Putnam County Airport Authority
Regular Meeting Minutes
October 6, 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 2/27

I. Call to Order-6:30p.m.
In attendance: Dillon Sutherlin, Jennifer Edwards, Doug Miller, Jason Clearwaters, Ben Chadd, Rex Eaton Cathy Tipton, Gary Lemon, Colin Davies Kevin O'Cain and Clark Bohbrink.

II. Reports

1. President
   i. Discussion of future projects as mentioned at the September meeting-Rex has a list of potential projects.
2. Vice President
   i. Farming Contracts-tabled until next month when Eddie is present. Gary asked if Eddie is aware that this needs to bring the contracts, Dillon will let him know prior to the next meeting.
3. Secretary
   i. September 2, 2025 Approval of Minutes- Dillon motioned to approve the minutes as presented, Rex seconded. **Motion carried.**
4. Treasurer
   i. Report for October 6, 2025-Income received of $46,958.85 against claims received of $20,699.83. Gary motioned to approve the report as presented, Dillon seconded. **Motion carried.**
   ii. Bank Reconciliation for August & September-Signed by all present.
5. Airport Manager
   i. Report for October 6, 2025-Activities for month of September: Jet Fuel flowage fee $446.48, 2976.31 Gallons Jet-A, & 2555.1 gallons 100LL. PCAAD's was another success. The EAA Chapter 1374 flew 107 kids. The only event of the weekend was we had one airplane with a flat tire on the taxiway. No other issues with the event. A great time was had by all.
   Doug has gotten quotes for a new lawn mower. He has 3 quotes: Humphreys $23,777 Edwards $24,950 JTN $23,771. Doug would prefer the mower from Humphreys as it has a bigger engine. If we wait until next year, they would have to order one and there would be a 2% tariff, they have this one in stock now. Humphreys also said they would give us something for the mower we have now, but Doug is not sure how much. It does come with everything. Cathy asked Rex if we had the money to purchase a mower. Dillon motioned to purchase the mower from Humphreys, Rex seconded. **Motion carried.**
6. Engineer-Jason stated we have not submitted the close out documents on the Snow Removal Equipment building for the final 12% draw down. Jason had an email confirming on 9/24 on the aircraft count.
   i. FY25 Design – Apron Pavement Rehabilitation--Jason forwarded an email with the painting estimate for no parking $2,550 with Metro Construction in addition to the crack repair. Gary asked if Jason thought that was excessive, Jason stated no. Gary motioned to approve Metro to add the paint markings, Dillon seconded. **Motion carried.**
   ii. Locally Funded Projects
   iii. Capital Improvement Plan Update-FY26 generally the same as last year. Jason presented the proposed plan. Next month we need to approve the proposed plan to submit by the December 1st deadline. Jason asked if the board is okay with the plan we have now, Cathy motioned to approve the CIP as proposed to approve at the November meeting, Dillon seconded. **Motion carried.**

DBE Program. For the next 12 mo will be dead in the water according to INDOT. Jason thinks it would be prudent to adopt the goal we initiated. Calculated a goal of 2.5% on FAA Federally Funded Projects. They have the policy statement prepared. FY26-FY28. Motion to approve and submit FY26-28 DBE goal of 2.5%, Cathy motioned to approve, Gary seconded. **Motion carried.**
Aviation Indiana is conference is next week in South Bend.

7. Attorney-not present.
8. Hotel Manager-Colin asked if there was any way the courtesy car could be used after the Manager is gone. Colin mentioned a resident took a family that flew in downtown and this is happening more regularly. Doug stated the courtesy car does not own the car. Colin asked if the board would consider purchasing a courtesy car. Jason did say there is a courtesy car owned by the other airport authorities. Cathy stated she would look into this and bring information to the next meeting. Dillon mentioned looking into a lease.
9. Restaurant Manager-not present. Rose sent Cathy a message that she had nothing.

II. Old Business- Roof on the south hangar Cathy mentioned she thinks the board should replace the roof. Clark stated that the board do not wish to change the current lease. Cathy mentioned the board is not discussing the lease at this time, we are looking to address roof issue tonight. Clark asked if any of the board received his email in August. No one confirmed receipt. Clark stated his email said they would replace the roof, but not change the lease. At last months board meeting, Clark stated he would have to talk to his board and the airport authority never heard back from him. Eddie tried to make contact with him regarding an executive session to discuss prior to tonight's meeting but Clark never responded. Kevin O'Cain President of the PRA spoke about how the original lease came about. Dillon stated the roof and the lease are two separate issues. Dillon asked if Clark wanted us to put the roof on or if they wanted to. Clark asked if insurance would be paying for the roof, Cathy stated no. Gary stated he believes the airport authority should replace the roof, regardless if the lease is valid. Cathy motioned to approve the contract to the lowest bid Doug received to replace the roof and the airport authority will seek legal advice to the validity of the lease. Dillon seconded. **Motion carried.** Gary asked what we do if the contractor gets into the repairs and finds additional issues that will cost more, the PCAA will have the discretion to not spend more than the original bid.

Gary got an email from Epic and he forwarded onto the board. PCAA needs to decide today if they are going to go with Epic. Gary does not believe it will be a cost savings but will be gaining an agent who has more expertise and is more responsive. Gary recommended that we would change. Rex said he agrees that will not save money, and our current carrier takes a while to respond when Rex reaches out on anything. Gary motioned that we move to Epic effective January 1st, Rex seconded. **Motion carried.** Gary stated the agent proposed we have a sub committee to bounce ideas off of. Gary will remain point person until this committee is formed and ask him to be present at the November meeting.

III. New Business- none.

V. Comments and Announcements-Ben mentioned for future projects, to keep the cover for the table outside as a possibility as well as some blinds that need replaced in the restaurant.

1. For the Good of the Order

VI. Adjournment-7:23-p Cathy motioned to adjourn, Dillon seconded. **Motion carried.**
Next meeting date Monday, November 3, 2025

Cathy Tipton	11/3/25	Dillon Sutherlin	11/3/25
Cathy Tipton, President	Date	Dillon Sutherlin, Vice President	Date
Rex Eaton	11-3-25	Stephen Wise	11/3/25
Rex Eaton, Treasurer	Date	Stephen Wise, Member	Date
Gary Lemon	11/3/25	Jenn Edwards	11/3/25
Gary Lemon, Member	Date	Jennifer Edwards, Secretary	Date