

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
January 6, 2016

The Jasper County Airport Authority Board (JCAA) met on January 6, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Following JCAA Member Adam G. Alson's January 1, 2016, resignation, forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken Ross, and Mr. Chad Gutwein.

Upon calling the meeting to order at 6:34 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Pettet motioned to approve the Minutes of the JCAA's December 29, 2015, meeting, which was approved by acclamation.

With Mr. Curless subsequently opening the floor to JCAA-officer nominations for 2016, Mr. Pettet nominated the 2015 officers for retention in 2016, and following Mr. Jackson's motion to close the nominations, the JCAA unanimously accepted the nomination of Mr. Curless for President, Mr. Pettet for Vice President, and Mr. Jackson for Secretary/Treasurer. Thereafter, to permit the immediately-following, annual meeting of the Jasper County Airport Authority Board of Finance, Mr. Curless continued the meeting of the JCAA at 6:39 p.m. Central time.

Mr. Curless reconvened the JCAA's meeting at 6:48 p.m. Central time on January 6, 2016, at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken Ross, and Mr. Chad Gutwein.

Reviewing the Engineer's Report, Mr. Ross presented the JCAA's 2017-2021 Capital Improvement Program (CIP) for approval by the JCAA, execution by Mr. Cozza, and submission to the Indiana Department of Transportation's Office of Aviation, which was approved by a unanimous vote following Mr. Jackson's motion of the same. Additionally, upon a motion, second, and discussion by Mr. Curless, Mr. Pettet, and the JCAA, respectively, the motion to approve NGC Corporation's partial pay request #1 for AIP-3-18-0070-010-2015 (\$25,998.00 - Federal \$23,398.00, State \$1,299.90, Local \$1,300.10) was approved by a unanimous vote. With Mr. Ross then leading the JCAA in reviewing ten designs for T-hangar development, the JCAA requested Mr. Ross's finalization and bidding of Options "G" and "H," and further considering the corresponding funding, the JCAA agreed to amend the NGC-provided loan request-for-proposal (RFP) documents before seeking H. J. Umbaugh's review and approval.

Thereafter, Mr. Cozza offered the Manager's Report in which Mr. Curless motioned to approve the JCAA's *Lease of Hangar Space* with Mr. Michael J. Capouch, which was approved by a unanimous vote. Moreover, the JCAA supported reducing the price of Jet fuel in advance of the current tanks' removal, tabled a decision on restoring full pilot control lighting pending

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown



With November's Treasurer's Report presented at the JCAA's December 29, 2015, meeting, the JCAA unanimously voted to approve the payment of the claims summarized in *Figure 1: Accounts Payable Voucher Register* totaling \$1,711.56 upon a motion, second, and discussion by Mr. Pettet, Mr. Jackson, and the JCAA, respectively.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, February 3, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

Cozza.
W. Craig Jackson, Secretary/Treasurer

[illegible]

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Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



**ANNUAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY
BOARD OF FINANCE
January 6, 2016**

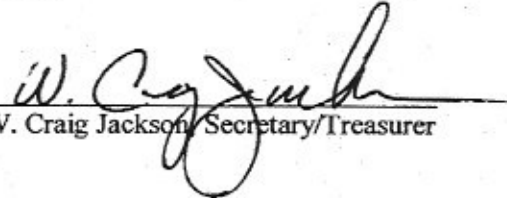
The Jasper County Airport Authority Board of Finance (JCAABOF) met on January 6, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Following JCAABOF Member Adam G. Alson's January 1, 2016, resignation, forming a quorum were JCAABOF President Timothy A. Curless, JCAABOF Vice President David W. Pettet, and JCAABOF Secretary/Treasurer W. Craig Jackson. Also in attendance were JCAABOF Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken Ross, and Mr. Chad Gutwein.

After Mr. Curless called the meeting to order at 6:40 p.m. Central time, and following Mr. Curless's opening of the floor to JCAABOF-officer nominations for 2016, Mr. Curless nominated the 2015 officers for retention in 2016, and the JCAABOF unanimously accepted the nomination of Mr. Curless for President, Mr. Pettet for Vice President, and Mr. Jackson for Secretary/Treasurer.

Thereafter, Mr. Cozza shared that the Jasper County Airport Authority's singular investment – a Business Basic Checking Account held at PNC Bank – had a balance of \$1,171,026.21 on December 31, 2015, and upon corresponding discussion, Mr. Jackson offered to pursue investment options.

Finally, with Mr. Pettet's motion, the JCAABOF unanimously voted to adjourn its meeting at 6:47 p.m. Central time.

The Minutes were composed by Mr. Cozza.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
February 3, 2016**

The Jasper County Airport Authority Board (JCAA) met on February 3, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken Ross, and Mr. Thomas Gutwein.

Upon calling the meeting to order at 6:32 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the Minutes of the JCAA's January 6, 2016, meeting, which were approved by acclamation. Similarly, Mr. Jackson motioned to approve the Minutes of the JCAA Board of Finance's January 6, 2016, meeting, which were approved by acclamation.

Thereafter, Mr. Ross presented the Engineer's Report, which included discussion of the fuel farm's replacement, NAVAID improvements, three sets of T-hangar plans, and NGC Corporation's Invoice 2039 totaling \$8,400.00 for T-hangar design services, which was tabled pending the JCAA's further consideration of T-hangar development funding.

Subsequently, Mr. Cozza provided the Manager's Report. Upon Mr. Pettet's motion, the JCAA voted unanimously to approve Excel-Air Services, Inc.'s request to sublease its bay within the Middle Hangars between February 1, 2016, and December 31, 2016, in accordance with January 1, 2015's *Lease of Hangar Space*, which, as of February 1, 2016, included Excel-Air Services, Inc.'s monthly remittance of hangar rent in the amount of \$110.00. Additionally, the JCAA supported further reducing the price of Jet fuel in advance of the current tanks' removal, restoring full pilot control lighting on March 2, 2016, converting to LED both of the security lights on the south side of the Maintenance Hangar, and discussing with the City of Rensselaer the JCAA's acquisition of the Rensselaer City Council's old iPads.

Successively, Mr. Jackson offered December 2015's Treasurer's Report, which the JCAA voted unanimously to accept upon a motion, second, and discussion by Mr. Curless, Mr. Pettet, and the JCAA, respectively. Furthermore, Mr. Jackson shared the financial investment options that Mr. Craig Hooker of PNC Bank recommended for consideration, and seeking further information while deferring to the JCAA Board of Finance, the JCAA took no action. Upon a motion, second, and discussion by Mr. Pettet, Mr. Jackson, and the JCAA, respectively, the motion to approve the payment of the claims summarized in *Figure 1: Accounts Payable Voucher Register* totaling \$6,009.71 passed by a unanimous vote.

Finally, with Mr. Curless's motion, the JCAA unanimously voted to adjourn its meeting at 7:45 p.m. Central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, March 2, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street,

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

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The Minutes were composed by Mr. Cozza.

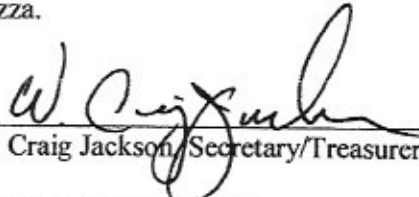

W. Craig Jackson, Secretary/Treasurer

Figure 1: Accounts Payable Voucher Register
January 7, 2016 – February 3, 2016

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority
Governmental Unit
Agency

For Period January 7, 2016 to February 3, 2016


Page 1 of 1 Pages

Prescribed by State Board of Accounts General Form No. 364 (10/07)

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
1/5/2016	536	American Express Merchant Services	Rotary	\$ 32 0.89		ACH	
1/4 & 1/14	537	Airlines Association of Indiana, Inc.	Operating	\$ 530 0.80		1817	
1/25, 1/29, 1/3	538 & 539	Bridley G. Cozza	Operating	\$ 2,311 0.39		1818, 1819, 1820	
1/3/2016	540	Costarlink	Operating	\$ 267 0.37		1815	
1/8/2016	541	City of Rensselaer Utilities Department	Operating	\$ 1,186 0.89		1816	
1/15/2016	542	Indiana Department of Revenue	Rotary	\$ 165 0.51		ACH	
1/25, 1/3	543	Indiana Public Retirement System	Operating	\$ 421 0.46		ACH	
1/21/2016	544	Jasper County RBMC	Operating	\$ 8 0.00		1823	
1/5/2016	545	Grass Payment Systems	Rotary	\$ 185 0.90		ACH	
1/19/2016	546	RMC Bank	Operating	\$ 53 0.14		1822	
1/1/2016	547	Steve's Specialized Services, LLC	Operating	\$ 991 0.12		1821	
1/20/2016	548	TV Cable of Rensselaer, Inc.	Operating	\$ 47 0.58		1824	

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

February 3, 2016

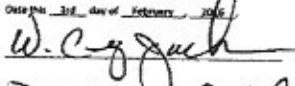
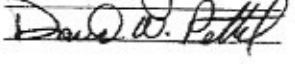

W. Craig Jackson, Secretary/Treasurer

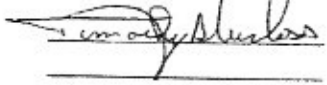
ALLOWANCE OF VOUCHERS

IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on the register such vouchers are allowed in the total amount of \$ 8,029.77.

Date this 3rd day of February, 2016



David W. Pettit


W. Craig Jackson, Secretary/Treasurer

SIGNATURES OF GOVERNING BOARD

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
March 2, 2016

The Jasper County Airport Authority Board (JCAA) met on March 2, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. With JCAA Vice President David W. Pettet, JCAA Member Kimberlie J. DeWees, and JCAA Member Sean M. Yallaly absent, the attendance of JCAA President Timothy A. Curless and JCAA Secretary/Treasurer W. Craig Jackson was insufficient for quorum. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken A. Ross, Mr. Chad Gutwein, and Mr. Thomas Gutwein.

Upon calling the meeting to order at 6:36 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Ross presented the Engineer's Report, which included discussion of Federal Aviation Administration (FAA) grants, the fuel farm's replacement, NAVAID improvements, and T-hangar development.

In the absence of a quorum, Mr. Curless then continued the meeting of the JCAA at 7:42 p.m. Central time until Thursday, March 3, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were composed by Mr. Cozza.

Mr. Curless reconvened the JCAA's meeting on March 3, 2016, at 6:38 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. With JCAA Vice President David W. Pettet and JCAA Member Kimberlie J. DeWees absent, forming a quorum were JCAA President Timothy A. Curless, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA Member Sean M. Yallaly. Also in attendance were JCAA Attorney Richard F. Comingore and Airport Manager Bradley G. Cozza.

