

**REGULAR MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
January 11, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on January 11, 2022 at 6:04 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were Vice President Sean Yallaly, Secretary/Treasurer W. Craig Jackson, Director Allen Mushett and Director Jason Arnold. Also in attendance in-person were Airport Attorney Richard F. Comingore, Airport Manager Emily Hackler and Bookkeeper Angela Walker. Absent was President Dave Pettet. In attendance virtually were Woolpert, Inc. by Dave Wall and Trent Holder, Rensselaer Adventures Blogger Robert E. Schenck and Rensselaer WorkOne Representative Cindy Ward.

**Pledge of Allegiance:** Sean Yallaly led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** Jason Arnold moved and Allen Mushett seconded a motion to approve the December 30, 2021 regular meeting minutes. The December 30, 2021 regular meeting minutes were approved by unanimous vote of the Board.

**Election of Officers:** Sean Yallaly moved and Allen Mushett seconded a motion to retain the existing officers: President Dave Pettet, Vice President Sean Yallaly and Secretary/Treasurer Craig Jackson. Following discussion of the same, the motion passed by unanimous consent of the Board.

The duly elected officers for the Jasper County Airport Authority for 2022 are: President Dave Pettet, Vice President Sean Yallaly and Secretary/Treasurer Craig Jackson.

**Public Participation:** No Public participation.

**Engineer's Report:** Jason Arnold moved and Allen Mushett seconded the motion to adopt Woolpert, Inc.'s JCAA's 2023-2028 Capital Improvement Plan as amended. Following discussion of the same the motion passed by unanimous vote of the Board.

**Attorney's Report:** No report presented.

**Bookkeeper Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. Facer Insurance proposed the JCAA change the insurance carrier on Cessna 172, N64111 from "Old Republic to "Starr" pointing out that "Starr" already carried the JCAA General Liability Insurance package for the Airport.

*Jason Arnold moved to adopt the recommendation of Facer Insurance to change the Cessna 172, N64111 insurance carrier from "Old Republic" to "Starr". Allen Mushett seconded said motion. Following discussion of the same, the motion passed by unanimous vote of the Board.*



2. Facer Insurance will change all existing insurance policy renewal dates to 7-1-XX for the sake of consistency and uniformity.
3. Aircraft Rental Operations Report discussed.
4. A Grant application to the Indiana Department of Transportation (INDOT) for partial reimbursement of Jasper County Airport's aircraft usage data measuring equipment was discussed. There being no motion on the table, the Vice President Yallaly continued this matter to be considered at the next regular meeting.
5. Work One Representative Cindy Ward presented to the Board a proposal to provide a job shadow opportunity through Rensselaer Work One to Michael Fourness.

*Jason Arnold moved to adopt the Work Experience Agreement dated 30 December 2021 presented by Rensselaer Work One contingent upon a limited criminal employment investigation of the applicant by Work One. The motion was seconded by Allen Mushett. Following discussion the motion passed by unanimous consent of the Board.*

6. Airport Manager Payroll & Comp time.

*Upon motion by Sean Yallaly and seconded by Jason Arnold the payroll and time sheets as reported were approved as presented by unanimous consent of the Board.*

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through December 31, 2021.

**Resolution(s) Adopted:**

*Jason Arnold moved to adopt Resolution 4-2021, Transfer of Funds. Seconded by Sean Yallaly Resolution 4-2021 Transfer of Funds was adopted by unanimous consent of the Board following discussion of the same.*

**Claims Approval:** *The motion was made by Jason Arnold and seconded by Allen Mushett to approve the accounts payable summary vouchers for \$6,909.98. Following discussion of the same the Board adopted by unanimous consent the motion approving claims for \$6,909.98.*

**Employee Benefit Committee Report:** The Committee consisting of Dave Pettet and Jason Arnold submitted the following recommendation to the Board.

Airport Manager Emily Hackler receive (See Attached Exhibit A):

- a. Vacation Time -120 hours,
- b. Sick Time – 40 hours,
- c. Personal Days – 24 hours.
- d. More than 16 hours of sick time taken requires doctors note.
- e. Personal Days can be taken in hour increments (2hours or greater)
- f. 40 hour vacation please give 2 week notice to board.

