

Putnam County Airport Authority

Regular Meeting Minutes

August 4, 2025 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



I. Call to Order-6:42

In attendance: Cathy Tipton, Dillon, Sutherlin, Rex Eaton, Stephen Wise, Gary Lemon, Eddie Felling, Doug Miller, Rose Imeri, Kelly and Colin Davies, Jason Clearwaters, Jennifer Edwards, Clark Bohbrink, & Dan Genotte.

II. Reports

1. President

2. Vice President

3. Secretary

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

ii. HEA 1059 requirements-Confirming full names and term to post to the website.

4. Treasurer

i. Report for August 4, 2025-Income received of \$46,917.52 against claims of \$100,214.45. Gary asked about hangar #11 an #8 Lastowski, Doug had spoken and he said he would get it taken care of, Doug will follow up again. Gary asked about bidding out our insurance as mentioned, Rex stated we haven't done it yet as we were up against our renewal date in January, Eddie mentioned we may be too close to bid it out now. Eddie said they could speak to Epic to quote it against existing carriers. Gary and Eddie will speak to Epic, Rex will provide existing carriers. Dillon motioned to approve the report as presented, Gary seconded. **Motion carried.**

ii. Bank Reconciliation for July-Signed by all board members present.

5. Airport Manager

i. Report for August 4, 2025-Activities for July: Jet Fuel flowage fee \$463.00, 3086.36 Gallons Jet-A, & 2485.36 gallons 100LL. We are ready for the PCAAD's. Everything is going a planned so far. September 6th and 7th. Business Center water leak repaired in Hot Water Heater room. Replace Roof on PRA South Hangar. Quotes from:

Pro-Val Construction LLC \$17,145.00

TJD Roofing \$36,198.00

Red Beard Roofing \$35,724.31

Doug has a letter from ECS reporting on the structures condition after discussion at the July meeting, stating it is in good condition at this time and will hold a new roof installation. Cathy confirmed that the quotes are for comparable work from each of the companies.

Broken Umbrella. I talked with Rose about replacing the umbrella and Rose has said she doesn't want to pay for it. The replacement cost from Costco, same unit as we had: Price has come down from last month to \$135.00. Rose stated it is a common area and other people use it so she does not feel that she should be responsible for replacing it. Colin mentioned he stated it should be brought inside the building each day. Cathy asked how often it used, Rose said very rarely. Cathy stated perhaps we should not replace it. Rose stated she is okay with not having one as well.

6. Engineer

i. Snow Removal Equipment (SRE) Building Update-Everything on the punch list has been addressed. The only outstanding is Duke Energy still needs to come out to make an adjustment, but it is outside of Bill's control. Doug stated Bill told him Duke thought it would be completed this week. Pay Request #10 Final \$5,000.00 to financially close the project. Cathy asked what the final cost of the project was \$753,980.77. Gary motioned to approve, Rex seconded. **Motion carried.** Letter of

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

Stephen Wise, Member

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Acceptance of the project to sign off with the FAA. Gary motioned to approve, Dillon seconded.
Motion carried.

- ii. FY25 Design – Apron Pavement Rehabilitation-FAA grant has been announced; however, we have not received the offer yet. It will be electronic once received. Could be any day as they work through the backlog. Stephen asked how much the grant is \$91,200 Fed \$2,400 Local \$2,400 State.
- iii. Locally Funded Projects-Doug reported to Jason that the photo eyes at the gate are not properly lined up, Jason reported to Quality Fence, and they should be out here to repair and adjust. They addressed the latching system already.

- 7. Attorney-nothing to report.
- 8. Hotel Manager-got the leak taken care of, just need to get the ceiling panels replaced.
- 9. Restaurant Manager-nothing to report.

- II. Old Business- South Hangar Roof -he board held an executive session prior to the meeting where Eddie advised that with the current contract, the repairs are the responsibility of the Lessee and the board agreed that the repairs should be completed within 90 days. Clark asked how a roof is considered maintenance given its age. He feels that the roof is not part of normal maintenance. Clark asked at what point would the board have to replace a roof, Eddie stated with the current contract, the board would not replace the roof. Dan stated they would like formal notice, reflecting this notice. Eddie stated the board does not need to provide additional notice outside of this meeting and the minutes. Clark asked if the bids would be honored if they are the paying party? Eddie said he did not see why it would not be. Eddie reiterated that the boards determination is that the roof needs to be repaired by the Lessee within 90 days. Clark asked what the board considers to be their responsibility for that building and asked if it was the boards responsibility to have insurance that would have covered the roof repairs. Eddie confirmed that is not the issue at hand, the issue is who is responsible for the maintenance of the roof and the contract is clear it is the Lessee. Clark stated they will speak to their club.
- III. New Business- none.

V. Comments and Announcements-none.

- 1. For the Good of the Order

VI. Adjournment-Gary motioned to adjourn, 7:21p Rex seconded. **Motion carried.**

Next meeting date **Tuesday, September 2, 2025**

Cathy Tipton

Cathy Tipton, President

Rex Eaton

Rex Eaton, Treasurer

Gary Lemon

Gary Lemon, Member

Dillon Sutherlin

Dillon Sutherlin, Vice President

Date 9-2-25

Stephen Wise

Stephen Wise, Member

Jennifer O Edwards

Jennifer O Edwards, Secretary

Date 9/2/25

9/2/25

Date

Date

9/2/25

Date

Cathy Tipton, President

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