

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



**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
January 2, 2019**

The Jasper County Airport Authority Board (JCAA) met on January 2, 2019, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA Vice President Sean M. Yallaly, 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, and Airport Engineer, Ken Ross, P.E.

Upon calling the meeting to order at 6:39 p.m. central time, Mr. Yallaly led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's December 5, 2018 regular meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

With the noted absence of JCAA Board President David W. Pettet and JCAA Member Kimberlie J. DeWees, the JCAA Board opened the floor for 2019 JCAA officer nominations. Upon discussion, motion by Mr. Yallaly, and second by Mr. Jackson, JCAA voted unanimously to reelect Mr. David W. Pettet as JCAA President, Mr. Sean M. Yallaly as JCAA Vice President, and Mr. W. Craig Jackson as JCAA Secretary/Treasurer.

To permit the immediately-following, annual meeting of the Jasper County Airport Authority Board of Finance, Mr. Yallaly continued the regular meeting of the JCAA at 6:42 p.m. Central time.

Mr. Yallaly reconvened the JCAA's regular meeting at 6:45 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. JCAA Vice President Sean M. Yallaly, 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, and Airport Engineer, Ken Ross, P.E.

Mr. Ken Ross presented the Engineer's Report. Mr. Ross discussed Capital Improvement Program (CIP) recommendations including the submittal to the FAA.

Mr. Ray Seif presented the manager's report asking for board approval of the airport manager payroll for weeks starting 12/3/18-12/24/18. Upon Mr. Jackson's motion, second by Mr. Mushett, the board voted unanimously to approve the airport manager's payroll.

Mr. Seif asked the board to approve extending the \$7,937 budgeted for health insurance to include establishing a single employee health reimbursement agreement (HRA), select Total Administrative Services Corp. (TASC) to administer the plan and have the plan be as broad as permitted under IRS Publication 502. After discussion, motion by Mr. Jackson, second by Mr. Mushett, the board voted unanimously to accept the recommendations presented including establishing an HRA effective January 1, 2019, selecting TASC to administer the agreement, allowing President David W. Pettet to the TASC application, and paying TASC the \$475 fee to administer the agreement.

"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 his continuing education/training for 2019 including completing a flight/ground instructor refresher clinic (\$100) and taking flight/ground training working toward getting current and obtaining flight instructor licensing (\$3,400).

Mr. Seif discussed conversation with the owner of property located within an area target for future airport expansion and is currently for sale. After discussion and potential interest in meeting with the sellers, the board asked Mr. Seif to see when board president Pettet will be back from vacation and to schedule a meeting then.

Mr. Jackson discussed looking into establishing a capital fund where operating revenue can covers capital expenditures. This fund will be researched and reviewed at a future date.

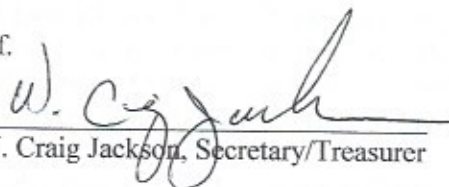
With Mr. Jackson's motion, second by Mr. Mushett, JCAA voted unanimously to approve claims totaling **\$9,323.72**.

Mr. Seif asked to extend check writing authority to Mr. Allen P. Mushett. With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA Board voted unanimously to grant check writing authority to Mr. Mushett.

Finally, with Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to adjourn its meeting at 7:26 p.m.

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

The Jasper County Airport Authority Board of Finance (JCAABOF) met on January 2nd, 2019 at the Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAABOF Vice-President Sean M. Yallaly, JCAABOF Secretary/Treasurer W. Craig Jackson, and JCAABOF member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAABOF Attorney Richard F. Comingore, and Airport Engineer Ken Ross, P.E.

Mr. Yallaly called the meeting to order at 6:42 p.m. Central time and opened the floor for JCAABOF 2019 officer nominations. After discussion and upon motion by Mr. Yallaly, second by Mr. Jackson, the JCAABOF voted unanimously to accept the same officers for the JCAABOF as the officers elected for the JCAA.

Thereafter, Mr. Seif shared balances of the Jasper County Airport Authority's investments – including a Business Interest Checking Account and a Money Market Savings Account held at First Merchants Bank.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, the JCAABOF unanimously voted to adjourn its meeting at 6:45 p.m. Central time.

The Minutes were composed by Mr. Seif.


W. Craig Jackson, Secretary/Treasurer


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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
January 2, 2019**

The Jasper County Airport Authority Board (JCAA) met on January 2, 2019, at 6:15 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 Vice President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, 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 February 6, 2019

The Jasper County Airport Authority Board (JCAA) met on February 6, 2019, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA Secretary/Treasurer W. Craig Jackson, JCAA member Allen P. Mushett, and JCAA member Kimberlie J. DeWees (by phone). Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Airport Engineer Ken Ross, P.E., and Excel Air Services employee Derek De Jong.

Upon calling the meeting to order at 6:35 p.m. central time, Mr. W. Craig Jackson led the JCAA in the Pledge of Allegiance before Mrs. DeWees motioned to approve the minutes of the JCAA's January 2, 2019 regular meeting and the January 2, 2019 JCAA Board of Finance meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Ross presented the engineer's report discussing the upcoming meeting with Mr. Seif and the FAA to discuss the process needed for the airport's future grant funding for an east/west runway. Mr. Ross sought the airport's direction regarding the airport's preference on the potential sub-dividing of a property currently for sale, a portion of which meets the airport's current and future needs. The board's initial preference will be relayed to the appraiser.

Mr. Ross asked the board to approve starting the official appraisal process which will be required before the airport is able to make an offer to purchase the property in order to comply with FAA requirements if grant funding is sought for reimbursement. After Mr. Mushett's motion, second by Mr. Jackson, the motion to start the appraisal process on the subject property passed with 2/3 majority, with Mrs. DeWees abstaining from the vote.

Mr. Ray Seif presented the manager's report discussing his and Mrs. DeWees recommendations for the updates to the hay cutting agreement and asking the board to approve the agreement updates in order to start advertising the request for bids. Upon Mr. Mushett's motion, second by Mrs. DeWees, the JCAA voted unanimously to accept the suggested modifications to the hay cutting agreement. The JCAA will advertise the bid request and open bids at the March 6, 2019 meeting.

Mr. Seif asked for board approval of the airport manager payroll for weeks starting 12/31/18-1/28/19 as well as comp time. With Mrs. DeWees' motion and Mr. Jackson's second, the JCAA board voted unanimously to approve airport manager payroll as well as comp time for the weeks starting 12/31/18-1/28/19.

Mr. Seif discussed his desire to start a donation fund through a third party such as GoFundMe.Com in order to support the airport's aviation education and outreach efforts, which, based on SBOA, DLGF, and the IN Attorney General's office is possible, but requires board action to do so. The board suggested the setup of the GoFundMe account and seeking donations and if/when donations are made to the GoFundMe account, for the board to set up the fund at that time.

