

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



## **REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD January 9, 2020**

The Jasper County Airport Authority Board (JCAA) met on January 8, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Airport Engineer Ken Ross, P.E. who departed at 5:15, and Airport tenant Derich Schultz who arrived at 4:53 pm.

Upon calling the meeting to order at 4:05 p.m. central time, Mr. Yallaly led the JCAA in the Pledge of Allegiance before Mr. Mushett motioned to approve the minutes of the JCAA's December 4, 2019 regular meeting and December 30, 2019 year-end meeting, which was seconded by Mr. Yallaly, and approved unanimously by the JCAA Board.

With the noted absence of JCAA Board President David W. Pettet and JCAA Member Kimberlie J. DeWees, the JCAA Board opened the floor for 2020 JCAA officer nominations. Upon discussion, motion by Mr. Mushett, and second by Mr. Jackson, JCAA voted unanimously to continue the slate of officers from 2019 for 2020, reelecting Mr. David W. Pettet as JCAA President, Mr. Sean M. Yallaly as JCAA Vice President, and Mr. W. Craig Jackson as JCAA Secretary/Treasurer.

To permit the immediately-following, annual meeting of the Jasper County Airport Authority Board of Finance, Mr. Yallaly continued the regular meeting of the JCAA at 4:10 p.m. Central time.

Mr. Yallaly reconvened the JCAA's regular meeting at 4:27 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA Vice President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA Board member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Airport Engineer Ken Ross, P.E. who departed at 5:15, and Airport tenant Derich Schultz who arrived at 4:53 pm.

Mr. Ross presented the engineer's report discussing the required FAA Annual report and INDOT pay request for the lot acquisition grant in addition to discussing Capital Improvement Program strategies and discussions between Mr. Ross and Mr. Seif. Mr. Ross asked the JCAA to approve the suggested CIP projects for the next 5 years and INDOT grant pay request for the reimbursement on the land acquisition. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA board voted unanimously to approve the CIP as suggested and INDOT pay request.

Mr. Derich Schultz arrived at the meeting at 4:53pm and discussed his hangar request for installing a high power door on his current hangar with a bulbous bump out to accommodate the length of his new aircraft, an Eclipse Jet. He said he would install the door at his own expense and remove the old door to be given back to the airport for use elsewhere. He also said that he

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



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understands he would be making that modification at his own expense with no expectation of any remuneration in the future if he decides to vacate the hangar. The JCAA was open to the prospect of Mr. Schultz's request for him to replace his hangar door at his own expense with a high lift, single piece door with bump-out.

Mr. Ross left the meeting at 5:15pm.

Mr. Seif presented the manager's report discussing hangar vacancies, hangar requests, QTPod agreements, credit card processing, Insurance for the rental and business auto, cash farm format, and Investments. Mr. Seif asked the board to approve manager payroll for weeks starting 12/30/19, in addition to comp time of 13.78 hours used and vacation of 5.47 hours used. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve airport manager payroll, comp time, and vacation as requested.

Mr. Seif discussed the rental aircraft including ribbon cutting and q&a outreach sessions. Mr. Seif asked for clarification about the proposed 5% discount for city/county employees and the board agreed to extend the discount to all city/county employees located within Jasper County.

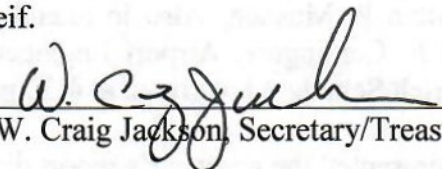
Mr. Seif also discussed recent gifts received at the airport including coffee, mug, cookies in a Christmas box and old notebook computer with educational software.

With Mr. Jackson's motion, second by Mr. Mushett, the board voted unanimously to approve the claims totaling **\$6,570.23**.

JCAA adjourned its regular meeting.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, February 13, 2020, at 4:00 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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**ANNUAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY  
BOARD OF FINANCE  
January 9, 2020**

The Jasper County Airport Authority Board of Finance (JCAABOF) met on January 9, 2020 at the Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAABOF Vice President Sean M. Yallaly, JCAABOF Secretary/Treasurer W. Craig Jackson, and JCAABOF member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAABOF Attorney Richard F. Comingore, and NGC Corporation Professional Engineer Ken Ross.

Mr. Yallaly called the meeting to order at 4:10 p.m. Central time and opened the floor for JCAABOF 2020 officer nominations. Upon motion by Mr. Yallaly, second by Mr. Jackson, the JCAABOF voted unanimously to continue the slate of officers from 2019 for 2020, reelecting Mr. David W. Pettet as JCAABOF President, Mr. Sean M. Yallaly as JCAABOF Vice President, and Mr. W. Craig Jackson as JCAABOF Secretary/Treasurer.

Mr. Seif discussed current airport finances including funds on hand and investments. The JCAABOF discussed expenses, expected revenue, and potential future investments, but opted not to make any changes at this time.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, the JCAABOF unanimously voted to adjourn its meeting at 4:27 p.m. Central time.

The Minutes were composed by Mr. Seif.

  
W. Craig Jackson, Secretary/Treasurer





## **REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD February 13, 2020**

The Jasper County Airport Authority Board (JCAA) met on February 13, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Airport tenant Derek De Jong of Excel Air Services and tenant Derich Schultz.

Upon calling the meeting to order at 4:08 p.m. central time, Mr. Pettet led the JCAA in the Pledge of Allegiance.

Mr. Jackson motioned to approve the JCAA's January 9, 2020 regular and Board of Finance meeting minutes, which was seconded by Mr. Yallaly, and approved unanimously by the JCAA Board.

Mr. Seif discussed the land lease agreement format previously approved by JCAA, allowing the potential of a long term land lease where a tenant can develop airport property. Mr. Seif asked the board to rescind such a land lease format and to only consider such an agreement on a case by case basis where the potential benefit outweigh the numerous potential pitfalls. Mr. Seif suggested considering land leases for larger commercial developments rather than smaller individual hangars. After discussion, Mr. Yallaly's motion, and second by Mr. Jackson, JCAA voted unanimously to rescind the previously approved land lease format.

Mr. Derich Schultz came back to discuss the potential hangar door project he proposed at the last board meeting. Mr. Schultz would like to replace his current hangar door with a high swing hangar door containing a 2 foot bulbous bump out allowing his Eclipse jet to fit into his current hangar. After discussion, the JCAA Board set conditions in order to approve Mr. Schultz's request including:

1. Airport will keep the old hangar door
2. Mr. Schultz would install the new door at his expense including all labor, materials and the cost of the door, using labor contractors meeting minimum airport requirements such as insurance and experience
3. The new door, once installed, would become a permanent fixture of the hangar
4. If/When Mr. Schultz vacates the hangar, he agrees that he will, if requested by the JCAA Board, replace the bump out modification at his own expense.
5. Mr. Schultz also agrees that he will not be able to recoup any of these expenses

With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to approve Mr. Schultz request, allowing him to remove his current hangar door and install a high power door, modified with a bump out to accommodate his Eclipse Jet, contingent upon the conditions outlined above.