Following Mr. Curless's leading of the JCAA in the Pledge of Allegiance, Mr. Jackson motioned to approve the Minutes of the JCAA's February 3, 2016, meeting, which were approved by acclamation.


Subsequently, Mr. Cozza provided the Manager's Report, which included discussion of the fuel farm and hangar development projects, pilot-controlled lighting, the JCAA's 2015 Annual Report, and other items.

Successively, Mr. Jackson offered January 2016's Treasurer's Report, which the JCAA voted unanimously to accept upon a motion, second, and discussion by Mr. Yallaly, Mr. Jackson, and the JCAA, respectively.

Additionally, upon motions by Mr. Jackson and Mr. Yallaly, respectively, the JCAA voted unanimously to approve the execution of the Bond Release for Thomas Excavating & Welding, Inc. and authorize Mr. Curless's signing of the environmental categorical exclusion (CATEX) application to the FAA for hangar and taxiway development.

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown




W. Craig Jackson/Secretary/Treasurer

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Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
April 6, 2016

The Jasper County Airport Authority Board (JCAA) met on April 6, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Member Kimberlie J. DeWees, and JCAA Member Sean M. Yallaly. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, and NGC Corporation Professional Engineer Ken A. Ross.

Upon calling the meeting to order at 6:35 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the Minutes of the JCAA's March 2, 2016, meeting, which were approved by acclamation.

Thereafter, Mr. Ross presented the Engineer's Report, which included discussion of the fuel farm modernization, the future of Federal Aviation Administration (FAA) grants, NAVAID improvements, and T-hangar development.

Subsequently, Mr. Comingore shared the Attorney's Report, which encompassed not only Mr. Comingore's notification of his inability to attend May 4th's and August 3rd's JCAA meetings, but also the JCAA's request that Legal Assistant Jack Walter attend the aforementioned meetings in Mr. Comingore's absence. Additionally, Mr. Comingore recommended that the JCAA abide by Indiana code with respect to disposing of the surplus property generated by the fuel farm modernization.

Successively, Mr. Cozza provided the Manager's Report, which included discussion of the fuel farm and hangar development projects, pilot-controlled lighting, and other items. Following Mr. Yallaly's motion, the JCAA voted unanimously to authorize Mr. Cozza's fuel-price adjustment and dispensing/disposal of the fuel farm's remaining fuel in advance of May 2, 2016's commencement of the fuel farm's modernization. Similarly, upon Mr. Yallaly's motion, Mr. Jackson's second, and its discussion, the JCAA approved by a unanimous vote the motion to adopt *Resolution 1-2016* in support of the JCAA's request for an additional appropriation in the total amount of \$58,400.00 for T-hangar design engineering services. Additionally, the JCAA consented to Mr. Curless's request the he be reimbursed for the cost of the fuel consumed during his flight-testing of the pilot-controlled lighting, and awaiting finalization of funding for T-hangar development, the JCAA tabled further discussion of investment options. Furthermore, the JCAA expressed interest in Mr. Cozza's further investigation of Jasper County Airport serving as a test facility in furtherance of a Purdue University research study into the impact of mid-point runway markings on runway excursions.

Thereafter, the JCAA supported Mr. Jackson's recommendation that Mr. Cozza research an airport-sponsored cell phone for Mr. Cozza's utilization, and upon a motion, second, and discussion by Mr. Pettet, Mrs. DeWees, and the JCAA, respectively, the motion to approve the payment of the claims summarized in *Figure 1: Accounts Payable Voucher Register* totaling

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\$27,621.03 passed by a unanimous vote. Mr. Jackson then offered February 2016's Treasurer's Report, which the JCAA voted unanimously to accept upon a motion, second, and discussion by Mr. Pettet, Mr. Curless, and the JCAA, respectively.

Finally, with Mr. Yalla'y's motion, the JCAA voted unanimously to adjourn its meeting at 8:30 p.m. Central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, May 4, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were composed by Mr. Cozza.

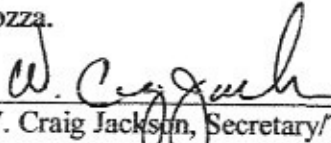

W. Craig Jackson, Secretary/Treasurer

Figure 1: Accounts Payable Voucher Register
March 4, 2016 – April 6, 2016

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority
Consolidated Fund
Agency

For Period: March 4, 2016 to April 6, 2016

Page 1 of 1 Pages

General Form No. 304 (2015)

DATE PAID	VOUCHER NUMBER	NAME OF CREDITOR	OFFICE DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK NUMBER	DATE PAID
3/10/2016	340	American Express MasterCard Services	History	\$ 25.00		ACH	
3/11/2016	341	American Express Inc.	History	\$ 14,872.90		ACH	
3/11/2016	342	Bradley G. Cozart	Operating	\$ 2,000.00		1841, 1842, 1843	
3/11/2016	343	Cardinal	Operating	\$ 140.00		1841	
3/11/2016	344	City of Rensselaer Utilities Department	Operating	\$ 1,275.00		1842	
3/11/2016	345	Consolidated Insurance Agency	Operating	\$ 6,000.00		1841	
3/11/2016	346	Edin Tech & Bus	Operating	\$ 110.00		1842	
3/11/2016	347	Indiana Department of Revenue	Operating/History	\$ 110.00		1842	
3/11/2016	348	Indiana Public Retirement System	Operating	\$ 411.00		ACH	
3/11/2016	349	Indianapolis Convention Center	Operating	\$ 10.00		ACH	
3/11/2016	350	Jasper County MHC	Operating	\$ 5.00		1849	
3/11/2016	351	Landmark Valley Publishing	Operating	\$ 100.00		1850	
3/11/2016	352	Orion Payment Systems	History	\$ 100.00		ACH	
3/11/2016	353	PMC Bank	Operating	\$ 114.00		1851	
3/11/2016	354	Richard F. Koenig	Operating	\$ 1,000.00		1852	
3/11/2016	355	Ty Cobb of Rensselaer, Inc.	Operating	\$ 47.00		1853	
3/11/2016	356	United States Department of the Treasury	Operating	\$ 812.00		ACH	

I hereby certify that each of the above listed vouchers and the amounts, as fully reflected therein, are true and correct and I have audited same in accordance with IC 5-11-10-1.4.

W. Craig Jackson
Secretary/Treasurer

APPROVAL OF VOUCHERS

IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is approving.

We have reviewed the vouchers listed on the foregoing accounts payable voucher register, amounting to \$ 27,621.03, and except for vouchers not reflected or shown on the Register such vouchers are shown in the total amount of \$ 27,621.03.

Date: April 6, 2016

W. Craig Jackson
Secretary/Treasurer

David Pettet
Member

John M. Curless
Member

John M. Yalla'y
Member

SIGNATURES OF GOVERNING BODY

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

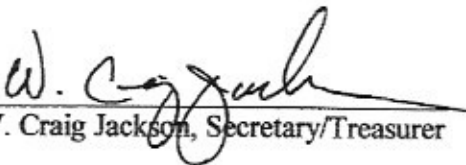
Jasper County Airport
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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
April 19, 2016**

The Jasper County Airport Authority Board (JCAA) met on April 19, 2016, at 5:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978, to discuss employee job performance evaluation as authorized under I.C. §5-14-1.5-6.1(b)(9), and no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

The Minutes were composed by Mr. Cozza.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
May 4, 2016**

The Jasper County Airport Authority Board (JCAA) met on May 4, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. With JCAA Members Kimberlie J. DeWees and Sean M. Yallaly absent, forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were Legal Assistant Jack Walter representing the Law Office of Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken A. Ross, American Environmental Assessment Corporation Project Manager John Clemente, and Mr. Thomas Gutwein.

Upon calling the meeting to order at 6:35 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the Minutes of the JCAA's April 6th regular meeting and April 19th executive session, which were approved by acclamation.

Thereafter, Mr. Ross presented the Engineer's Report, which included discussion of the fuel farm modernization underway, NAVAID improvements as it related to a Reimbursable Agreement with the Federal Aviation Administration (FAA), and T-hangar development as it related to hosting a special meeting on May 25, 2016, to ensure the input of all five of the JCAA's members.

Subsequently, Mr. Cozza provided the Manager's Report, which included discussion of an outstanding T-hangar lease, the fuel farm and hangar development projects, pilot-controlled lighting, board member per diems, the conversion of two of Mr. Cozza's vacation days to compensation time, and other items. Following Mr. Pettet's motion, the JCAA voted unanimously to accept VisionAg's *Price Quote for Grub Control and Application* dated 4/11/16 in the amount of \$918.80.

Thereafter, in the absence of March's full Treasurer's Report, the motion to approve the payment of the claims summarized in *Figure 1: Accounts Payable Voucher Register* totaling \$13,984.80 passed by a unanimous vote following a motion, second, and discussion by Mr. Jackson, Mr. Pettet, and the JCAA, respectively. Similarly, upon a motion, second, and discussion by Mr. Curless, Mr. Jackson, and the JCAA, respectively, the JCAA voted unanimously to approve payment of NGC Corp. Invoice 2049 totaling \$16,800.00 for T-hangar engineering contingent upon the Indiana Department of Local Government Finance's (DLGF) approval of the JCAA's corresponding request for an additional appropriation.

Finally, with Mr. Pettet's motion, the JCAA voted unanimously to adjourn its meeting at 8:06 p.m. Central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, June 1, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

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The Minutes were composed by Mr. Cozza.

