Putnam County Airport Authority
Regular Meeting Minutes
September 2, 2025 at 6:30 PM
Putnam County Regional Airport Business Center & Hotel
1599 Ballard Lane, Greencastle, Indiana 46135

Members:
Cathy Tipton-Appointed by Putnam County Commissioners, expiration 12/31/25
Dillon Sutherlin-Appointed by Putnam County Commissioners, expiration 4/5/29
Rex Eaton- Appointed by Putnam County Commissioners, expiration 1/4/27
Stephen Wise- Appointed by Putnam County Commissioners, expiration 1/18/27
Gary Lemon- Appointed by Putnam County Commissioners, expiration 2/1/27

I. Call to Order-6:31p
In attendance: Cathy Tipton, Dillon Sutherlin, Rex Eaton, Stephen Wise, Gary Lemon, Doug Miller, Eddie Felling, Jason Clearwaters, Jennifer Edwards, Colin & Kelly Davies, Ben Chadd, Clark Bohbrink, & Dan Genotte and Russ Williamson.

II. Reports

1. President
   i. Epic Insurance RFQ- Russ Williamson presented RFQ and noted a few items that he would recommend on our policy like minimum standards, benchmarking of other airports similar to ours and state standards. Eddie mentioned that if the board voted to move to Epic in October, the policy would not change for the remainder of the current policy timeline. Russ stated he would bring new policy options to the December board meeting for the January 1 renewal. Cathy asked that all board members read through the RFQ prior to the October board meeting.
   ii. Approval of the MOU-Clark stated he appreciated the offer the board presented. They have decided to finance the roof repairs. They met with Bill at ECS and anticipate the project start in the next few weeks. Cathy asked Eddie about the items discussed at the Executive Session regarding the contract. Eddie stated we could discuss it tonight or call an Executive Session to discuss. Eddie will provide possible dates. Clark asked why there would be discussion on the contract, Eddie stated in regards to the terms of the contract. Clark stated until they know for sure what the boards decision is, the roof replacement will be on hold. Eddie stated the board should give them additional time for the roof repairs given the additional discussion. Cathy will provide the date so that they can attend at the end of the session for discussion.
   iii. South Hangar Roof-covered above.
2. Vice President-nothing to report.
3. Secretary
   i. August 4, 2025 Approval of Minutes-Gary motioned to approve the minutes as presented, Rex seconded. **Motion carried.**
4. Treasurer
   i. Report for September 2, 2025- Income received $48,974.60 against claims received of $20,938.23. Cathy asked about the Visa charges were for $491.95, Doug stated he thought it was parts and lights. Cathy asked about Harris in 06, Doug said he was paid thru December. Stephen motioned to approve the report as presented, Gary seconded. **Motion carried.**
   ii. Bank Reconciliation for August-was not ready yet. Will table until October.
   iii. Epic Insurance RFQ-Moved to Presidents report
   iv. For future improvements Rex was asked to provide what the board would want to do to Baker Tilley. Our budget is just over 1M for next year. Rex provided:

I. Make improvements to Hangar F
II. Build another 10-unit Hangar North End
III. Black Top the gravel hotel parking lot
IV. Black Top the gravel road to the PHI House
V. Reroof hangar attached to the hotel
VI. Install meter for electric to double wide
VII. Buy new 72: mower to replace old one

Cathy mentioned the board can discuss further at the next meeting.

5. Airport Manager
   i. Report for September 2, 2025-Activities for August: Jet fuel flowage fee $376.86, 2512.07 Gallons Jet-A, & 2636.84 gallons 100LL. We are getting ready for the PCAAD's. Everything is going as planned so far. September 6th & 7th. At 12 noon Greg Miller will be receiving from the FAA the Wright Brothers Pilot Award for 50 years of flying.
6. Engineer
   i. Snow Removal Equipment (SRE) Building Update-AIP 28 currently 88% draw down.
   ii. FY25 Design – Apron Pavement Rehabilitation-We did receive AIP 29 since the last meeting. Intend to bid in the spring and apply for a FY26 grant for construction.
   Jason reminded Doug to update the based aircraft log. It was 27 before, Doug thought we were up to 35.
   iii. Locally Funded Projects-Jason was asked for quotes for asphalt crack repair. He received 3 quotes back -Highlight $42,630. HFC $30,738 Metro Construction Services $27,580. Jason walked the asphalt and stated it was in pretty good shape. Jason requested it be completed by 10/31. Stephen asked what a total replacement would cost, Jason stated roughly $2M. Gary motioned to award contract to Metro Construction Services for $27,580, Gary seconded. **Motion carried.**
   iv. Capital Improvement Plan Update-Due December 1st. Uncertainty of the last year or two of the plan still needs worked through. We can discuss next month and approve a draft at the November meeting to meet the December 1st deadline.
   Gary asked about talking about painting the area in front of the door previously. Jason said he may be able to see if Metro Construction could complete the "no parking" painting while here. Doug mentioned doing all 3 doors, Jason will discuss with them.
7. Attorney-nothing.
8. Hotel Manager-Kelly mentioned she is planning to put a few mums out for the weekend. She asked about the pavement project Rex mentioned, Rex confirmed it would be all of the gravel connected to the current paving but not rehab of the current pavement.
9. Restaurant Manager-Rose was not present but she sent Cathy a message that she is ready for PCAAD.

II. Old Business- Ben mentioned that as a thought, perhaps Rex could add to his list of projects, possibly a permanent cover. He also mentioned that in thinking of a new mower, think of the driver and how it rides. Lastly, he mentioned he talked to some folks at the Hendricks County Fair who offer Airport Coverage if they wanted to get a quote from them. He also mentioned that the windows have not been leaking and he commends everyone for the repairs.

III. New Business- Dillon mentioned for the October meeting he would like to see the farming contracts.

V. Comments and Announcements-Clark asked about the resealing and what the runway down time would be, Doug stated 2 days. Cathy asked what Bills proposal would be for repairs on the roof, Clark stated 2-3 days.

1. For the Good of the Order

VI. Adjournment- 7:26p Dillon motioned to adjourn the meeting, Stephen seconded. **Motion carried.**

Next meeting date Monday, October 6, 2025

Cathy Tipton	10/6/25	Dillon Sutherlin	10/6/25
Cathy Tipton, President	Date	Dillon Sutherlin, Vice President	Date
Rex Eaton	10·6·25		
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
Gary Lemon	10/6/25	Jennifer O Edwards	10/6/25
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date