

Putnam County Airport Authority

Regular Meeting Minutes

July 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: Dillon Sutherlin, Doug Miller, Jennifer Edwards, Eddie Felling, Jason Clearwaters, Benn Chadd, Gary Lemon, Rex Eaton, Stephen Wise, Bill Mentgen, Kelly Davies, Dan Genotte, George Vandeventer, Clark Bohbrink, and Robert Field.

II. Reports

1. President-Cathy not present, Dillon called to order.

- i. Clark Bohbrink – member of the PRA Chapter, damage to the roof of the hangar located at the south end. There has been a lot of water infiltration to the lean to and the roof of the hangar side. He believes the recent storms have caused damage. He stated it is a metal roof over an older previous roof. Doug and Clark have both had it looked at, but the question is what can be done to repair this and is it covered under insurance? Dillon stated that Doug did bring additional quotes for approval tonight to replace the roof and guttering. George stated the roof is at least 20 years old. Stephen asked if anyone looked at the structure when quoting on the roof to make sure there was no structural damage, Doug stated he did not believe so. George stated there is a spot that someone could look at to ensure there is no structural damage. Bill stated he will go inspect on Sunday. Eddie mentioned there is a bigger issue with the contract itself as there are unclear items: term, maintenance, insurance. He stated that after Bill's inspection there should likely be an executive session to discuss the contract. Gary asked by delaying a vote, how much more damage are we incurring. Clark stated it's progressively getting worse. Eddie asked Clark if his ask is that no matter what the repairs are that the airport pays for it, Clark stated the way he understands the contract is that the building is the airports responsibility. Gary motioned to table until next month and hold an executive session before the next board meeting, Stephen seconded. **Motion carried.**

2. Vice President-

3. Secretary

- i. June 2, 2025 Approval of Minutes- Gary motioned to approve, Stephen seconded. **Motion carried.** Jennifer mentioned all documents in the board shared file have been updated to pdf at Doug's request.

4. Treasurer

- i. Report for July 7, 2025- Income received of \$47,588.92 against claims received of \$79,529.41. Dillon asked what the Graphic Shack fee, Doug stated the window tint and sign out front. Stephen motioned to approve as presented, Gary seconded. **Motion carried.**
- ii. Bank Reconciliation for May & June- signed by all present.

5. Airport Manager

- i. Report for July 7, 2025-Activities for the month of June: Jet Fuel Flowage fee \$497.67, 3317.62 Gallons Jet A & 1627.13 gallons 100LL. Chef Base Cooler in Restaurant has been repaired. Replace roof on PRA South Hangar. Quotes from:
Proval Construction \$17,145.00
TJD Roofing \$36,198.00
Red Beard Roofing \$35,724.31
Hangar is now insured. Broken Umbrella. Replacement cost from Costco, same unit as we have \$188.00. Doug asked if we replace it and bill the restaurant as they are responsible for closing it every night, Stephen agreed.

6. Engineer

- i. Snow Removal Equipment (SRE) Building Update-held a prefinal inspection and created a punch list that he provided to the board. There are 2 items still left out of the control of the contractor. Duke Energy has to come back out and the 2 door operators. Substantially complete on June 9th, which starts the 1-year warranty. Gary, motioned to approve Certificate of Substantial Completion dated June 9th, Rex seconded. **Motion carried.** Change Order #2 Final, added snow guards to the roof and a storm pipe under the fence, increase of \$8,028.87 making total amount of contract \$753,980.77. Stephen motioned to approve Change Order #2, Gary seconded. **Motion carried.** This month's payment, holding 5% retainage for the doors. Gary motioned to approve Pay

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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Application #9 \$64,164.39, Stephen seconded. Motion carried. Gary mentioned it's really nice, the only thing is the doors kick out when they raise so we should paint the concrete outside that says no parking to avoid damage if someone parked too close. Jason said we can find

ii. FY25 Design – Apron Pavement Rehabilitation-waiting on the FAA Grant. They are starting to trickle out, so Jason is hoping we will see it soon.

iii. Locally Funded Projects-Gate Operator is completely installed now. Doug has concerns regarding the existing catch not lining up. Jason will get with Quality Fence on that to take a look to see if there is something we can do differently to make it catch better. Doug has the 10 key fobs.

7. Attorney-nothing to report.

8. Hotel Manager-

i. Report for July 7, 2025 nothing to report other than she had a pilot land and stay last night who was really nice. Kelly mentioned they have not seen any leaks.

9. Restaurant Manager

i. Report for July 7, 2025-Rose not present, Jennifer shared Rose's email that the cooler was repaired and working nicely.

II. Old Business- none.

III. New Business- August 7th at 9a at the FOB office they will be doing next years budget, Gary will attend. Kelly asked if Rex heard back from the guy on the building and Rex said he thought he would make it back this week.

V. Comments and Announcements

1. For the Good of the Order -Clark mentioned any members that would like to go see their hangar, they are invited. They are appreciative of the resurfacing as it's really nice. They did notice there is a crack and were not sure if there was a way to seal that crack to keep it nice.

Doug mentioned they will get quotes on the crack sealing as it needs to be done when it's hot.

VI. Adjournment- 7:11 Gary motioned to adjourn, Rex seconded. Motion carried.

Next meeting date Monday, August 4, 2025

Cathy Tipton, President

Rex Eaton, Treasurer

Gary Lemon, Member

8/4/25

Date

Dillon Sutherlin, Vice President

8/4/25

Date

Stephen Wise, Member

8/4/25

Date

Jennifer Edwards, Secretary

8/4/25

Date

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Date

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