W. Craig Jackson
W. Craig Jackson, Secretary/Treasurer

Figure 1: Accounts Payable Voucher Register
April 7, 2016 – May 4, 2016

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority
Governmental Unit
Agency

For Period: April 7, 2016 to May 4, 2016

Page 1 of 1 Pages

Prescribed by State Board of Accounts

General Form No. 36A (2007)

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
4/5/2016	586	American Express Merchant Services	Retiree	\$ 73 0.70		ACH	
4/25/2016	589	Audition Association of Indiana, Inc.	Operating	\$ 15 0.00		1836	
5/1/2016	590	S & H Moving Service	Operating	\$ 3,300 0.00		1837	
4/11/2016	591	BlueGables, LLC	Operating	\$ 189 0.34		1838	
4/15, 4/20, 4/22, 2A	592, 593	Bradley G. Cozza	Operating	\$ 2,221 0.40		1839, 1860, 1861	
4/1/2016	594	CenturyLink	Operating	\$ 246 0.00		1854	
4/6/2016	595	City of Rensselaer Utilities Department	Operating	\$ 1,858 0.74		1855	
5/4/2016	596	FBI Third Bank	Operating	\$ 129 0.80		1857	
4/31, 4/25	597	Indiana Department of Revenue	Operating/Retiree	\$ 492 0.50		ACH	
4/29/2016	598	Indiana Department of Western Development	Operating	\$ 144 0.06		ACH	
4/28, 5/4	599	Indiana Public Retirement System	Operating	\$ 433 0.46		ACH	
5/2, 5/16, 5/18	600	Interit Merchant Services	Operating	\$ 36 0.89		ACH	
4/30/2016	601	Jasper County REMC	Operating	\$ 8 0.00		1863	
5/3/2016	602	Kankakee Valley Publishing	Operating	\$ 36 0.63		1864	
4/5/2016	603	NSC, Corp.	Consolidative Building Fund	\$ 4,122 0.75		1865	
4/4/2016	604	Orion Payment Systems	Retiree	\$ 295 0.93		ACH	
4/3/2016	605	PNC Bank	Operating	\$ 232 0.40		1866	
4/28/2016	606	Rensselaer Rotary Club	Operating	\$ 108 0.00		1867	
4/6/2016	607	Timothy A. Cozza	Operating	\$ 35 0.32		1868	
4/23/2016	608	TV Cable of Rensselaer, Inc.	Operating	\$ 1 0.24		1869	
4/11/2016	609	United States Department of the Treasury	Operating	\$ 779 0.75		ACH	

I hereby certify that each of the above listed vouchers and the lessions, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-21-10-1.6.

May 5, 2016

W. Craig Jackson
Secretary/Treasurer

ALLOWANCE OF VOUCHERS

(IC 5-21-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on this Register such vouchers are allowed in the total amount of \$ 11,954.00.

Date this 8th day of May, 2016

W. Craig Jackson
David R. Bittel

Timothy A. Cozza

SIGNATURES OF GOVERNING BOARD

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown


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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
May 18, 2016**

The Jasper County Airport Authority Board (JCAA) met on May 18, 2016, at 5:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978, with respect to any individual over whom the governing body has jurisdiction as authorized under I.C. §5-14-1.5-6.1(b)(6), and no subject matter was discussed in the executive session other than the subject matter specified in the public notice. With JCAA Vice President David W. Pettet and JCAA Member Sean M. Yallaly absent, JCAA President Timothy A. Curless, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Member Kimberlie J. DeWees, JCAA Attorney Richard F. Comingore, and Airport Manager Bradley G. Cozza were the only persons in attendance.

The Minutes were composed by Mr. Cozza.


W. Craig Jackson, Secretary/Treasurer

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**SPECIAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
May 25, 2016**

The Jasper County Airport Authority Board (JCAA) met on May 25, 2016, at 5:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Member Kimberlie J. DeWees, and JCAA Member Sean M. Yallaly. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken A. Ross, Mr. Robert Schenk, and Mr. Thomas Gutwein.

Upon calling the meeting to order at 5:38 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Cozza and Mr. Ross led the JCAA in exploring the costs, pros, and cons of the three T-hangar designs for which bids were requested and received. Whereas the Base Bid at \$635,375 included the construction of six traditional bays, two larger bays, interior partitions, and engineering services, the Alternate 1 Bid at \$648,720 included the construction of six traditional bays with an additional three feet in depth, two larger bays, interior partitions, and engineering services. Additionally, the Alternative 2 Bid at \$592,070 included the construction of nine traditional bays, interior partitions, and engineering services. Upon Mr. Yallaly's motion, Mr. Jackson's second, and its discussion, the JCAA then approved proceeding to the additional appropriation process with Alternative 2 Bid with Mr. Curless voting Yea, Mr. Pettet voting Yea, Mr. Jackson voting Yea, Mrs. DeWees voting Nay, and Mr. Yallaly voting Yea.

Finally, with Mr. Yallaly's motion, the JCAA voted unanimously to adjourn its meeting at 6:45 p.m. Central time.

The Minutes were composed by Mr. Cozza.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
June 1, 2016

The Jasper County Airport Authority Board (JCAA) met on June 1, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Member Kimberlie J. DeWees, and JCAA Member Sean M. Yallaly. Also in attendance were JCAA Attorney Richard F. Comingore, Airport Manager Bradley G. Cozza, NGC Corporation Professional Engineer Ken A. Ross, Mr. Robert Schenk, and Jasper County Councilor Paul Norwine.

Upon calling the meeting to order at 6:35 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Jackson, Mrs. DeWees, and Mr. Yallaly motioned to approve the Minutes of the JCAA's May 4th regular meeting, May 18th executive session, and May 25th special meeting, respectively, which were approved by acclimation.

Thereafter, Mr. Ross presented the Engineer's Report, and upon a motion, second, and discussion by Mr. Yallaly, Mr. Curless, and the JCAA, respectively, the JCAA voted unanimously to approve American Environmental Aviation, Inc.'s partial pay request #2 for AIP-10 in the total amount of \$94,595.40 (Federal \$85,136.00, State \$4,729.77, Local \$4,729.63). Additionally, Mr. Ross discussed with the JCAA American Environmental Aviation, Inc.'s request for payment of over \$17,000 in overages relating to the fuel farm's modernization, and the JCAA indicated its willingness to consider \$6,315.15 in overages. Furthermore, following Mr. Yallaly's motion, the JCAA voted unanimously to award The Hamstra Group a \$542,070.00 contract for T-hangar construction pending appropriate approval received from the Jasper County Council, Indiana Department of Local Government Finance (DLGF), and Mr. Comingore. Similarly, given Mr. Jackson's motion in furtherance of navigational aid improvements, the JCAA voted unanimously to submit to the Federal Aviation Administration (FAA) an *Application for Federal Assistance SF-424* totaling \$167,222.14 (Federal \$150,000.00, State \$6,666.67, Local \$10,555.47) and authorize Mr. Curless's execution of the corresponding grant offer upon its arrival.

Subsequently, Mr. Cozza provided the Manager's Report, and following Mr. Pettet's motion, Mr. Curless's second, and its discussion, the JCAA approved by a unanimous vote the motion to adopt *Resolution 2-2016* in support of the JCAA's request for an additional appropriation in the total amount of \$481,670.00 for T-hangar construction. Moreover, upon a motion, second, and discussion by Mr. Yallaly, Mr. Jackson, and the JCAA, respectively, the JCAA voted unanimously to approve payment of NGC, Corp. invoice 2064 in the amount of \$2,800.00 pending the receipt of DLGF approval. Next, upon a motion, second, and discussion by Mr. Yallaly, Mr. Jackson, and the JCAA, respectively, the JCAA voted unanimously to approve payment of a one-time bonus for reimbursable expenses for Mr. Cozza in the amount of \$1,839.33. Following further discussion, the JCAA indicated its willingness to review the Treasurer's and Airport Manager's bonds upon their annual renewal, its preference for waiting to authorize the execution of an FAA reimbursable agreement for navigational aid improvements, and its appointment to the Personnel Committee of Mr. Pettet, Mr. Jackson, and Mr. Cozza.

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Likewise, the JCAA appointed Mrs. DeWees and Mr. Cozza to the Hangar Committee, discussed the hanging of an ultralight within the JCAA's hangars, and recognized four, local aviators for their respective accomplishments and service.

1. Mr. Charles Comer: 70th anniversary of flight
2. Mr. Richard Comingore: 50th anniversary of flight
3. Mr. John Sjaardema: Jasper County Airport Windsock Award (inaugural recipient)
4. Mr. W. Craig Jackson: Jasper County Airport Windsock Award (inaugural recipient)

Thereafter, the motion to approve the payment of the claims summarized in *Figure 1: Accounts Payable Voucher Register* totaling \$21,913.17 passed by a unanimous vote following a motion, second, and discussion by Mr. Yallaly, Mrs. DeWees, and the JCAA, respectively.

Finally, with Mr. Yallaly's motion, the JCAA voted unanimously to adjourn its meeting at 8:55 p.m. Central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, July 6, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were composed by Mr. Cozza.


W. Craig Jackson, Secretary/Treasurer

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Figure 1: Accounts Payable Voucher Register
May 5, 2016 – June 1, 2016

DATE FIELD	VOUCHER NUMBER	NAME OF CREDITOR	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ VENDOR NUMBER	REMARKS (See Note (2) above)
5/9/2016	610	Adrian, LLC	Operating	\$ 32 0.00		1472	
5/15/2016	611	American Express Merchant Services	Utility	\$ 26 0.00		ACH	
5/16/2016	612	Associates of Indiana Counties	Operating	\$ 60 0.00		1473	
5/16, 5/19, 5/24	613	Auto Works	Operating	\$ 119 0.00		1474	
5/19/2016	614	B & H Moving Service	Operating	\$ 2,475 0.00		1475	
5/26/2016	615	Bluebonnet, LLC	Operating	\$ 40 0.00		1476	
5/16, 5/19, 5/26, 5/28	616, 617	Bradley G. Coles	Operating	\$ 1,117 0.32		1477, 1478, 1479	
5/1/2016	618	CenturyLink	Operating	\$ 269 0.00		1479	
5/19/2016	619	City of Rensselaer Utilities Department	Operating	\$ 766 0.23		1471	
5/19/2016	620	CorvusDirect Insurance Agency	Operating	\$ 94 0.00		1480	
5/19/2016	621	Fido Third Bank	Operating				
5/19/2016	622	H. J. Umbrough & Associates	Operating	\$ 576 0.00		1481	
5/16, 5/27	623	Indiana Department of Revenue	Operating/Utility	\$ 428 0.00		ACH	
5/19, 5/21	624	Indiana Public Retirement System	Operating	\$ 651 0.00		ACH	
4/12/2016	625	Irish Merchant Services	Operating	\$ 26 0.14		ACH	
5/13/2016	626	Jasper County RMC	Operating	\$ 4 0.00		1482	
4/16/2016	627	Resolution Valley Publishing	Operating	\$ 30 0.77		1483	
5/1/2016	628	RSC, Corp.	Construction Building	\$ 10,445 0.75		1484	
5/1/2016	629	Oliver Payment Systems	Utility	\$ 270 0.00		ACH	
5/19/2016	630	PWC Bank	Operating	\$ 7 0.00		1485	
5/24/2016	631	Rensselaer Petroleum	Operating	\$ 23 0.00		1486	
4/1/2016	632	Richard F. Cummings	Operating	\$ 1,360 0.00		1487	
3/1/2016	633	TDSnet	Operating	\$ 389 0.00		1488	
5/25/2016	634	TV Cable of Rensselaer, Inc.	Operating	\$ 40 0.00		1489	See 19A1 above
5/12/2016	635	United States Department of the Treasury	Operating	\$ 314 0.00		ACH	

I hereby certify that each of the above listed vouchers and the amounts, or bills attached thereto, are true and correct and I have verified same in accordance with IC 5-13-10-1.6.

