried.**

### 6. Engineer

- i. T-Hangar Project-Stop reporting on this until the 1-year warranty inspection which is up December 1<sup>st</sup>. Probably complete in September or so while it's still warm. Curt mentioned hangar 6 has a leak. Jason will let Ferguson know to take a look.
- ii. Snow Removal Equipment (SRE) Building Project-he believes the building has been order and the doors. Contractors Progress Estimate #1 to Energy Conservation Solutions \$62,169.83, 5% retainage \$3,108.49 due \$59,061.34, Gary motioned to approve, Rex seconded. **Motion carried.** Jason asked the board to amend the contract with BF&S to agree to bring on Align as a sub-contractor, for the new county permitting process that is very tedious, not to exceed \$9,000. Gary motioned to approve, Dillon seconded. **Motion carried.**
- iii. Additional Local Funded Projects-nothing to report on this topic. Unless there is something pressing, Jason recommends the board hold.

Cathy Tipton, President

Rex Eaton, Treasurer

Stephen Wise, Member

Dillon Sutherlin, Vice President

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## 7. Attorney

- i. FBO and Airport Management Contract-After the executive session last month, Eddie has started negotiations with Doug. 4-year contract beginning January of 2025. Removed the Sunday work requirement unless there is an emergency declared. There is also a clause that the PCAA president could require 3 Sundays a year for other reasons with a 25-day advance notice. FBO lease 4-year agreement .15 per gallon fuel farm sales, airport will only get that on the Jet Fuel, on the 100LL the maximum that can be charged will be the higher between Crawfordsville or Hendricks. Once we know that Doug is not working here anymore, that is when we would want his financials. Cathy stated she would like time to review the contract and then approve next month. Gary mentioned to Eddie he would like to have advanced copies of documents prior to approval requirement. Eddie mentioned once documents are sent out, they are live public document and the proper way to do it, would be to post it publicly. Eddie mentioned the contract does not need to be approved in tonight's meeting. Gary mentioned there is one item from the Executive Session that is not in the contract presented tonight but did not specify. Gary motioned to approve the new contract as written, Dillon seconded. **Motion carried.**

Gary stated he would like to have documents for review at least a week prior to the meeting. Eddie stated it would take a far stricter timeline for agenda items and contract deadlines to not push them out a month.

## 8. Hotel Manager

- i. June 3, 2024-nothing to report. Colin asked what they found out about the windows. Doug said they sealed everything. Kelly mentioned they did have to call B&R because the fire alarm kept going off. They checked it out but she did not get a call from them on what was going on.

## 9. Restaurant Manager-not present. Nothing to report. Eddie mentioned he will call her and let her know she needs to attend the board meetings or send a report prior to the meeting.

- i. June 3, 2024

## II. Old Business-

- a. Flooring quotes-Cathy brought 1 contractor with a quote. Brandon with Huber & Son presented his bid with 2 different options for the restaurant and front conference room. Cathy mentioned the luxury vinyl planking seems like the best option. Rose had mentioned that she would prefer carpet, but Cathy stated that would have the least longevity. Cathy mentioned that Rose would also like some painting done as well. Ben mentioned that the ledge would be a nice counter for stool sitting to watch the aircrafts. Curt asked the difference in longevity, Brandon stated for carpet it depends on how it taken care of. He mentioned that the LVP is more durable, waterproof, does not fade and long lasting. The only down side is the chair leaving marks. Colin stated he felt like plank floor is the way to go. Dillon motioned to approve LVP for the restaurant for \$30,859.88 and the conference room for \$17,235.61. Gary seconded. **Motion carried.**
- b. Audit Update-no new updates.
- c. Update on inventory disposal-June 8<sup>th</sup> at 11a Cathy mentioned they will be here to get rid of everything out of the hangar.
- d. Moving the Mailbox-Cathy stated they USPS was not very receptive. Cathy asked if there was opposition to moving the mailbox to the post office. Kelly was opposed due to residents. Kelly asked if Cathy had spoken to Farm Credit Services, Cathy has not.

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III. New Business- Rex mentioned the money from the Eclipse \$1082.35. Cathy said we will table until next month on what to do with it. He also had a Scope Appendix from Baker Tiley for Cathy to sign.

V. Comments and Announcements

1. For the Good of the Order

VI. Adjournment- 7:41p Dillon motioned to adjourn, Gary seconded. Motion carried.

Next meeting date Monday, July 1, 2024

<u>Cathy Tipton</u>	<u>7/1/24</u>	<u>Dillon Sutherlin, Vice President</u>	<u>7/1/24</u>
Cathy Tipton, President	Date	Dillon Sutherlin, Vice President	Date
<u>Rex Eaton</u>	<u>7-1-24</u>	<u>Stephen Wise</u>	<u>7/1/24</u>
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
<u>Gary Lemon</u>	<u></u>	<u>Jennifer O Edwards</u>	<u>7/1/24</u>
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date

Cathy Tipton, President

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