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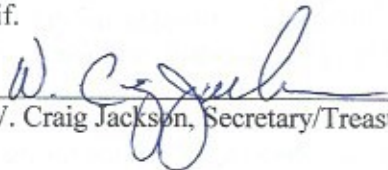
Mr. Jackson and Mr. Seif presented the treasurer's report.

With Mr. Mushett's motion, second by Mrs. DeWees, the board voted unanimously to approve the claims totaling **\$15,784.07**.

Finally, with Mr. Mushett's motion, second by Mr. Jackson, the JCAA adjourned its regular meeting.

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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD March 6, 2019

The Jasper County Airport Authority Board (JCAA) met on March 6, 2019, 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 Scan M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA member Allen P. Mushett, and JCAA member Kimberlie J. DeWees. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and Excel Air Services employee Derek De Jong.

Upon calling the meeting to order at 6:37 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. W. Craig Jackson's motioned to approve the minutes of the JCAA's February 6, 2019 regular meeting, which was seconded by Mrs. Kimberlie J. DeWees, and approved unanimously by the JCAA Board.

Mr. Pettet opened the floor for public comment and participation before proceeding with the opening of the following hay lease sealed bid packets submitted to the airport:

1. Korniak Bros, Inc.-
 - a. Received by airport manager Ray Seif on 3/6/19 at 5:50 pm
 - b. Annual bid amount \$1,501
2. Kohlhausen Farms
 - a. Received by airport manager Ray Seif on 2/26/19 at 11:22 am
 - b. Annual bid amount \$1,500

Following confirmation that both bid packets were valid and met the bid requirements and a brief discussion, and with Mr. Yallaly's motion, second by Mr. Mushett, and vote of the JCAA Board, Kohlhausen farms was selected unanimously as the winning bid due to their recent investment in planting and fertilizing the land.

Mr. Seif presented the manager's report and covering the pavement striping quotes received from AAA Striping in the amount of \$5,500 and Jackson Striping quote of \$6,760. After brief discussion, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to select AAA Striping's quote in the amount of \$5,500.

Mr. Seif asked for board approval of the airport manager payroll for weeks starting 2/4/19-2/25/19 as well as comp time. With Mrs. DeWees' motion and Mr. Jackson's second, the JCAA board voted unanimously to approve airport manager payroll as well as comp time for the weeks starting 2/4/19-2/25/19.

Mr. Seif and Mrs. DeWees discussed the cash farm tenant's confusion over requesting renewal of the cash farm lease prior to the deadline included in the lease. Tenant Matt Hoyes indicated that he discussed the matter with Commissioner Maxwell and Commissioner Maxwell told him that notice is only needed if he will not renew. Mrs. DeWees confirmed the conversation

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with Commissioner Maxwell. Since the JCAA Board believed that tenant Hoyes attempted to comply with the lease requirement and gave constructive notice via commissioner Maxwell prior to December 1st. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA Board voted unanimously to accept the constructive notice to renew the cash farm lease for the final term given by Tenant Matt Hoyes via Commissioner Maxwell.

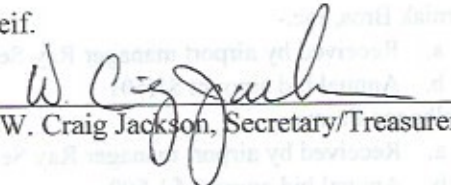
Mr. Jackson and Mr. Seif presented the treasurer's report. With Mr. Yallaly's motion, second by Mrs. DeWees, the JCAA voted unanimously to accept the treasurer's report.

With Mr. Yallaly's motion, second by Mr. Mushett, the board voted unanimously to approve the claims totaling **\$32,028.66**.

Finally, with Mr. Yallaly's motion, second by Mrs. DeWees, the JCAA adjourned its regular meeting at 7:15 pm.

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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD April 3, 2019

The Jasper County Airport Authority Board (JCAA) met on April 3, 2019, 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 was Airport Manager Ray Seif.

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 Mr. W. Craig Jackson's motioned to approve the minutes of the JCAA's March 6, 2019 regular meeting, which was seconded by Mr. Allen P. Mushett, and approved unanimously by the JCAA Board.

Mr. Seif presented the manager's report covering such items as the completed LED street sign warranty paperwork requiring signature; Aviation Indiana Conference attendance approval; airport maintenance; disposing of old shredder, battery, old street sign, and old tin from the hangar walk-through door retrofit; as well potential growth and outreach opportunities. Mr. Seif asked for board approval of the airport manager payroll and comp time. With Mr. Jackson's motion and Mr. Mushett's second, the JCAA board voted unanimously to approve airport manager payroll as well as comp time for the weeks starting 3/4/19-3/25/19.

Mr. Seif discussed the leased cropland soil treatment recommendation received via email from Mrs. Kimberly DeWees who was in contact with Jasper County Commissioner Dick Maxwell, both of whom recommend an additional year of soil treatment paid for by the airport due to soil condition at the beginning of tenant Matt Hoyes' lease. After discussion and lacking additional information, JCAA board opted to table the request until the following month's meeting in order to obtain additional input from Mrs. DeWees.

Mr. Jackson presented the treasurer's report.

With Mr. Jackson's motion, second by Mr. Mushett, the board voted unanimously to approve the claims totaling **\$63,890.07**.

Finally, with Mr. Mushett's motion, second by Jackson, the JCAA board voted unanimously to adjourn its regular meeting at 7:16 pm.

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

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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
May 1, 2019**

The Jasper County Airport Authority Board (JCAA) met on May 1, 2019, 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. Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore.

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 Mrs. DeWees' motioned to approve the minutes of the JCAA's April 3, 2019 regular meeting, which was seconded by Mr. Jackson, and approved unanimously by the JCAA Board.

Mr. Seif discussed information received by email from Airport Engineer Ken Ross, who was unable to attend the meeting, but wanted to provide an update to a real estate appraisal requested by the JCAA Board. The appraisal was close to completion and would be available soon.

Mr. Comingore indicated that he would work on the real estate contract if the board decided to move forward with the real estate acquisition in the future.

Mr. Seif asked Mrs. DeWees to discuss the cash farm soil condition and her and JC Commissioner Dick Maxwell's suggestion for soil treatment. Mrs. DeWees indicated that after her discussion with Commissioner Maxwell and based on the soil condition at the beginning of the lease, the soil should have been treated for two years, instead of one. After discussion, Mr. Jackson's motion, and second by Mrs. DeWees, the JCAA board voted unanimously to treat the airport's cash farm land with the same amounts of fertilizer used in 2018, at the airport's expense, due to poor soil conditions from the previous tenant.

Mr. Seif discussed a mowing bid received from Cavinder Mowing, which was significantly higher than the current airport mowing contractor B&H Mowing. After discussion, Mr. Jackson's motion, and second by Mrs. DeWees, the JCAA board opted to reaffirm B&H Mowing as the mowing contractor for the airport for the remainder of 2019 and to open the mowing up for competitive bidding for 2020.