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Mr. Seif discussed hangar vacancies, fuel sales, investments, insurance recommendations for renters including adding an endorsement to extend the airport's liability to cover renters at an additional premium of \$600 for \$1mil/100k per passenger liability for the renter, as well as the status of the rental aircraft, and upcoming outreach opportunities.

Mr. Seif discussed the one year fertilizer recommendations for the newly-acquired 71 acre not from Vision Ag. Of: 4.96 ton potash, 7.31 ton Phosphate, ~ \$5,208.10. With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA voted unanimously to accept the fertilizer recommendations and quote from Vision Ag.

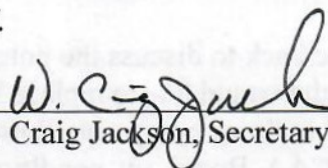
Mr. Seif presented the manager's payroll for weeks starting 1/6- 2/3 and comp time for approval. With Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to accept the manager's payroll for weeks starting 1/6-2/3 and comp time.

Claims totaling \$46,949.68 were presented. Following review, Mr. Jackson's motion, and second by Mr. Yallaly, the JCAA voted unanimously to approve claims totaling \$46,949.68.

With Mr. Yallaly's motion, second by Mr. Jackson, and unanimously vote of the board, the JCAA adjourned its regular meeting at 5:19 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, March 12, 2020, at 4:00 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





## **REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD**

### **March 12, 2020**

The Jasper County Airport Authority Board (JCAA) met on March 12, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA member Allen P. Mushett, and JCAA Secretary/Treasurer W. Craig Jackson, who arrived at 4:23pm. Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore.

Upon calling the meeting to order at 4:00 p.m. central time, Mr. Pettet led the JCAA in the Pledge of Allegiance.

Mr. Yallaly motioned to approve the JCAA's February 13, 2020 regular board meeting minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Seif discussed the need to amend resolution 9-2019, reducing the encumbrance of the Health Reimbursement Agreement held over from 2019 from \$589.24 down to \$0. With Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to amend Resolution 9-2019, reducing the encumbrance for Health Reimbursement Agreement down to \$0.

Mr. Seif asked the board to authorize him to sign the pre-approved, preformatted rental agreements on behalf of the airport authority for new aircraft renters. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to authorize Mr. Seif to sign the preapproved, preformatted rental agreements on behalf of the airport authority for new aircraft renters.

Mr. Seif discussed the federal-level, professional real estate appraisal and second review appraisal received for a parcel of land desired for planned future development. Mr. Seif suggested making two offers, one for the part of the parcel needed for future airport expansion, which could qualify for grant funding, while the second offer is for the remainder of the lot. The first offer would be for a lump sum payment and outright purchase and the second offer for the remainder would require owner-financing at an interest rate equal to or around the applicable federal rate and would be contingent upon the seller accepting the first offer, allowing the seller to accept just the first offer for the portion needed by the airport, or if the seller wished to sell all of the parcel, then both offers would need to be accepted simultaneously. After discussion, Mr. Yallaly's motion, and second by Mr. Mushett, the JCAA board voted unanimously to make two simultaneous offers to the seller of the land parcel in question.

Mr. Seif discussed the airport's statutory requirement to have a stated capital management policy which outlines how capital assets will be managed and include capitalization thresholds above which assets will be reported to the state. Mr. Seif presented resolution 1-2020, establishing a capital asset management policy and setting capitalization thresholds of \$1 for land, \$5,000 for buildings, \$5,000 for improvements other than buildings, \$5,000 for machinery and equipment,



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and \$5,000 for infrastructure. After review and discussion and with Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to adopt resolution 1-2020, establishing a Capital Asset Management policy and setting capitalization thresholds of \$1 for land, \$5,000 for buildings, \$5,000 for improvements other than buildings, \$5,000 for machinery and equipment, and \$5,000 for infrastructure.

Mr. Seif also discussed insurance renewals for work comp and general liability, investments, and gave information about the rental aircraft.

Mr. Seif asked the board to approve paying for an instructor's evaluation/familiarization flight if they will be available to instruct in the rental aircraft, but not if they don't want to instruct others.

Mr. Seif also asked the board if they would be open to hiring a ground school instructor and having the students pay the airport. This would only be for ground school since the airport does not hire flight instructors and the instructors approved to instruct in the rental aircraft are all freelance independent contractors. The board indicated they would be willing to have the airport manage the ground school portion directly.

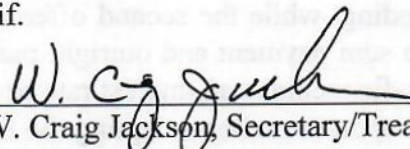
Mr. Seif also asked the board that if, from time to time, they would be open to hiring labor from the JC Recovery House in the event the airport manager planned on being out of office or needed extra labor, subject to board approval. The JCAA board was receptive to the idea.

Claims totaling \$23,764.27 were presented and after review, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve claims totaling \$23,764.27 as presented.

Finally, the JCAA board adjourned its regular meeting at 5:35pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, April 9, 2020, at 4:00 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 OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD April 9, 2020**

The Jasper County Airport Authority Board (JCAA) met on April 9, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA President David W. Pettet (on site), JCAA Vice-President Sean M. Yallaly (electronic/virtual attendance at 4:13 pm), JCAA member Allen P. Mushett (on site at 4:14 pm), and JCAA Secretary/Treasurer W. Craig Jackson, (on site at 5:31 pm). Also in attendance were Airport Manager Ray Seif (on site), JCAA Attorney Richard F. Comingore (on site), and JCAA Consultant/Engineer Ken Ross, P.E. (electronic/virtual attendance)/

Upon reaching a quorum at 4:14 pm, Mr. Pettet called the meeting to order and led the JCAA in the Pledge of Allegiance.

Mr. Mushett motioned to approve the JCAA's March 12, 2020 regular board meeting minutes, which was seconded by Mr. Yallaly, and approved unanimously by the JCAA Board.

Mr. Ross presented the Engineer's report which included two plans for a new multi-unit hangar building currently in the planning stages. Two different plans were shown, one for manual sliding doors while the other was for an electric door such as high power doors. Mr. Ross suggested bidding the building portion first and once that comes in and is selected, then bidding the construction phase. With Mr. Yallaly, motion, second by Mr. Mushett, the motion to put both building plans up for bid was approved unanimously by the JCAA Board.

Mr. Ross also discussed the CARES Act grants coming out with additional details to come.

Mr. Pettet opened the two mowing bids received for consideration with the following results:

1. Cavinder Mowing      \$975/ mowing cycle
2. B&H Mowing      \$925/ mowing cycle

After discussion, Mr. Yallaly's motion and Mr. Mushett's second, the JCAA Board voted unanimously to select B&H Mowing's proposal to mow airport grounds.

Mr. Seif presented the Manager's report discussing such items as hangar rental status, fuel sales, and the recent fuel farm upgrade. Mr. Seif indicated that on the JetA system, since the system isn't equipped with a two-stage valve, the vendor for the fuel farm self-service terminal has a disclosure that is required indicating they will not guarantee accuracy. Mr. Seif discussed the two stage valve with the fuel farm manufacturer and was told that two stage valves are not needed on JetA systems and that they have a high failure rate.

