

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



**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
January 3, 2018**

The Jasper County Airport Authority Board (JCAA) met on January 3, 2018, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. JCAA President Timothy A. Curless and JCAA Secretary/Treasurer W. Craig Jackson were present. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Airport Engineer Ken Ross, P.E. Unable to reach a quorum, no official business was conducted.

Upon calling the meeting to order at 6:31 p.m. central time, Mr. Timothy Curless led the JCAA in the Pledge of Allegiance.

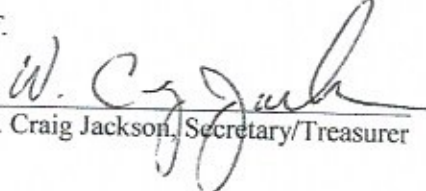
Mr. Ken Ross discussed the CIP submittal.

Mr. Ray Seif discussed fuel sales and hangars.

Finally, the JCAA adjourned its meeting.

The JCAA's next meeting shall be held on Wednesday, February 7th, 2017, 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

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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
February 7, 2018**

The Jasper County Airport Authority Board (JCAA) met on February 7, 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 Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA Board member Sean M. Yallaly. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:34 p.m. central time, and to permit the immediately-following, annual meeting of the Jasper County Airport Authority Board of Finance, Mr. Curless continued the regular meeting of the JCAA at 6:35 p.m. Central time.

Mr. Curless reconvened the JCAA's regular meeting at 6:37 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA President Timothy A. Curless, JCAA Vice President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA Board member Sean M. Yallaly. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Airport Engineer, Ken Ross, P.E.

Mr. Curless, citing personal reasons, tendered his resignation to be effective at the end of the meeting.

With the noted absence of JCAA Board Member Kimberlie DeWees, the JCAA Board opened the floor for 2018 JCAA officer nominations. Upon motion by Mr. Jackson, second by Mr. Yallaly, the Board voted unanimously, accepting the nomination of Mr. Pettet for President, Mr. Yallaly for Vice-President, and Mr. Jackson for Secretary/Treasurer.

Following officer selection, a brief discussion, motion by Mr. Curless, second by Mr. Pettet, the JCAA Board voted unanimously to grant check writing authority to Mrs. Dewees, Mr. Jackson, and Mr. Pettet.

Upon motion by Mr. Yallaly, second by Mr. Pettet, the motion to approve the Minutes of the JCAA's December 27, 2017 year-end meeting as well as the January 3rd regular meeting was unanimously approved by the Board.

Mr. Ken Ross presented the Engineer's Report. Mr. Ross discussed a possible meeting with the FAA, INDOT, and JCAA to discuss east/west runway replacing the north south runway aligning the airport's main runway with prevailing winds. The north south runway would still remain in place, but would be classified as the crosswind runway.

Mr. Ross brought up the CIP submittal required by the FAA by February 1st. The CIP submittal was discussed at last month's meeting, but failing to meet a quorum, the CIP was submitted to the FAA based on discussion of board members present at the time, to later be ratified

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at the February 7 meeting. Mr. Ross asked the board to ratify the CIP submittal and after a brief discussion, motion by Mr. Yallaly, second by Mr. Pettet, the JCAA voted unanimously to ratify the 2018 CIP submittal as presented was.

Mr. Seif presented the manager's report asking the board to extend the previously-agreed-upon hangar discount to Excel Air Services once flight training operations resumed. The board agreed to offer Excel Air, or any other flight training provider providing an active, unlimited flight instruction program based at the airport, with a \$110 hangar credit.

Mr. Seif previously conducted a poll by email, asking the JCAA Board to approve allowing the Kohlhagens to extend their hay cutting agreement even though the Kohlhagens notified the airport of the intent to extend the agreement after the contractual cut-off time. The board voted unanimously by email to allow for the lease extension. After a motion by Mr. Yallaly, second by Mr. Jackson, the JCAA voted unanimously to uphold the poll-by-email, allowing the Kohlhagens to renew the hay cutting agreement for one year.