*Jason Arnold moved to adopt the recommendation of the committee. Allen Mushett seconded the motion. Following discussion of the same the Board adopted the motion by unanimous consent.*

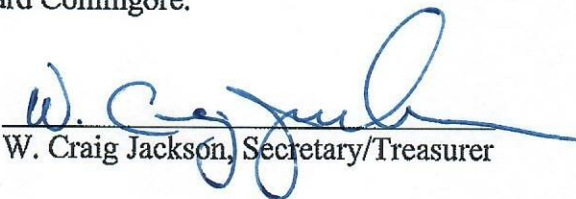
**Board Comments:** This regular JCAA Board of Directors meeting was recessed at 7:18 p.m. CST this date for the purpose of holding the Annual JCAA Board of Finance Board Meeting. This regular Board of Director's meeting shall reconvene following the adjournment of the JCAA Board of Finance Annual meeting.

This regular JCAA Board of Directors meeting was reconvened at 7:27 p.m. CST this date following the adjournment of the annual JCAA Board of Finance Meeting.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, February 8, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 7:35 p.m. CST.

The Minutes were compiled by Richard Comingore.

  
W. Craig Jackson, Secretary/Treasurer



**Jasper County Airport Board**

**Committee Recommendation for Vacation, Sick and Personal Time**

**Regarding Airport Manager Emily Hackler**

**Committee: Jason Arnold, David Pettet**

**Recommendations:**

**Vacation Time -- 120 hours**

**Sick Time -- 40 hours**

**Personal Days -- 24 hours**

**More than 16 hours of sick time taken requires doctors note**

**Personal days can be taken at Airport Managers discretion**

**Vacation time can be taken in hour increments (2 hours or greater)**

**40 hour vacation please give 2 week notice to board**



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**February 8, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on February 8, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were Secretary/Treasurer W. Craig Jackson and Director Jason Arnold. Also in attendance in-person were Airport Attorney Richard F. Comingore, Airport Manager Emily Hackler and Bookkeeper Angela Walker. Absent was Vice President Sean Yallaly and Director Allen Mushett. In attendance virtually were Woolpert, Inc. by Dave Wall and Trent Holder. Additionally attending as public participation was Rensselaer Adventures Blogger Robert E. Schenck.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** Craig Jackson moved and Jason Arnold seconded a motion to approve the January 11, 2022 JCAA Regular Meeting minutes. Subsequently Jason Arnold moved and Craig Jackson seconded a motion to approve the January 11, 2022 JCAA Board of Finance annual meeting minutes. The January 11, 2022 JCAA Regular Meeting minutes and the JCAA Board of Finance annual meeting minutes were approved by unanimous vote of the Board.

**Public Participation:** No Public participation.

**Engineer's Report:** Woolpert Engineering asked the Board to approve submittal of the (revised) Jasper County Airport's Master Plan to the F.A.A.

*Jason Arnold moved and Craig Jackson seconded the motion to approve submittal of Jasper County Airport's (revised) Master Plan to the F.A.A. Following discussion of the same the motion passed by unanimous vote of the Board.*

*Jason Arnold moved and Craig Jackson seconded the motion presented by Woolpert, Inc. to approve the multi-year (continuing) grant amendment (F.A.A. application) for fiscal year 2022. Following discussion of the same the motion was passed by unanimous consent of the Board.*

David Pettet, President tabled for further clarification discussion as to midfield ingress/egress as to airport property 16 as to the need for a new terminal building.

**Attorney's Report:** No report presented.

**Bookkeeper Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. Crack Sealing and seal coating asphalt (excluding parking lot) should be anticipated.
2. Airport Manager Payroll & Comp time.

*Upon motion by Craig Jackson and seconded by Jason Arnold the payroll and time sheets as reported were approved by unanimous consent of the Board.*

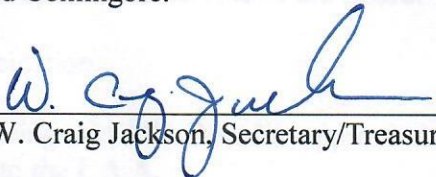
**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through December 31, 2021.

**Claims Approval:** *The motion was made by Craig Jackson and seconded by Jason Arnold to approve the accounts payable summary vouchers for \$18071.36. Following discussion of the same the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** No Comments.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, March 8, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 6:37 p.m. CST. The Minutes were compiled by Richard Comingore.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
March 8, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on March 8, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were Secretary/Treasurer W. Craig Jackson and Director Jason Arnold. Also in attendance in-person were Airport Attorney Richard F. Comingore, Airport Manager Emily Hackler, and Woolpert/NGC engineer Ken Ross. Absent were President David Pettet and Director Allen Mushett. In attendance virtually were Woolpert, Inc. by Dave Wall and Trent Holder.