Mr. Seif presented the manager's payroll and comp time for board approval. After Mr. Jackson's motion, second by Mrs. DeWees, the JCAA board voted unanimously to accept the manager's payroll for weeks starting 4/1/19 to 4/22/19 and comp time.

Mr. Seif asked the board to approve the acquisition of a golf cart from the government GSA surplus site and allow Mr. Seif to pick up the cart from Grissom AFB. After Mr. Pettet's motion, second by Mrs. DeWees, the motion approving the acquisition of the GSA golf cart passed by unanimous vote of the JCAA board.

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Mr. Seif asked to either purchase or have a lawn roller fabricated to aid in rolling airport grounds, especially the grass runway. After Mr. Jackson's motion, second by Mrs. DeWees, the JCAA board voted unanimously to approve the purchase or fabrication of a lawn roller not to exceed \$2,500.

Mr. Seif also discussed fuel sales, investments, various maintenance projects, the need for a jack for the courtesy car, and various outreach activities as well as updated the board on the camera installation project.

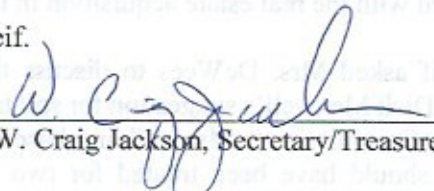
With Mrs. DeWees' motion, second by Mr. Jackson, the JCAA board voted unanimously to approve claims totaling **\$9,110.29**.

Mr. Jackson presented the treasurer's report.

Finally, with Mr. Jackson's motion, second by Mrs. DeWees, the JCAA board voted unanimously to adjourn its regular meeting at 7:45 pm.

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

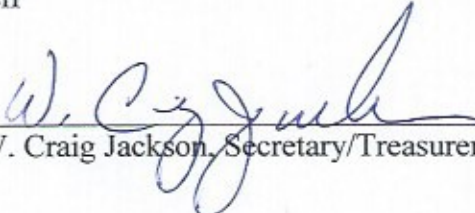
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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
June 5, 2019**

The Jasper County Airport Authority Board (JCAA) met on June 5, 2019, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978, to discuss the purchase of real property authorized under I.C. § 5-14-1.5-6.1 (b)(2)(D), 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, Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore were in attendance. Airport Engineer Ken Ross, P.E. arrived at 6:45 pm. The meeting was adjourned at 6:50 pm.

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 5, 2019

The Jasper County Airport Authority Board (JCAA) met on June 5, 2019, 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 Vice-President 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 6:52 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson's motioned to approve the minutes of the JCAA's May 1, 2019 regular meeting, which was seconded by Mr. Yallaly, and approved unanimously by the JCAA Board.

Mr. Ross briefly discussed the real estate offer options available to the board, based on purchasing the entire parcel or partial parcel in question. The professional-level appraisal and second review appraisal for the entire lot came in at an appraised value of \$1,185,000 with funds coming from FAA grants, INDOT grants and the remainder coming locally, needing an additional appropriation. After discussion and Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to submit an offer to purchase the entire 72.97 acre parcel being sold by the estate of Elmer Phegley for the appraised value of \$1,185,000 subject to FAA grant funding, INDOT grant funding, and additional appropriation approval.

Mr. Seif presented the manager's report covering such items as hangar availability and accounts, hangar modifications including fixtures, fuel sales, investments, insurance renewal, maintenance projects, airport equipment, events, and outreach.

Mr. Seif presented for board approval, the manager's payroll for weeks starting 4/29/19-5/27/19; comp time of 5.39 hours earned, 13.01 used, and 0 hours remaining; and vacation time of 18.66 used, 50.5 remaining as of 5/31/19. After Mr. Jackson's motion, second by Mr. Yallaly, the JCAA board voted unanimously to accept the manager's payroll, comp and vacation times as presented.

The treasurer's report was presented, reviewed, and discussed. With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to accept the treasurer's report as presented.

Claims totaling **\$61,364.79** were presented, reviewed, and discussed. With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to approve claims totaling **\$61,364.79**.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to adjourn its regular meeting at 7:48 pm.

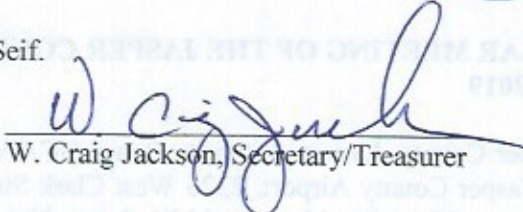
BE IT RESOLVED that the JCAA's next meeting shall be held on Wednesday, July 3rd, 2019, at 6:30 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

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W. Craig Jackson, Secretary/Treasurer

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**SPECIAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
JUNE 17, 2019**

The Jasper County Airport Authority Board (JCAA) met on June 17, 2019, at 5:00 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, and JCAA Secretary/Treasurer W. Craig Jackson. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and from the public, Mr. Robert Schenk.

Upon calling the meeting to order at 5:00 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance.

Mr. Seif briefly gave background information about a parcel of land adjoining the current grass runway, which the airport was interested in acquiring for airspace protection, hazard removal, and to allow for future development of a paved east/west runway. Mr. Seif indicated that the offer to purchase the parcel was accepted by the sellers. Mr. Seif also explained that the FAA and INDOT grant application was underway and that the airport would need to go through an additional appropriation process to secure the ability to use the required additional funding.

Mr. Seif suggested an additional appropriation in the amount of \$748,500 covering both the airport's share of \$641,606.80 in addition to funding that will be reimbursed from the FAA in 2020 in the amount of \$77,583 as well as funding that will be reimbursed from INDOT for 2019 and 2020 (due to how slow INDOT processes grants) in the amount of \$25,000 and \$4,310.20 respectively, bringing the total appropriation to \$748,500-

Funding Breakdown- Grants FAA	\$450,000 (2019)
	\$77,583 (2020)

INDOT	\$25,000 (2019)
	\$4,310.20 (2020)

Local Share -	\$641,606.80
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Additional appropriation requested:	\$748,500.00
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After a brief discussion and with Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to adopt the following additional appropriation for real estate acquisition resolution 1-2019 in the amount totaling \$748,500:

From:	Rainy Day Fund	\$100,000
To:	Rainy Day Fund:	
	Capital Outlays: Real Estate Acquisition (RDF)	\$100,000
From:	Operating Fund	\$635,000

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To: Operating Fund:
Capital Outlays: Real Estate Acquisition (OPF) \$635,000

From: Operating Fund \$13,500

To: Operating Fund:
Capital Outlays:
Professional Services \$13,500

Total \$748,500 \$748,500

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to adjourn its special meeting at 5:08 pm.

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

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

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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
July 3, 2019**

The Jasper County Airport Authority Board (JCAA) met on July 3, 2019, 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 board member Allen P. Mushett. 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 6:32 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson's motioned to approve the minutes of the JCAA's June 5, 2019 regular and executive meetings, as well as June 17, 2019 Special meeting; motion was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Seif presented the manager's report discussing items such as approving a tenant/vendor appreciation party with \$100 budget, annual conference attendance, and future budget direction based on future projects.