Mr. Seif discussed a request made by cash farm tenant requesting 3 loads of black dirt to



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fix a depression at the entrance of the farmed grounds as well as a load of rock at the entrance to repair the drive. Mr. Seif presenting several options including:

- A. 3 loads of black dirt for low area (southern end close to SR-114, ponding)~ \$750-\$1,000
  - a. Risner \$250/load
  - b. Johns Brothers \$320/load
  - c. Culp Farms \$320/load
  - d. Ulyat Trucking \$444/load
- B. 1 load of rock for entrance (Tenant will spread)
  - a. Risner -load of #2 rock \$175/load to dump, \$75 to spread (if needed)

After discussion, Mr. Yallaly's motion and Mr. Mushett's second, the JCAA Board voted unanimously to select Risner and allow for \$1,200 for dirt and rocks.

Mr. Seif presented resolution 2-2020, an additional appropriation resolution to allow the acquisition of real estate:

From:	Operating Fund	\$680,000	
To:	Operating Fund:		
	Capital Outlays: Real Estate Acquisition (OPF)		\$680,000
From:	Operating Fund	\$10,000	
To:	Operating Fund:		
	Capital Outlays:		
	Professional Services		\$10,000
Total		\$690,000	\$690,000

After discussion, Mr. Mushett's motion and Mr. Yallaly's second, the JCAA Board voted unanimously to adopt resolution 2-2020, an additional appropriation totaling \$690,000.00 for the acquisition of real estate.

Mr. Ross suggested the board authorize board president David Pettet to sign the Categorical Exclusion (CatEx) and Grant Execution agreements for 2020 grants.

After discussion, Mr. Mushett's motion and Mr. Yallaly's second, the JCAA Board voted unanimously to authorize Mr. Pettet to sign the CatEx and Grant Execution agreements for 2020 grants.

Mr. Seif discussed internet and phone service quotes including 25 mb and 50 mb internet from Nitco:

- A. \$130.90+ tax (inc 3 lines, 25 mbps cable internet, modem)
- B. \$160.90+ tax (inc 3 lines, 50 mbps cable internet, modem)



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- a. 36 mo term, no install fee, will test AWOS line for function when installing other 2, no tv svc (will explore other streaming options for tv/weather)

After discussion, Mr. Mushett's motion and Mr. Yallaly's second, the JCAA Board voted unanimously to accept Nitco's 50 mbps cable internet and phone service.

Mr. Seif presented the airport manager's payroll, comp time, and vacation for weeks starting 3/9/20-3/30/20.

After discussion, Mr. Yallaly's motion and Mr. Mushett's second, the JCAA Board voted unanimously to approve the airport manager's payroll, comp time, and vacation time for weeks starting 3/9/20-3/30/20.

Secretary/Treasurer W. Craig Jackson arrived on site at this time (5:31 pm)

Mr. Seif discussed the rental aircraft status including rentals thus far, in addition to all outreach being effectively cancelled this year due to the pandemic.

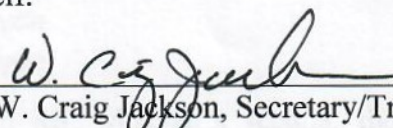
Mr. Seif discussed advertising the request for qualifications (RFQ) for the airport's consultant/engineer, a process suggested every 5 years by the FAA.

Claims were presented totaling \$43,020.11. After discussion, Mr. Yallaly's motion and Mr. Mushett's second, the JCAA Board voted unanimously to approve claims totaling \$43,020.11.

Finally, the JCAA board adjourned its regular meeting at 5:33pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, May 14, 2020, at 4:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as electronically through FreeConferenceCall.com.

The Minutes were compiled by Mr. Seif.

  
W. Craig Jackson, Secretary/Treasurer



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## **REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD May 14, 2020**

The Jasper County Airport Authority Board (JCAA) met on May 14, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA President David W. Pettet (on site), JCAA Vice-President Sean M. Yallaly (on site), and JCAA Secretary/Treasurer W. Craig Jackson, (on site at 4:13 pm). Also in attendance were Airport Manager Ray Seif (on site), JCAA Attorney Richard F. Comingore (on site), and JCAA Consultant/Engineer Ken Ross, P.E. (electronic/virtual attendance).

Upon reaching a quorum at 4:13 pm, Mr. Pettet called the meeting to order and led the JCAA in the Pledge of Allegiance.

Mr. Yallaly motioned to approve the JCAA's April 9, 2020 regular board meeting minutes, which was seconded by Mr. Jackson, and approved unanimously by the JCAA Board.

Mr. Ross presented NGC Task order #2, which went along with the Phegley Acquisition. Although JCAA previously discussed the conditions including the associated consultant fees, the Task Order was not previously signed. Mr. Ross presented NGC Task order #2 dated September 23<sup>rd</sup>, 2019 for the board's review and signature. After discussion, Mr. Yallaly's motion, and second by Mr. Jackson, JCAA voted unanimously to ratify NGC task order #2 dated September 23<sup>rd</sup>, 2019 and allow JCAA President to sign the Task Order.

Mr. Ross presented AIP 12 grant closeout documents, asking the board to approve the close out documents and allow board president Pettet to sign the documents. After discussion, Mr. Yallaly's motion, and second by Mr. Jackson, the JCAA voted unanimously to approve AIP 12 Closeout documents and allow Mr. Pettet to sign the documents.

Mr. Ross discussed AIP 14, the grant for the eligible 47 acre portion of the Eldridge lot, asking the board to approve the pre-app, final app, and certifications and authorize board president Dave Pettet to sign those documents. With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA voted unanimously to approve application of AIP 14 for the Eldridge 47 ac and authorize Mr. Pettet to sign the needed documents.

Mr. Ross presented NGC task order 3 for the Eldridge lot. With Mr. Jackson's motion, second by Mr. Yallaly, the JCAA voted unanimously to accept NGC task order 3 in the amount of \$12,500, which included \$6,000 for the appraisal/review appraisal for the Eldridge lot.

JCAA Attorney Richard Comingore presented the attorney's report, which included the annual nepotism policy signature for board members.

Mr. Seif presented the manager's report, discussing hangar leases, fuel sales, Eldridge survey, and the Eldridge real estate purchase agreement addendum 1 for parcel A and parcel B,

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which was suggested by the closing agent/title company. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to accept addendum 1 to parcel a and parcel b.

Mr. Seif suggested the board adopt resolution 3-2020 to facilitate the execution of the closing documents for the Eldridge lot acquisition, which would allow Mr. Pettet or Mr. Yallaly, in addition to Mr. Jackson to execute the closing documents on behalf of the JCAA. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adopt resolution 3-2020 allowing Mr. Pettet or Mr. Yallaly, and Mr. Jackson to represent the JCAA board in the Eldridge lot acquisition, allowing them to execute the closing documents on behalf of the JCAA.

Mr. Seif suggested the board adopt resolution 4-2020, allowing any currently-approved check signer to be able to transfer the funds needed for the acquisition of the Eldridge lot. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adopt resolution 4-2020 to facilitate the closing of the Eldridge lot acquisition by allowing current check signers to be able to transfer the funds needed for closing.

Mr. Seif and Mr. Ross discussed the Cares Act suggesting the airport use the funding to reimburse operating expenses. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to accept AIP13, FAA Cares Act grant funding in the amount of \$30,000, which will be used to reimburse operating expenses, and authorize JCAA President Pettet to sign the grant documents.