Mr. Seif presented Encumber Resolution 3-2017 totaling \$11,252.81 for ISF Signs and Valade Electric to place a sign street-side. After short discussion, motion by Mr. Curless, 2nd by Mrs. DeWees, the motion to adopt resolution 3-2017 encumbering \$11,252.81 for ISF Signs and Valade Electric passed by unanimous vote of the board.

Mr. Seif asked the board to approve a backup snow clearing operator based on Mr. Jack Hamstra's willingness to clear snow at a rate of \$20 per hour with a 2 hour minimum using JCAA airport equipment. This operator would serve as backup when Mr. Seif is out of town and since Mr. Hamstra is already on the airport's insurance as an approved driver, no other additions would be made. The board approved Mr. Hamstra as a backup snow clearing operator.

Mr. Seif discussed the broken sidewalk and discussed the quotes from Eagle Concrete to replace the broken sidewalk sections for \$1200. Mr. Yallaly and Mr. Jackson suggested contacting Dennis Macklefresh, a local concrete contractor as well as checking with ISF if they would also pour the concrete when they complete the sign project.

Mr. Seif discussed the upcoming Aviation Career Day and asked the board to approve funding for 2 porta potties as well as lunch for the volunteers. After a brief discussion, motion by Mr. Yallaly, second by Mr. Pettet, the board approved a budget of \$250 for porta potties as well as up to \$600 for lunch for the volunteers.

Mr. Seif discussed working toward getting an aviation curriculum implemented at the high school, to be taught at the airport by the airport manager. The board agreed to allow Mr. Seif to proceed and see where it develops.

The claims were presented totaling \$13,411.21 which included claims from January's meeting (\$4,470.47) as well as February's meeting (\$8,940.74). After motion by Mr. Yallaly, second by Mr. Pettet, the motion to approve claims in the amount of \$13,411.21 passed by unanimous vote of the board.

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Finally, the JCAA adjourned its meeting at 8:13 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, March 7th, 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

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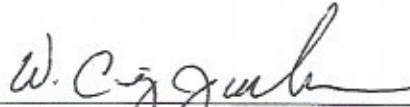
**ANNUAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY
BOARD OF FINANCE
February 7, 2018**

The Jasper County Airport Authority Board of Finance (JCAABOF) met on February 7, 2018 at the Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAABOF President Timothy A. Curless, JCAABOF Vice-President David W. Pettet, JCAABOF Secretary/Treasurer W. Craig Jackson, and JCAABOF member Sean M. Yallaly. Also in attendance were JCAABOF Attorney Richard F. Comingore, Airport Manager Ray Seif, and NGC Corporation Professional Engineer Ken Ross.

Mr. Curless called the meeting to order at 6:35 p.m. Central time and opened the floor for JCAABOF 2018 officer nominations. Upon motion by Mr. Yallaly, second by Mr. Pettet, the JCAABOF voted unanimously to accept the same officers for the JCAABOF as the officers elected for the JCAA.

Finally, with Mr. Jackson's motion, second by Mr. Yallaly, the JCAABOF unanimously voted to adjourn its meeting at 6:37 p.m. Central time.

The Minutes were composed by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD March 7, 2018

The Jasper County Airport Authority Board (JCAA) met on March 7, 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 (via off-site conference call), 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, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:34 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's February 7, 2018 Board of Finance (BOF) Meeting. The motion was seconded by Mr. Yallaly and approved unanimously by the JCAA Board. Mr. Yallaly motioned to approve the minutes of the JCAA's February 7, 2018 regular meeting. The motion was seconded by Mr. Jackson and approved unanimously by the JCAA Board.

Mr. Pettet briefly discussed a conversation with a property seller regarding a potential real estate purchase. Mr. Ken Ross and Mr. Richard Comingore questioned whether the age of the property's appraisal would impact potential future land acquisition reimbursement by the FAA. Mr. Ross offered to take the appraisal to the FAA for clarification. Mr. Ross indicated that the board could consider and may apply for future FAA reimbursement for survey, appraisal costs, and closing costs, but not real estate sales commissions.