**Pledge of Allegiance:** Vice President Sean Yallaly led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Jason Arnold moved and Craig Jackson seconded a motion to approve the February 8, 2022 JCAA Regular Meeting minutes. The February 8, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** No public participation.

**Engineer's Report:** Woolpert representatives Dave Wall and Trent Holder informed the Board that the aviation forecast for the Master Plan is complete and has been sent to the airport manager for review. They report that the FAA forecast review process has been taking upwards of five months to complete as of late.

**Attorney's Report:** No report presented.

**Bookkeeper Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. Sealed bids for the 2022 hay lease agreement were presented to the Board. Two bids were received from Kohlhagen Farms and Elk LLC.

*Upon motion by Jason Arnold and seconded by Craig Jackson, Kohlhagen Farms was selected as the tenant for the hay farm lease agreement. Approved by unanimous vote of the Board.*

2. The manager requested approval for an amendment to the mowing contract. This amendment to the 2017 contract raises the price per mowing cycle.

*Upon motion by Jason Arnold and seconded by Craig Jackson, the mowing contract as amended was approved by unanimous consent of the Board.*

3. Airport Manager payroll and comp time

*Upon motion by Sean Yallaly and seconded by Jason Arnold, the manager's payroll and comp time as reported was approved by unanimous consent of the Board.*

4. The Manager presented a suggestion to give the freelance flight instructors a discount on the rental aircraft rate.

*The motion was made by Jason Arnold and seconded by Craig Jackson to approve a 15% discount for flight instructors at Jasper County. This motion was passed with unanimous vote of the Board.*

5. Hangar vacancies, fuel sales, and operation counts for the month of February

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through February 28, 2022.

**Claims Approval:** *The motion was made by Craig Jackson and seconded by Jason Arnold to approve the accounts payable summary vouchers for \$27,299.91. Following discussion of the same the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** Director Jason Arnold discussed the future of the JCAA-owned lots with frontage on SR-114 and suggested that the Board consider selling some of the frontage to allow for more commercial development in the community. Woolpert/NGC Engineer Ken Ross suggested keeping some of the frontage as an easement for ingress/egress to the back of these lots. The Board discussed dividing the lot to where only the immediate frontage will be available for development. The Airport would then maintain some of the land to allow for any adjustments to the placement of the future east/west runway. The Manager was directed to obtain designs and pricing for a large banner to be placed along SR-114.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, April 12, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 6:46 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**April 12, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on April 12<sup>th</sup>, 2022 at 6:10 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were Secretary/Treasurer W. Craig Jackson and Director Jason Arnold. Also in attendance in-person were Airport Attorney Richard F. Comingore, Airport Manager Emily Hackler, and Woolpert/NGC engineer Ken Ross. Absent were Vice President Sean Yallaly and Director Allen Mushett. In attendance virtually were Woolpert, Inc. by Dave Wall and Rensselaer Adventures blogger Robert Schenk.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Craig Jackson moved and Jason Arnold seconded a motion to approve the March 8, 2022 JCAA Regular Meeting minutes. The March 8, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** Rensselaer Adventures blogger Robert Schenk attended and had no remarks.

**Engineer's Report:** Woolpert representative Dave Wall informed the Board that INDOT will not provide their share of funds for our Master Plan project this fiscal year. They are focusing on bigger airport projects around the state. Dave explained that considering the FAA's estimated time for completion of the forecast review, the funding that was pulled may not be needed this fiscal year.

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The airport manager suggested the idea of numbering hangars, citing how helpful labels could be for after-hours customers and Excel Air Services' workers. Three choices for hangar numbers were presented to the Board – stencils and paint, vinyl adhesives, and 12x18" metal signs.  
*Upon motion by Jason Arnold and seconded by Craig Jackson, option 3 was selected as the material for hangar numbers. Approved by unanimous vote of the Board.*
2. The manager presented a proof from Reinforcements Design of a banner created to advertise the Airport's SR-114 frontage lots as available for development. The Board was given a 3x6' and 3x8' size option.  
*Upon motion by Jason Arnold and seconded by Craig Jackson, the order and purchase of a 3x8' double sided banner was approved by unanimous vote of the Board.*
3. The manager presented one quote from Town and Country Construction for sealcoat and crack-seal to the Board. The topic was tabled until the airport manager obtains more quotes.