Mr. Seif presented the airport manager's payroll, 11.92 comp time earned for weeks starting 4/6/20-5/4/20 including \$10.68 reimbursement for supplies and \$230 reimbursement for fight training. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to accept the airport manager's payroll, comp time, and reimbursement.

Mr. Seif discussed creating an opportunity for a high school internship in the summer. The intern would be immersed in aviation and the airport would get needed help and potentially have a source for someone to fill in when needed in the future. The internship would be a paid \$10/ hour no benefit position for June and July with a 20 hours per week or as needed schedule.

Mr. Seif also discussed the selection process for a new engineering/consulting firm. Mr. Jackson and Mr. Yallaly agreed to serve on the intern and consultant selection panel with Mr. Seif.

Mr. Seif discussed wanting to dispose of the green overstuffed couches in the conference room. The board suggested disposing rather than storing due to the minimal value and the risk of bug/rat infestation.

Claims totaling \$15,883.97 were presented to the board. After discussion, Mr. Yallaly's motion, and second by Mr. Jackson, JCAA voted unanimously to pay claims totaling \$15,883.97.

Finally, the JCAA board adjourned its regular meeting.

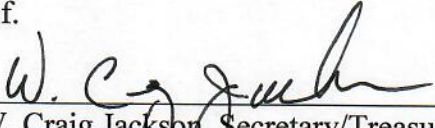


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BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, June 11, 2020, at 4:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as electronically through FreeConferenceCall.com.

The Minutes were compiled by Mr. Seif.

  
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W. Craig Jackson, Secretary/Treasurer



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## **REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD June 11, 2020**

The Jasper County Airport Authority Board (JCAA) met on June 11, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA Vice President Sean M. Yallaly (on site), JCAA Secretary/Treasurer W. Craig Jackson, (on site) and JCAA board member Allen P. Mushett (by phone). Also in attendance were Airport Manager Ray Seif (on site), JCAA Attorney Richard F. Comingore (on site), and JCAA Consultant/Engineer Ken Ross, P.E. (on site).

Upon reaching a quorum at 4:08 pm, Mr. Yallaly called the meeting to order and led the JCAA in the Pledge of Allegiance.

Mr. Jackson motioned to approve the JCAA's May 14, 2020 regular board meeting minutes, which was seconded by Mr. Yallaly, and approved unanimously by the JCAA Board.

Mr. Ross presented the Engineer's report and discussed the Cares Act Grant Funding. Mr. Ross asked the board to approve the grant pay requests and authorize Mr. Yallaly to sign the pay requests. After discussion, Mr. Jackson's motion, and second by Mr. Yallaly, JCAA voted unanimously to approve the grant funding pay requests for operating expense reimbursement and authorize Mr. Yallaly to sign the pay requests.

Mr. Seif presented the manager's report, discussing hangar leases, fuel sales, and the previously-discussed signage advertising development opportunities for the Phegley lot. Mr. Seif suggested that since the ground is already promoted on the airport's electronic sign as well as online, that the board consider waiting until after the airport completes an airport layout plan which will determine exactly how many acres are remaining and available for development.

Mr. Seif discussed property and errors and omissions insurance renewal, presenting several options including a higher deductible option for the property renewal, which the board selected.

Mr. Seif discussed the claims originally submitted out of the operating fund totaling \$30,000, suggesting those claims be changed to Covid/Grant funds as required by the State Board of Accounts in order to qualify for reimbursement from the Cares Act, previously discussed by Mr. Ross.

Mr. Seif also discussed Personal Protective Equipment on hand and face shields donated to JC Sheriff's Office, equipment needs and maintenance, credit card activity, rental aircraft activity, and outreach including suggesting donating 1 discovery flight to support the Rensselaer Chamber and Demotte Chamber golf outing.



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Mr. Seif discussed manager payroll for weeks starting 5/11 through 6/1, 27.39 hours comp time earned, and \$75 continuing education reimbursement. With Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to approve the manager's payroll, comp time, and continuing education reimbursement.

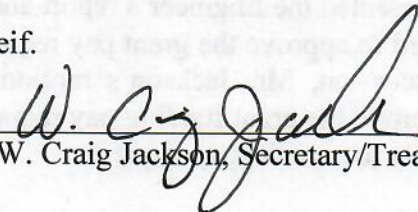
Mr. Seif discussed the consultant selection and after discussion indicating that the selection committee was unable to review all of the information for qualified submittals, asking the board to table the selection until the July 9<sup>th</sup> meeting.

Claims totaling \$18,365.20 were presented to the board. After discussion, Mr. Jackson's motion, and second by Mr. Yallaly, JCAA voted unanimously to pay claims totaling \$18,365.20.

Finally, with Mr. Jackson's motion, second by Mr. Yallaly, the JCAA board adjourned its regular meeting at 4:40 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, July 9, 2020, at 4:00 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 OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD July 9, 2020**

The Jasper County Airport Authority Board (JCAA) met on July 9, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President David W Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, airport intern Amzie Maienbrook, Woolpert project manager Curtis Brown, BF&S executive VP Jake Dammarell, JCAA Consultant/Engineer Ken Ross, P.E. (by phone), and local Robert Schenk.

Upon reaching a quorum at 4:07 pm, Mr. Pettet called the meeting to order and led the JCAA in the Pledge of Allegiance.

Mr. Jackson motioned to approve the JCAA's June 11, 2020 regular board meeting minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Seif discussed the airport consultant selection. With four total participants all submitting qualifying packets, the selection committee comprised of Mr. Yallaly, Mr. Jackson, and Mr. Seif chose Woolpert as the consultants for the next five years. Mr. Seif asked the board to vote to accept the committee's recommendation. With Mr. Mushett's motion, second by Mr. Jackson, the vote to accept the selection committee's consultant recommendation choosing Woolpert was approved unanimously by the JCAA board.

Mr. Ross presented the engineer's report, indicating that the airport was still waiting on FAA Non-Primary Entitlement (NPE) grants for 2020.

Mr. Seif presented the manager's report, discussing hangar leases, fuel sales, closing on the Eldridge lot acquisition, equipment repairs needed for the Crown Vic and Airport Operations Truck radio. Mr. Seif asked the board to allow automatic clearing house (ACH) wire payments of claims checks, which still meets internal controls since the ACH has to be approved by two check signer board members before payment is sent. The board agreed to allow ACH payments for claims checks following established internal controls.

Mr. Seif discussed manager payroll for weeks starting 6/8 through 6/29, 0.92 hours comp time earned, 0.7 comp time used, and **\$180** continuing education reimbursement. With Mr. Jackson's motion, second by Mr. Mushett, the board voted unanimously to approve the manager's payroll, comp time, and continuing education reimbursement.

Mr. Seif asked the board to authorize the airport manager signing and approving intern Amzie's time sheet for up to 25 hours or less per week. With Mr. Jackson's motion, second by Mr. Mushett, the board voted unanimously to authorize airport manager Ray Seif to sign and approve intern Amzie's time sheet and schedule up to 25 hours per week.



