



## **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.

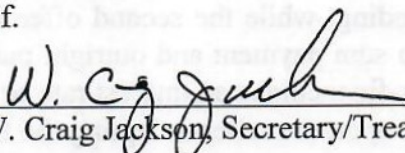
Mr. Seif also asked the board that if, from time to time, they would be open to hiring labor from the JC Recovery House in the event the airport manager planned on being out of office or needed extra labor, subject to board approval. The JCAA board was receptive to the idea.

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