

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



**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
September 5, 2018**

The Jasper County Airport Authority Board (JCAA) met on September 5, 2018, at 6:30 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 member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Excel Air Services Owner John Sjaardema.

Upon calling the meeting to order at 6:30 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Yallaly motioned to approve the minutes of the JCAA's August 1st, 2018 regular meeting and executive session, seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

For public participation, Mr. Sjaardema discussed how happy Excel Air Services was to be located at Jasper County Airport.

Although not present at the meeting, Mr. Ken Ross presented the engineers report by email. The JCAA board reviewed the report.

Mr. Comingore presented the attorney's report, discussing the request and the formulated response for public access requested by NBC5 Chicago.

Mr. Seif presented the manager's report. Items discussed include suggestion that the board adopt commercial hangar lease rate structure of:

- 0-250 square feet @ \$0.55/sqft/mo
- 251-5000 square feet @ \$0.27/sqft/mo
- 5001+ square feet @ \$0.10/sqft/mo
- Special terms and concessions reviewed on a case by case bases by JCAA Board

Upon Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board unanimously adopted the suggested commercial lease rate structure.

Mr. Seif presented airport manager time sheets for payroll period 7/30/18-8/27/18 and comp time schedule for JCAA approval. Upon Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously approve the airport manager's payroll and comp time schedule as presented.

Mr. Seif discussed airport security camera quotes from:

- Skynet (\$7,495)- Bridgeview, IL
- Rush Rush (\$4,200)- Hickory Hills, IL
- One Touch (\$4,508.13)- Lafayette, IN
- Precision Glass (\$4,300) – Rensselaer, IN

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

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After discussion, motion by Mr. Yallaly, second by Mr. Mushett, the JCAA board voted unanimously accept the proposal of Precision Glass.

Mr. Seif asked the board to approve a GSA surplus acquisition of 9 iPads for \$19/iPad in addition to shipping. After Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve the GSA acquisition of 9 iPads including shipping.

Mr. Seif discussed a potential commercial tenant's (A & E Engine Overhaul and Maintenance) interest in relocating to the airport. After discussion, the JCAA board wanted to learn the extent of operations A&E wanted to bring to the airport, especially as it related to the equipment operated by A&E to determine adequate space and electric needs.

Mr. Seif discussed the federal government's System for Award Management (SAM) and asked the board to continue to approve JCAA Secretary/Treasurer W. Craig Jackson as SAM administrator on behalf of the airport. After Mr. Mushett's motion, second by Mr. Yallaly, the JCAA board voted unanimously to continue with Mr. Jackson as the airport's approved SAM account administrator.

Mr. Seif asked the JCAA board to consider allowing ACH Direct Deposit for payroll since the airport's bank account with Lafayette Bank and Trust would allow 2 approved JCAA board check signers the ability to approve each ACH. Mr. Seif would be able to set up the ACH, but would not have the authority or the ability to approve the ACH, requiring the approval of 2 of the 3 current approved check-signing board members, keeping with the airport's current adopted internal controls segregation of duties. After brief discussion, motion by Mr. Yallaly, second by Mr. Mushett, the JCAA board voted unanimously to approve ACH Direct Deposit as a payroll option.

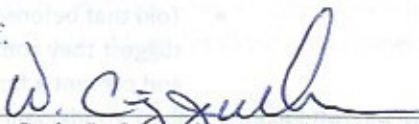
Mr. Seif presented for the boards review, consideration, and approval, the airport manager's timesheets for weeks 7/9/18-7/29/18. After review, discussion, and motion by Mr. Yallaly, second by Mr. Jackson, the board voted unanimously to approve the airport manager's timesheets as presented.

With Mr. Yallaly's motion, second by Mr. Mushett, the board voted unanimously to pay claims totaling \$13,998.70.

JCAA adjourned its regular meeting at 7:44 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, October 3rd, 2018, 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