

# Putnam County Airport Authority

Regular Meeting Minutes

May 5, 2026 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 12/31/29

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: Doug Miller, Cathy Tipton, Rex Eaton, Jennifer Edwards, Jason Clearwaters, Gary Lemon, Brayden White, Colin Davies, Todd Bottorf, Ben Chadd, & Dillon Sutherlin.

## II. Reports

1. President-Stephen not present nothing to report.

2. Vice President-Nothing to report.

3. Secretary

i. April 7, 2026 Approval of Minutes- Cathy motioned to approve the minutes as presented, Dillon seconded.  
**Motion carried.**

4. Treasurer

i. Report for May 5, 2026-Income received of \$51,421.56 against claims received of \$27,079.73. Cathy motioned to approve the report as presented, Dillon seconded. **Motion carried.**

ii. Bank Reconciliation for April-signed by all board members present.

5. Airport Manager

i. Report for May 5, 2026-Jet Fuel flowage fee \$439.34, 2928.88 Gallons Jet-A, & 1577.56 gallons 100LL. Credit Card Report: Amazon Backup batteries (AWOS) \$64.18, Total Due: \$64.18. Kitchen equipment was inspected /cleaned on Monday 13<sup>th</sup>. On Friday the 17<sup>th</sup>, the refrigerator stopped cooling. A technician came & found a leak in coil. Unit is still under warranty. Coil unit should be replaced this week. Beacon/wind sock sensor has been replaced.

### Heating & Air Maintenance contract

Dave's Heating \$3,500

O'Brien Mechanical \$3,900

Young Diversified Service \$2,880

### Rooftop Unit Replacement

Dave's Heating \$13,962

O'Brien Mechanical \$19,000

Young Diversified Service \$13,050

Cathy asked if this includes the room units, Doug stated no, only the bigger units. Doug confirmed this is for 2x a year. Cathy asked about the warranties on the rooftop units. Doug was unsure, but they are all for the same units, so he assumes the warranty will be the same for each quote. Gary asked when the rooftop was last replaced. Doug said the East side unit was replaced likely 8-10 years ago, he was unsure of the other. Cathy asked if they were not working currently, Doug stated they are working but that the burner inside is not working properly on the West unit and all the contractors stated it needed to be replaced. The rooftop quotes are for just the West unit. Cathy stated she would like to see us go with Young Diversified Service on the Heating & Air Maintenance Contract. For the rooftop she stated she would like to see the warranties before making a decision and if Doug could confirm the age of both the units so we can have an idea how often they will need to be replaced. Cathy motioned that it be awarded to Young Diversified Services for the maintenance contract, Dillon seconded. **Motion carried.**

Stephen Wise, President

Gary Lemon, Vice President

Rex Eaton, Treasurer

Cathy Tipton, Member

Dillon Sutherlin, Member

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The Rooftop Unit Replacement will be **tabled** until next month when Doug brings the additional information requested. Cathy asked if they could look at the East unit as well.

## 6. Engineer

AIP #28

- i. FY25 Design – Apron Pavement Rehabilitation-AIP 29 Pay Request #4 Final for the design component. \$8,943. Dillon motion to approve, Rex seconded. **Motion carried.**
- ii. Locally Funded Projects-Jason forwarded a quote from E&B for a quote for \$325,469.72. Jason suggested not doing any of this work based on the quote being so high at this time. Jason stated at the amount bid, we would almost have to open it for public bid. Gary stated if we are going to do this, we have to open it for bid. Gary recommended we bid it out so we know if we have the budget to move forward. Dillon and Cathy agreed they would like to see us bid it out. Cathy motioned that we open this for bid, Dillon seconded. **Motion carried.**
- iii. State/Local Grant Program for Airport Maintenance-INDOT has \$5M for pavement maintenance. Each airport is eligible for \$100,000. This is a new program and pre-approvals are due June 1<sup>st</sup> and actual applications are due July 15<sup>th</sup>. Doug asked what the odds are it will be available next year? Jason was unsure. Gary said we should go for it. Cathy motioned to move forward with the pre-application, Dillon seconded. **Motion carried.**

7. Attorney-Brayden mentioned that Eddie has not connected with Lori yet at the city regarding the road ownership. Eddie will follow-up again. He also mentioned the hangar maximum term is 15 years with 2 consecutive terms after that. Eddie had a conversation with the interested individual today. If we want to move forward Brayden and Eddie can draft and negotiate the lease prior to the next meeting so it can be discussed at the June meeting. Gary asked if there is an issue that we have not posted as available. Gary stated he would like to move forward with the negotiations. Dillon asked if he could ask who the interested party was. Todd Bottorf is the interested party and stated he is interested depending on the terms of the lease. He mentioned the interest for the EAA projects and meetings and storing their airplane as well as his own. Todd asked if it is possible to transferrable to someone else. Cathy motioned to let Eddie and Brayden move forward with the negotiations, Dillon seconded. Brayden mentioned that he thinks there would be good to note the expectations on repairs. Todd's suggestion is to install a smaller hangar door at his own cost, if the board wanted the larger door, he would ask the board to pay the difference. Todd stated it needs a new door, insulation, electrical, HVAC, all things he is willing to fund depending on the terms of the lease. Brayden asked if Todd could provide an itemized list of items that he planned to complete. Cathy mentioned perhaps we can look at the list Jason provided a few months ago. Todd mentioned he did know of one other person possibly interested, but he said he would rather Todd have it with the EAA program. **Motion carried.**

8. Hotel Manager-Colin stated they have nothing to report.

9. Restaurant Manager-Rose not present, but Ben stated she had nothing to report.

II. Old Business- Old Hangar Building-Possible tenant.

III. New Business- none.

V. Comments and Announcements-Ben mentioned we had a person fall on the slick floor. He stated the floor is very slick and he wondered if the people who did such a good job on the stairs could do a section inside each door for traction. Cathy stated she would prefer we look to put a runner or something else down so we don't have to damage the floor. Colin stated we do have two large rugs at the entries for patrons to wipe their feet and wet floor signs.

1. For the Good of the Order

VI. Adjournment-7:17p Gary motioned to adjourn,  
Next meeting date Tuesday, June 2, 2026

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**

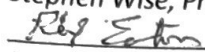
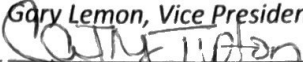
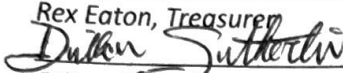
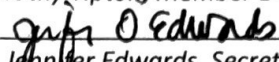
Regular Meeting Minutes

**June 2, 2026 at 6:30 PM**

Putnam County Regional Airport Business Center & Hotel

1599 Ballard Lane, Greencastle, Indiana 46135



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|----------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------|--------|
|  | 6-2-26 |                                                                                   |        |
| Stephen Wise, President                                                          | Date   | Gary Lemon, Vice President                                                        | Date   |
|  | 6-2-26 |  | 6/2/26 |
| Rex Eaton, Treasurer                                                             | Date   | Cathy Tipton, Member                                                              | Date   |
|  |        |  | 6/2/26 |
| 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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