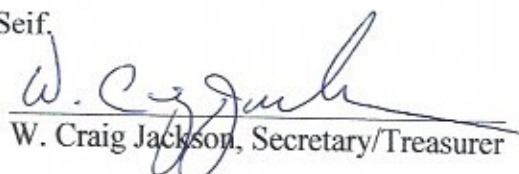
Mr. Ray Seif presented the manager's report asking the board to approve allowing Excel Air Services to use an airport club card for fuel purchases in support of the instruction and rental activities, to be billed at the end of each month and be due within 15 days (net 15 terms). The JCAA Board approved such an arrangement. Mr. Seif also discussed future airport events as well as upcoming need to switch banks due to PNC's closure of the Rensselaer bank branch.

After motion by Mr. Yallaly, second by Mr. Jackson, the motion to approve claims in the amount of \$12,365.00 passed by unanimous vote of the board.

Finally, upon motion by Mr. Yallaly, second by Mr. Jackson, the JCAA unanimously voted to adjourn its meeting at 7:18 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, April 4th, 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.


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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD April 4, 2018

The Jasper County Airport Authority Board (JCAA) met on April 4, 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, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA Board member Kimberlie J. DeWees. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:31 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mrs. DeWees motioned to approve the minutes of the JCAA's March 7, 2018 regular meeting. The motion was seconded by Mr. Yallaly and approved unanimously by the JCAA Board.

Susie Renner and Casey Spencer with Lafayette Bank and Trust presented information about business checking, savings, and Money Market accounts to the board.

Steve Torbet and Julie Evers with Alliance bank presented information about business checking accounts.

Demotte State Bank presented information via email (not in person) regarding community checking account.

Seeing the differences between the offerings, JCAA Board opted to table the discussion about moving the airport's funds from PNC, necessitated by PNC's closure of the Rensselaer branch. JCAA requested that each bank offer similar options including money market investment account information to be reviewed and selected at the next meeting scheduled for May 2, 2018. Airport manager Ray Seif will also check with the State Board of Accounts (SBOA) regarding the various accounts discussed including the fees associated with each to gauge for potential SBOA objections.

Mr. Ross presented the Engineer's Report.

Mr. Seif presented the Manager's Report discussing such items as the General Liability insurance renewal as well as monthly fuel sales. Mr. Seif updated JCAA about the street signage project, Tunes on the Tarmac, as well as soliciting suggestions for potential board members.

After motion by Mr. Yallaly, second by Mr. Jackson, the motion to approve claims in the amount of **\$45,306.09** passed by unanimous vote of the board.

Finally, upon motion by Mr. Yallaly, second by Mrs. DeWees, the JCAA unanimously voted to adjourn its meeting at 7:18 p.m.

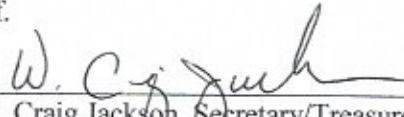
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BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, May 2nd, 2018, at 6:30 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The Minutes were compiled by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD May 2, 2018

The Jasper County Airport Authority Board (JCAA) met on May 2, 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 (by phone), and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore.

Upon calling the meeting to order at 6:41 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's April 4, 2018 regular meeting. The motion was seconded by Mr. Yallaly and approved unanimously by the JCAA Board.

To permit the immediately-following JCAA Board of Finance (JCAABOF) meeting, Mr. Pettet continued the regular meeting of the JCAA at 6:42 pm central time.

Mr. Pettet reconvened the JCAA regular meeting at 6:54 pm central time.

Mr. Seif went over the manager's report discussing such items as the Aircraft Owner's and Pilot's Association (AOPA) High School Symposium, asking the board to approve attendance and hotel accommodations.

Upon motion by Mr. Yallaly, 2nd by Mr. Jackson, JCAA voted unanimously to approve Mr. Seif attending the AOPA High School Symposium including

After reviewing the claims, motion by Mr. Yallaly and 2nd by Mr. Jackson, JCAA voted unanimously to approve claims in the amount of **\$12,212.73**.

Finally, upon motion by Mr. Yallaly, second by Mr. Jackson, JCAA unanimously voted to adjourn its regular meeting at 7:15 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, June 6th, 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

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**ANNUAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY
BOARD OF FINANCE
May 2, 2018**

The Jasper County Airport Authority Board of Finance (JCAABOF) met on May 2nd, 2018 at the Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAABOF President David W. Pettet, JCAABOF Vice-President Sean M. Yallaly (by phone), and JCAABOF Secretary/Treasurer W. Craig Jackson. Also in attendance were JCAABOF Attorney Richard F. Comingore and Airport Manager Ray Seif.