Mr. Seif asked the board to approve giving the airport's old concrete lawn roller to Jasper County to be used to maintain the fairgrounds. The roller has little value and needs repairs, but could be of use to the fairgrounds once repairs are done. After Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to give the concrete roller to Jasper County.

Mr. Seif presented the manager's payroll for weeks starting 6/3/19-6/24/19. After Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to accept the manager's payroll.

Mr. Seif discussed the need to establish a flight school to support aviation throughout the community and to help maintain the airport's long term health and growth. Mr. Seif asked the board to vote to start a flight school operating fund and to approve an additional appropriation to add funding to the flight school operating fund in order to start the process for acquiring an aircraft and starting airport-operated flight training activities. After much discussion, Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to adopt resolution 2-2019 establishing a flight school operating fund. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to adopt additional appropriation resolution 3-2019:

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From:	Operating Fund	\$72,000	
To:	Flight School Operating Fund:		
	Aircraft expenses		
	Acquisition	\$62,000	
	Maintenance	\$5,000	
	Fuel	\$5,000	
From:	Operating Fund	\$3,000	
To:	Operating Fund:		
	Other Services and Charges		
	Insurance	\$3,000	
	Total	\$75,000	\$75,000

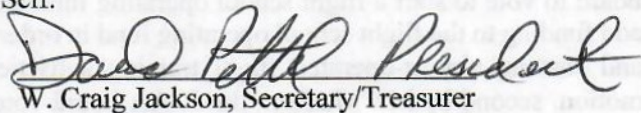
The three JCAA board members in attendance agreed to adopt resolution 2-2019 and 3-2019 to get the process started, but stipulated that prior to any funding being spent, all five board members would need to approve. Mr. Jackson also asked to hear the opinion of one of the flight instructors that would instruct at the airport.

Claims totaling **\$18,348.16** were presented, reviewed, and discussed. With Mr. Mushett's motion, second by Mr. Jackson, the JCAA board voted unanimously to approve claims totaling **\$18,348.16**.

Finally, with Mr. Mushett's motion, second by Mr. Jackson, the JCAA board voted unanimously to adjourn its regular meeting at 8:06 pm.

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

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**SPECIAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
JULY 24, 2019**

The Jasper County Airport Authority Board (JCAA) met on July 24, 2019, at 6:00 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 Secretary/Treasurer W. Craig Jackson, JCAA board member Kimberlie J. DeWees, and JCAA board member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, and from the public, Mr. Robert Schenk, Excel Air Services employees Derek and Caleb De Jong, Saint Joseph's College representative Michelle Meadows, flight instructor Jason Cutter, and flight instructor Dino Meucci with his wife.

Upon calling the meeting to order at 6:03 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance.

Mr. Seif gave a presentation outlining why the airport should acquire an aircraft and operate a flight school, citing FAA grant assurance support; Indiana statutory support; and Jasper County Council support through the ordinance establishing the Jasper County Airport Authority. Certified Flight Instructor (CFI) and airline pilot Dino Meucci commented in support of establishing a flight school, indicating that he has seen first-hand the need for more pilots in the aviation industry. CFI Jason Cutter also commented in support of establishing a flight school, indicating that he would not only be interested in instructing, but is also interested in renting aircraft.

Upon further discussion, and with Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to reaffirm resolution 2-2019 establishing a flight training operating fund in addition to resolution 3-2019, an additional appropriation in the amount of \$75,000 to fund the flight school operating fund, broken down as such*:

From:	Operating Fund	\$72,000	
To:	Flight School Operating Fund:		
	Aircraft expenses		
	Acquisition	\$62,000	
	Maintenance	\$5,000	
	Fuel	\$5,000	
From:	Operating Fund	\$3,000	
To:	Operating Fund:		
	Other Services and Charges		
	Insurance	\$3,000	
	Total	\$75,000	\$75,000

*During the meeting, Mr. Yallaly asked about the breakdown of the appropriation which was given

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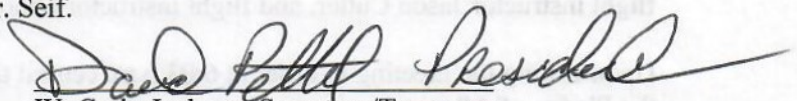


as \$60,000 for the aircraft acquisition and \$15,000 in maintenance in error, and was later corrected by email to board members as \$62,000 for aircraft acquisition, \$3,000 for insurance, \$5,000 for fuel and \$5,000 for initial maintenance, with the total being correct at \$75,000.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, the JCAA board voted unanimously to adjourn its special meeting at 6:43 pm.

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

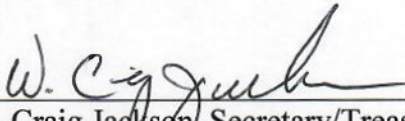
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**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
August 7, 2019**

The Jasper County Airport Authority Board (JCAA) met on August 7, 2019, 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 Board Member Allen P. Mushett, Airport Manager Ray Seif, and Attorney Robert V. Monfort representing the Law Office of 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

August 7, 2019

The Jasper County Airport Authority Board (JCAA) met on August 7, 2019, 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 board member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, Attorney Robert V. Monfort representing the Law Office of Richard F. Comingore, and Airport Engineer Ken Ross, P.E.

Upon calling the meeting to order at 6:49 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance.

Mr. Yallaly motioned to approve the minutes of the JCAA's July 24, 2019 special meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Mushett motioned to approve the minutes of the JCAA's July 3, 2019 regular meeting, which was seconded by Mr. Pettet, and approved unanimously by the JCAA Board.

In the absence of the JCAA Secretary/Treasurer, both meeting minutes were later signed by Mr. David Pettet as JCAA President.

Mr. Ross presented the engineer's report, recommending AIP12, Partial Pay Request (PPR) #1 (land acquisition), contingent upon FAA grant and Department of Local Government Finance (DLGF) approvals:

Pay Requests & Invoices

**Partial Pay Request No. 1 for AIP-12 (Land Acquisition) is hereby submitted.
There is one transaction attached and it is as follows:**

Phegley Land – Parcel 8	\$ 500,000.00
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The sources of funding are as follows:

FAA Funds (90%)	\$ 450,000.00
State of Indiana Funds (5%)	25,000.00
Local Funds (5%)	25,000.00
	<u>\$ 500,000.00</u>

Following discussion and Mr. Yallaly's motion, second by Mr. Mushett, the motion to approve AIP-12 partial pay request # 1 in the amount of \$500,000 contingent upon FAA grant funding and DLGF approvals passed unanimously by the JCAA Board.

Mr. Seif presented the manager's report discussing items such as fuel farm maintenance, investments, outreach, payroll, and future budget direction.

