

# Putnam County Airport Authority

Regular Meeting Minutes

September 3, 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, Doug Miller, Jason Clearwaters, Jennifer Edwards, Ben Chadd, Eddie Felling, Rex Eaton, Gary Lemon, Curt Clearwaters, Stephen Wise, Kelly Davies, Dillon Sutherlin and Rose Imeri.

## II. Reports

1. President-nothing to report.

2. Vice President-nothing to report.

3. Secretary

i. August 5, 2024 Approval of Minutes- Gary motioned to approve the minutes, Rex seconded. **Motion carried.**

4. Treasurer

i. Report for September 3, 2024-Income received of \$35,342.87 against claims received of \$40,790.76. Cathy asked if PHI sends the rent after the 1<sup>st</sup>, Doug said it's usually the first week, but sometimes after the meeting. For the new hangars 5-8 do we not have any people in there given there are no rents collected, Doug said they are full just not paid for the month yet. Cathy asked about ADB Safe Guard Americas, Doug stated it was for the runway lights he purchased 8 of them. Cathy asked about the Align charge, Jason stated that was for the drainage services as was the Putnam County Planning charge which usually are billed through him and instead of directly to Rex, he will work with Rex on those. Stephen motioned to approve the report as presented, Dillon seconded. **Motion carried.**

ii. Bank Reconciliation for August – signed by all board members present.

5. Airport Manager

i. Report for September 3, 2024-Jet Fuel flowage fee \$316.51, 2369.57 gallons 100LL, & 2019.8 Gallons Jet A. Painting of restaurant and meeting room quotes:  
Custis Painting \$3825.00  
Energy Conservation Solutions \$3770.73  
Trauner Services \$2375.00  
Dillon motioned to approve Trauner Services for the painting for \$2375.00, Rex seconded. **Motion carried.**

6. Engineer

- i. T-Hangar Warranty Inspection-Doug and Jason met with Ferguson this afternoon on the inspection for the warranty. Areas where the paint on the steel was peeling, breakers in the panel box numbering does not match the units they are assigned to, and there is a master key needed. Jason asked them to address within the next month and coordinate with Doug.
- ii. Snow Removal Equipment (SRE) Building Update-met with Bill today with ECS – Soil samples 9/11 to finish the foundation design, does has all of the structural steel drawings, building to be delivered the week of October 13<sup>th</sup>, the large doors the same week. Waiting on the 300k FAA Grant that should arrive soon as they will be closing the books by the end of September. Cathy asked if we were lagging on the soil samples? Jason said the feedback from the contractor led him to believe there was a backup in geo-technical engineers for testing available.
- iii. Locally Funded Projects-last month he was tasked to work up 2 estimates:  
1) Power existing gate \$12-15,000 to install one powered opener.

Cathy Tipton, President  
Dillon Sutherlin, Vice President

Rex Eaton, Treasurer  
Gary Lemon, Member

Stephen Wise, Member

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- 2) Pave the drive entrance from Ballard to the edge of the taxilane roughly 300' \$48k.
- iv. Capital Improvement Plan Update-Jason provided an updated from the feedback from last months meeting, focusing on the project order and not the costs. 2025 Environmental Study and Design, 2026 Construction Phase, Taxiway Alpha 2027 & 2028, new set of T-Hangars. 2 number 2 Types. Need to finalize this at the November meeting.
- v. Aviation Indiana Annual Conference-released the agenda last week that Jason sent out to the board for the upcoming meeting if anyone is interested in attending. Jason said there is a new board member orientation session that he has heard good things about.
- 7. Attorney-nothing to report.
- 8. Hotel Manager
  - i. September 3, 2024-nothing to report.
- 9. Restaurant Manager
  - i. September 3, 2024-nothing to report.
- II. Old Business- nothing to report.
- III. New Business- nothing to report.
- V. Comments and Announcements-just a reminder of PCAAD this weekend.
  - 1. For the Good of the Order
- VI. Adjournment- 6:54p Gary motioned to adjourn. Dillon seconded. Motion carried.

Next meeting date Monday, October 7, 2024

	10/7/24		10/7/24
Cathy Tipton, President	Date	Dillon Sutherlin, Vice President	Date
	10/7/24		10/7/24
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
	10/7/24		10/7/24
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date

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