

Putnam County Airport Authority

Regular Meeting Minutes

May 5, 2025 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, Gary Lemon, Doug Miller, Jennifer Edwards, Jason Clearwaters, Bill Mentgen, Ben Chadd, Kelly and Colin Davies, Rose Imeri, Eddie Felling, Kevin Tharp and Kristin Clary.

II. Reports

1. President

- i. Upright Freezer - \$2671 for the unit that went down 2 weeks ago. Young Diversified Services found the compressor had gone out. \$1375.00 to repair that part. Cathy approved Doug to purchase. Gary motioned to approve, Dillon seconded. **Motion carried.**

2. Vice President

3. Secretary

- i. April 7, 2025 Approval of Minutes-Gary motioned to approve the minutes as presented, Dillon seconded. **Motion carried.**

4. Treasurer

- i. Report for May 5, 2025-Income received of \$48,900.43 against claims of \$85,963.11. Cathy asked about McCarthy payment, Doug said it's just late this month. She as about 06, 07 and 08. Rex stated 06 & 07 are up-to-date. 08-Doug will follow up on their April and May payment. Gary asked about 9 and 11, 9 just rented, and 11 is the same as 08. Therefore, Lastowski is 2 months behind on 2 units. Doug will reach out and if he doesn't respond, Eddie will send a letter. Doug said he usually pays a few months at a time. Dillon stated he would prefer to not let them get a few months behind. Dillon motioned to approve the report as presented, Gary seconded. **Motion carried.**
- ii. Bank Reconciliation for April-signed by all present.
Rex mentioned he got all the utilities updated from the last meeting.

5. Airport Manager

- i. Report for May 5, 2025-Jet Fuel Flowage fee \$376.60, 2510.51 Gallons Jet-A, & B 1319.55 gallons 100LL. Dave's Heather replaced unit 210. Norsemen Mechanical repaired drain leak above room 101. Roller replaced on patio door at StatFlight. Restaurant upright freezer in kitchen went down. Young Diversified Services, found compressor frozen. Quoted compressor replacement with service call at \$1375.00. Replacement of unit with same brand (True) would be \$4690.75. Replace with Everest, same as upright refrigerator, would be \$2671.00. See President's not above.

6. Engineer

- i. T-Hanger Warranty Work-Doug has not seen any water.
- ii. Snow Removal Equipment (SRE) Building Update- walked project site earlier. Bill stated the electrician started this morning and will hopefully be done this week. Contract Progress Estimate #7 \$231,216.97 to ECS with retainage \$11,560.85 total amount due \$219,656.12. Eddie mentioned Bills request for extension in late winter. He stated the contract allows for it, but we have to do a Change Order to extend the original contract. Eddie asked how far we are paid out, Jason said roughly 85% paid out. Eddie mentioned after March 15th we have liquidated damages, so we do need a formal request from Bill for the board to action on. Bill stated his goal is to be done before the next board meeting. Eddie asked Bill to include specific dates when work was unable to completed to justify the extension and present it to Jason. Gary motioned to approve Progress Estimate #7 to ECS, Rex seconded. **Motion carried.**

Cathy Tipton, President
Dillon Sutherlin, Vice President

Rex Eaton, Treasurer
Gary Lemon, Member

Stephen Wise, Member

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- iii. FY25 Design – Apron Pavement Rehabilitation- This year's grant application went in on time. They said they didn't get it. Jason resent and confirmed receipt.
- iv. Locally Funded Projects-Jason reached out to Stephen to let the electrician know they could come do the work. It doesn't look like they have been here. Once completed. Quality Fence can come back to finish, likely 2 days' worth of work. Hopeful the gate will be operational by the next board meeting.

7. Attorney-Informed House Bill 1196 got rid of political affiliations for boards in communities under 38,000 population.

8. Hotel Manager

- i. Results of the building/window leaks-Rex, Doug and Kelly met with a representative with Indiana Wall Systems, who looked at the building. He did not feel like the leaks were due from their work on the building. He did confirm that all the windows need to be properly caulked. He did see cracks in the building that he is not happy with and once the windows are caulked, he wants to come back and repair the cracks. Kelly called Neil Masten who came and looked at the windows. He said he would come in and do all the caulking on all the windows, but he will not guarantee it will fix the leaks. He did not have time for a formal quote, but he verbally said \$6,500.00 for Kelly to present to the board and he will provide that in writing. Cathy asked if anyone else had any other window companies. Doug mentioned Neil just did the courthouse windows. Dillon motioned for Doug to get the contact initiated with Neil Masten for \$6500.00 with minimal down payment, upon review from council, Gary seconded. **Motion carried.**
- ii. Floor scrubber from PHI-every time this is returned from PHI, the scrubber is broken. Kelly asked why we need to let them use ours if they do not return it working. Cathy stated we do not. Gary and Bill have used it and returned it promptly and in working order, but PHI does not. Cathy asked Doug to inform PHI they will not be able to use it move forward. Cathy asked if it needs repaired, Colin will look at it and see what is needed.

9. Restaurant Manager

- i. May 5, 2025-Nothing to report.

II. Old Business- none.

III. New Business- none.

V. Comments and Announcements

- 1. For the Good of the Order – Ben mentioned he has seen the water leaks and he is hoping these repairs will help. Ben requested the hedges to be trimmed shorter, Doug mentioned it is time to trim.

VI. Adjournment-7:09p Gary motioned to adjourn, Rex seconded. **Motion carried.**

Next meeting date Monday, June 2, 2025

Cathy Tipton, President

Date 6/2/25

Dillon Sutherlin, Vice President

Date 6/2/2025

Rex Eaton, Treasurer

Date 6/2/25

Stephen Wise, Member

Date 6/2/25

Gary Lemon, Member

Date 6/2/25

Jennifer Edwards, Secretary

Date 6/2/25

Cathy Tipton, President

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