Mr. Pettet called the meeting to order at 6:42 p.m. Central time. The banking proposals emailed to Mr. Seif from Demotte State bank, Alliance Bank, and Lafayette Bank and Trust were reviewed. Upon motion by Mr. Yallaly, second by Mr. Jackson, the JCAABOF voted unanimously to establish a checking account in addition to a money market investment account with manual sweep through Lafayette Bank and Trust. Mr. Seif will work with the JCAABOF President and Secretary/Treasurer to get the documents completed to establish the accounts. The amount to be transferred from the Lafayette Bank and Trust checking account to be invested in the Lafayette Bank and Trust money market investment account will be discussed at a subsequent JCAABOF meeting. JCAABOF will also maintain an account with PNC Bank during an interim transition period to cover financial obligations until all debits/withdrawals are switched to the Lafayette Bank and Trust checking account.

Finally, with Mr. Pettet's motion, second by Mr. Jackson, the JCAABOF unanimously voted to adjourn its meeting at 6:54 p.m. Central time.

The Minutes were composed by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
June 6, 2018

The Jasper County Airport Authority Board (JCAA) met on June 6, 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, JCAA Secretary/Treasurer W. Craig Jackson, JCAA member Kimberlie J Dewees, and JCAA member Allen P Mushett. Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore.

Upon calling the meeting to order at 6:33 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's May 2nd, 2018 regular meeting as well as the May 2nd Board of Finance (BOF) meeting. Both motions were seconded by Mr. Yallaly and approved unanimously by the JCAA Board.

Mr. Seif asked the board to reaffirm the poll by email approving the sale of the old fuel farm equipment to Huntington Airport for \$5,000, which was affirmed unanimously.

Mr. Seif also asked the board to approve the purchase of a Val Radio for the awos from Val Avionics in the amount of \$1,895 + freight and installation. After motion by Mr. Yallaly, second by Mr. Jackson, the motion approving the purchase and installation of the Val transmitter radio passed by unanimous vote of the board.

Mr. Picha, the airport's AWOS technician on file asked the board to approve trading the outdated and inoperative old awos radio for temporary usage of his radio until the new radio comes in. After motion by Mrs. Dewees, second by Mr. Jackson, the board approved the motion to trade the old radio for usage of Mr. Picha's loaner unanimously.

Mr. Seif asked the board to approve the purchase of a phone enclosure for the airport's emergency phone attached to the Quonset Hut. With Mr. Yallaly's motion, second by Mr. Mushett, the motion to approve the purchase of a phone enclosure was approved unanimously.

Mr. Seif asked the board to approve the application for a Lafayette Bank credit card to replace the PNC credit card and allow him to be an authorized user for day to day airport operating/maintenance purchases. After Mr. Pettet's motion, second by Mr. Jackson, the motion to approve the application for a credit card with Lafayette Bank to replace the PNC credit card passed unanimously.

To permit the immediately-following JCAA Board of Finance (JCAABOF) meeting, JCAA continued the regular meeting at 7:21 pm central time after Mr. Yallaly's motion, Mr. Jackson's second, and unanimous board approval.

Mr. Pettet reconvened the JCAA regular meeting at 7:23 pm central time.

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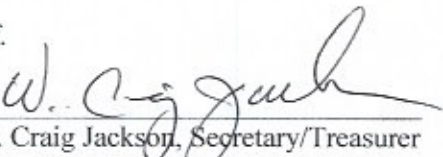


After reviewing the claims, motion by Mrs. Dewees and second by Mr. Yallaly, JCAA voted unanimously to approve claims in the amount of **\$33,439.50**.

