

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



## **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.

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

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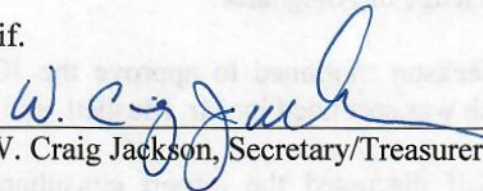
Mr. Seif discussed recent problems with the rental aircraft's GPS and the potential need for an auxiliary cooling fan for the avionics. The board agreed that if the GPS is found to have experienced a heat-related fault to install the auxiliary fan at that time.

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