

Putnam County Airport Authority

Regular Meeting Minutes

October 7, 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: Jennifer Edwards, Doug Miller, Cathy Tipton, Jason Clearwaters, Ben Chadd, Rex Eaton, Bill Mentgen, Gary Lemon, JR Scott, Dillon Sutherlin, Stephen Wise, Kelly & Colin Davies.

II. Reports

1. President-nothing to report.

2. Vice President-nothing to report.

3. Secretary

i. September 3, 2024 Approval of Minutes – Dillon motioned to approve the minutes as presented, Gary seconded. **Motion carried.**

4. Treasurer

i. Report for October 7, 2024-Income received of \$43,393.52 against claims received of \$30,325.68. Cathy asked why there were 3 separate claims for Bakertilly, Rex stated the \$6,990 was for our budget, the \$1,745 was for the gateway setup. Cathy asked about Hardwick Gary motioned to approve the report as presented, Stephen seconded. **Motion carried.**

ii. Bank Reconciliation for September- Signed by board members present.

iii. Rex mentioned on the Rainy Day Fund and the Money Mark at NSSB, he received a notice that the board needs to put money into the account. Money has to be deposited annually and interest does not count, to avoid the account going dormant. Resolution #3 to take \$100 out to put into the RDF. Dillon motioned to approve, Stephen seconded. **Motion carried.**

5. Airport Manager

i. Report for October 7, 2024-Jet fuel flowage fee \$387.05, 2631.22 gallons 100LL, & 2579.92 Gallons of Jet A. Airport Appreciation Days: Another successful year, thanks to everyone that showed up, great weather. EAA flew 183 young Eagles. Had a water leak in downstairs hallway on Friday September 13th, at 7 in the evening. Had to call Norsemen Mechanical to repair in fear it might become worse in the middle of the night. They came out and had it repaired by 9. Heavy rain & winds caused more leaks on the North & East sides of the Business Center. We have a bigger basket lift coming later this week & we are going to try to find & seal the windows ourselves this time. Also checking AC units for possible leaks. Also had a leak at Stat Flight house under the tile floor in the kitchen. We had a leak detection people come in to find leak, leak was coming from refrigerator leaking into crack in tile floor then running between tile & concrete. Refrigerator is under warranty, parts have ordered. Hurricane relief: Civilian Crisis Response Team, Wednesday: Travis Pulley, Friday: Vic Frankiewicz, Louis Ridgway, Bill Mentgen, Saturday: Loius Ridgeway, Sunday: Bill Mentgen, Reed Blair, Louis Ridgway. Gary asked about Hangar 7, she called Doug today and said her check is in the mail for Oct-Dec. Gary asked about 2 & 10, Doug said they are good as well. Cathy asked about the big hangar at the end, Doug said they are going to work on sealing the door. Gary asked if we are up-to-date on the farm rent and Doug confirmed we are.

6. Engineer

i. T-Hangar Warranty Inspection-Last month Doug and Jason met with Ferguson and did a walk through on the final items needing completed: electrical panel needed relabeled and touch up paint. Jason will follow-up with them again on the touch up paint.

ii. Snow Removal Equipment (SRE) Building Update-Bill mentioned Engineering is complete, should be submitting to the state in the next day or two. Bulldozer to be delivered Friday so they can start

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stripping. Building and the doors will be here next week. They will stake after they strip and start bringing in rock. Cathy asked about a possible completion date, Bill said, with good weather, possibly a few months. Jason asked what date Bill would like him to issue the notice to proceed, Bill said 10/14/24. Progress Estimate #2 for ECS \$150,062.87, 5% retainage \$7,503.14, final amount due \$142,559.73 pending delivery of the doors and building. Stephen motioned to approve, Gary seconded. **Motion carried.** Gary asked if the soil samples were okay, Bill confirmed.

- iii. Locally Funded Projects-Cost estimate paving coming off Ballard and powering the gate. At this time, Jason has nothing further. Gary asked if we have a timeline for paving and the gate, Jason provided estimates at the last month. Jason said the opener could be done anytime as there is aggregate there. Gary asked if we could get it done this calendar year. Jason said we could get some quotes. The asphalt would have to get done in the next 5 weeks. Cathy asked Rex if we have the money to do both projects. Rex said we could likely. Cathy asked Jason to get bids for both projects for next month.
- iv. Capital Improvement Plan Update-Due December 1st. Jason did update the construction costs for the apron project. Design and environmental study to rehab pavement. Jason will make all the necessary changes and present for approval at the November meeting so it can be submitted by the 12/1 deadline. Jason mentioned he does need any pavement improvements done in 2024 to list for the FAA.
- v. Aviation Indiana Annual Conference-Gary asked if he can register at the event or if he has to in advance.

7. Attorney-nothing to report.

8. Hotel Manager

- i. October 7, 2024-nothing to report.

9. Restaurant Manager

- i. October 7, 2024-Rose was not present but sent Cathy an email that she had nothing to report.

II. Old Business- -none.

III. New Business- none.

V. Comments and Announcements-JR mentioned that Ginger and he created an aviation scholarship at PCCF, and they are lucky enough to be a part of the Share the Dream program. Kelly asked if it could be an existing student. JR stated they are eligible. They must be a Putnam County residence and be in an aviation related field.

- 1. For the Good of the Order

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

Next meeting date Monday, November 4, 2024

	11/4/24		11/4/2024
Cathy Tipton, President	Date	Dillon Sutherlin, Vice President	Date
	11-4-24		11/4/24
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
	11-4-24		11/4/24
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date

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