June 1, 2016

W. C. Coughlin

ALLOWANCE OF VOUCHERS

(IC 5-13-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each check the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 3 pages, and except for vouchers and amounts as shown on the Register such vouchers are allowed in the total amount of \$ 21,912.77.

Done this 3rd day of June, 2016

W. C. Coughlin
Jean D. Gallay

David Pettit
Zimbalus Deeked

SIGNATURES OF GOVERNING BOARD

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

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MINUTES

REGULAR MEETING JASPER COUNTY AIRPORT AUTHORITY

July 6, 2016

The Jasper County Airport Authority Board (JCAA) met July 6, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA Member Kimberlie J. DeWees. Also in attendance were JCAA Attorney Richard F. Comingore, immediate past Airport Manager Bradley G. Cozza, NGC Corporation Aviation Planner Ken A. Ross. Additionally, County Councilman Paul Norwine was present. Also in attendance were Chad Gutwein and Darin Harper.

Mr. Curless called the meeting to order at 6:35 p.m. Central time leading the Board in the Pledge to Allegiance. Mr. Pettet, Mr. Jackson, and Mrs. DeWees motioned to approve the Minutes of the JCAA's June 1, 2016 regular board meeting which motion was approved by acclimation.

Mr. Harper inquired as to the availability of hangar space to rent for his recently acquired Pietenpol antique aircraft. Mr. Jackson agreed to check as to availability of hangar space in the interim between airport managers and apprise Mr. Harper as to the availability.

Mr. Curless brought to the Board's attention the possibility of employing a part-time manager on an interim basis before the new airport manager begins employment. No Board action was taken.

Mr. Kenneth Ross, P.E., NGC Engineering presented the Engineer's Report. Mr. Ross presented for Board approval the following change order:

Change Order No:	1
Date:	June 28, 2016
Airport Name:	Jasper County Airport
Grant/Project No:	AIP 3-18-0070-010-2015
Contractor:	American Environmental
Contract Date:	September 14, 2016
Contract Description:	Fuel Farm Site Work
Increase Amount:	\$6,315.15

Upon motion by Mr. Jackson and second by Ms. DeWees, the motion passed by unanimous vote of the Board present.

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NGC presented to the Board for adoption/approval the T-Hangar Construction Agreement between The Hamstra Group (Contractor), 12028 North 200 West, Wheatfield, IN 46392 and the Jasper County Airport Authority to commence work on JCAA's T-Hangar Construction Project No. JAS15002 located at the Jasper County Airport. The Agreement presented references the Contract Documents and Specifications for T-Hangar Construction, Project No. JAS15002 including Addendum 1, Addendum 2 and Addendum 3 issued on April 6, 2016 which documents are collectively referred to as "Bid Documents". Subsequently, on May 2, 2016 the Contractor submitted a timely proposal referred to as "Bid Response" for an amount not to exceed \$542,070.00 for the execution and commencement at the Jasper County Airport, Rensselaer, Jasper County, Indiana of the T-Hangar Construction project JAS15002. Mr. Pettet moved to accept the Bid Response directing the President of the JCAA, Mr. Curless to execute the same accepting the Agreement as presented this date. Following second by Mr. Jackson and Board discussion, the Jasper County Airport Authority accepted/approved Mr. Pettet's Motion by unanimous consent of the Board members present, that being a quorum of the Board.

NGC Engineering submitted the following partial pay requests for Board approval:

Federal Grant 3-18-0070-010-2015 Partial Pay Request Number 3:

American Environmental Invoice 149:	\$284,581.50
American Environmental Application No. 2:	<u>\$ 47,424.60</u>
Total	\$332,006.10

Upon motion by Ms. DeWees and second by Mr. Pettet, following discussion, the Board approved by unanimous consent of the Board present, the payment of Partial Pay Request Number 3 as submitted directing the President of the Board to execute the approvals as presented.

NGC Engineering, Inc. stated there is nothing new to report as to the Guidance Sign replacement project, the Board may want to consider replacement of this signage at the time when the Navaid Improvement project is implemented as these costs may be reimbursable at future FAA grant funding. At this time there is nothing new to report on the Navaid Project.

The Personnel Committee recommended that the Board approve/ratify the Conditional Offer of Employment made to Mr. Raymond Seif as the new Jasper County Airport Authority Manager. Mr. Seif's employment will begin on Monday, August 1, 2016. Upon motion by Ms. DeWees with second by Mr. Curless, following discussion the Board adopted by unanimous consent of the Board present the recommendation of the Personnel Committee extending the Offer of Employment to Mr. Seif.

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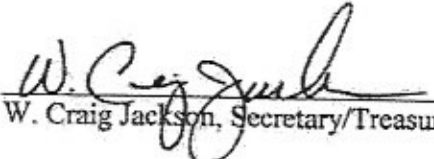
Upon the motion by Mr. Jackson seconded by Mr. Pettet, H. J. Umbaugh and Associates was retained as the Board's Financial Advisors. The Accounting Services Agreement between H. J. Umbaugh and the JCAA presented to the Board was adopted by unanimous consent of the Board present.

The Mr. Jackson, the JCAA Treasurer submitted claims in the amount of \$77,169.65 for approval. Upon motion by Mr. Pettet, seconded by Ms. DeWees, the Board approved the claims as presented and accepted the Treasurer's report as presented. Mr. Jackson advised that the JCAA proposed budget needed final Board approval at the September 7, 2016 JCAA Board meeting. Upon motion by Mr. Pettet, seconded by Ms. DeWees, Mr. Yallaly and Mr. Seif were appointed to the Budget Committee to work with Mr. Jackson, the Treasurer.

BE IT RESOLVED the next regular meeting of the Jasper County Airport Authority shall be held on Wednesday, August 3, 2016 at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

Upon motion by Mr. Jackson and seconded by Mrs. DeWees the Board unanimously voted in agreement to adjourned the meeting.

The Minutes were compiled by Mr. Comingore.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
August 3, 2016

The Jasper County Airport Authority Board (JCAA) met on August 3rd, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, and JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board member Sean Yallaly. Also in attendance were Legal Assistant Jack Walter representing the Law Office of Richard F. Comingore, Airport Manager Ray Seif, NGC Corporation Professional Engineer Ken Ross, Aero Energy representative Brian Brown, Excel Air Services owner John Sjaardema, and Mike Swiader.

Upon calling the meeting to order at 6:53 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. David Pettet motioned to approve the Minutes of the JCAA's July 6th, 2016 meeting, which was approved by acclamation.

With Mr. Curless subsequently opening the floor for public comment, Mr. Brian Brown with Arrow Energy discussed Phillips 66 branding of the airport's aviation fuel. Branding benefits include no additional costs to purchase or brand; quality control; 50% cooperative advertising possible; no charge for signage, provided volume requirements are met; and using the Phillips logo. Branding would require switching to the Phillips network for credit card transactions with fees comparable to the industry. Mr. Brown indicated that a contract would need to be signed, but if either party is not happy with the agreement, he will work with the airport to dissolve the contract. Mr. Brown will forward a copy of the branding contract to Airport Manager Ray Seif. Upon a motion, second, and discussion by Mr. Sean Yallay, Mr. W. Craig Jackson, and JCAA respectively, the motion to approve branding the airport's aviation fuel through Phillips was approved unanimously, pending approval of the branding contract.

Mr. John Sjaardema, owner of Excel Air Services took the floor to introduce Mr. Mike Swiader. Mr. Swiader is considering bringing an avionics shop to the airport and is currently exploring business options with Excel Air Services. Currently in the preliminary stages only, Mr. Swiader advised that he may be able to get every avionics dealer/manufacturer. Mr. Swiader wasn't sure if the business would be part of Excel Air or a separate entity. Mr. Swiader and Mr. Sjaardema are working through their options and Mr. Swiader will present a business plan to the board. JCAA showed interest in the possibility of having an avionics shop on the field and invited Mr. Swiader to present a business plan along with more concrete information once available.

Mr. John Sjaardema asked JCAA about remodeling and adding on to the upper deck in the hangar in order to have office space for himself as well as for business manager Dave Schurman. Mr. Sjaardema said that it would be more convenient to have space at the hangar for customers, rather than be spread out over two buildings. Mr. Sjaardema was in the process of exploring options and obtaining quotes for a possible remodel and will present those findings to JCAA.

Mr. Ken Ross, P.E., NGC Engineering presented the Engineer's Report. Mr. Ross advised that the T-hangar contract had been executed and that the building was ordered. Airport Manager Ray Seif will select a color from either polar white or white for the T-Hangar, based on the color

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closest to matching the maintenance hangar. Mr. Seif will email Mr. Ross once the color is selected. Mr. Seif was also asked to check with Rensselaer Utilities in order to see if the City has a preference as to which side of the hangar to locate the gas meters, either east or west. Mr. Seif will check the hangar plans and will get with perspective tenants on the waiting list to determine tenant location. An effort will be made to group tenants wanting to heat their hangar (at their own expense) together to minimize the need for insulation. Mr. Ross advised that site work should begin by October 1, 2016 with hangar completion by the end of December, 2016. JCAA discussed various means of heating the hangars but no decision was made as to which method would be approved for tenant installation.

Mr. Ross advised that the fuel farm project was almost complete, needing a couple of electric caps that were rusted out to be replaced. He also mentioned concrete crack and problems with a bolt from the walkway. Mr. Ross asked the board to pay the following two invoices for American Environmental:

AIP 3-18-0070-010-2015 Pay Request #4	
American Environmental Invoice 149:	\$284,581.80
American Environmental Invoice 156:	<u>\$67,314.60</u>
Total	\$351,896.40

Upon motion by Sean Yallaly, Second by Craig Jackson, the motion to pay American Environmental passed by unanimous vote of the Board.

Ken Ross also asked JCAA to pay the following change order:

Change Order No:	1
Date:	June 28, 2016
Airport Name:	Jasper County Airport
Grant Project No:	AIP 3-18-0070-010-2015
Contractor:	American Environmental
Contract Date:	September 14, 2015
Contract Description:	Fuel Farm Site Work
Increase Amount:	\$6,315.15
Increase Reason:	Concrete Pad/ Additional Aggregate Needed

Upon motion by Sean Yallaly, Second by Craig Jackson, the motion to pay Change Order 1 passed by unanimous vote of the Board.