Mr. Seif discussed the update suggested to the previously passed resolution 3-2019, an additional

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appropriation to fund the newly-formed flight school operating fund. Following DLGF, State Board of Accounts (SBOA), and a financial advisor's advice, Mr. Seif suggested the 3-2019 additional appropriation be modified from the flight school operating fund to the airport operating fund, where the flight school can draw expenses from the airport operating fund and deposit revenue into the flight school fund until such time as the flight school fund has a balance sufficient to cover operating expenses. Mr. Seif asked the board to approve additional appropriation resolution 4-2019, a modification of resolution 3-2019:

From:	Operating Fund	\$75,000	
To:	Operating Fund		
	Capital Outlays		
	Aircraft Acquisition	\$62,000	
To:	Operating Fund		
	Other Services and Charges		
	Insurance	\$3,000	
To:	Operating Fund:		
	Other Services and Charges		
	Repairs & Maintenance	\$5,000	
To:	Operating Fund:		
	Other Services and Charges		
	Aviation Fuel Purchase (Flight School)	\$5,000	
	Total	\$75,000	\$75,000

Following Mr. Yallaly's motion, second by Mr. Mushett, the motion to adopt additional appropriation resolution 4-2019 in the amount of \$75,000 passed by unanimous vote of the JCAA Board.

To facilitate the closing on the Phegley land acquisition, Mr. Seif asked the board to adopt resolution 5-2016, authorizing the current approved check signers including David Pettet, Craig Jackson, Kimberlie DeWees, and Allen Mushett to have the authority to transfer the purchase price of \$1,185,000.00 in addition to closing costs and fees from the airport's bank account with First Merchants Bank to the escrow account established for the closing agent handling the purchase of the 72 +/- acre parcel of land being sold by the Estate of Elmer J Phegley.

Following Mr. Yallaly's motion, second by Mr. Mushett, the motion to adopt resolution 5-2019, authorizing the current approved check signers to have the authority to transfer the funds from the airport's bank account with First Merchants bank to the escrow account set up for the acquisition of the 72 +/- acre parcel of land being sold by the Estate of Elmer J Phegley passed by unanimous vote of the JCAA Board.

Mr. Seif also asked the board to adopt resolution 6-2019, a resolution authorizing the execution of closing documents for real estate acquisition whereby the JCAA Board would authorize JCAA Board President Mr. David Pettet and/or JCAA Board Vice-President Mr. Sean Yallaly, in addition to JCAA Board Secretary/Treasurer Mr. W. Craig Jackson to execute the closing documents needed for the acquisition of the 72 +/- acre parcel of land being sold by the Estate of Elmer J Phegley.

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Following Mr. Yallaly's motion, second by Mr. Mushett, the motion to adopt resolution 6-2019 authorizing the execution of closing documents by Mr. Pettet and/or Mr. Yallaly in addition to Mr. Jackson passed by unanimous vote of the JCAA Board.

Mr. Seif presented the manager's payroll for weeks starting 7/1/19-7/29/19. After Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to accept the manager's payroll.

Mr. Seif asked the board to approve the airport paying for airport attorney Richard Comingore's attendance at the annual aviation Indiana conference at Michigan City. Following Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve the airport paying for the airport attorney's attendance at the annual Aviation Indiana Conference.

Mr. Seif presented several budget options to the board. Following discussion and Mr. Yallaly's motion, second by Mr. Mushett, the JCAA Board voted unanimously to adopt 2020 budget option #5 which included salary increase for airport manager Ray Seif to \$61,800, an increase in health reimbursement agreement to \$8,500 per year for Mr. Seif, as well as continuing the \$3,500 per year aviation continuing education reimbursement for the airport manager, in addition to the following budget limits by fund:

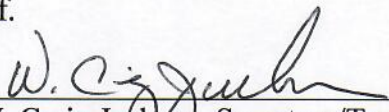
Airport Operating Fund	\$275,520
Cumulative Build Fund	\$401,200
Rotary Fund	\$109,600
Flight School Operating Fund	\$9,000

Claims totaling **\$66,224.44** were presented, reviewed, and discussed. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve claims totaling **\$66,224.44**.

Finally, with Mr. Mushett's motion, second by Mr. Yallaly, the JCAA board voted unanimously to adjourn its regular meeting at 7:35 pm.

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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD

September 4, 2019

The Jasper County Airport Authority Board (JCAA) met on September 4, 2019, 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 board 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 6:31 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance before Mr. Jackson's motioned to approve the minutes of the JCAA's August 7, 2019 regular and executive meetings, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Seif discussed upcoming projects at the airport including the need to replace an aging hangar structure budgeted for 2020. Mr. Seif asked the board to renew NGC Corporation's General Services Agreement (GSA) through the end of 2020 to aid in the completion of the hangar replacement project. Following Mr. Jackson's motion, second by Mr. Mushett, the JCAA Board voted unanimously to retain NGC Corporation and sign the GSA through 12/31/2020.

Mr. Seif asked the board to consider NGC Task Order #1 received through email from NGC, outlining NGC's consulting schedule for the planning phase as well as construction phase of the hangar replacement project.

NGC Task Order #1

Basic Services Planning & Design Stage (2019)	\$28,000
Additional Services Construction Administration Stage (2020)	\$22,000

After discussion and with Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to approve NGC Task Order #1 for the hangar replacement project totaling **\$50,000** with **\$28,000** for the planning stages in 2019 and the remaining **\$22,000** for the construction administration phase in 2020.

Mr. Seif discussed the status of the market search for an aircraft that will be used for the airport's instruction and rental operation. Wanting to expedite the acquisition process, Mr. Seif asked the board to approve an Aircraft Purchase Committee that would be empowered by the board to select an aircraft, negotiate terms and conditions, and work out the acquisition logistics. After discussion, Mr. Pettet appointed Craig Jackson, Sean Yallaly, Allen Mushett, and Ray Seif to the aircraft purchase committee.

Mr. Seif asked the board to approve additional seal coating areas around the south ramp, maintenance shop, and hangar row for approximately **\$11,000** in addition to the work already completed by Town and Country Paving. After Mr. Jackson's motion, second by Mr. Mushett, the motion to approve seal coating the additional areas for approximately **\$11,000** with Town and

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Country was approved by unanimously by JCAA.

Mr. Seif discussed that the cumulative building budget that was approved at the prior meeting had to be reduced down to **\$386,000** due to conservative estimates for funding levels by the State Board of Accounts. After Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to accept the reduced 2020 cumulative building budget of **\$386,200**.

Mr. Seif discussed statutory requirements for the JCAA to file an annual salary ordinance. Previously, JCAA complied with the requirement through approving specific salary's for the employees during public meetings. Wanting to have a more formal process that would also aid in potentially filling future positions, Mr. Seif asked the JCAA to approve Salary Ordinance 1-2019 covering Salary and Benefits effective 1/1/2020. After Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to adopt 2020 Salary ordinance 1-2019.

