

Putnam County Airport Authority

Regular Meeting Agenda

August 5, 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, Dillon Sutherlin, Rex Eaton, Doug Miller, Jason Clearwaters, Eddie Felling, Bill Mentgen, Gary Lemon, Kelly & Colin Davies, Jennifer Edwards, Rose Imeri and Don Badolato.

II. Reports

1. President-nothing to report.
2. Vice President-nothing to report.
3. Secretary
 - i. July 1, 2024 Approval of Minutes- Gary motioned to approve the minutes as presented, Rex seconded. **Motion carried.**
4. Treasurer
 - i. Report for August 5, 2024- Income received of \$46,100.31 against claims received of \$371,981.74. Dillon motioned to approve the report as presented, Gary seconded. **Motion carried.** Cathy praised Rex for his work as treasurer as the loan on the building has been paid in full.
 - ii. Bank Reconciliation for July-signed by board members present.
5. Airport Manager
 - i. Report for August 5, 2024-Fuel flowage fee \$257.78, 2586.1 gallons 100LL, & 1718.37 Gallons Jet A. Hay has been cut, bailed & removed. PCAA coming up. Working on schnook helicopter from National Guard. RC (remote control) guys would like to do the 3D demonstration. Checking on pricing of Big Bounce House. Cathy asked if Doug needed anything from the board in preparation for PCAA, Doug said he didn't think so. He has the yard signs to put up. Kelly mentioned she has reserved the conference room for that day. Cathy asked if we had received the check for the hay ground, Doug confirmed we have not.
6. Engineer
 - i. T-Hangar Project Warranty Issue/Inspection-Ferguson was out here July 29th and they were able to identify some roof seam screws that were loose, they got those tightened up, hopefully this will stop the leak. And adjusted one of the doors. We do have the 1-year warranty inspection 9/3 at 2p.
 - ii. Snow Removal Equipment (SRE) Building Construction-Pre-Construction conference today with Energy Conservation Services. Steel delivery soon. Hoping for October start pending the delivery time. Will know more at the next meeting. Everything is on track so far.
 - iii. 2024 Capital Improvement Plan Update-revisit the funding "schema". BIL- Infrastructure Bill Funds, Environmental and the design with the apron rehabilitation. 26 Actual apron rehabilitation. We will be getting some new pavement scores. 27 design 28 construct. Type 2-50/50 program for additional T-Hangars, we always put on there to show we have a need. Final plan needs to be approved at the November meeting to make the December 1st deadline. 470K of discretionary funds in 28. Jason thinks we have a good conservative plan to address our issues and the FAA seems to be aligned. Gary asked about the entryway to the North, the gates and pavement. Jason said we discussed some locally funded projects and powering that gate was in that plan as it would not score very well on the FAA side. He said we were waiting to see where we came in on the budget side of things. Gary asked if he had any idea of what that my cost, Jason said he would suggest powering 1 side of the gate and pave single lane from Ballard over to the taxilane. He can put together an estimate for the next meeting. Rex stated he doesn't think we have anything available to complete this in '24 and he is not sure about '25. Bill mentioned that our county is doing their own paving projects now and asked if this would be county, Jason said not that part. Next month we will need any changes to the plan to review in October and approve in November.
7. Attorney
 - i. Additions to the PCAA Rules-Eddie mentioned we got the letter out to Recovery Raw thanking them for their help in removing the items from the hangar. Eddie provided the amended Rules of the Putnam County Airport Authority regarded member attendance as voted on last month. Eddie also stated it was brought to his

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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attention that there is no nepotism policy in place so he has added section 5.5 to the rules for the board to review and vote on the addition. DLGF could withhold our budget. Gary motioned for Eddie to add the Nepotism policy to our rules stating:

“Each Member shall comply with Indiana Code § 36-1-21-5 as it relates to any contract or renewal of a contract the PCAA enters for the procurement of goods and/or services with an individual who is a relative of an elected official or a business entity that is wholly or partially owned by a relative of an elected official. While the PCAA does not employ any individuals at the time these Rules have been most recently updated, the PCAA hereafter adopts the relevant nepotism policies as applicable and as set forth in Indiana Code § 36-1-20.2 et seq”. Dillon seconded. **Motion carried.**

Rex asked if Eddie spoke to the State Board of Accounts. Eddie spoke to a contact that was the ex-City Controller for Terre Haute and the best we could do is ask them to perform and audit of their hours, but now with many working remotely, it is difficult to prove hours worked. Cathy asked if we could petition them to review the hours, Eddie said he could write something to see if we could get a reduction or waiver, although he is unsure who to address. Rex mentioned he has a telephone number for billing questions he will provide Eddie.

8. Hotel Manager

- i. August 5, 2024-nothing to report. Just a thank you for the new renovation in the conference room.

9. Restaurant Manager

- i. August 5, 2024-Rose stated the change of hours starts next week. She stated for private parties she will consider other hours. She will stay open later for PCAA. Rose mentioned the customers are really happy with the renovations.
Mon-Closed
Tues and Wed 9a-2p
Thur-9a-8p
Fri 7a-8p
Sat & Sun 7a-2p

- II. Old Business- Documentation deadlines for board meetings, Gary is asking if anyone else has expectations for the timeline for reports prior to meetings. Nothing heard, Gary stated he has nothing further at this time and this can be dropped.
- III. New Business- Rex stated there is still painting to be completed in the restaurant and Rose’s husband mentioned a curtain by the glass doors to hide the trash. Kelly mentioned they had a spring rod with black curtains previously. Rex asked if he should get bids to complete the work, Cathy confirmed he can or he can ask Doug to get some quotes. Colin asked who did the painting that has been done, Rex stated Bill’s group. Kelly asked if could paint the area outside of the restaurant area where we meet as well to make it more cohesive.

V. Comments and Announcements-Jason reminded that Aviation Indiana 10/15-10/17 in Terre Haute. Gary asked if they need to register, Jason confirmed but registration has not yet opened. As soon as the agenda is out, Jason will share it.

- 1. For the Good of the Order

VI. Adjournment- Gary motioned to adjourn, Dillon seconded. **Motion carried.**

Next meeting date Tuesday, September 3, 2024

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