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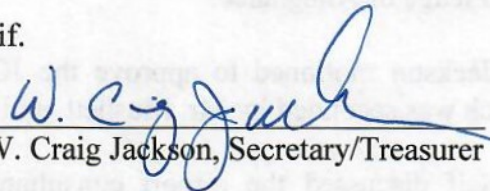
Mr. Seif discussed recent problems with the rental aircraft's GPS and the potential need for an auxiliary cooling fan for the avionics. The board agreed that if the GPS is found to have experienced a heat-related fault to install the auxiliary fan at that time.

Claims totaling **\$739,592.18** were presented to the board. After discussion, Mr. Jackson's motion, and second by Mr. Mushett, JCAA voted unanimously to pay claims totaling **\$739,592.18**.

Finally, with Mr. Pettet's motion, second by Mr. Mushett, the JCAA board adjourned its regular meeting at 4:51 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, August 13, 2020, at 4:00 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 OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD August 13, 2020

The Jasper County Airport Authority Board (JCAA) met on August 13, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA President David W Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert project manager Curtis Brown, BF&S executive VP Jake Dammarell, JCAA Consultant/Engineer Ken Ross, P.E., and JCAA Consultant/Engineer Curtis Brown (virtual attendance).

Upon reaching a quorum, Mr. Pettet called the meeting to order at 4:07 pm cdt and led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the JCAA's July 9, 2020 regular board meeting minutes, which was seconded by Mr. Yallaly, and approved unanimously by the JCAA Board.

Airport consultants Curtis Brown and Ken Ross discussed the engineer's report including two proposals for the airport's consideration. Both proposals include elements of a master plan that can be potentially completed in 2020 with the remainder of the master plan being completed 2021 and beyond. Proposal #1 in the amount of **\$59,685** Includes obstruction analysis, mapping, and ortho-photography, components of which have a 3 year shelf life before being required to be completed again. Proposal #2 in the amount of **\$53,100** includes project administration, environmental overview, and inventory of existing conditions, critical aircraft, wind coverage, and ~~initial forecasting~~ **(later corrected via email that forecasting is not included in this proposal)**. Mr. Ross, who has a current task order to design a multi-unit hangar structure for JCAA, which was approved and budgeted for 2020, but subsequently postponed through mutual agreement of JCAA and NGC suggested that the board should take the funds appropriated for the hangar capital project and use those to complete one of these proposals. After discussion, the board favored proposal #2 since it didn't have a shelf life, but Mr. Seif asked the board to table the selection until the following meeting to allow for additional due diligence in researching the suggested proposal/fees. The board agreed to table the selection until the September meeting.

Mr. Seif presented the manager's report discussing such items as hangar leases and vacancies, potential 2021 hangar project, fuel sales, potential land swap project, runway maintenance projects, drainage project, as well as radio equipment needing repairs. Mr. Seif welcomed new board member Bruce Wood and asked the board to approve adding Bruce K. Wood as a check signer as well as add Bruce Wood and Allen Mushett to the online banking with First Merchants bank as approved users able to approve ACH debits and credits in addition to deleting Kimberlie DeWees as a check signer and removing Kim DeWees from online banking access with First Merchants.

With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to approve Mr. Bruce K. Wood as a check signer with First Merchants bank, adding Mr. Bruce Wood and Mr. Allen Mushett as authorized users of the online banking, allowing them to approve ACH debits and credits, as well as removing Mrs. Kimberlie DeWees as a check signer and removing her access and approval for the JCAA online banking with First Merchants Bank.

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Mr. Seif discussed 5 pilot headsets available on the government surplus website. The headsets are available with a \$50/headset administrative fee paid to the state of Indiana in addition to shipping. The headsets are valued at \$900 headsets new. After discussion, Mr. Yallaly's motion, and second by Mr. Jackson, the JCAA voted unanimously to approve acquisition of 5 headsets via GSA excess.

Mr. Seif presented the manager's comp time 1 hour earned, 24 hours used, payroll for weeks starting 7/6/20 through 8/3/20, and flight training reimbursement of \$55 for the board's approval. After discussion, Mr. Jackson's motion, and second by Mr. Yallaly, the JCAA voted unanimously to approve the airport manager's payroll, comp time, and continuing education reimbursement.

Mr. Seif presented the budget suggestions for 2021. After discussion, the JCAA board offered to keep Airport Manager Ray Seif's salary at the same rate starting January 1<sup>st</sup>, 2021, currently at \$2,376.92 every 2 weeks and offered to increase paid time off for the airport manager to 160 hours per year, which includes sick time and vacation time.

With Mr. Yallaly's motion, second by Mr. Wood, the JCAA voted unanimously to adopt 2021 budget in the amount of:

• Operating Fund	\$264,520
• Cumulative Building Fund	\$435,000
• Rotary Fund	\$115,100
• Flight School Operating Fund	\$12,000
• Debt Service Fund	\$218,108

Mr. Seif presented salary ordinance 1-2020. After discussion, Mr. Jackson's motion, and Mr. Mushett's second, the JCAA voted unanimously to adopt salary ordinance 1-2020.

Claims totaling \$51,510.29 were presented to the JCAA for review and discussion. With Mr. Wood's motion, second by Mr. Yallaly, the JCAA voted unanimously to approve claims totaling \$51,510.29.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board adjourned its regular meeting at 5:52 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, September 10, 2020, at 4:00 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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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**August 13, 2020**

The Jasper County Airport Authority Board (JCAA) met on August 13, 2020, at 3:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978, with respect to an individual over whom the governing body has jurisdiction 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. JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Board Member Allen P. Mushett, JCAA Board Member Bruce K. Wood, Airport Manager Ray Seif, and JCAA Attorney Richard F. Comingore were in attendance.

The Minutes were composed by Mr. Seif

 - President  
W. Craig Jackson, Secretary/Treasurer



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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**September 10, 2020**

The Jasper County Airport Authority Board (JCAA) met on September 10, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA President David W Pettet, JCAA board member Allen P. Mushett, and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert Project Manager John Baer, and Woolpert Consultant/Engineer Ken Ross, P.E.

Upon reaching a quorum, Mr. Pettet called the meeting to order at 4:02 pm cdt and led the JCAA in the Pledge of Allegiance before Mr. Mushett motioned to approve the JCAA's August 13, 2020 regular board meeting minutes, which was seconded by Mr. Wood, and approved unanimously by the JCAA Board.

Subsequently, Mr. Wood motioned to approve JCAA's August 13, 2020 Executive meeting minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Ken Ross discussed AIP14 grant agreement needing signature and nortary, suggesting the JCAA authorize a representative to have the authority to execute the FAA grant agreement. With Mr. Wood's motion, second by Mr. Mushett, the JCAA Board voted unanimously to authorize any JCAA Board officer to represent the JCAA in the execution of FAA AIP14 grant agreement documents.

Mr. Ross also discussed the first AIP14 grant pay request reimbursing JCAA for the 2020 portion of the Eldridge lot acquisition in the amount of \$85,307.00. With Mr. Wood's motion, second by Mr. Mushett, the JCAA Board unanimously approved making AIP14 pay request #1 in the amount of \$85,307 to reimburse the JCAA for the 2020 portion of the grant-eligible portion of the Eldridge lot acquisition.