Mr. Seif asked the board to amend the airport manager's 2020 salary previously approved at a prior board meeting, changing the salary from **\$61,800** annually to **\$2,376.92** biweekly to conform to the salary ordinance and in case of a 27 pay period year. After Mr. Mushett's motion, second by Mr. Jackson, the JCAA voted unanimously to amend the airport manager's 2020 salary from **\$61,800** annual to **\$2,376.92** biweekly.

Mr. Seif presented the manager's payroll timesheets for weeks starting 8/5/19 through 8/26/19. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to accept the airport manager's payroll.

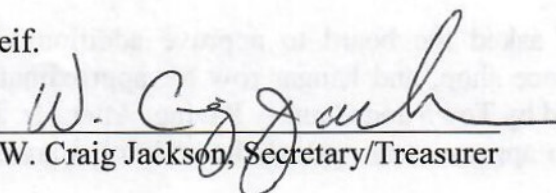
Mr. Seif discussed an upcoming outreach event where the airport is hosting a Pilot Safety Seminar in conjunction with Excel Air Services' Maintenance Clinic. Mr. Seif asked the board to approve reimbursing Excel Air for 50% of the cost of the provided lunch, limited to **\$200** since the event is a mutual outreach event hosted by the airport and Excel. With Mr. Mushett's motion, second by Mr. Jackson, the JCAA voted unanimously to approve reimbursing Excel Air for half of the food served during the Safety Seminar/Maintenance Clinic event, limited to **\$200**.

Claims totaling **\$35,096.29** were presented, reviewed, and discussed. With Mr. Mushett's motion, second by Mr. Jackson, the JCAA board voted unanimously to approve claims totaling **\$35,096.29**.

Finally, with Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to adjourn its regular meeting at 7:46 pm.

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



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD October 2, 2019

The Jasper County Airport Authority Board (JCAA) met on October 2, 2019, 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 board member Kimberlie J. DeWees (by phone). Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore, and Airport Engineer Ken Ross, P.E.

Upon calling the meeting to order at 6:51 p.m. central time, Mr. David W. Pettet led the JCAA in the Pledge of Allegiance. Mrs. Kimberlie J. DeWees joined the meeting by phone at 6:59 pm. With a quorum formed, Mr. Jackson motioned to approve the minutes of the JCAA's September 4, 2019 regular meeting, which was seconded by Mrs. DeWees, and approved unanimously by the JCAA Board.

Mr. Ray Seif presented the manager's report and asked the airport to approve manager payroll for weeks starting 9/2/19-9/23/19 including 4.83 comp hours earned on 9/21/19 for FAA Safety Seminar outreach. With Mr. Jackson's motion, second by Mr. Pettet, the JCAA voted unanimously to approve the manager's payroll for weeks starting 9/2/19-9/23/19 and comp time accrual of 4.83 hours.

Mr. Seif presented the claims totaling **\$54,571.42** for JCAA review and approval. Following discussion, Mr. Jackson's motion, and second by Mrs. DeWees, the JCAA board voted unanimously to approve claims totaling **\$54,571.42**.

Mr. Seif discussed hangar availability including Mr. Schultz' desire to potentially swap hangars when he purchases an Eclipse Jet with Mr. Smith. Mr. Schultz offered to pay the difference in hangar rent. The board wouldn't object to such a swap if both parties agreed willingly. Mr. Seif asked the board to approve the purchase of an LED display board replacement for the fuel at an approximate cost of \$177 an external hard drive at an approximate cost of \$75 and printer toner for the new printer at an approximate cost of \$375 with no objection of the board.

Mr. Seif discussed the flight school, aircraft purchase progress and asked the board to vote on the format and content of a blank aircraft purchase agreement. Following discussion, Mr. Jackson's motion, and second by Mr. Pettet, the JCAA board voted unanimously to adopt the format and content of the blank aircraft purchase agreement form, contingent upon the review and approval of the JCAA aircraft selection committee.

Mr. Seif asked the board to vote on the format and content of a blank aircraft rental agreement. Following discussion, Mr. Jackson's motion, and second by Mr. Pettet, the JCAA board voted unanimously to adopt the format and content of the blank aircraft rental agreement form, contingent upon the review and approval of the JCAA aircraft selection committee.

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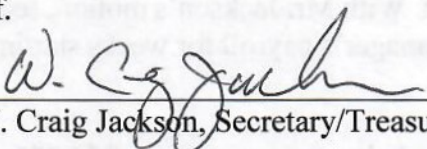


Mr. Seif presented the only valid quote received for striping of the parking area around the maintenance hangar and the center line stripe on each hangar approach to the 6 bay hangar. Both areas require restriping due to the recent pavement seal project that covered up the old striping. Mr. Seif indicated that Seal Pro gave a verbal quote of \$1500 even though they were specifically advised that only written quotes would be considered. Mr. Seif also reached out to Jackson Striping on multiple occasions, but did not receive a quote. Due to the lack of parking lot stripes including lack of handicapped parking stall, Mr. Seif asked the board to approve the only valid quote received so the project is not delayed further. The board agreed to move forward with the only valid quote from Site Services for **\$1,148.00**.

Finally, with Mr. Jackson's motion, second by Mrs. DeWees, the JCAA board voted unanimously to adjourn its regular meeting at 7:53 pm.

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

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD November 6, 2019

The Jasper County Airport Authority Board (JCAA) met on November 6, 2019, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA Vice-President Sean M. Yallaly, 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, and Excel Air Services employee Derek DeJong.

Upon calling the meeting to order at 6:33 p.m. central time, Mr. Yallaly led the JCAA in the Pledge of Allegiance before Mr. Jackson motioned to approve the minutes of the JCAA's October 2, 2019 regular meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Ray Seif presented the manager's report discussing airport hangar availability, and asking the airport to allow Excel Air Services to lease an additional hangar at standard rate. The board agreed to lease Excel an additional hangar, and if needed, 2 additional hangars; the single additional hangar would be at standard rate and if Excel wanted 2 additional hangars in addition to the hangar already rented, a 3 hangar 10% discount would apply to the individual hangars (not the lease agreement) so long as Excel's account is current and in good standing. Mr. Seif discussed ongoing discussions with potential future commercial tenants/service providers such as upholstery shops, vinyl wrap shops, and avionics shops.

Mr. Seif asked the board to approve the acquisition of 2 diaper changing stations for the restrooms (\$160 each) and to approve the installation of panic bars and a cypher lock on the exit door on the south side of the terminal totaling \$1,421 by Precision Glass.

Mr. Seif asked the board to allow the airport to share a list of the airports old equipment such as the old beacon, position signs, etc. with other airports in the state for potential sale, trade, etc. to be approved by the board.

Mr. Seif gave the board an update on the recently-acquired land parcel suggesting folding the lot into the airport's current cash farm land and working with Kim DeWees on the cash farm agreement that will be up for bid for 2020.

Mr. Seif also discussed the aircraft recently acquired, asking the airport to allow the JCAA's aircraft selection committee to review and approve needed upgrades to the aircraft.