Ken Ross advised that he is waiting for FAA authorization for the NavAid project. Mr. Ross is waiting for grant application certification.

Airport Manager Ray Seif did not have a manager's report due to being at the post for two days.

JCAA Secretary/Treasurer Mr. W. Craig Jackson presented the treasurer's report. Mr.

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Jackson discussed Board pay including becoming employees. All JCAA Board members will need to be added as employees with income subject to deductions for taxes and other withholdings. Mr. Seif will set up Board members as employees in QuickBooks.

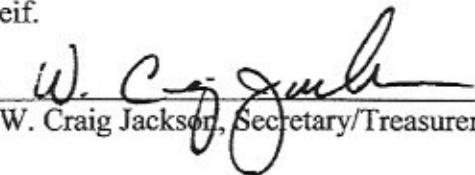
Mr. Jackson presented the 2017 budget, going over line item by line item, explaining any changes from 2016. Additional items to consider are the aviation easement, fence along east perimeter, and guidance sign replacement. If approved, the budget would be presented to County Council on September 20, 2016.

Upon motion by Sean Yallaly, Second by Craig Jackson, the motion to approve the 2017 budget: Operating Fund being \$247,657.00, Cumulative Building Fund being \$16,200 and the Rotary Fund being \$99,250. The motion passed by unanimous vote of the Board.

Finally, with Mr. Yallaly's motion, the JCAA unanimously voted to adjourn its meeting at 9:07 p.m. Central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, September 7, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were compiled by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
September 7, 2016

The Jasper County Airport Authority Board (JCAA) met on September 7, 2016, at 6:47 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were President Timothy A. Curless, Vice President David W. Pettet, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were Airport Attorney Richard F. Comingore, Airport Manager Ray Seif, Airport Engineer, Ken Ross, P.E. and FBO John Sjaardema.

Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. David Pettet motioned to approve the Minutes as corrected of the August 6, 2016 meeting, which was approved by unanimous vote of the Board.

Mr. John Sjaardema proposed to the JCAA a plan to add/remodel the existing, upper deck in the large maintenance hangar in order to develop office space for use by Excel-Air, Inc. and clients/pilots. David Pettet moved that JCAA approve that Excel-Air, Inc. may construct office space above the existing offices in the maintenance hangar. Following a second by Tim Curless and discussion by the Board, the motion passed by unanimous vote. Tim Curless moved that the JCAA may pay fifty percent (50%) but not to exceed \$15,000.00 of the cost of Excel-Air's proposed office space expansion in the maintenance hangar. Following a second by Dave Pettet and discussion by the Board, the motion passed by unanimous vote.

Mr. Ken Ross, P.E., NGC Engineering presented the Engineer's Report. Mr. Ross reported the new nine (9) bay hangar construction should begin on or about October 1, 2016 with anticipated completion to be December 31, 2016. Fabrication drawings have been received and submitted to the State. NGC Engineering submitted Hamstra Pay Application No. 1 in the amount of \$22,629.60 for shop drawings and structural submittals with a recommendation for payment. Dave Pettet moved to approve payment of Hamstra Pay Application No. 1 in the amount of \$22,629.60. Following second by Tim Curless the Board approved the payment by unanimous vote.

Dave Pettet moved to adopt a one percent (1%), thirty (30) year return on investment (ROI) monthly rental rate structure to establish the rental rates for the new nine (9) bay hangar unit with the following rate structure. Craig Jackson seconded the motion. The following rates for return on investment over a thirty year period were discussed:

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown



Rental Rate Options, 30 year ROI		
Door Size	3 % ROI	1 % ROI
42 Foot Door	264.00	200.00
44 Foot Door	276.00	210.00
46 Foot Door	289.00	220.00
48 Foot Door	302.00	230.00

The JCAA approved the motion as presented by unanimous vote.

Craig Jackson moved to adopt a motion to approve guidance sign and NDB extraction project, conditional on NavAid grant being awarded. Following a second by Dave Pettet and discussion by the Board, the motion to include guidance signs and NDB replacement with the "NavAid Improvements" and AIP 3-18-0070-011-2016 and Addendum 1 (collectively "Bid Documents" totaling \$128,330, passed by unanimous vote.

The Treasurer reported the Budget had been submitted to the State through the Gateway System. The County Council presentation would occur on September 21, 2016. Dave Pettet made a motion seconded by Craig Jackson to approve the accounts payable vouchers/claims in the amount of \$381,241.23. The Board approved the motion by unanimous vote.

Airport Manager Ray Seif submitted his report to the Board. The following items were discussed:

1. Lease and Insurance certificates,
2. Phillips 66 Branding contract
3. FAA Agreement/Commissioning Flight
4. Airfield Inspections
5. Marketing/Branding
6. Membership/Events

The following actions were taken based upon the Airport Manger's Report:

- A. The Board Authorized the manager to secure a smart phone from Verizon for Airport Manager's use (motion/second by Craig Jackson/Dave Pettet),
- B. Authorized the Airport Manager to obtain business cards (motion/second by Dave Pettet/Tim Curless),

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



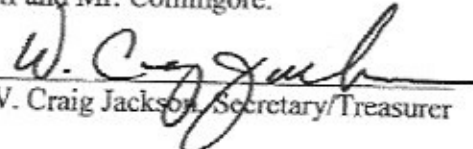
- C. The Airport Manager was authorized to use the PNC Airport credit card for purchases up to and including \$300.00 without prior Board authorization (motion/second by Craig Jackson/Dave Pettet),
- D. Approved Airport Manager to attend the Airport Association of Indiana (AAI) conference at Michigan City, Blue Chip Casino in October, 2016, to include lodging,
- E. Approved the Airport Manager to attend the Illinois Airport Maintenance Association conference September 28 to September 29, 2016, to include lodging (motion/second by Dave Pettet/Tim Curless).

The above actions, items A through E, were passed by unanimous vote of the Board.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, October 5, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

With Tim Curless's motion, the JCAA unanimously voted to adjourn its meeting at 9:45 p.m. Central time.

The Minutes were compiled by Mr. Seif and Mr. Comingore.


W. Craig Jackson, Secretary/Treasurer

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority

Governmental Unit

Agency

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the first page of each meeting in which accounts payable vouchers are allowed. (2) The Miscellaneous Expense is for entering action on accounts payable vouchers if disclosed in whole or in part, if continued to a later meeting of governing board, or for other pertinent information.

For Period July 7, 2016 to September 7, 2016

Page 1 of 1 Pages

Prescribed by State Board of Accounts

General Form No. 564 (1987)

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	REMARKS (See Note (2) Above)
7/25, 8/25	663	Alan Valade Electric	Operating	\$ 1,430 0.00		1345	
6/29/2016	664	American Environmental Solutions, Inc.	Cumulative Building	\$ 351,896 0.60		1323, 1324	AE APP No. 1A and 3B
7/7/2016	665	American Express Merchant Services	Salary	\$ 49 0.14		ACH	
7/30, 9/6	666	B & H Mowing Service	Operating	\$ 5,175 0.00		13, 143, 146	July and August
6/30/2016	667	Bradley G. Coors	Operating	\$ 2,084 0.10		1356, 1317	
8/1/2016	668	CenturyLink	Operating	\$ 243 0.48		1329	
8/15/2016	669	City of Henderson Utilities Department	Operating	\$ 1,632 0.39		1330, 1331	07-08-16/08-05-16
7/25/2016	670	Consolidated Insurance Agency	Operating	\$ 8,174 0.00		1330	
8/3, 9/7	671	David Porter	Operating	\$ 241 0.12		1338, 1329	Board Per Diem
8/3/2016	672	Fifth Third Bank	Operating	\$ 331 0.00		1318	
07/26, 08/25	673	Indiana Department of Revenue	Operating/Service	\$ 967 0.34		ACH	July & July 15
8/11/2016	674	Indiana Department of Workforce Development	Operating	\$ 8 0.81		1326	Call 02 Filing
7/10, 8/17	675	Indiana Public Retirement System	Operating	\$ 707 0.12		ACH	Board (7/10) Say (8/17)
6/29, 7/1, 7/5	676	Intuit Merchant Services	Operating	\$ 45 0.57		ACH	
7/21, 8/13	677	Jasper County REALE	Operating	\$ 12 0.00		1327	July and August
8/7/2016	678	Kimberly Dances	Operating	\$ 1302 0.99		1340	Board Per Diem
8/1/2016	679	Midway Electronics	Operating	\$ 2,000 0.00		1348	Trenching to repair airport rd lights
6/30/2016	680	Online Payment Systems	Salary	\$ 739 0.17		ACH	June and July CE Processing Expense
7/15, 8/19	681	PNC Bank	Operating	\$ 269 0.75		1326	6/17, 7/19 and 7/20-8/29
8/8/2016	682	Roy Set	Operating	\$ 2,363 0.75		1391, 1392	RRBOW Cutting, Paycheck
8/22/2016	683	Rensselaire Petroleum	Operating	\$ 44 0.86		1,950	
9/7/2016	684	Sean M Valade	Operating	\$ 96 0.97		1,941	Board Per Diem
8/16/2016	685	Shaw's Overhead Door Company	Operating	\$ 460 0.00		1,951	MS Hooper 5 Once cable adjust
9/7/2016	686	Timothy A. Carless	Operating	\$ 150 0.62		1,942	Board Per Diem
7/20, 8/22	687	TV Cable of Henderson, Inc.	Operating	\$ 60 0.06		1,945, 1,946	Aug and Sept Cable
9/10/2016	688	United States Department of the Treasury	Operating	\$ 1,497 0.64		ACH	
9/7/2016	689	W. Craig Jackson	Operating	\$ 392 0.14		1343	Board Per Diem

I hereby certify that each of the above listed vouchers and the receipts, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1,6.

September 7, 2016

W. C. G. Jacob
Treasurer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the register such vouchers are allowed in the total amount of \$381,241.25

Date this 7th day of September, 2016

W. C. G. Jacob

Timothy A. Carless

David Porter

SIGNATURES OF GOVERNING BOARD

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
October 5, 2016**

The Jasper County Airport Authority Board (JCAA) met on October 5, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board member Sean Yallaly. Also in attendance were Airport Attorney Richard F. Comingore, Airport Manager Ray Seif, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:34 p.m. Central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. W. Craig Jackson motioned to approve the Minutes of the JCAA's September 7th, 2016 meeting, subject to the update of the date of the next meeting. The motion was seconded by Mr. David Pettet and subsequently approved unanimously.