Mr. John Baer and Mr. Seif discussed the Woolpert Professional Services Agreement. Mr. Seif indicated not supporting the "Terms and Conditions" language contained on page 3, paragraph 3 of the Professional Services Agreement, which limits Woolpert's liability for negligence or errors. Mr. Baer indicated that he discussed the matter with their legal department and they agreed that paragraph 3, page 3 of the professional services agreement can be deleted in its entirety.

Mr. Seif discussed the Masterplan task orders suggested by Woolpert indicating that the airport can either proceed with the suggested task order, subject to the total Masterplan costing \$300,000 or less or the JCAA can table the current task order until such time that Woolpert provides the estimate for the remaining task orders. After discussion and with Mr. Wood's motion, the JCAA opted to table the Masterplan discussion until the next meeting.

Mr. Seif discussed needing to mitigate the trees west of the grass runway. The trees will either need to be topped or removed, depending on expenses. If they are removed, a wetland determination will need to be conducted by the Farm Service Agency (FSA). Mr. Seif asked the board to authorize Mr. Pettet to sign the wetland application to be conducted by the FSA free of charge, in case the airport opts to remove the trees down to the roots. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to authorize board president Pettet to sign the wetland determination application.

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Mr. Seif presented the airport manager's timesheets for payroll for the weeks starting 8/10/20-8/31/20, comp time earned of 2.08 hours, and comp time used of 4.86 hours. With Mr. Mushett's motion, second by Mr. Wood, the JCAA voted unanimously to approve the manager's payroll for weeks 8/10-8/31, including 4.86 hours comp time used and 2.08 hrs earned.

Mr. Seif discussed the annual inspection on the airport's rental aircraft, asking the board to approve the addition of an avionics master switch and avionics cooling fan quoted at \$1000 through Von's Aircraft Service and to approve the addition of an Exhaust Gas Temperature gauge. With Mr. Mushett's motion, second by Mr. Wood, JCAA board voted unanimously to accept the \$1,000 quote from Von's to install an avionics cooling fan and master switch as well as the addition of an EGT gauge.

Mr. Seif presented resolution 5-2020, a resolution to reduce Cumulative Building Fund (CBF) 2020 appropriations by \$335,000 for a previously-approved hangar project that has been placed on hold. With Mr. Mushett's motion, second by Mr. Wood, the JCAA Board voted unanimously to adopt resolution 5-2020, reducing CBF 2020 appropriations for new building construction by \$335,000.

Mr. Seif discussed the President's payroll liability holiday, asking the board to opt out if possible. After Mr. Comingore's discussion and with Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to opt out of the federal payroll tax liability holiday.

Mr. Seif discussed the headsets recently acquired through government surplus, asking the board to reaffirm the acquisition and payment of \$25/headset, and to authorize Mr. Pettet to sign the GSA application. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to reaffirm the acquisition and authorize Mr. Pettet to sign the GSA application.

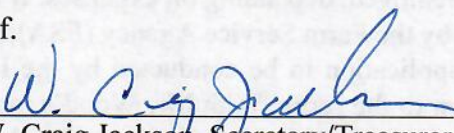
Mr. Seif also discussed hangar rentals and fuel sales. Mr. Seif discussed the maintenance needed on the fuel farm filter change with a recommendation to go with Hoosier equipment of \$1,040, which included disposal of the old filters. Mr. Seif discussed quotes for backup generators through Kevin Moore Electric and Teck Electric. Mr. Seif went over the maintenance needed for the equipment, bank account interest, outreach, and the county budget hearing and adoption dates.

Claims totaling \$34,268.33 were presented for review, discussion and approval. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to approve claims in the amount of \$34,268.33.

Finally, with Mr. Wood's motion, second by Mr. Mushett, the JCAA board adjourned its regular meeting at 5:00 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, October 08, 2020, at 4:00 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 OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
October 8, 2020**

The Jasper County Airport Authority Board (JCAA) met on October 8, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert Engineer Curtis Brown (virtual), and Mr. Robert E. Schenk.

Upon reaching a quorum, Mr. Jackson called the meeting to order at 4:05 pm cdt and led the JCAA in the Pledge of Allegiance before Mr. Wood motioned to approve the JCAA's September 10, 2020 board meeting minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Brown gave a quick update to the master plan discussion, yielding to Mr. Seif for the remainder of the discussion.

Mr. Seif presented the manager's report, discussing such items as hangar capacity, fuel sales and maintenance, required grass runway maintenance and tree trimming/removal for hazard mitigation, AWOS maintenance required, website problems needing Godaddy tech support for \$80-\$100, and the masterplan project negotiation status. Mr. Seif suggested purchasing a round Jet-A nozzle for ~\$170 for rotorcraft and aircraft requiring jet fuel but not able to use a duck bill nozzle.

Mr. Seif also presented the manager's payroll timesheets for weeks starting 9/7/20-9/28/20, comp time earned of .58 hours, comp time used of 6.51 hours, vacation of 13.35 hr used, and continuing education of \$598 for the airport manager.

With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to approve the airport manager's payroll timesheets for weeks starting 9/7/20-9/28/20, comp time earned of .58 hours, comp time used of 6.51 hours, vacation of 13.35 hr used, and continuing education of \$598 for the airport manager, which required transferring \$598 from the operating fund continuing education fund to the flight school operating fund.

Mr. Seif also discussed credit card activity, rental aircraft activity including transferring \$1,198.68 from the rental aircraft operating fund to the rotary fund. Mr. Seif also discussed upcoming budget meetings with JC Council.

Claims were presented totaling \$16,516.37. After review, discussion, and with Mr. Wood's motion, second by Mr. Mushett, the JCAA board unanimously voted to approve claims totaling \$16,516.37.



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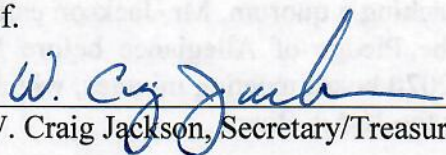


Mr. Jackson asked about the condition of the obstruction posts along Airport and Wood Roads. Mr. Seif indicated that he would check on the condition and report back at the next board meeting.

Finally, with Mr. Wood's motion, second by Mr. Mushett, the JCAA board adjourned its meeting at 4:37 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, November 12, 2020, at 4:00 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 OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
November 12, 2020**

The Jasper County Airport Authority Board (JCAA) met on November 12, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, NGC/Woolpert Engineer Ken Ross, and Rensselaer Adventures blogger Mr. Robert E. Schenk (virtual).

Mr. Pettet called the meeting to order at 4:01 pm cst and led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the JCAA's October 8, 2020 board meeting minutes, which was seconded by Mr. Wood, and approved unanimously by the JCAA Board.

Mr. Ross presented the engineer's report, discussing AIP 14 grant funding 1<sup>st</sup> draw.

Mr. Seif presented the manager's report, discussing such items as hangar capacity, fuel sales, required runway maintenance and tree trimming/removal for hazard mitigation, AWOS maintenance completed, hangar maintenance, and the masterplan project negotiation status. Mr. Seif suggested purchasing a monitor to replace the AWOS monitor screen for ~ \$160.