Mr. Seif asked the board to approve the following rental rate for the rental aircraft:

- a. \$115+ tax intro rate (either through the end of the year or for 60 days, etc.)
- b. \$125+ tax regular rate
- c. \$5 off with \$500 block (to be used within 6 months)
- d. \$5 off for veterans, city/county employees, RVFD, first responders

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- e. \$10 off with \$1,000 block purchase (to be used within 6 months)
- f. Discount can't be combined and no discount off of intro rate.

Mr. Seif asked the board to allow for a few free short flights for local media and city/county leadership and to approve a couple of short flights to be donated to the Greater Rensselaer Chamber of Commerce's annual dinner meeting for marketing and promotion of the rental aircraft.

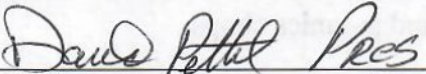
Mr. Seif asked the airport to approve manager payroll for weeks starting 9/30/19-10/21/19 including 16 comp hours used on 10/9 (1.5), 10/25 (8), and 10/28 (6.5). With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to approve the manager's payroll for weeks starting 9/30/19-10/21/19 and 16 comp hours used.

Mr. Seif presented the claims totaling **\$1,270.607.25** for JCAA review and approval. Following discussion, Mr. Yallaly's motion, and second by Mr. Jackson, the JCAA board voted unanimously to approve claims totaling **\$1,270.607.25**.

Finally, the JCAA board adjourned its regular meeting at 7:29 pm.

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



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD December 4, 2019

The Jasper County Airport Authority Board (JCAA) met on December 4, 2019, 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 board 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 6:30 p.m. central time, Mr. Pettet led the JCAA in the Pledge of Allegiance before Mr. Yallaly's motioned to approve the minutes of the JCAA's November 6, 2019 regular meeting, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Ray Seif presented the manager's report discussing airport hangar availability, and asking the board to consider allowing Mr. Chad Gutwein to remove and sell the heater that he installed at his expense in the new hangar. Although Mr. Gutwein's heater became a fixture once installed, it was a recent installation. After discussion, the JCAA board agreed to allow Mr. Gutwein, or any tenant that has incurred the expense of installing an airport-approved heater to remove the heater, provided tenant hires a licensed Heating Ventilation, and Air-conditioning (HVAC) technician to perform the removal and provided the vents and gas pipes are properly capped and secured and also provided that no other fixtures, pipes, etc. are removed.

Mr. Seif discussed investments and also asked the board to consider conducting an FAA-level appraisal and review appraisal on a lot in which the airport is interested in acquiring. After discussion, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to pursue an appraisal on or after January 1st, 2020.

Mr. Seif gave the board an update on the flight school aircraft and the insurance application needed for the aircraft.

Mr. Seif discussed manager payroll for weeks starting 11/4/19 through 11/25/19 in addition to comp time. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve manager payroll for weeks starting 11/4/19 through 11/25/19 and comp time of 14.87h used, 9.83h earned, and 20.38h remaining.

Mr. Seif discussed the upcoming board meeting and holiday schedule. After discussion the board opted to table the discussion until the year-end meeting and for Mr. Seif to gather feedback from board members until then.

Mr. Seif discussed needing a land sign for the Phegley lot to advertise development opportunities as well as tow bar attachments for a PC-12 and Eclipse 500, both of which have visited the airport and needed towing. Mr. Seif also discussed needing a snow plow cutting edge and working on quotes from Anderson Service and Terry Truck Equipment.

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Mr. Seif discussed still working on completing the draft minimum standards that will be introduced at a future meeting.

Mr. Seif discussed needing to conduct an asset inventory and asking for two board members to volunteer to check/confirm assets, which should be done annually. After discussion, Mr. Yallaly and Mr. Mushett volunteered to help conduct the asset inventory verification to be done at a future date.

Mr. Seif asked the board to approve budget transfer and encumber resolutions 7-2019, 8-209, and 9-2019:

Resolution 7-2019- Transfer Funds

Fund: Operating, Category: Personal Services to

Fund: Operating, Category: Personal Services

FROM:	AMOUNT	TO:
<u>Part Time Employees</u>	<u>\$570</u>	<u>Board Members</u>
<u>Part Time Employees</u>	<u>\$1,600</u>	<u>Social Security</u>

Fund: Operating, Category: Supplies to

Fund: Operating, Category: Supplies

FROM:	AMOUNT	TO:
<u>Office Supplies</u>	<u>\$1,000</u>	<u>Repair & Maintenance Supplies</u>

Fund: Operating, Category: Other Services and Charges to

Fund: Operating, Category: Other Services and Charges

FROM:	AMOUNT	TO:
<u>Accounting Services & Software</u>	<u>\$1,000</u>	<u>Banking Services and Fees</u>
<u>Travel</u>	<u>\$850</u>	<u>Dues</u>
<u>Legal Services</u>	<u>\$225</u>	<u>Permit Fees</u>
<u>Legal Services</u>	<u>\$300</u>	<u>Postage</u>
<u>Legal Services</u>	<u>\$350</u>	<u>Printing, Advertising, Marketing</u>
<u>Runway Repairs & Maintenance</u>	<u>\$14,000</u>	<u>Professional Services</u>
<u>Repairs & Maintenance</u>	<u>\$5,000</u>	<u>Professional Services</u>
<u>Grounds Maintenance</u>	<u>\$2,700</u>	<u>Liability Insurance</u>

Fund: Operating, Category: Capital Outlays to

Fund: Operating, Category: Capital Outlays

FROM:	AMOUNT	TO:
<u>Furniture & Fixtures</u>	<u>\$100</u>	<u>Machinery & Equipment</u>
<u>Improvements</u>	<u>\$3,900</u>	<u>Professional Services (OF)</u>

After discussion, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to adopt resolution 7-2019.

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

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Resolution 8-2019- Encumber Funds

Fund: Operating, Category: Capital Outlays

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>1381</u>	<u>Precision Glass</u>	<u>Improvements</u>	<u>\$1,421.00</u>
<u>2283</u>	<u>NGC</u>	<u>Professional Services (OF)</u>	<u>\$9,555.00</u>
<u>N64111 Vons</u>	<u>Vons Aircraft Service</u>	<u>Aircraft Acquisition</u>	<u>\$4,960.00</u>
<u>N64111 Excel</u>	<u>Excel Aircraft Services</u>	<u>Aircraft Acquisition</u>	<u>\$1,199.55</u>

Fund: Operating, Category: Other Services and Charges

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>Task Order 1</u>	<u>NGC</u>	<u>Professional Services</u>	<u>\$28,000.00</u>
<u>N64111 I&R Ins</u>	<u>CI Insurance</u>	<u>Liability Insurance</u>	<u>\$4,223.00</u>
<u>N64111 Excel</u>	<u>Excel Aircraft Services</u>	<u>Repairs and Maintenance</u>	<u>\$230.25</u>

After discussion, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to adopt resolution 8-2019.