Finally, upon motion by Mr. Yallaly, second by Mrs. Dewees, JCAA unanimously voted to adjourn its regular meeting at 7:30 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, July 11th, 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

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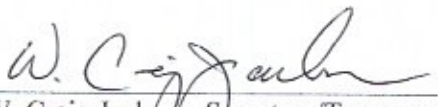
**ANNUAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY
BOARD OF FINANCE
June 6, 2018**

The Jasper County Airport Authority Board of Finance (JCAABOF) met on June 6th, 2018 at the Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAABOF President David W. Pettet, JCAABOF Vice-President Sean M. Yallaly, JCAABOF Secretary/Treasurer W. Craig Jackson, and JCAABOF members Kimberlie J Dewees and Allen P Mushett. Also in attendance were JCAABOF Attorney Richard F. Comingore and Airport Manager Ray Seif.

Mr. Pettet called the meeting to order at 7:21 p.m. Central time. After discussion, Mr. Seif suggested the JCAABOF consider the automatic sweep option for the airport's money market investment account with Lafayette Bank. After brief discussion and Mr. Yallaly's motion, second by Mrs. Dewees, the motion to approve automatic sweep was approved by unanimous vote of the JCAABOF.

Finally, with Mr. Yallaly's motion, second by Mrs. Dewees, the JCAABOF unanimously voted to adjourn its meeting at 7:23 p.m. Central time.

The Minutes were composed by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD July 11, 2018

The Jasper County Airport Authority Board (JCAA) met on July 11, 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 Secretary/Treasurer W. Craig Jackson, and JCAA member Kimberlie J Dewees (by phone). Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore.

Upon calling the meeting to order at 7:08 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's June 6th, 2018 regular meeting as well as the June 6th Board of Finance (BOF) meeting. Both motions were seconded by Mr. Pettet and approved unanimously by the JCAA Board.

Mr. Seif asked the board to acknowledge the Statement of Values (SOV) required by the airport's insurance carrier, allowing Mr. Pettet to sign the SOV document in order to renew the airport's property insurance policy. After motion by Mr. Jackson, second by Mr. Pettet, the motion acknowledging the SOV and allowing Mr. Pettet to sign the SOV document was approved unanimously by the JCAA Board.

Mr. Seif presented for the boards review, consideration, and approval, the airport manager's timesheets for weeks 5/28/18-7/8/18. After review, discussion, and motion by Mr. Jackson, second by Mr. Pettet, the board voted unanimously to approve the airport manager's timesheets as presented.

Mr. Seif discussed a proposed asphalt project for the repair of both airport entrances, the access road west of the fuel farm, and the spider-cracked pavement areas southeast of the maintenance hangar ramp area as well as 4 negative drainage areas around the maintenance hangar.

Town and Country Paving quoted the repairs at:

- Airport Entrances- \$4,935
- Driveway to the North- \$11,825
- Spider-Cracked Area- \$5,800
- Negative drainage (4) by mx hangar \$900

Total if all 4 projects are done together **\$21,275** (\$2,185 savings)

The board questioned if DLGF/County Council had to approve the usage of Cumulative Building Funds (CBF) already budgeted Asphalt Infrastructure funds and also questioned if the road had to be straightened as previously planned. Mr. Seif asked the board to approve the project contentment upon DLGF's approval of using the funds and the discussion with the airport's Engineer regarding previous plans to straighten the road west of the fuel farm. After discussion and motion by Mr. Pettet, second by Mr. Jackson, the board voted unanimously to approve all 4 repairs with Town and Country in the amount of \$21,275, contingent upon DLGF approval and discussion with NGC.

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Mr. Seif discussed his desire to attend Aviation Indiana's annual conference as well as Shell's Quality Control fuel conference, asking the board to approve attendance, transportation, and hotel accommodations for both conferences. With Mr. Jackson's motion, second by Mr. Pettet, the board voted unanimously approving Mr. Seif's attendance of both conferences including transportation to and from as well as hotel accommodations.

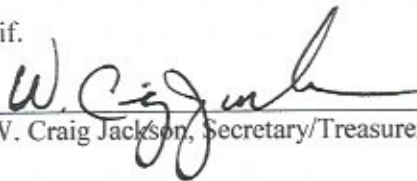
With Mr. Jackson's motion, second by Mrs. Dewees, the board voted unanimously, acknowledging receipt of the treasurer's report.

With Mr. Jackson's motion, second by Mrs. Dewees, the board voted unanimously to pay claims totaling **\$76,772.47**.

