

# Putnam County Airport Authority

Regular Meeting Minutes

November 3, 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

In attendance: Cathy Tipton, Dillon Sutherlin, Rex Eaton, Gary Lemon, Stephen Wise, Doug Miller, Jason Clearwaters, Eddie Felling, Rose Imeri, Kelly and Colin Davies, Ben Chadd, Bill Mentgen, Andy Beck, Eric Wolfe and Todd Bottorf.

## II. Reports

### 1. President

- i. Crew Car-Cathy has asked Jason to gather information on other airports who have a crew car. Jason sent Cathy 3 contacts. Cathy mentioned Doug has a crew car when he is here during the day, but we are looking for opportunities for evenings and weekend. Gary said the insurance agent mentioned it could cost \$5k-8k per year to insure. We will table until December.
- ii. South Hangar Roof Repair and contract discussion-Cathy asked where we are on the repairs. Doug said he tried to get ahold of them today, and he believes they plan to be done by mid-November. Gary mentioned that the estimate they provided is likely not still valid so we may need to get a new estimate.

### 2. Vice President

- i. Farming Contracts-Dillon mentioned the contacts are coming up. Eddie said he needs to get with the PCEDC to make sure there are no updates on the acreage. The bid packages are done. We will vote on December and then they will be awarded in January. Jason mentioned a possible auction that other airports have done recently that provided as much as \$100 more per acre. Doug mentioned discussion from last year of a farmer not farming at night. Dillon stated he didn't think most farmers would agree to that.

### 3. Secretary

- i. October 6, 2025 Approval of Minutes- Gary mentioned two minor things under old business we "should" not "would", and Epic is our agent as of mid-October. Gary motioned to approve the minutes with edits discussed, Rex seconded. **Motion carried.**

### 4. Treasurer

- i. Report for November 3, 2025-income received of \$63,712.19 against claims received of \$74,565.69. Cathy mentioned that the tractor was purchased. She asked about the trade in on the old mower. Doug mentioned it is detailed in his report. Cathy asked what the charges are on the Visa from Doug. Gary mentioned that we should be provided an itemized list of the charges each month. Dillon asked if Doug could include this in his report move forward, Doug agreed. Dillon motioned to approve the minutes with edits discussed, Stephen seconded. **Motion carried.**
- ii. Bank Reconciliation for October-not ready yet. Will be tabled until next month.