Purchase Order #1

Mr. Seif discussed and asked the board to approve Purchase Order #1 issued by Jasper County Airport to acquire continuing education through aircraft rental and instruction to the airport manager. Mr. Seif asked the airport to approve issuing Purchase Order #1 in the amount of \$3,500.00 with the service provider being the only rental aircraft at Jasper County Airport, provided by Jasper County Airport's new instruction and rental operation. Since the aircraft is still in maintenance and may not be available until after 1/1/2020, Mr. Seif also asked that those funds be encumbered.

After discussion, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to approve Purchase Order #1 in the amount of \$3,500 with Jasper County Airport providing the instruction and rental continuing education service to the airport manager.

Resolution 9-2019- Encumber Funds

Fund: Operating, Category: Personal Services

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>1</u>	<u>Jasper County Airport</u>	<u>Aviation Continuing Education</u>	<u>\$3,500.00</u>
<u>TASC HRA Rollover</u>	<u>TASC</u>	<u>Healthy Insurance</u>	<u>\$589.24</u>

After discussion, Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to adopt resolution 9-2019.

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Claims totaling **\$25,291.53** were presented to the board. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to approve claims totaling **\$25,291.53**.

Finally, with Mr. Yallaly's motion, second by Mr. Mushett, the JCAA board voted unanimously to adjourn its regular meeting at 7:37 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Monday, December 30th, 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

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YEAR END MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD DECEMBER 30, 2019

The Jasper County Airport Authority Board (JCAA) met on December 30, 2019, at 6:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. Forming a quorum were JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board members Kimberlie J. DeWees and Allen P. Mushett. Also in attendance were Airport Manager Ray Seif and JCAA Attorney Richard F. Comingore.

Upon calling the meeting to order at 6:30 p.m. central time, Mr. Sean M. Yallaly led the JCAA in the Pledge of Allegiance.

Mr. Ray Seif presented the manager's report discussing such items as having no current hangar vacancies and fuel inventory and sales. Mr. Seif indicated that due to a computer problem, the airport's Siteminder software that provides historical data on fuel sales was inadvertently deleted for the period from 3/11/13-10/23/19. QTPod techs were able to restore after 10/23/19. Although the information was lost from Siteminder from 2013-2019, all sales records are still available in hard copy for as well as being entered into the airport's QuickBooks accounting software. Only Siteminder records were lost, all other data was recovered. Mr. Seif discussed upgrading to the M4000 self-fuel terminal which will have cloud-based storage, so this issue would never happen again. Mr. Seif indicated that the M4000 also gives the airport the ability to upgrade phone and internet service in the future since the old M3000 requires a dial up phone model and does not work with Voice over Internet Protocol (VOIP) that would be used for future fiber optic or cable internet upgrades. Mr. Seif indicated that QTPod is giving a trade-in discount of \$3,495 if the order is made in 2019.

With Mr. Jackson's motion, second by Mrs. Dewees, the JCAA voted unanimously to order the M4000 fuel terminal from QTPod for **\$12,245** and request installation from Hoosier Equipment for **\$1,900**.

Mr. Seif discussed needing to make payments to Indiana Department of Workforce Development (IDWD) and those payments fall outside of the normal two party signature check approval internal controls process. IDWD now requires electronic payments only which can be done via Automatic Clearing House (ACH) bank draft or credit card through uplink. Mr. Seif indicated that the payments can be done by Mr. Jackson and Mr. Jackson indicated that he would prefer Mr. Seif make the payments. The payments would then be reviewed through the normal internal controls process including being listed on the claims register, individual claim, and also during bank reconciliations by Mr. Seif and Mr. Jackson.

Mr. Seif indicated starting a Net 30 account with Steensma Lawn, the parent company of Western Snow Plow in order to get factory direct snow equipment pricing at a substantial discount.

Mr. Seif discussed the upcoming airport land cash farm bid and presented two cash farm agreements for the board's review and approval. One agreement will be for the 28.32 ac adjoining

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and connected to Jasper County land and the other agreement is for 71.12 ac. Mr. Seif that Mr. Comingore has reviewed the agreements and that Mrs. Dewees contributed updates following discussions with Commissioner Maxwell. Mr. Seif asked the board to approve the agreements, contingent upon Mrs. Dewees further review and approval.

After discussion and with Mr. Jackson's motion, second by Mr. Yallaly, the JCAA voted unanimously to approve the format and content of the two cash farm agreements contingent upon further review and approval by Mrs. Dewees.

Mrs. Dewees will review soil samples conducted by Vision Ag and will make a one-year soil fertilizer recommendation at the next board meeting.

Mr. Seif presented the manager's payroll for weeks starting 12/2/19-12/23/19 in addition to comp time and vacation time.

With Mrs. Dewees' motion, second by Mr. Mushett, the JCAA voted unanimously to approve the manager's payroll for weeks starting 12/2/19-12/23/19.

Mr. Seif presented comp time including 6.6 hours used and 13.78 hours remaining, asking the board to also approve carrying over the remaining hours into 2020.

With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to approve comp time of 6.6 hours used and carry over 13.78 hours remaining into 2020 for the airport manager.

Mr. Seif presented 88.45 hours of vacation remaining as of 12/29/19, asking the board to approve carryover into 2020.

With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA voted unanimously to approve carrying over 88.45 hours of vacation into 2020 for the airport manager.

Mr. Seif asked the board to adopt resolutions 10-2019 and 11/2019.

Resolution 10-2019 – Transfer Funds

Fund: Operating, Category: Other Services and Charges to

Fund: Operating, Category: Other Services and Charges

FROM:	AMOUNT	TO:
<u>Aviation Fuel Purch. (Flt Sch)</u>	<u>\$5,000</u>	<u>Professional Services</u>
<u>Repairs & Maintenance</u>	<u>\$9,145</u>	<u>Professional Services</u>

With Mr. Yallaly's motion, second by Mr. Jackson, the JCAA voted unanimously to adopt resolution 10-2019.

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Resolution 11-2019 Encumber Funds

Fund: Operating, Category: Other Services and Charges

Purchase Order Number	Vendor's Name	Budget Line Item	Amount Encumbered
<u>2019 M4000</u>	<u>QTPod</u>	<u>Professional Services</u>	<u>\$12,245.00</u>
<u>19338-1</u>	<u>Hoosier Equipment Services, Inc.</u>	<u>Professional Services</u>	<u>\$1,900.00</u>

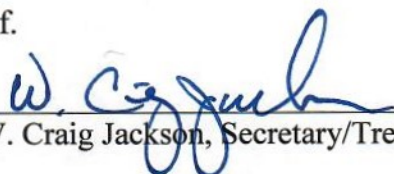
With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to adopt resolution 11-2019.

Mr. Seif presented the claims totaling **\$35,813.52** for JCAA review and approval. Following discussion, Mr. Yallaly's motion, and second by Mrs. DeWees, the JCAA board voted unanimously to approve claims totaling **\$35,813.52**.

Finally, with Mr. Yallaly's motion, second by Mrs. DeWees, the JCAA board voted unanimously to adjourn its year-end meeting at 7:18 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, January 9th, 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