JCAA adjourn its regular meeting at 7:40 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, August 1st, 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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD August 1, 2018

The Jasper County Airport Authority Board (JCAA) met on August 1, 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, JCAA Secretary/Treasurer W. Craig Jackson, JCAA member Kimberlie J Dewees, and JCAA member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:36 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 July 11th, 2018 meeting, seconded by Mrs. Dewees and approved unanimously by the JCAA Board.

Mr. Seif discussed airport commercial tenant Excel Air Services' lease expiration and asked the board to approve a new lease format including new lease terms for Excel Air Services. After Mr. Jackson's motion, second by Mr. Yallaly, the motion to adopt a new commercial lease format including lease rate was approved unanimously by the JCAA Board.

Mr. Seif presented for the board's 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.

Mr. Seif discussed the possibility of site visit to the location of a prospective new commercial tenant, asking for approval for the visit and for potential board members interested in going along. After discussion, the board indicated that a potential site visit may be in order and that Mr. Yallaly and Mr. Pettet are interested in possibly attending as well.

With Mrs. Dewees' motion, second by Mr. Mushett, the board voted unanimously, acknowledging receipt of the treasurer's report.

With Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to pay claims totaling **\$8,257.37**.

After discussing options for the upcoming 2019 budget year, deciding to keep a flat budget, making minor changes to the budget line items including adding a budget line item for aviation training for the airport manager in lieu of a salary adjustment for 2019, and following Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to adopt the 2019 budget in the amounts of:

Operating- \$247,657
Cumulative Building - \$51,200

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

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JCAA adjourn its regular meeting at 7:37 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, September 5th, 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

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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
August 1, 2018**

The Jasper County Airport Authority Board (JCAA) met on August 1, 2018, at 6:00 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 member Kimberlie J Dewees, JCAA member Allen P Mushett, Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore were in attendance.

The Minutes were composed by Mr. Seif


W. Craig Jackson, Secretary/Treasurer

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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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
October 3, 2018

The Jasper County Airport Authority Board (JCAA) met on October 3, 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, 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, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:45 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 September 5th, 2018 regular meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Ken Ross presented the engineer's report providing background information on FAA Supplemental Appropriation Grant Funding. Mr. Seif and Mr. Ross discussed potential grant projects with the board.

Mr. Ray Seif presented the manager's report. Mr. Seif asked the board to approve closing the PNC account now that all outstanding claims checks have been processed. Closure will require a JCAA approved check signer to visit a PNC location and make the request in person. After Mr. Yallaly's motion, second by Mr. Mushett, the motion to approve the closing of the PNC account and deposit the remaining PNC funds into the airport's Lafayette Bank & Trust account passed unanimously.

Mr. Seif presented the airport manager's time sheets for weeks starting 9/3-9/24 for the board's review and approval. After review and motion by Mr. Jackson, second by Mr. Yallaly, JCAA voted unanimously to approve the airport manager's payroll for weeks starting 9/3-9/24/18.

Mr. Seif discussed potential modification to the new 9-unit hangar to make the space more appealing to potential commercial operators. Mr. Seif suggested that since the airport contributed to Excel air's modification and improvement of their leased space at 50% since the modification was mutually beneficial, that the board also consider a 50% contribution toward potential modification of the proposed space including insulating and installing heat. The commercial tenant signing a standard airport 5 year lease would contribute the other 50%.

Mr. Seif discussed the airport's participation government surplus program GSA Excess and needing to reapply since the airport has had a board president change since the last application. After Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to approve reapplying for a GSA account.

Mr. Seif discussed potentially acquiring the lot northwest of Taxiway B, currently owned by Jasper County. The lot is currently vacant and has posed a security and safety hazard to airport

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grounds in the past due to trespassing and wildlife infringement. The lot could potentially be the location for future airport development including a backup location for future terminal relocation. The board agreed to allow Mr. Seif to approach Jasper County Board of Commissioners to gauge interest in selling the property.

With Mr. Yallaly's motion, second by Mr. Mushett, the board voted unanimously to pay claims totaling **\$65,069.70**.