4. Airport Manager payroll and comp time

*Upon motion by Jason Arnold and seconded by Craig Jackson, the manager's payroll and comp time as reported was approved by unanimous consent of the Board.*

5. The manager requested a performance review. Craig Jackson and Jason Arnold were appointed by the Board to conduct the review.

6. The manager requested an extension to the amount of time she was given to find housing in her job offer due to the current extreme market conditions.

*Jason Arnold moved and Craig Jackson seconded the motion to approve a 6-month extension, beginning April 1, 2022.*

7. Hangar vacancies, fuel sales, and operation counts for the month of March

8. The manager presented for Board approval a continuing agreement from Baker Tilly US, LLP for the continuation of budget and accounting consulting services.

*Upon motion by Jason Arnold and seconded by Craig Jackson, the continuing agreement with Baker Tilly US, LLP was approved by unanimous vote of the Board.*

9. Farm lease tenant Ed Korniak requested to the manager that the Board seek compensation on his behalf for financial losses due to the development and subsequent drainage problems of Indiana Face Mask, located adjacent to the property he farms. Mr. Korniak provided the manager a written compensation offer from the owner of Indiana Face Mask dated May 11, 2021, which was then presented to the Board for review. The Board agreed to follow up on the offer for compensation and asked the manager to contact the owner of Indiana Face Mask.

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through March 31, 2022.

**Claims Approval:** *The motion was made by Craig Jackson and seconded by Jason Arnold to approve the accounts payable summary vouchers for \$74,085.23. Following discussion of the same the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** No remarks.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, May 10, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 7:10 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
May 10, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by Secretary/Treasurer Craig Jackson on May 10<sup>th</sup>, 2022 at 6:14 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were Director Jason Arnold and Director Allen Mushett. Also in attendance in-person were Airport Attorney Richard F. Comingore and Airport Manager Emily Hackler. Absent were President David Pettet and Vice President Sean Yallaly. In attendance virtually were engineers Ken Ross (NGC/Woolpert) and Trent Holder (Woolpert).

**Pledge of Allegiance:** Secretary/Treasurer Craig Jackson led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Allen Mushett moved and Jason Arnold seconded a motion to approve the April 12, 2022 JCAA Regular Meeting minutes. The April 12, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** None.

**Engineer's Report:** Trent Holder with Woolpert updated the Board of a lack of response from the FAA regarding JCAA's Master Plan Forecast. NGC/Woolpert engineer Ken Ross discussed with the Board possible uses for the Airport's unused COVID-19 ARPA grant. Ken coordinated with the Airport Manager on how the Airport should utilize these funds prior to the Board Meeting, then presented an ARPA grant request for the reimbursement of multiple operating expenses to be approved and signed by the Board.

*Upon motion by Craig Jackson, seconded by Jason Arnold, the ARPA grant request was approved by unanimous vote of the Board.*

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, reported hazards that have arisen from installed fixtures in vacant hangars, and received guidance from the Board on how to proceed regarding the fixtures.
2. The Manager presented for approval a new hangar lease for Mr. Mike Terwilliger in the Airport's 9-unit T-hangar.

*Upon motion by Jason Arnold and seconded by Allen Mushett, the hangar lease agreement for Mike Terwilliger was approved by unanimous consent of the Board.*

3. The Manager discussed fuel sales, interest and investments, rental aircraft usage, and operations for the month.
4. The Manager reported equipment needs and discrepancies. She cited the need for an alignment and new tires for the operations truck and informed the Board of estimates



from different vendors for this service. She also reported that the Airport's automated weather observation system became inoperable May 7<sup>th</sup> and the technician has been contacted and scheduled.

5. The Manager presented two quotes for preventative pavement maintenance including crack-fill and sealcoat to the Board.

*Upon motion by Allen Mushett and seconded by Jason Arnold, Town and Country Paving was chosen as the contractor for the preventative pavement maintenance project. The motion was approved by unanimous consent of the Board.*

6. Airport Manager payroll and comp time

*Upon motion by Jason Arnold and seconded by Allen Mushett, the Manager's payroll and comp time as reported was approved by unanimous consent of the Board.*

7. The Manager reported that after reaching out to the owner of Indiana Face Mask, the Airport's farm lease tenant has been compensated for his financial losses due to improper drainage of the IN Face Mask property.

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through April 30, 2022.