Mr. Ken Ross, P.E., NGC Engineering presented the Engineer's Report. Discussing the funds needed for the local match on the NavAid project, Mr. Ross indicated that an executed contract is all that is needed to encumber funds. Funding for the NavAid Improvement project break down:

AIP 3-18-0070-11-2016 NavAid Improvements	
Project Amount	\$167,222.14
(Not Including NDB Removal and Guidance Signs)	
FAA Funding (90%)	\$150,000
INDot Funding (4%)	\$6,666.67
Local Funding (6%)	\$10,555.47
Additional Project Funded with 100% Local Funding	
(Guidance Signs and NDB Antenna Removal)	\$23,050.00

Mr. Ross presented Amendment 01 to Task Order 01 for the fuel farm project, asking for JCAA Board approval on the amendment and payment for the following:

AIP 3-18-0015-13 - Fuel Farm	
NGC Engineering Amendment 01 to Task Order 01	\$8,500
NGC Engineering Remaining Balance Original Task Order	<u>\$14.50</u>
Total	\$8,514.50

Upon motion by Sean Yallaly, second by David Pettet, the motion to approve Amendment 01 to Task Order 01 passed by unanimous vote of the Board.

Mr. Ross presented Hamstra's progressive invoice in the amount of \$172,293.75. Based on the amount of work currently completed, Mr. Ross recommended a reduced payment of \$163,985.40 once the hangar steel arrives on site.

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

Jasper County Airport
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219.866.2100



Upon motion by Sean Yallaly, second by David Pettet, the motion to approve payment to Hamstra conditioned upon the arrival of hangar steel on site, in the amount of **\$163,985.40** passed by unanimous vote of the Board.

Mr. Ross indicated that the T Hangar project encountered deeper topsoil than anticipated, which will cost more to fill in with sand. If the project ends up having excess soil as a result, the board suggested checking with The Jasper County Fairgrounds and With the Highway Department to see if they would like additional topsoil.

Mr. Ross presented the reimbursable agreement covering an FAA flight check of the Precision Approach Path Indicators (PAPI) for Runway 18/36 to the board, asking the board to approve payment of **\$13,706.17** to the FAA, subject to NavAid Grant Funding.

Upon motion by Sean Yallaly, second by Craig Jackson, the motion to pay the reimbursable agreement, subject to NavAid grant funding passed by unanimous vote of the Board.

Mr. Ross discussed procuring the PAPI's directly from ADB, requiring an account be set up with ADB. ADB requires a credit app to be completed.

Upon motion by Craig Jackson, second by Tim Curless, the motion approving completion of the ADB credit application passed by unanimous vote of the Board.

Mr. Ross asked the board to approve the following pay requests:

NGC Invoice 2085 (Final Fuel Farm Project)	\$8,514.50
NGC Invoice 2086 (T-Hangar State submittal/review)	\$4,429.25

Upon motion by Craig Jackson, second by Sean Yallaly, the motion passed by unanimous vote of the Board.

Mr. Ross asked the board to approve the following pay request:

Partial Pay Request No. 1 AIP 11 (NavAids)	
NGC Invoice 2087	\$13,000

Upon motion by Sean Yallaly, second by Craig Jackson, the motion passed by unanimous vote of the Board.

Mr. Ross recommended forming a Capital Improvement Program (CIP) Committee to discuss future projects and present a recommendation to the JCAA Board. After discussion, the board recommended the following CIP Committee members:

Ken Ross
Kim DeWees
Richard Comingore

Ray Seif
W. Craig Jackson

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

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Mr. Timothy Curless addressed Civil Air Patrol (CAP) local contact Mr. John Keiper. Mr. Curless discussed CAP activity conforming to airport rules. Mr. Curless asked Mr. Keiper to communicate with airport manager Ray Seif regarding activities at the airport. Mr. Curless told Mr. Keiper that airport manager Ray Seif is responsible for the safe operation of the airport. Mr. Seif told Mr. Keiper to feel free to attend monthly JCAA board meetings if doesn't like a rule or requirement. Mr. Keiper discussed operating at the airport and the importance of the CAP.

Mr. Ray Seif presented the Manager's Report. Mr. Seif presented a quote for builders risk coverage on the hangar based on \$400,000 Building Coverage, \$1,000 deductible and an annual premium of \$1,499. The board opted to waive coverage and to self-insure the project during construction.

RZL Tenant Mr. Chad Gutwein asked Mr. Seif to ask the board to allow him to pay for completely paving the entire approach to his hangar, which was declined by the board. Mr. Gutwein also asked for the board to pay for insulating his hangar (\$3,916 for unit 3 or unit 9, \$3,815 for unit 5) and finance the amount by increasing his rent by \$20 per month, which was also declined.

Mr. Seif asked the board to approve absorbing the cost to connect the main gas line to a manifold supplied by the City of Rensselaer at a cost of roughly \$1,050 based on a rough estimate of 300' x \$3.50 per foot per Carol Lockridge, Gas Superintendent, City of Rensselaer. Upon motion by Sean Yallaly, second by Craig Jackson, the motion for JCAA to absorb the cost to connect the gas line from the City's main to the manifold passed by unanimous vote of the Board.

Mr. Seif presented the accounts payable voucher register totaling \$104,758.41, which upon motion by Craig Jackson, second by Sean Yallaly, was approved by unanimous vote of the Board.

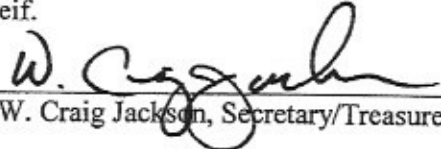
Mr. Seif discussed fuel sales for the month of September in the amount of:

100LL: \$6,040.92
Jet A: \$1,323.69
Total: \$7,364.61

Finally, with Mr. Yallaly's motion, second by Mr. Pettet, the JCAA unanimously voted to adjourn its meeting at 8:26 p.m. Central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, November 2, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were compiled by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority

Governmental Unit

Agency

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed. (2) The memorandum values is for entering action on accounts payable vouchers if disclosed in whole or in part, if continued to a later meeting or governing board, or for other pertinent information.

For Period September 8, 2016 to October 5, 2016

Page 1 of 1 Pages

Prescribed by State Board of Accounts

General Form No. 384 (10/97)

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
8/3/2016	690	American Environmental Action, Inc.	GRANT	\$ 42,661 0.00		1961	TAA Portion Final Pay
8/5, 9/6	691	American Express Merchant Services	Rotary	\$ 140 0.05		ACH	July/Aug CC Expense
9/9/2016	692	Arrow Energy	Rotary	\$ 26,412 0.81		1970	8/7/26 3000L
9/22, 9/23	693	Auto Works	Operating	\$ 86 0.62		1976	Oil Change F350 & Crown Vic
10/5/2016	694	B & H Mining Service	Operating	\$ 1,300 0.00		1974	9/6, 9/14, 9/20, 9/27
9/7/2016	695	Bargibater, LLC	Operating	\$ 82 0.63		1,963	4X Paper Bulb
9/12/2016	696	CenturyLink	Operating	\$ 246 0.93		1953	Sept-16
9/8/2016	697	City of Remondier Utilities Department	Operating	\$ 629 0.96		1954	
10/5/2016	698	David Petron	Operating	\$ 30 0.36		1972	Board Per Diem 9/7
9/19/2016	699	H.J. Umbrough & Associates	Operating	\$ 710 0.00		1964	Review of 2017 Budget
9/14/2016	700	Hammitt Builders, Inc.	Consultative Building	\$ 27,629 0.60		1975	Appl Shop Drawings & Structural Submittals
9/27/2016	701	Hines Airport Maintenance Association	Operating	\$ 10 0.00		1957	IAAMA Airport Mx Conference
9/9, 9/12, 9/27, 10/2	702	Indiana Department of Revenue	Operating/Rotary	\$ 675 0.10		ACH	July (see check back page) ending Aug 19706, Aug 19707, 19708
9/9, 9/13, 9/27	703	Indiana Public Information System	Operating	\$ 184 0.75		ACH	
8/2, 10/3	704	Intuit Merchant Services	Operating/Rotary	\$ 87 0.29		ACH	CC Processing Expense (Aug/Sept)
9/30/2016	705	Jasper County MEMC	Operating	\$ 4 0.00		1965	
9/18/2016	706	PNK Bank	Operating	\$ 275 0.08		1966	
9/9, 9/23	707	Ray Self	Operating	\$ 3,400 0.27		1952, 1956	Salary
9/16, 9/27, 10/3	708	Reidless Petroleum	Operating	\$ 99 0.85		1967, 1975	
9/30/2016	709	Richard Compton	Operating	\$ 900 0.00		1968	2/6, 9/3, 9/7 Board Meetings
10/5/2016	710	Timothy A. Corless	Operating	\$ 90 0.43		1972	Board Per Diem 9/7, 9/14, 9/27
9/21/2016	711	TV Cable of Remondier, Inc.	Operating	\$ 30 0.00		1958	October
9/9, 9/13	712	United States Department of the Treasury	Operating	\$ 1,042 0.98		ACH	July (Board Per Diem Bank) & Aug Deduct
9/21/2016	713	Venture Wireless	Operating	\$ 115 0.60		1969	20% Payment for Phone
10/5/2016	714	W. Craig Jackson	Operating	\$ 90 0.49		1973	Board Per Diem 9/7, 9/20, 9/27

I hereby certify that each of the above listed vouchers and the annexes, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1,6.

October 5, 2016

W. C. G. Gub
Treasurer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$104,756.41

Date this 5th day of October 2016

Dean M. Gub
Timothy A. Corless
W. C. G. Gub

David Petron
Timothy A. Corless

SIGNATURES OF GOVERNING BOARD

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
November 2, 2016

The Jasper County Airport Authority Board (JCAA) met on November 2, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Kimberlie J DeWees, and JCAA board member Sean M Yallaly. Also in attendance were Airport Attorney Richard F. Comingore, Airport Manager Ray Seif, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:30 p.m. central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. Sean Yallaly motioned to approve the Minutes of the JCAA's October 5, 2016 meeting. The motion was seconded by Mrs. Kimberlie DeWees and subsequently approved unanimously.

Mr. Ken Ross, P.E., NGC Engineering presented the Engineer's Report. Items discussed were the NavAid Improvement project and the T-Hangar Construction project.