Finally, with Mr. Yallaly's motion, second by Mr. Mushett, JCAA adjourned its regular meeting at 8:08 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, November 7th, 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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD November 7, 2018

The Jasper County Airport Authority Board (JCAA) met on November 7, 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, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA member Kimberlie J DeWees. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Excel Air Services employees Derek and Caleb de Jong.

Upon calling the meeting to order at 6:33 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 October 3rd, 2018 regular meeting, which was seconded by Mr. Jackson, and approved unanimously by the JCAA Board.

Mr. Ray Seif presented the manager's report. Mr. Seif asked the board to consider allowing the airport's maintenance repair and overhaul (MRO) tenants a discount on empty 9 Unit T-Hangar rates. The proposed 50% discounted rate would be subject to a maximum of 30 consecutive days and would be for overflow on aircraft being actively serviced by the MRO. The discount rate would be subject to being bumped in favor of a full paying customer. If the MRO wants to guard against being bumped in favor of a full paying customer, the MRO could pay full rate at the time of rental. After discussion, Mr. Jackson's motion, and second by Mr. Yallaly, the board voted unanimously to allow MRO tenants an overflow discount on empty hangars subject to 30 day maximum and priority given to full rate paying customers.

Mr. Seif presented a lease for Von's Aircraft Service who wish to move from their current storage rental into a hangar located in the SW corner of the 6 bay hangar building. After discussion, Mrs. DeWees' motion, and second by Mr. Yallaly, the board voted unanimously to accept the new lease for Von's Aircraft Service.

Mr. Seif presented quotes to install a pass-through door in the storage units located on either side of the 9 unit T-Hangar in the amount of:

1. Erect-A-Tube Door Kit \$1,272.82 each + shipping (~\$400 for 2 kits)
2. Hamstra \$1,260/ door installation

After discussion, Mr. Yallaly's motion, and second by Mr. Jackson, the board voted unanimously to approve the installation of 2 door kits from Erect-A-Tube by Hamstra Builders.

Mr. Seif presented the manager's payroll for approval for weeks starting 10/1/18-10/29/18. After Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to approve the manager's payroll for weeks starting 10/1/18-10/29/18.

Mr. Seif presented pavement crack fill and seal coat quote from Town and Country Paving, suggesting the board crack fill all areas for ~ \$8972.50, and seal coat the maintenance hangar area

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for ~ \$3,482.80. Both projects being weather dependent, may end up being delayed until next spring. With Mr. Yallaly's motion, second by Mrs. DeWees, the motion to seal coat the maintenance hangar area and crack fill the airport pavement passed by unanimous vote of the board.

Mr. Seif asked the board for approval to purchase airport maintenance equipment (ladder, cordless drill, chainsaw, paper shredder, and binoculars) and equipment for the terminal that corporate pilots have been asking for (ice maker, microwave, and mini fridge). After Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to approve the purchasing of stated equipment for the terminal and airport maintenance.

Mr. Seif suggested discussing and establishing a development corridor with airport engineer Ken Ross. The corridor can be communicated with surrounding property owners to establish dialogue about the potential to acquire land needed to support future airport development. Mr. Seif will work with Mr. Ross on a suggested corridor to present at a future board meeting.

Mr. Seif presented resolution 1-2018, asking the board to approve transfers:

Fund: Operating, Category: Personal Services to
Fund: Operating, Category: Personal Services

FROM:	AMOUNT	TO:
<u>Health Insurance</u>	<u>2,037</u>	<u>PERF</u>

Fund: Operating, Category: Personal Services to
Fund: Rainy Day

<u>Health Insurance</u>	<u>4,900</u>	<u>Rainy Day Fund</u>
<u>Part-Time Employees</u>	<u>7,500</u>	<u>Rainy Day Fund</u>

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

FROM:	AMOUNT	TO:
<u>Printing, Advertising & Marketing</u>	<u>900</u>	<u>Banking Services and Fees</u>
<u>Dues</u>	<u>320</u>	<u>Permit Fees</u>

Fund: Operating, Category: Other Services and Charges to
Fund: Operating, Category: Rainy Day Fund

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<u>Repairs & Maintenance</u>	<u>9485.70</u>	<u>Rainy Day Fund</u>
<u>Runway Repairs & Maintenance</u>	<u>8,000</u>	<u>Rainy Day Fund</u>

With Mr. Yallaly's motion, second by Mr. Jackson, the board voted unanimously to adopt resolution 1-2018, approving the suggested transfers.