### 5. Airport Manager

Cathy Tipton, President

Dillon Sutherlin, Vice President

Rex Eaton, Treasurer

Gary Lemon, Member

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- i. Report for November 3, 2025-Jet fuel flowage fee \$692.76. 4618.01 Gallons Jet A. & 1372.07 gallons 100LL. Runway and taxiway crack selling was completed. Took a little longer than anticipated at 5 days. Received new mower, traded in old mower for \$2500. Total cost for new mower was \$21,277.00. Fuel Farm Credit Card Read is having issues. Stopped working last week. Received a quote for a replacement circuit board for \$1,967.50, the quote is for 3 circuit boards that they say we need. Cathy asked how old the circuit board is? Doug is unsure but he is sure it's older than 10 years.
6. Engineer
  - i. FY25 Design – Apron Pavement Rehabilitation-They have all the field data for the spring.
  - ii. Locally Funded Projects-
  - iii. Capital Improvement Plan Update-Jason handed out the latest update. No real changes since last month. Due December 1<sup>st</sup>. Dillon motioned to submit the CIP, Rex seconded. **Motion carried.**
  - iv. Aviation Indiana Annual Conference – Debrief-In South Bend a few weeks ago. FAA did not attend due to travel restrictions and furlough. The state did announce that they have some funds possibly for pavement maintenance with a new program. Once they roll it out, Jason will provide more details.
7. Attorney-Eddie mentioned in regard of the roof situation. He has not heard back from the tenant's attorney. He is going have a conversation with him and then schedule and executive session.
8. Hotel Manager-Kelly mentioned the steps going into the hotel are in pretty bad shape. Kelly had a contractor quote at repairs with possible epoxy. Kelly is concerned that they are dangerous currently and a trip hazard. The quote for the repairs is \$3,289.00 from ESH Coatings. She mentioned she could get additional quotes if needed. Cathy asked Rex if we had the funds, he confirmed. Kelly stated this company did work at the jail and they are very pleased with the work. Doug said he thought the quote was fair. Stephen just asked if the quote could be more specific to identify that it will be slip/fall resistance. Cathy motioned approval to award the contract to ESH with the changes of slip resistance, Dillon seconded. **Motion carried.**  
She also mentioned the sign out front on the top of the building is blank and she feels we should place something on it to identify the space. Cathy asked the board to consider what we would like to put on the sign. She also mentioned that the sign at the end of the road is not very legible as well. Kelly is going to see if Graphic Shack has a clear image of our logo. She will check.
9. Restaurant Manager-Rose has nothing to report.
- II. Old Business- Ben asked about the asphalt in the parking lot? Rex said that is in the plans for next year. He then asked about the shed, Cathy stated we will get to that. As well as the blinds in the restaurant.
- III. New Business-
  - a. Gary
    - i. Update on Insurance-Gary and Doug met with the new agent and went over the policies. They discussed the crew car and that cost, mentioned above. Gary believes he will be at the December meeting.
    - ii. Entrance to hotel and restaurant-Gary mentioned he would like us to do something about the concrete at the entrance being covered in bird droppings. Cathy asked if Doug could make sure to clean it at least once a week. Gary even mentioned possible spikes to prevent the birds. It was also mentioned about the weeds that are growing if Doug could keep up on those as well. Colin

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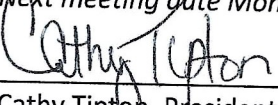
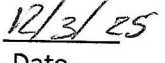
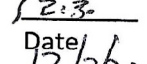
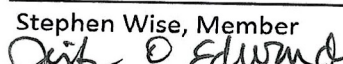
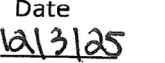
- mentioned when the original canopies were put up, there was a grid pattern that prevented the birds, and perhaps we could consider getting those again as the current ones are not build for that.
- iii. Old Snow Removal Hangar-what are we going to do with it. Are we going to try to fix it up? Cathy thought there had been discussion about fixing it up to rent out. Gary mentioned it would require insulation and a possible new roof. Gary asked if we could find out what the renovations would cost so that the board could make an informed decision on what to do move forward. Cathy asked Jason if he could look at what would need completed for repairs to rent, so that we could pursue possible bids.
  - iv. The land east of us, the 230 acres are for sale currently, if we had desires to do the east/west runway, there are 3 parcels and it would be a possible option to pursue. Jason provided a map detailing what is available to give the board an idea of what the east/west runway would look like.
  - v. Gary mentioned he had been approached by people asking if the board would be interested in renting land with a tenant to build and maintain their hangar. Jason mentioned land leases are very common. Eddie mentioned the lease terms would be the focus. Jason said FAA has limits of 40 years, but Eddie mentioned there are other state limits to consider. Todd Bottorf asked if we could find out what the lease terms would be, Eddie will look into it. Stephen said he didn't see a negative to it if we have the land available.

## V. Comments and Announcements

1. For the Good of the Order – Colin asked if we purchased the parcels available if that would be enough for the runway or would we need more, Jason said we would need more.

VI. Adjournment-7:22p Cathy motioned to adjourn, Dillon seconded. **Motion carried.**

Next meeting date Monday, December 1, 2025

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|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
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| Cathy Tipton, President                                                            | Dillon Sutherlin, Vice President                                                    | Stephen Wise, Member                                                                 | Jennifer Edwards, Secretary                                                           |
|  |  |  |  |
| Rex Eaton, Treasurer                                                               | Gary Lemon, Member                                                                  | Stephen Wise, Member                                                                 | Jennifer Edwards, Secretary                                                           |

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