

# Putnam County Airport Authority

Executive Session Minutes

February 16, 2026

Putnam County Regional Airport Business Center & Hotel  
1599 Ballard Lane, Greencastle, Indiana 46135



## Members:

Cathy Tipton-Appointed by Putnam County Commissioners, expiration 12/31/29

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 1/18/30

Gary Lemon- Appointed by Putnam County Commissioners, expiration 2/27

## I. Call to Order-6:30p

In attendance: Stephen Wise, Dillon Sutherlin, Rex Eaton, Gary Lemon, Rose Imeri, Ben Chadd, Doug Miller, Colin Davies, Jason Clearwaters, Eddie Felling, Jennifer Edwards, Andy Beck, Reed Blair, Todd Bottorff, & Ryan Sutherlin.

## II. Reports

### 1. President

- i. Follow-up on prep table invoice-Doug stated it is on his credit card report this month.
- ii. Follow-up on hotel ac unit maintenance plan-Colin said she sent a text out to the board but had not heard back from anyone. He said Benny Ault is willing to come out. Stephen said he would like to have someone come out to look at and quote a maintenance plan.
- iii. AWOS Maintenance Contract-2-year contract this year \$5,038, next year \$5,139. Doug mentioned they are the only company that provides maintenance. Gary motioned to approve, Rex seconded. **Motion carried.**
- iv. New meeting schedule-Rex mentioned it is tougher on him due to the checks and the timeline with the budget. Rex asked if we can move back to the first of the month. Andy mentioned the first Monday does not work for the commissioners. Eddie asked if the only issue is the paying bills, that Rex could pay the recurring expenses with retroactive approval. Stephen asked if everyone could make Tuesdays work? Gary motioned to reschedule starting the month of April meeting the first Tuesday, Rex seconded. **Motion carried.** Jennifer will update the schedule on the website and send it to the paper.
- v. Recording Meetings-Stephen mentioned that Rick had reached out to him about the need to record our meetings. Eddie stated as long as we are not required due to our meeting location.

### 2. Vice President

- i. Pollution Insurance Discussion-Gary mentioned that Epic emailed on 1/22 that we do not currently have pollution liability insurance. The cost \$1,361 for \$1M liability annually with \$5k deductible and it does cover attorney fees as well. Stephen asked what it covers, Jason stated it would be the fuel farm, but he is not certain on the coverage. He believes that IDEM has some coverage for protection in the event of a spill. Rex mentioned we are slightly above budget for the insurance coverage. Gary motioned to approve the coverage of \$1,361, Dillon seconded. **Motion carried.**

### 3. Secretary

- i. January 5, 2026 Approval of Minutes – Gary motioned to approve the minutes as presented, Dillon seconded. **Motion carried.**  
Stephen mentioned his and Cathy's terms needs updated. Andy stated Cathy will exp 12/31/29 and Stephen 1/18/30. Stephen asked about being sworn in, Eddie mentioned it is the auditor who does that and he will reach out to her.

### 4. Treasurer

- i. Report for February 16, 2026-Income received of \$51,528.57 against claims received of \$133,562.95. Dillon mentioned he has been approached by several members of the community who want to see more than the current financial statements. He stated bank account balances for the three accounts as well as our budget each month. Rex will look into this. Stephen asked who is asking and what they think we are hiding? Dillon mentioned it has been asked in a meeting before and went unanswered. Andy asked what our balances are

Stephen Wise, President  
Gary Lemon, Vice President

Rex Eaton, Treasurer  
Cathy Tipton, Member

Dillon Sutherlin, Member

1595 Ballard Lane, Greencastle, Indiana 46135

# Putnam County Airport Authority

Executive Session Minutes

February 16, 2026

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



currently. Rex \$1,254,095.77 at the EOM January. Rainy Day Fund \$470,555.89 EOM January. Eddie mentioned that the income and expenses is what is required. Jason stated other boards typically have the income and expenses, account balances and also the % of budget used per month. Stephen asked if Rex could add it to the bottom of his report, Dillon asked if we could have a copy of the statement instead so it is not a manual entry. Jason also mentioned that this is all on Gateway already.

Rex mentioned last month \$721 for GC utilities and it was wrong, it was \$588.67. Duke Energy was mis-stated at \$1,873.47 when it was actually \$1,888.46. He stated that the automatic payments have been different than the bill stated. Stephen asked him to follow-up with why there is a difference? Gary motioned to approve the report as presented, Dillon seconded. **Motion carried.**

ii. Bank Reconciliation for January-Signed by all members present.

## 5. Airport Manager

i. Report for February 16, 2026- Activities for the month of January: Jet Fuel flowage fee \$347.76, 2318.29 Gallons Jet A & 712.87 gallons 100LL.

Credit Card Report:

Credit +38.59

Central Rest Prep Table -4,354.88

Paypal lpage website renewal -25.99

Paypal lpage website renewal -9.99

Total \$4,352.27

Joe's Mechanical quoted a service plan to inspect kitchen refrigeration units at 4 visits per year in the amount of \$865.00 per year. Dillon mentioned this would be proactive in maintaining the units. Rose asked if it was for all the units, Doug confirmed he thought it was for the 4 in the kitchen and the 2 walk-ins. Stephen stated he was indifferent. Dillon motioned to accept the \$865 and move forward with the 1-year contract. Rex stated he would like another quote. Doug stated he could not find another person to bid this. Rex stated he did not think this was needed. Stephen asked what the cost was to replace one unit, Dillon stated \$4-8k. Stephen seconded the motion. **Motion carried.** Gary asked to confirm a written report with each inspection.