Mr. Ken Ross provided an updated grant status for the NavAid project:

Grant Funding status of AIP 3-18-0070-11-2016 NavAid Improvements

Project Amount	\$167,222.14
(Not Including NDB Removal and Guidance Signs)	
FAA Funding (90%)	\$150,000 (\$24,035.00 disbursed, \$125,595 balance)
INDot Funding (4%)	\$6,666.67
Local Funding (6%)	\$10,555.47
Additional Project Funded with 100% Local Funding (Guidance Signs and NDB Antenna Removal)	\$23,050.00

Mr. Ross discussed the status of the Precision Approach Path Indicator (PAPI) order and asked Mr. Ray Seif to sign the ADB quote and send it back to ADB, confirming quote acceptance.

Mr. Ken Ross discussed the status of the T-Hangar Construction project. Initially, Mr. Ross indicated that he initially didn't agree with the full amount of the progressive invoice from Hamstra in the amount of \$70,380.00, but after further review of the site and discussion with Hamstra, he does agree with the \$70,380.00 amount billed to date for the excavation and gravel work. Mr. Ross asked JCAA to pay Hamstra Invoice Application #3:

Hamstra Invoice Application #3:	9 Unit T-Hangar Excavating and Gravel
Total through 10/31/2016	\$70,380.00

Jasper County Airport
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Rensselaer, IN 47978
219.866.2100



Upon motion by Mr. Sean Yallaly, second by Mr. David Pettet, the motion to pay Hamstra Invoice Application #3 in the amount of **\$70,380.00** for excavating and gravel work through 10/31/16 passed by unanimous vote of the JCAA Board.

Mr. Ray Seif presented the manager's report. Mr. Seif discussed T-Hangar construction progress. Mr. Seif presented a quote from Town and Country Paving to topcoat the damaged, dilapidated taxiway west of the old hangar row in the amount of **\$16,030.60**.

Upon motion by Mr. Sean Yallaly, second by Mr. W. Craig Jackson, the motion to approve top coating the taxiway west of the old hangar row in the amount of **\$16,030.60** with Town and Country Paving was passed by unanimous vote of the JCAA Board.

Mr. Seif discussed concern about the width of the taxiway west of the old hangar row, especially concerning lack of adequate wing clearance around the new 9 Unit T-Hangar. The Board asked Mr. Seif to quote widening the taxiway west of the old hangar row. Mr. Ross will send Mr. Seif a rough sketch of the area in question.

Mr. Seif asked the Board to approve offering assisted self-service fueling operations where the aircraft owner can taxi up to the fuel tanks and ask the airport to actually fuel the airplane. Per Stace Pickering, the airport's insurance broker, the airport is currently covered to be able to provide this service for no additional premium. Assisted self-service would increase the per gallon price of the fuel by \$0.50 and be subject to an additional \$25 after hours call out fee.

Upon motion by Mrs. Kimberlie DeWees, second by Mr. Timothy Curless, the motion to allow assisted self-service for an additional \$0.50 per gallon and be subject to an additional \$25 after hours call out fee passed by unanimous vote of the board.

Mr. Seif discussed fueling operations indicating the QT Pod machine needs a new cover available from the vendor for \$100. The QT Pod service agreement was expiring and the Board recommended keeping the same \$995 "Gold" service agreement.

Mr. Seif discussed selling the airport's 1973 International Paystar F-5050 truck with 12' plow blade. Mr. Seif indicated that Indianapolis Executive's Airport Director, Mr. Brad Cozza indicated he would be interested in buying the vehicle. Mr. Cozza sent a letter of interest to Mr. Seif, contingent upon Hamilton County's approval at their November 9, 2016 board meeting.

Upon motion by Mr. W. Craig Jackson, second by Mr. Sean Yallaly, the motion to sell the airport's 1973 International Paystar F-5050 truck including 12' snow plow blade to Hamilton County for **\$5,000** was unanimously approved by the JCAA Board.

Mr. Seif discussed repairs needed for Mr. Harvey Gutwein's hangar door cables and the gearbox oil leak at Mr. Curless' hangar. Steve's Overhead, the company that was selected in 2015 to complete the repairs, for which funds were encumbered, has indicated that they are not able to get the parts to repair the gearbox. The Board indicated that we should still repair the cable in the meantime, while searching an alternative for the gearbox fix.

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

Jasper County Airport
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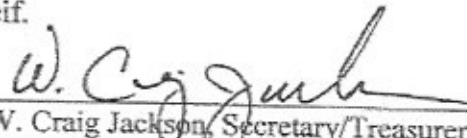
Mr. Seif presented information about the Aviation Career Day event. The event will likely require a marketing budget and may require sponsors. Several schools have responded and Mr. Seif will keep the Board updated as the event takes shape. The Board indicated support for the public outreach event.

Mr. Seif presented the accounts payable voucher register with claims totaling \$59,569.50, which upon motion by Mr. Sean Yallaly, second by Mrs. Kimberlie DeWees, was approved by unanimous vote of the Board.

Finally, with Mr. Yallaly's motion, second by Mrs. DeWees, the JCAA unanimously voted to adjourn its meeting at 7:40 p.m. central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, December 7, 2016, at 6:30 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were compiled by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority

Governmental Unit

Agency

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the first page of each meeting in which accounts payable vouchers are allowed. (2) The Memorandum column is for entering action on accounts payable vouchers if discussed in whole or in part, if continued to a later meeting or governing board, or for other pertinent information.

For Period October 6, 2016 to November 2, 2016

Page 1 of 1 Pages

Prescribed by State Board of Accounts

General Form No. 364 (1997)

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
10/20/2016	725	American Environmental Aviation, Inc.	Grant/Operating	\$ 6,949 0.20		2002, 2003	Fort Worth Final Local Budget
10/25/2016	726	American Express American Express	Inventory	\$ 42 0.00		ACH	Sept CC Process
10/25/2016	727	Aviation Association of Indiana	Operating	\$ 375 0.00		1994	2016 Annual Conference
11/3/2016	728	B & B Moving Service	Operating	\$ 2,475 0.00		1995	
06/30, 10/25	729	Brad Costa	Operating	\$ 2,547 0.30		1991, 1992	Final Salary, 401k, Insurance/Consulting/Traveling
10/1/2016	730	CenturyLink	Operating	\$ 250 0.01		1978	
10/18/2016	731	City of Rensselaire Utilities Department	Operating	\$ 730 0.70		1979	
11/1/2016	732	David Petter	Operating	\$ 30 0.16		1987	10/5 Board Meeting
10/19/2016	733	Excel Air Services, Inc.	Operating	\$ 309 0.81		1996	Accidental Cell Phone Bill Payment
10/14/2016	734	FIA	Grant	\$ 11,206 0.10		1980	Reimburse Agreement
10/21/2016	735	Indiana Department of Revenue	Operating/History	\$ 215 0.30		ACH	
10/21/2016	736	Indiana Department of Workforce Dev	Operating	\$ 152 0.52		1984	
10/7, 10/21	737	Indiana Public Retirement Systems	Operating	\$ 589 0.88		ACH	PERF
10/3/2016	738	Intuit Merchant Services	Operating/History	\$ 10 0.71		ACH	
10/31/2016	739	Jasper County RMC	Operating	\$ 6 0.00		2001	
10/14/2016	740	NISC	Grant/Operating	\$ 25,940 0.75		1981, 1982	Reimburse, Fuel Form, and T-tinger
9/30/2016	741	Orion Payment Systems	History	\$ 233 0.33		ACH	Sept CC Process Expense
10/19/2016	742	PNC Bank	Operating	\$ 412 0.52		1982	
10/7, 10/21	743	Roy's Self	Operating	\$ 1,400 0.28		1977, 1983	Salary
10/21/2016	744	Stonewall Petroleum	Operating	\$ 33 0.32		1998	
10/15/2016	745	USNet	Operating	\$ 180 0.00		1996	Q3 Assets Data Doc
11/4/2016	746	Spain M'italaly	Operating	\$ 32 0.12		1986	10/5 Board Meeting
11/3/2016	747	Timothy A. Outless	Operating	\$ 30 0.36		1989	10/5 Board Meeting
10/26/2016	748	TV Cable of Rensselaire, Inc.	Operating	\$ 30 0.01		1965	Winnholding
10/17/2016	749	United States Department of the Treasury	Operating	\$ 855 0.54		ACH	
10/20/2016	750	Verizon	Operating	\$ 79 0.19		2000	
11/1/2016	751	W. Craig Jackson	Operating	\$ 120 0.56		1990	20/5, 10/7, 10/16, 10/28

I hereby certify that each of the above listed vouchers and the invoices or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-13-10-1, 6.

November 2, 2016

W. C. Jackson

RELEVANCE OF VOUCHERS

(IC 5-13-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$59,569.30

Date this 2nd day of November, 2016

W. C. Jackson

David Petter
Timothy A. Outless

SIGNATURES OF GOVERNING BOARD

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
December 7, 2016**

The Jasper County Airport Authority Board (JCAA) met on December 7, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board member Kimberlie J DeWees. Also in attendance were Airport Attorney Richard F. Comingore, Airport Manager Ray Seif, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:39 p.m. central time, Mr. Curless led the JCAA in the Pledge of Allegiance before Mr. W. Craig Jackson motioned to approve the Minutes of the JCAA's November 2, 2016 meeting. The motion was seconded by Mr. David W. Pettet and subsequently approved unanimously.

Mr. Ken Ross, P.E., NGC Engineering presented the Engineer's Report. Items discussed were the NavAid Improvement project and the T-Hangar Construction project.

Mr. Ken Ross discussed the status of the T-Hangar Construction project. Mr. Ross asked JCAA to pay Hamstra Invoice Application #4:

Hamstra Invoice Application #4:	9 Unit T-Hangar
Total through 12/6/2016	\$112,201.65

Upon motion by Mrs. Kimberlie DeWees, second by Mr. David Pettet, the motion to pay Hamstra Invoice Application #4 in the amount of **\$112,201.65** passed by unanimous vote of the JCAA Board.

Mr. Ross asked JCAA to pay NGC Invoice # 2103 for construction management services:

NGC Invoice #2103:	9 Unit T-Hangar
Total through 10/2/2016	\$6,981.50

Upon motion by Mr. David Pettet, second by Mr. W. Craig Jackson, the motion to pay NGC Invoice 2103 in the amount of **\$6,981.50** passed by unanimous vote of the JCAA Board.

Mr. Ross indicated that a NavAid pre-construction meeting with Michiana is forthcoming and may occur later in the week.

Airport Attorney Mr. Richard F. Comingore discussed resolution 2016-3, a resolution to transfer funds for several categories.