With Mr. Yallaly's motion, second by Mrs. DeWees, the board voted unanimously to approve the claims totaling **\$16,512.96**.

Finally, with Mr. Yallaly's motion, second by Mrs. DeWees, JCAA adjourned its regular meeting at 7:45 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, December 5th, 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

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

The Jasper County Airport Authority Board (JCAA) met on December 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 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., and Excel Air Services employees Derek and Caleb de Jong.

Upon calling the meeting to order at 6:33 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's November 7, 2018 regular meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Ross presented the engineer's report seeking JCAA board approval of a federal financial report to be sent to the FAA documenting grant status for the year. Mr. Ross also asked the board to approve Mr. Pettet to sign the report. Mr. Seif asked the board for additional time to review the report and suggested the board approve the report and allow Mr. Pettet to sign the report, contingent upon Mr. Seif's approval prior to the report being sent to the FAA. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to accept the federal financial report presented by Mr. Ross and allow Mr. Pettet to sign the report, subject to Mr. Seif's approval prior to Mr. Ross filing the report with the FAA.

Mr. Ray Seif presented the manager's report asking for board approval of the airport manager payroll for weeks starting 11/5/18-11/26/18 as well as comp and vacation time carryover from 2018 to 2019. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve airport manager payroll as well as carryover of unused comp time and vacation time into 2019.

Mr. Seif presented the proposed 2019 JCAA board meeting and holiday schedule for board review with no board objections noted.

Mr. Seif presented information about electronic message centers (EMC) for the airport's roadside sign including quotes for a VisionTech, Watchfire, and Simplicity EMC suggesting the board approve the VisionTech EMC based on price, demonstration, and 10 year warranty. Mr. Seif suggested the board order and encumber one EMC and installation through the end of 2018 and order the 2nd EMC for the beginning of 2019. Both EMCs will likely come at the same time in early 2019 and can be installed at the same time. Mr. Jackson asked to confirm if the EMC will include a photocell to dim at night. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to accept Mr. Seif's recommendation to order the VisionTech single EMC / installation for 2018 and the other EMC for 2019, provided the EMCs come with a photo cell to dim at night.

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Mr. Seif presented transfer funds resolution 2-2018:

Fund: Operating, Category: Supplies to
Fund: Operating, Category: Supplies

FROM	AMOUNT	TO
Office Supplies	\$1,200	Repairs & Maintenance Supplies

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

FROM	AMOUNT	TO
Traffic	\$200	Bridge

With Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to adopt transfer funds resolution 2-2018.

Mr. Seif presented encumber funds resolution 3-2018:

Fund: Cumulative Building Fund, Category: Services and Charges

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
Airport Signage 004880	RF Sales	Professional Services	\$30,458.70

Fund: Cumulative Building Fund, Category: Capital Improvements

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
Asphalt Spreads	James B. Loring Inc. Payroll	Asphalt/Interlock/Gravel	\$12,455.80

Fund: Operating, Category: Capital Outlays

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
2019 Pay Through 1179 Lanes Project	Harvesta Builders	Interiors	\$2,500
	Produce (Main LLC)	Interiors	\$1,200

Fund: Operating, Category: Other Services and Charges

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
4084 Sidewalk Repair	M.D. Smith Concrete Services	Repairs and Maintenance	\$1,500

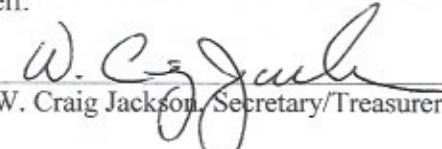
With Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to adopt encumber funds resolution 3-2018.

With Mr. Jackson's motion, second by Mr. Mushett, the board voted unanimously to approve the claims totaling **\$35,593.60**.

Finally, with Mr. Jackson's motion, second by Mr. Mushett, JCAA adjourned its regular meeting at 7:32 p.m.

BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, January 2nd, 2019, 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