Mr. Seif also discussed recent debris found on the runway and suggested purchasing a magnet to hang from the operations truck. After discussion and suggestion that some of the material may not be ferrous, Mr. Jackson suggested keeping track of the material found to see how much is ferrous vs non-ferrous.

Mr. Seif discussed the need to administratively bifurcate a lot acquired by the airport in 2019 for the sake of transparency and to aid in computing the property tax on the portion that is taxable. Mr. Seif indicated that since the northern 47.3 acres were purchased with federal grant funding and are used for an aeronautical purpose, that those 47.3 acres are exempt from property tax by IN statutes, but the remaining acreage is potentially taxable. Mr. Seif, working with Mr. Comingore, suggested the board adopt resolution 6-2020, allowing JCAA to bifurcate the lot, separating out the taxable from non-taxable portion of the lot for transparency.

With Mr. Yallaly's motion, second by Mr. Wood, the JCAA board voted unanimously to adopt resolution 6-2020 to administratively bifurcate the lot acquired in 2019 for transparency and to aid in property tax calculation on the southern taxable portion.

Subsequently, Mr. Comingore suggested the JCAA also authorize the President or Vice-President to execute the necessary documents consistent with resolution 6-2020. With Mr. Jackson's motion, second by Mr. Yallaly, the JCAA voted unanimously to authorize JCAA President or Vice President to execute all documents necessary to administratively bifurcate the land acquired in 2019, consistent with resolution 6-2020.

*"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 also presented the manager's payroll timesheets for weeks starting 10/5/20-11/2/20 and vacation of 26.92 hr used.

With Mr. Yallaly's motion, second by Mr. Wood, the JCAA voted unanimously to approve the airport manager's payroll timesheets for weeks starting 10/5/20-11/2/20 and vacation of 26.92 hr used.

Mr. Seif presented credit card activity and claims totaling \$48,431.91 to the board for review, discussion, and approval. With Mr. Yallaly's motion, second by Mr. Wood, the JCAA voted unanimously to approve claims totaling \$48,431.91.

Mr. Seif presented a memorandum of understanding (MOU) between Rensselaer Central School Corporation (RCSC) and JCAA whereby the airport would teach aviation education courses through RCSC. Mr. Seif asked the board to approve the MOU. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to approve the MOU with RCSC.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adjourn its meeting at 4:52 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, December 10, 2020, at 4:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were compiled by Mr. Seif.

 **President**  
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 December 10, 2020**

The Jasper County Airport Authority Board (JCAA) met on December 10, 2020, at 4:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via FreeConferenceCall.com. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson (virtual), JCAA board member Allen P. Mushett and JCAA board member Bruce K. Wood (virtual). Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Rensselaer Adventures blogger Mr. Robert E. Schenk (virtual).

Mr. Pettet called the meeting to order at 4:02 pm cst and led the JCAA in the Pledge of Allegiance before Mr. Yallaly motioned to approve the JCAA's November 12, 2020 board meeting minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Prior to presenting the manager's report, Mr. Seif indicated that by order of the Jasper County Commissioners, all future meetings shall be virtual only when the county is under a red Covid positivity rate. Mr. Seif discussing such items as hangar capacity, fuel sales, and required grounds maintenance and tree trimming/removal for hazard mitigation. Mr. Seif presented proposals for the removal of a tree line west of the departure end of grass runway 27. 575' of the tree line has penetrated the runway's 20:1 surface according to the FAA's triennial 5010 master record inspection. Mr. Seif indicated that the contractors were asked to provide proposals clearing the trees to ground level for at least the 575' of trees penetrating the runway's airspace, but also for the entire ~2245', which will eventually be removed for future airport development. The following quotes were received:

- a. Adam Herre (local)- **\$5,500** (575') or **\$15,500** (entire 2245')
- b. Myron Terrain Management (Floyds Knobs) **\$12,500** (575') **\$17,056** (2245')
- c. Johns Brothers (Francesville) **\$7,500** (575') **\$25,000** (2245') burn & bury, no haul off
- d. Cowboy Excavating **\$10,513.50** (575') or **\$32,605.00**
- e. Von's Excavating (local) **\$10,350** (575') or **\$25,000** (2245')
- f. Korniaks and Gutwein contacted. Risner declined.

Mr. Seif suggested the board approve Mr. Herre's proposal for removing the entire tree line at **\$15,500** since those trees will eventually need to be addressed in the future and it's much cheaper to do it at the same time when the contractor has the equipment on site. After discussion, Mr. Wood's motion, and second by Mr. Mushett, the JCAA voted unanimously to accept Mr. Adam Herre's proposal for clearing the entire ~2245' tree line west of the grass runway, down to ground level and either hauling off or burning the trees onsite. Mr. Seif also suggested that if it can be coordinated safely, allowing citizens access to the felled trees to harvest firewood.

Mr. Seif also presented Mr. Herre and Cowboy Excavating's time and equipment price schedule for replacing failed drain tiles east of the paved runway, suggesting selecting Mr. Herre.

Mr. Seif discussed fod systems Fod Razor, a sweeper used to clean airport grounds for

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debris, indicating the \$3,295 system is much cheaper than another system and the Fod Razor is made in the US. After discussions, there were no objections to obtaining the Fod Razor system. Mr. Seif discussed the need for an uninterrupted power supply for the airport manager's computer for about \$220, in addition to applying for and being approved for a FlightFeeder box from Flight Aware, which will allow the airport to better track aircraft in the area and have free use of Flight Aware's business membership as long as the FlightFeeder is online.

Mr. Seif indicated the airport cell phone used by the airport manager, which is needed for round-the-clock contact was over 4 years old and is malfunctioning. A new phone from Venture Wireless would require \$84 down and \$33.33/ month over the next 24 months. With Mr. Yallaly's motion, second by Mr. Wood, the JCAA voted unanimously to replace the airport cell phone with a new Samsung S20+ from Venture Wireless and allow Mr. Pettet to sign the 24 month contract if needed.

Mr. Seif gave a brief update on the status of the masterplan scope discussion and meetings with Woolpert, the FAA, and INDOT. Discussions were still ongoing.

Mr. Seif presented the manager payroll for weeks starting 11/9/20-11/30/20 as well as 2.5 hours comp time earned, 2.5 hours comp time used, leaving 0 comp time remaining, 5 hours vacation time used, leaving 77 hours and 16 min vacation time remaining as of 12/11/20, asking the board to also approve vacation time rollover from 2020 to 2021. Mr. Seif also asked the board to approve a \$99 instructor refresher clinic to be paid out of the airport manager's continuing education expense.

With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to approve the airport manager's payroll for weeks 11/9/20-11/30/20, comp time used and earned, vacation time used, vacation time roll over to 2021, and continuing education.

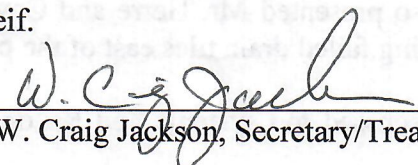
Mr. Seif presented October/November airport credit card activity for review and discussion, rental aircraft activity for the year, outreach and education initiatives, and 2021 meeting dates/times as well as potential projects for 2021, funding permitting.

Claims totaling **\$12,763.71** were presented for review, discussion, and approval. After discussion and with Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to approve claims totaling **\$12,763.71**.

