

Putnam County Airport Authority

Regular Meeting Minutes

June 2, 2025 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



I. Call to Order-6:31p

In attendance: Doug Miller, Gary Lemon, Jason Clearwaters, Eddie Felling, Jennifer Edwards, Benn Chadd, Stephen Wise, Cathy Tipton, Bill Mentgen, Kelly and Colin Davies and Dillon Sutherlin.

II. Reports

1. President-nothing to report.

2. Vice President-nothing to report.

3. Secretary

i. May 5, 2025 Approval of Minutes – Gary motioned to approve the minutes as presented, Stephen seconded. **Motion carried.**

4. Treasurer

i. Report for June 2, 2025- Rex asked Gary to present the treasurers report. Income received of \$700,515.20 against claims received of \$246,250.62. Gary asked if the Barrier Windows work is done, Kelly confirmed. Dillon motioned to approve the report as presented, Stephen seconded. **Motion carried.**

ii. Bank Reconciliation for May- report not available yet as it is so early in the month.

5. Airport Manager

i. Report for June 2, 2025-Jet flowage fee \$281.02, 1873.12 gallons of Jet-A, and 1679.21 gallons 100LL. Repair/replace roof on PRA South Hangar. Quote from Pro-Val Construction LLC \$17,145.00. Currently getting Hangar Insured. Doug stated he thought that they were responsible for the building, but he checked the contract and the airport is. Doug is getting quotes together to repair the roof that blew over, and is on the process of getting insurance. Cathy asked Doug to get a few more bids and bring to the July meeting. Doug mentioned the cooler we purchased a few years ago is not cooling to the right temperature. Doug called the manufacturer and it is still under warranty and they are trying to find someone in this area to repair, possibly AA Huber. Cathy asked about the bushes being trimmed. Doug stated they would be done this week.

6. Engineer

i. Snow Removal Equipment (SRE) Building Update-Bill stated electrical was completed today and got a gas line today. Trim was completed today. There is some painting and seals left to complete. He feels it will be done by the end of week at the latest. The biggest issue is the landscape contractor who refuses to run her equipment over the dirt because of rocks in the dirt. Cathy asked who is taking care of the rock? Bill stated we need to decide. Jason stated he walked it today and there were roughly 100 natural stones and then some aggregate that he felt like could be picked up in a couple hours. Both quotes that Bill received to pick up the rocks were roughly \$6,000. Jason stated he has never had a contractor ask for additional compensation to pick up rock. Jason mentioned that we will consider substantial completion when the building can be used for its intended purpose. He will schedule a walk through with INDOT and issue a punch list for completion. Bill feels like that the building will be completed Friday. Jason prepared Pay Request #8 \$50,741.66 total due, 5% retainage. Cathy asked what we are doing about the extension request. Jason stated he had sent an email with Bills documentation; he asked Bill what the 2 separate dates were. Bill stated that 92 was from the contract, which would extend to June 13th and 110 was the total he was asking for which would take us to July 1. Cathy asked Bill for further explanation as to why the work could not be completed. Dillon asked what "extreme cold" constituted, Bill stated 35 degrees, he asked Dillon if

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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he had ever worked with steel with cold and wind. Bill asked Jason how long he could have delayed the start of the project due to the weather, Jason said it would have had to be agreed by both parties. Stephen said he felt like we are beating dead horse and should move forward with hindsight that we could have both done a better job on the timeline. Stephen said he does not agree that we should be responsible for the rocks. Eddie asked exactly how many additional dates Bill is asking for, Bill said if the contract is extended he would ask for 110, but if not, all he can ask for is 92. Eddie stated we have a request from the contractor regarding temperature, wind and precipitation restrictions he would like 92 additional dates for completion to consider. Stephen motioned to approve the contract extension for 92 days, Gary seconded. **Motion carried.** Gary motioned to approve Pay Request #8, Stephen seconded. **Motion carried.**

- ii. FY25 Design – Apron Pavement Rehabilitation-Hoping we will see the grant soon. Need to start considering additional build projects.
- iii. Locally Funded Projects-waiting on the electrician to install the electrical on the fence and then Jason will get Quality Fence back out. Hopefully complete by the next meeting.

7. Attorney-congratulations to Dillon on his re-appointment. Eddie also mentioned the rent we were behind on last month has been resolved and we are all up to date.

8. Hotel Manager

- i. Window repair updates from Barrier Windows-discussed in the treasurers section above. Kelly mentioned she was to contact the building contractor after the windows were completed. She asked if she was okay to do this. Cathy confirmed.

9. Restaurant Manager-Rose not present and the only thing she had was the cooler issued in the Airport Manager section above.

II. Old Business-

III. New Business- Eddie mentioned we needed to start thinking about budget as it will sneak up on us.

V. Comments and Announcements

- 1. For the Good of the Order

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

Next meeting date Monday, July 7, 2025

_____ Cathy Tipton, President	_____ Date 7-7-25	<i>Dillon Sutherlin</i> Dillon Sutherlin, Vice President	_____ Date 7/7/25
<i>Rex Eaton</i> Rex Eaton, Treasurer	_____ Date 7-7-25	<i>Stephen Wise</i> Stephen Wise, Member	_____ Date 7/7/25
<i>Gary Lemon</i> Gary Lemon, Member	_____ Date	<i>Jennifer Edwards</i> Jennifer Edwards, Secretary	_____ Date

Cathy Tipton, President
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