

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



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.

"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 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 1st, 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