Finally JCAA adjourn its meeting at 4:44 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, December 30, 2020, at 4:00 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 OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
December 30, 2020**

The Jasper County Airport Authority Board (JCAA) met virtually on December 30, 2020, at 4:00 p.m. Central time via FreeConferenceCall.com. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson (at 4:37), and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, as well as Woolpert consultants Dave Wahl, Chris Snyder and Ken Ross.

Mr. Pettet called the meeting to order at 4:02 pm cst and in light of the virtual only format, Mr. Seif suggested skipping the customary pledge of allegiance.

Mr. Seif presented the manager's report, discussing the state of the airport including rentable hangars, fuel sales, and aircraft rental operations. Mr. Seif indicated the need to encumber \$1266.88 use tax for the rental that will be paid in 2021, as well as needing to transfer \$374.32 from aircraft operating fund to Rotary fund for Q4 fuel used by the rental aircraft as well as \$80.50 transferred from Operating Fund Continuing Education to Aircraft Operating Fund for Q4 employee continuing education expense.

Mr. Seif indicated that \$4,677 remains in the airport manager's continuing education budgeted expense. In order to encumber those funds, the airport could issue a purchase order to a flight training and aircraft rental vendor, requesting that this vendor provide training for the airport manager. The chosen vendor could be Jasper County Airport Authority, operator of the rental aircraft, which would be consistent with suggestions by the State Board of Accounts and a financial advisor. With Mr. Yallaly's motion, second by Mr. Wood, JCAA voted unanimously to approve issuing PO #2 in the amount of \$4,677 for flight training and rental education of the airport manager with Jasper County Airport Authority as the vendor.

Mr. Seif presented FAA and INDOT grant paperwork needing approval and allowing Mr. Pettet to sign consisting of:

- A. FAA AIP Grant Risk Assessment
- B. FAA Annual Federal Financial Report
- C. INDOT Multi-year Grant Amendment
- D. INDOT AIP 12 Pay Request \$4,204.69 (Phegley lot final)

With Mr. Wood's motion, second by Mr. Yallaly, the JCAA voted unanimously to approve completion of the FAA AIP Grant Risk Assessment, FAA Annual Federal Financial Report, INDOT Multi-year grant amendment, and INDOT AIP 12 pay request in the amount of \$4,204.69, and allow Mr. Pettet to sign the associated documents.

Mr. Seif discussed the FOD Buster, fod control system that was discussed at the previous board meeting. Although claims will be presented at the next board meeting, Mr. Seif specifically

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asked the board to approve the claim of \$3,295 for the Fod Buster, allowing the check to go out immediately since the Fod Razor was received. With Mr. Yallaly's motion, second by Mr. Wood, JCAA voted unanimously to approve Fod Buster claim in the amount of \$3,295.

Mr. Seif suggested important projects that could be completed using 2020 budget surpluses including the Masterplan project Independent Fee Evaluation (IFE) by CHA Consultants that was previously approved by email from the board. The IFE proposal with CHA is \$5,300. Mr. Seif also discussed revised quotes by Kevin Moore Electric for the equipment and installation of backup generators for the terminal building, Quonset hut/fuel farm, and electric vault for \$44,618.48, which includes a discount for doing both at the same time. Mr. Seif indicated that this does include a slight increase due to material increases within the last 90 days. Mr. Seif also indicated that another contractor quoted a lower quote, but using smaller, air cooled generators rather than the larger commercial generators. With Mr. Yallaly's motion, second by Mr. Wood, the JCAA voted unanimously to accept Kevin Moore's \$44,618.48 proposal for equipment and installation of backup generators and cold weather kits for the fuel farm/terminal and electric vault.

Mr. Seif presented the following transfer/encumber resolutions for board approval:

### Resolution 7-2020- Transfer Funds

*Fund: Operating, Category: Other Services and Charges to*

*Fund: Operating, Category: Other Services and Charges*

FROM:	AMOUNT	TO:
<u>Matching Funds 2020</u>	<u>\$5,000</u>	<u>Grounds Maintenance</u>
<u>Accounting Services &amp; Software</u>	<u>\$3,000</u>	<u>Grounds Maintenance</u>
<u>Accounting Services &amp; Software</u>	<u>\$1,250</u>	<u>Drainage &amp; Real Estate Taxes</u>
<u>Runway Repairs &amp; Maintenance</u>	<u>\$12,250</u>	<u>Grounds Maintenance</u>
<u>Permit Fees</u>	<u>\$240</u>	<u>Postage</u>
<u>Repairs &amp; Maintenance</u>	<u>\$21,500</u>	<u>Professional Services</u>
<u>Dues</u>	<u>\$600</u>	<u>Professional Services</u>

*Fund: Operating, Category: Capital Outlays to*

*Fund: Operating, Category: Capital Outlays*

FROM:	AMOUNT	TO:
<u>Improvements</u>	<u>\$2,500</u>	<u>Machinery &amp; Equipment</u>

SECTION 3. Passed by the Jasper County Airport Authority, Rensselaer, Indiana, this 30th day of December, 2020.

With Mr. Yallaly's motion, second by Mr. Wood, JCAA voted unanimously to adopt Resolution 7-2020.

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### Resolution 8-2020- Encumber Funds

*Fund: Operating, Category: Other Services and Charges*

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>AH-Tree Removal</u>	<u>Adam Herre Excavating</u>	<u>Grounds Maintenance</u>	<u>\$15,500</u>
<u>CHA IFE</u>	<u>CHA Companies</u>	<u>Professional Services</u>	<u>\$5,300</u>
<u>343 &amp; 344</u>	<u>Kevin Moore Electric</u>	<u>Professional Services</u>	<u>\$44,618.48</u>

With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adopt Resolution 8-2020.

### Resolution 9-2020 – Encumber Funds

*Fund: Operating, Category: Personal Services*

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>2</u>	<u>Jasper County Airport</u>	<u>Aviation Continuing Education</u>	<u>\$4,677.00</u>

With Mr. Wood's motion, second by Mr. Jackson, JCAA voted unanimously to adopt Resolution 9-2020.

### Resolution 10-2020- Encumber Funds

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>INDOR- Ues Tax</u>	<u>Indiana Department of Rev.</u>	<u>Sales &amp; Use Tax</u>	<u>\$1,266.88</u>

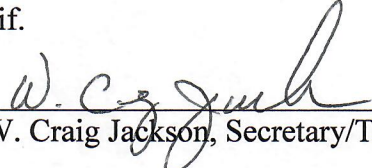
With Mr. Yallaly's motion, second by Mr. Wood, JCAA voted unanimously to adopt Resolution 10-2020.

Mr. Seif discussed a correction to 2021 meeting schedule for the meeting originally scheduled for November 11, 2021, suggesting the meeting move to Nov. 4<sup>th</sup> since the 11<sup>th</sup> is a holiday.

Finally, with Mr. Wood's motion, second by Mr. Jackson, JCAA voted unanimously to adjourn its meeting at 4:42 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, January 14, 2020, at 6:00 p.m. central time virtually using FreeConferenceCall.com.

The Minutes were compiled by Mr. Seif.

  
W. Craig Jackson, Secretary/Treasurer

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