Resolution 2016-3
Transfers

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
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FROM:	Amount	TO:
<u>Health Insurance</u>	<u>1,800.00</u>	<u>Runway Repairs & Maintenance</u>
<u>Part-Time Employees</u>	<u>3,400.00</u>	<u>Runway Repairs & Maintenance</u>
<u>Utilities</u>	<u>5,400.00</u>	<u>Improvements</u>
<u>Professional Services</u>	<u>6,829.25</u>	<u>9-Unit T-Hangar (Improvements)</u>
<u>Reimbursement (Expense)</u>	<u>8,400.00</u>	<u>9-Unit T-Hangar (Improvements)</u>
<u>9-Unit T-Hangar (Debt)</u>	<u>6,829.25* (40,000)</u>	<u>9-Unit T-Hangar (Improvements)</u>
<u>Hangar Infrastructure (Debt)</u>	<u>8,400.00** (30,400)</u>	<u>9-Unit T-Hangar (Improvements)</u>
<u>2 - 10,000 Gal. Tank Fuel (Debt)</u>	<u>14,724.92</u>	<u>9-Unit T-Hangar (Improvements)</u>

* Due to Scrivener's error, the correct amount for the transfer from Debt Service 9-Unit T-Hangar to Capital Improvements: Improvements is **\$40,000**.

** Due to Scrivener's error, the correct amount for the transfer from Debt Service Hangar Infrastructure to Capital Improvements: Improvements is **\$30,400**.

Upon motion by Mrs. Kimberlie DeWees, second by Mr. David Pettet, the motion to adopt resolution 2016-3 passed by unanimous vote of the JCAA Board.

Mr. Richard F. Comingore discussed resolution 2016-4, a resolution to encumber funds.

Resolution 2016-4
Encumbrance

Fund: Operating, Category: Capital Outlays

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>Navaid Improvements -</u> <u>AIP 3-18-0070-011-2016</u>	<u>Michiana Contracting, Inc.</u>	<u>Improvements</u>	<u>\$23,050.00</u>

Upon motion by Mr. David Pettet, second by Mrs. Kimberlie DeWees, the motion to adopt resolution 2016-4 passed by unanimous vote of the JCAA Board.

Mr. Richard F. Comingore discussed resolution 2016-5, a resolution to sell snow removal equipment.

Resolution 2016-5

Sell 1973 International Paystar 5050, VIN A8055CGB17232 with 12' Root snowplow and Hustling hitch for a sum of Five Thousand and 00/100 Dollars (\$5,000) to the Hamilton County Airport Authority.

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

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Upon motion by Mr. David Pettet, second by Mrs. Kimberlie DeWees, the motion to adopt resolution 2016-5 passed by unanimous vote of the JCAA Board.

Mr. Richard F. Comingore discussed resolution 2016-6, a resolution to adopt Internal Controls as required by the State Board of Accounts (SBOA) in accordance with IC 5-11-1-27.

Upon motion by Mr. W. Craig Jackson, second by Mr. David Pettet, the motion to adopt resolution 2016-5 passed by unanimous vote of the JCAA Board.

Mr. Richard F. Comingore discussed resolution 2016-7, a resolution to adopt Internal Controls Materiality Threshold as required by the State Board of Accounts (SBOA) in accordance with IC 5-11-1-27.

Upon motion by Mr. W. Craig Jackson, second by Mrs. Kimberlie DeWees and JCAA discussion, the motion to adopt resolution 2016-7 and set a **\$10,000** materiality threshold passed by unanimous vote of the board.

Mr. Ray Seif presented the manager's report. Mr. Seif asked the JCAA Board to reaffirm a poll by phone and conducted accepting Town & Country's proposal to widen, resurface, and repair the taxiway west of the older hangar row for **\$35,600**.

Poll by phone results were:

Mr. Tim Curless	Aye
Mr. David Pettet	Aye
Mr. W. Craig Jackson	Aye
Mrs. Kimberlie DeWees	Aye
Mr. Sean Yallaly (by email)	Aye

On a second phone poll, Mr. Seif asked JCAA Board Members to approve repairing the asphalt gap at the end of each hangar approach to the 6 bay hangar by Town and Country for **\$1,000**.

Poll by phone results:

Mr. Tim Curless	Aye
Mr. David Pettet	Aye
Mr. W. Craig Jackson (in person)	Aye
Mrs. Kimberlie DeWees	Aye

Upon motion by Mr. Tim Curless, second by Mrs. Kimberlie DeWees, the motion to reaffirm poll by phone results and approve Town and Country's proposal for **\$36,600**, including widening, repairing, and resurfacing the taxiway west of the old hangar row, as well as repairing the gaps at the end of each approach to the 6 bay hangars passed by unanimous vote of the board.

"A mile of highway will take you a mile, but a mile of runway will take you anywhere." -Author Unknown

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Mr. Seif discussed selling the old obstruction lights that have been in the airport manager's office for some time. After discussion of the board, the obstruction lights were determined to be surplus, have de minimis value and should therefore be removed from inventory.

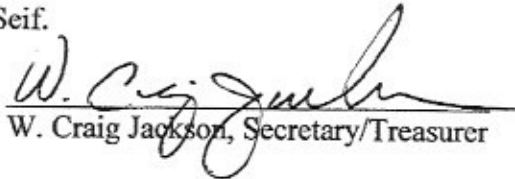
Upon motion by Mr. David Pettet, second by Mr. W. Craig Jackson, the motion to declare the 2 old obstruction lights as surplus with de minimis value, allowing the airport manager to explore options to auction off the surplus and deposit the proceeds into the general fund passed by unanimous vote of the board.

Mr. Seif presented the accounts payable voucher register with claims totaling \$413,848.43, which upon motion by Mr. David Pettet, second by Mr. W. Craig Jackson, was approved by unanimous vote of the Board.

Finally, with Mr. Curless' motion, second by Mr. W. Craig Jackson, the JCAA unanimously voted to adjourn its meeting at 8:100 p.m. central time.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Wednesday, January 4, 2017, at 6:30 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were compiled by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

ACCOUNTS PAYABLE VOUCHER REGISTER

Jasper County Airport Authority

Governmental Unit

Agency

For Period November 3, 2016 to December 7, 2016

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed. (2) The Memorandum column is for entering action on accounts payable vouchers if disallowed in whole or in part, if continued to a later meeting or governing board, or for other pertinent information.

Page 1 of 1 Pages

Prescribed by State Board of Accounts

General Form No. 364 (1997)

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
11/7, 12/5	742	American Express Merchandise Services	Rotary	\$ 133 0.58		ACH	
11/23/2016	743	Anders Water Conditioning	Operating	\$ 11 0.10		2009	
11/2/2016	744	Brennco, Inc.	Operating	\$ 75 0.00		2012	Annual Backflow Test
11/1/2016	745	Centurylink	Operating	\$ 238 0.87		2013	
11/8/2016	746	City of Rensselaer Utilities Department	Operating	\$ 730 0.39		2014	
12/7/2016	747	David Pettit	Operating	\$ 30 0.17		2021	11/2 Board Meeting
11/17/2016	748	Excel Air Services, Inc.	Operating	\$ 10,612 0.62		2006	Progressive Hangar Office Inv.
10/5, 10/31, 12/7	749	Hannestra Builders, Inc.	Operating/Cum Building Fund	\$ 346,567 0.05		2015, 2016	App 2, 3, 4 \$112,201.65 Vote Needed
11/4, 12/6	750	Indiana Department of Revenue	Operating/Rotary	\$ 1,054 0.13		ACH	Sept, Oct, Nov IN Tax, Oct Withholding
11/4, 11/18, 12/5	751	Indiana Public Retirement System	Operating	\$ 884 0.76		ACH	
11/30/2016	752	Intuit Merchant Services	Operating/Rotary	\$ 81 0.59		ACH	Sept, Oct, Nov CC Process Expense
11/30/2016	753	Jasper County RIMC	Operating	\$ 6 0.00		2010	
12/7/2016	754	Kimberlie J Dewees	Operating	\$ 30 0.17		2022	11/2 Board Meeting
12/5/2016	755	NGC	Cumulative Building Fund	\$ 6,981 0.50			T-Hangar Vote needed
10/31, 11/30	756	Orion Payment Systems	Rotary	\$ 634 0.03		ACH	
11/18/2016	757	PNC Bank	Operating	\$ 426 0.73		2011	
11/21/2016	758	Q1 Pod	Operating	\$ 995 0.00		2016	2017 Gold Svc Agreement
11/4, 11/18, 12/5	759	Ray Self	Operating	\$ 5,100 0.40		2004, 2005, 2008	
11/17, 12/5	760	Rensselaer Petroleum	Operating	\$ 91 0.24		2017, 2027	
12/7/2016	761	Richard Cosington	Operating	\$ 900 0.00		2018	Q4
12/7/2016	762	Sean M Yallaly	Operating	\$ 32 0.12		2023	11/2 Board Meeting
12/1/2016	763	Steve's Overhead Door	Operating	\$ 512 0.42		2019	\$800.52 Encumbered from 2015
12/7/2016	764	Timothy A Curless	Operating	\$ 30 0.16		2024	11/2 Board Meeting
11/22/2016	765	Town & Country Parking	Operating	\$ 36,600 0.00		2029	
11/21/2016	766	TV Cable of Rensselaer, Inc.	Operating	\$ 30 0.01		2007	
11/4/2016	767	United States Department of the Treasury	Operating	\$ 893 9.00		ACH	
11/20/2016	768	Verizon	Operating	\$ 75 0.34		2020	
12/7/2016	769	W. Craig Jackson	Operating	\$ 90 0.49		2025	11/2 Board, 11/29 and 12/6 Financials

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1,6.

December 7, 2016

W. C. Jackson
Board Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$413,848.41

Date this 7th day of December, 2016

W. C. Jackson
Timothy A Curless

David W. Pettit
Kimberlie J Dewees

SIGNATURES OF GOVERNING BOARD

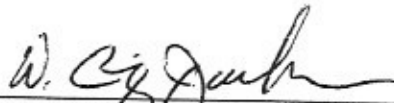
Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219.866.2100



**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
December 28, 2016**

The Jasper County Airport Authority Board (JCAA) met on December 28, 2016, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978, to discuss the purchase of real property authorized under I.C. § 5-14-1.5-6.1 (b)(2)(D), and no subject matter was discussed in the executive session other than the subject matter specified in the public notice. JCAA President Timothy A. Curless, JCAA Vice President David Pettet, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Member Kimberlie J. DeWees, JCAA Attorney Richard F. Comingore, Airport Manager Ray Seif, and NGC Corporation Professional Engineer Ken A. Ross were in attendance

The Minutes were composed by Mr. Seif


W. Craig Jackson, Secretary/Treasurer