

Putnam County Airport Authority

Regular Meeting Minutes

June 2, 2026 at 6:30 PM

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



09,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-Dillon Sutherlin, Doug Miller, Jennifer Edwards, Kelly and Colin Davies, Rex Eaton, Stephen Wise, Cathy Tipton, Jason Clearwaters, Brayden White, Todd Bottorf, and Brady Gierke.

II. Reports

1. President-nothing to report

2. Vice President-Gary not present, but nothing to report.

3. Secretary

i. May 5, 2026 Approval of Minutes – Cathy motioned to approve the minutes as presented, Dillon seconded. **Motion carried.**

4. Treasurer

i. Report for June 2, 2026-Income \$509,431.51 against claims received of \$17,019.04. Cathy motioned to approve the report as presented, Dillon seconded. **Motion carried.** Cathy asked if Clodfelter has not paid his rent, Rex stated he has paid for the year. Cathy asked if Doug contacts them when they are past due, Doug confirmed.

ii. Bank Reconciliation for May-signed by all present.

5. Airport Manager

i. Report for June 2, 2026-Jet Fuel Flowage fee \$458.97, 3059.41 gallons Jet-A & 1223.93 gallons 100LL.

Credit Card Report:

Flight Light Dusk to Dawn Sensor \$650.13

TSC Hitch Pin \$14.99

Total Due: \$665.12

Reach in Refrigerator coil unit was replaced under warranty.

Rooftop Unit Replacement:

Dave's Heating \$13,962.00

O'Brien Mechanical \$19,000

Youngs Mechanical \$13,050

All units have 1-year parts & labor, 5 years on compressor.

3 wall units not working

Dave's quoted \$2,100

Youngs quoted \$1,475

2yr parts and labor, 5 yr limited.

Cathy motioned to approve Youngs Mechanical for the Rooftop Unit Replacement, Dillon seconded. **Motion carried.** Kelly stated she had an emergency problem with a 4th unit. Kelly did order 1 unit from Dave's as it was an immediate need for \$2100.

Doug stated they have been mowing to stay ahead and working on the bushes.

6. Engineer

i. FY25 Design – Apron Pavement Rehabilitation-Awaiting closeout for SRE. AIP 28, AIP 29 have been submitted to the FAA, waiting on approval.

Stephen Wise, President

Gary Lemon, Vice President

Rex Eaton, Treasurer

Cathy Tipton, Member

Dillon Sutherlin, Member

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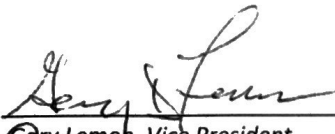
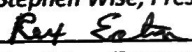
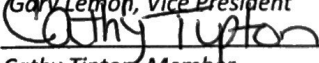
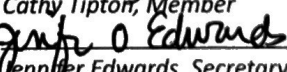
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- ii. Locally Funded Projects-E&B proposal discussed last month regarding the mill and overlay quote at \$325,000. Put it out for public bids anything over \$300k has to be public bid, anything under we can just get quotes. Jason recommends to put out a quote package just for the parking area and look at the road later this summer separately. Jason will bring quotes to the next board meeting for the parking area.
- iii. State/Local Grant Program for Airport Maintenance-Opened yesterday to accept the pre-approval. Jason worked with Doug on the scope of the project, they put together to remark all airfield pavements and prepared a cost estimate \$132k, pre-approval went in today, if INDOT approves, they will have us get the quotes for the actual application.
7. Attorney-Brayden stated regarding the lease on the old hangar building, replacing the door with hydraulic door, installing fire resistant wall covering, cleaning and sealing all walls, insulating ceiling, installing lighting and electric outlets, AC, install toilet and sink. Tenant is asking the airport to pay for the install of sewer. Stephen stated he believed this would be very expensive. Todd stated with events with EAA, it would be very beneficial to have a restroom given the distance to the restroom at the airport. Stephen asked what Todd's investment would be, Todd stated roughly \$80k for everything listed. Brayden has a rough draft of the lease for the board to review and give input back on any changes they would want to make. Stephen said it is difficult to make an informed decision without knowing the cost of the sewer. Todd asked if he had it bored if that would help? Cathy stated she would like to see something in writing on the costs associated. Cathy asked what his timeline is? Todd it would be dependent on when/if a lease agreement is signed. Regarding the road deeding over to the city. Brayden spoke to the city, they are waiting on the legal description for just the roadway, city is working with the surveyor, but have a deed drafted. Brayden spoke to them about the provision on repairing the road if damaged and they did not seem like that would be an issue. Brady Gierke is a new intern with the firm and in attendance today. Stephen asked if anyone had issues, no issues heard.
8. Hotel Manager-Kelly stated the filters on all the ac units are checked monthly by their exterminator. Colin stated the biggest issue has been the control boards. There are a few walls upstairs that they are going to paint, so they may be getting some paint from Headley.
9. Restaurant Manager-Rose not present but Doug said she didn't have anything.
- II. Old Business- Old Hangar Building-Possible tenant. Covered above in item 7.
- III. New Business- Dillon asked about the letter from the city that Doug printed out. Stephen stated it is from the Redevelopment Commission but there is no impact to us.
- V. Comments and Announcements-none.
 1. For the Good of the Order
- VI. Adjournment-7:15p Cathy motioned to adjourn, Rex seconded. **Motion carried.**
Next meeting date Tuesday, July 7, 2026

Stephen Wise, President	Date		7/7/26
	7-7-26	Gary Lemon, Vice President	Date
Rex Eaton, Treasurer	Date		7/7/26
		Cathy Tipton, Member	Date
			7/7/26
Dillon Sutherlin, Member	Date	Jennifer Edwards, Secretary	Date

Stephen Wise, President

Gary Lemon, Vice President

Rex Eaton, Treasurer

Cathy Tipton, Member

Dillon Sutherlin, Member

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