**Claims Approval:** *The motion was made by Jason Arnold and seconded by Craig Jackson to approve the accounts payable summary vouchers for \$28,125.61. Following discussion of the same the Board adopted by unanimous consent the motion approving the claims as presented.*

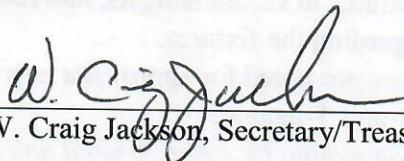
**Board Comments:** Airport Attorney Richard Comingore suggested to the Board that the Airport Manager order uniforms. The Board concurred with the recommendation and directed the manager to bring the proposed uniforms to the Board. The Airport Manager then informed the Board that her vacation time falls on the day of the June board meeting and suggested moving the date of the JCAA June board meeting.

*Upon motion by Jason Arnold and seconded by Allen Mushett, the board meeting in June was moved to June 7, 2022 upon unanimous vote of the Board.*

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, June 7, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 7:06 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**June 7, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on June 7<sup>th</sup>, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were President David Pettet, Secretary/Treasurer Craig Jackson, Director Jason Arnold, and Director Allen Mushett. Also in attendance in-person were Airport Manager Emily Hackler and Airport interns Gavin Gonzalez and Ethan Kelly. Absent were Vice President Sean Yallaly and Airport Attorney Richard Comingore. In attendance virtually was Woolpert, Inc. by Trent Holder.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Craig Jackson moved and Jason Arnold seconded a motion to approve the May 10, 2022 JCAA Regular Meeting minutes. The May 10, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** None.

**Engineer's Report:** No report presented.

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, fuel sales, interest and investments, rental aircraft usage, and operations for the month.
2. The Manager reported equipment needs and discrepancies, including the inoperable AWOS that had since been fixed and two hangar doors that had their cables and limits adjusted.
3. The Manager requested approval for two large signs to be used for promotion of airport events during fair week.

*Upon motion by Jason Arnold and seconded by Allen Mushett, two large lawn signs were approved by unanimous consent of the Board.*

4. Airport Manager payroll and comp time

*Upon motion by Jason Arnold and seconded by Craig Jackson, the Manager's payroll and comp time as reported was approved by unanimous consent of the Board.*

5. The Manager presented quotes for the auto insurance policy and property insurance policy, both set to expire July 1<sup>st</sup>, 2022. Quotes from the current insurance carriers for both policies were not provided to the Manager by the meeting date. The Board discussed the lack of a board meeting before the policies expire and instructed the Manager to send the quotes via email for approval once they are received.

6. The Manager presented an Annual Maintenance Agreement with Kevin Moore Electric for the continued monitoring and maintenance of the Airport's two Generac Generators.

*Upon motion by Allen Mushett and seconded by Jason Arnold, the Annual Maintenance Agreement with wifi mobile-link was approved by unanimous consent of the Board.*

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through May 31, 2022.

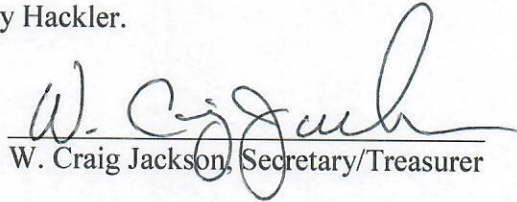
**Claims Approval:** *The motion was made by Craig Jackson and seconded by Jason Arnold to approve the accounts payable summary vouchers for \$17,825.28. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** None.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, July 12, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 6:36 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**July 12, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on July 12<sup>th</sup>, 2022 at 6:05 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were President David Pettet, Secretary/Treasurer Craig Jackson, Director Jason Arnold, and Director Allen Mushett. Also in attendance in-person were Airport Manager Emily Hackler and Airport Attorney Richard Comingore. Absent was Vice President Sean Yallaly. In attendance virtually was Woolpert, Inc. by Dave Wall.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Jason Arnold moved and Allen Mushett seconded a motion to approve the June 7, 2022 JCAA Regular Meeting minutes. The June 7, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** Robert Schenk from Rensselaer Adventures blog attended virtually.

**Engineer's Report:** Dave Wall, Woolpert, Inc., reported no updates from the FAA on the approval status of JCAA's Airport Masterplan forecast. Ken Ross, NGC, reported via email that the FAA has not yet released funding for JCAA's AIP-14 multi-year grant.

