

Putnam County Airport Authority

Regular Meeting Minutes

April 7, 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, Stephen Wise, Doug Miller, Jason Clearwaters, Eddie Felling, Kelly Davies, Ben Chadd, and Bill Mentgen.

II. Reports

1. President-nothing to report.

2. Vice President-nothing to report.

3. Secretary

- i. March 3, 2025 Approval of Minutes-Gary motioned to approved as presented, Rex seconded. **Motion carried.**

4. Treasurer

- i. Report for April 7, 2025-Income received of \$64,856.17 against claims received of \$43,199.52. Dillon motioned to approved as presented, Stephen seconded. **Motion carried.**
- ii. Bank Reconciliation for March-signed by members present.
- iii. Internal Control needs to be signed so Rex can send to the State Board of Accounts to appease them on making sure data is correct. Signed by all present.
- iv. Rex mentioned he would like for utilities to be automatic withdrawn to save time. Cathy stated that is a great idea. Eddie said no vote was needed today as invoices would be approved each month.

5. Airport Manager

- i. Report for April 7, 2025-Jet Fuel Flowage fee \$192.97, 1286.19 Gallons Jet A & 1042.96 gallons 100LL. Replaced walk-in cooler unit. Working on repairing door at statflight. Any suggestions on ceiling leaks in conference room. (General Contractor, Window Contractor, Stucko Contractor, Roof Contractor). Kelly said it started when the stucco was put on. Bill said there is a good person working on the SRE building that Doug should have them come take a look. Gary asked about the roof in the hangar, Doug said they are going to come in and fix it for the summer. Kelly mentioned that when the Zamboni is lent out, if they could return it promptly so that Kelly has it for when she needs it.

6. Engineer

- i. T-Hangar Warranty Work-Ferguson was out last month to fix the final punch list items.
- ii. Snow Removal Equipment (SRE) Building Update-Metal has been put up. Roof is on. ¾ of the East wall is done. They will be here tomorrow and he believes most of the skin will be completed by EOD. Bill will be contacting Duke tomorrow to get the underground done. Contractors Progress Estimate #6, \$72,131.85 5% 3,606.59, amount due \$68,525.26 to ECS. Stephen motioned to approve, Gary seconded. **Motion carried.** Right at 58% financially complete on this project.
- iii. FY25 Design – Apron Pavement Rehabilitation-BF&S Project Workorder #11 Apron Rehabilitation Design. Grant Application AIP #29. \$92,518. Stephen motioned to approve, Gary seconded. **Motion carried.** Jason will get this submitted immediately.
- iv. Locally Funded Projects-Gate opener. Quote from Quality Fence for the gate operation (basically everything but the electrical work) for \$18,811.69. Dillon motioned to approve, Rex seconded. **Motion carried.** Gillman Electric provided a quote for the electric from the T-Hanger to the gate \$5,137.74 which is lower than the previous quote. Dillon motioned to approve, Stephen seconded. **Motion carried.**

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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Eddie asked if the FAA ever asks about remote access to things like this. Jason said no. Eddie said he would like for Doug to keep a track of who has the openers.

7. Attorney-nothing to report.
8. Hotel Manager
 - i. April, 2025-nothing to report.
9. Restaurant Manager
 - i. April 7, 2025-Rose not present.
- II. Old Business-
 - a. Walk-in Cooler addressed above.
 - b. Fence Quote addressed above.
- III. New Business- none.
- V. Comments and Announcements
 1. For the Good of the Order

VI. Adjournment: 6:56p Dillon motioned to adjourn, Rex seconded. **Motion carried.**

Next meeting date Monday, May 5, 2025

<u>Cathy Tipton</u>	<u>5/5/25</u>	<u>Dillon Sutherlin</u>	<u>5/5/25</u>
Cathy Tipton, President	Date	Dillon Sutherlin, Vice President	Date
<u>Rex Eaton</u>	<u>5/5/25</u>	<u>Stephen Wise</u>	<u>5/5/25</u>
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
<u>Gary Lemon</u>	<u>5/5/25</u>	<u>Jennifer Edwards</u>	<u>5/5/25</u>
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date

Cathy Tipton, President
Dillon Sutherlin, Vice President

Rex Eaton, Treasurer
Gary Lemon, Member

Stephen Wise, Member

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