## 6. Engineer

i. Snow Removal Equipment Building – Grant Closeout, Jason state Grant AIP 28 is ready to close out, final draw down FAA \$34,575, State \$1920.85. Final Pay request #2, Stephen motioned to approve, Gary seconded.

**Motion carried.**

ii. FY25 Design – Apron Pavement Rehabilitation-Jason has Pay Request #2 Grant AIP 29 FAA \$61,615 State \$1,621.44 local \$1,621.10 for total \$73,677.26. Stephen motion, Gary seconded. **Motion carried.** Stephen will receive documents to sign via email.

1/27 Received 2 bids. Dave Omara \$289,097.55 new plant near Monrovia making their bid lower. E&B Paving \$163,075.80. BFS work order #13 for professional services. Stephen motioned to approve, Gary seconded.

Motion carried. Submit to FAA and INDOT, Grant Application AIP #30 \$227,272 (\$215,908 federal, \$5,682 state and local). Rex motioned to approve, Gary seconded. Motion carried. Once that is sent in there will be \$202K in bill funds. Letter to let the FAA know what we intend to do with Entitlement funds \$150k per year. Submit non-primary intent to carry. Stephen motion, Gary seconded. Motion carried. 6 grant certifications that must be signed to receive the grants. FY26 FAA Grant Certification for submittal, Stephen motioned, Gary seconded.

**Motion carried.**

iii. Locally Funded Projects-Hangar Rehab, Jason spoke to Eddie before the meeting about Performance and Payment Bonds \$200,000 looks to be the state requirement. Jason's recommendation is to go ahead and include in contracts over \$200,000. Gary asked if Jason has any idea what the project may come in at, Jason said ballpark of \$200,000. Stephen asked about what all will be rehabbed? Jason said everything but the structure and floor and mentioned it is not steel framed. Stephen stated knowing its wood framed, it would be

Stephen Wise, President  
Gary Lemon, Vice President

Rex Eaton, Treasurer  
Cathy Tipton, Member

Dillon Sutherlin, Member

1595 Ballard Lane, Greencastle, Indiana 46135

# Putnam County Airport Authority

Executive Session Minutes

February 16, 2026

Putnam County Regional Airport Business Center & Hotel  
1599 Ballard Lane, Greencastle, Indiana 46135



too expensive for rehab. Jason stated the minimum we could do is replace the door and rent with no heat which would be \$50-60k but the electrical is pretty rough. Stephen asked what the potential rent is and Doug stated that the other 2 with heat and electricity are \$400. Dillon asked if we have anyone who would want to rent it. Doug mentioned he thought he did, perhaps even someone who would complete the rehab themselves depending on the contract. Gary mentioned the same. Stephen stated with the frame and age he would prefer to not move forward with a rehab due to the cost and return on investment and that we move forward with either renting as is or a request for proposals on tenants who would rent and complete the rehab. Eddie and Jason will work together on something and bring it to the next meeting.

Last year, it was discussed to repave the parking lot and the drive to Statflight. Since we have someone coming out later this year, Jason can get a quote for these other 2 projects. Stephen said to move forward with quotes.

7. Attorney-Asphalt plants with the 170 work, once that work starts, we will find it hard to get work done so be careful in planning. Bid out the hay ground. Last time it was bid at 52 acres for a 3-year lease. Right now, we do not have an exact amount on the acreage. Eddie needs direction on the requirements so he can get it together. Ryan stated he does custom farming and you can use satellites to map the acreage. Jason stated he could work together with Doug to get Eddie the acreage amount. Doug stated he would like to have it mowed before the first or second week in September due to PCAAD. Rex stated the bales need to be removed soon after cutting as well. Gary motioned to advertise the hay lease, Dillon seconded. **Motion carried.**
8. Hotel Manager-Colin had nothing to report.
9. Restaurant Manager-Rose had nothing to report.

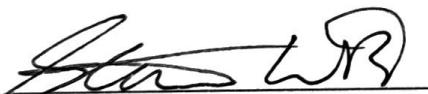
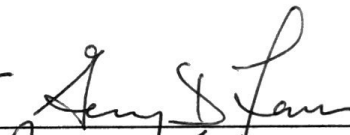
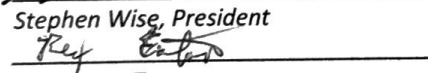
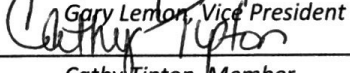
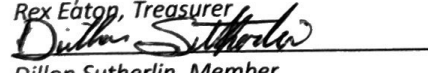
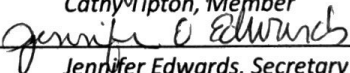
- II. Old Business-none.
- III. New Business- none.

## V. Comments and Announcements

1. For the Good of the Order

VI. Adjournment-7:48p Gary motioned to adjourn, Dillon seconded. **Motion carried.**

Next meeting date Monday, March 16, 2026

|                                                                                                                |                 |                                                                                                                     |                 |
|----------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------|-----------------|
| <br>Stephen Wise, President  | 3/16/26<br>Date | <br>Gary Lemon, Vice President  | 3/16/26<br>Date |
| <br>Rex Eaton, Treasurer     | 3/16/26<br>Date | <br>Cathy Tipton, Member        | 3/16/26<br>Date |
| <br>Dillon Sutherlin, Member | 3/16/26<br>Date | <br>Jennifer Edwards, Secretary | 3/16/26<br>Date |

Stephen Wise, President  
Gary Lemon, Vice President

Rex Eaton, Treasurer  
Cathy Tipton, Member

Dillon Sutherlin, Member

1595 Ballard Lane, Greencastle, Indiana 46135