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, fuel sales, interest and investments, rental aircraft usage, and operations for the month of June.
2. The Manager reported that sealcoat & striping has been completed after 1.5 months by Town & Country Paving. Airport Attorney Richard Comingore, who also hangs an airplane at the airport, suggested sealing the driveways of the older hangars on the airfield. These hangar driveways were left out of the original sealcoat/striping quote. After discussion amongst the Board, the Manager was directed to retrieve an additional quote for the remaining hangar driveways.
3. The Manager presented the Airport's credit card activity, totaling \$66.99 for the month of June.
4. Airport Manager payroll and comp time  
*Upon motion by Craig Jackson and seconded by Jason Arnold, the Manager's payroll and comp time as reported was approved by unanimous consent of the Board.*
5. The Manager requested approval for the donation of one discovery flight in JCAA's rental aircraft to one Youth Aviation Summer Camp attendee, chosen by drawing.  
*Upon motion by Jason Arnold, seconded by Craig Jackson, the donation of one discovery flight to an attendee of JCAA's Youth Aviation Summer Camp was approved by unanimous vote of the Board.*

6. The Manager suggested sponsoring the Demotte Chamber of Commerce Touch of Dutch Festival with the "Bronze" sponsorship option.

*Upon motion by David Pettet and seconded by Jason Arnold, the Board unanimously voted to sponsor the festival with a "Bronze" sponsorship.*

7. The Manager presented a quote from Facer Insurance Agency for the additional premium of adding a new flight instructor to JCAA's aircraft insurance policy.

*Upon motion by Jason Arnold and seconded by Craig Jackson, the Board voted unanimously to approve the additional premium.*

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through June 30, 2022.

*Upon motion by Allen Mushett and seconded by Jason Arnold the Board voted unanimously to accept the unreconciled Treasurer's report as presented.*

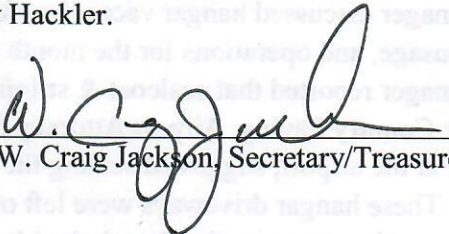
**Claims Approval:** *The motion was made by Jason Arnold and seconded by Craig Jackson to approve the accounts payable summary vouchers for \$130,462.37. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** None.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, August 9, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 6:34 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**August 9, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on August 9<sup>th</sup>, 2022 at 6:01 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were President David Pettet, Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, and Director Jason Arnold. Also in attendance in-person were Airport Manager Emily Hackler and Airport Attorney Richard Comingore. Absent was Director Allen Mushett. In attendance virtually was Woolpert, Inc. by Dave Wall and Trent Holder. Ken Ross, Woolpert/NGC, joined virtually at 6:15 p.m.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Craig Jackson moved and Sean Yallaly seconded a motion to approve the July 12, 2022 JCAA Regular Meeting minutes. The July 12, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** None.

**Engineer's Report:** Trent Holder (Woolpert) reported that Gary Wilson (FAA) had reviewed RZL's Master Plan forecast and sent comments back to Trent. Trent also reported that he had met virtually with Airport Manager Emily Hackler, Woolpert consultant Dave Wall, and Woolpert/NGC consultant Ken Ross prior to the board meeting to discuss Gary's comments and many comments were easy fixes. Trent indicated that he has set up another virtual meeting with Ms. Hackler, Mr. Wall, Mr. Ross, and Mr. Wilson to discuss Mr. Wilson's comments on the forecast, set to take place at 10 a.m. on August 11<sup>th</sup>, 2022.

Mr. Wall reported that Indiana is moving up the due dates for the Capital Improvement Plan submittal. Mr. Ross then informed the Board that Indiana has moved the submittal due date up to December 2022 and that the state will likely send out letters soon to inform the airport of the change.

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, fuel sales, interest and investments, rental aircraft usage, and operations for the month of July. Ms. Hackler indicated that 100LL sales this July were the highest for the airport since July 2019.
2. Ms. Hackler discussed recent plumbing issues in the terminal building. After some discussion, the Manager was directed to gather quotes for two new toilets in the terminal building.
3. The Manager presented the Airport's credit card activity, totaling \$169.25 for the month of July.
4. Ms. Hackler reported on the need for part-time help around the airport. She expressed the benefits to having an employee around to help with maintenance tasks as well as the benefits to having a second employee attending the airport, potentially on weekends. After some discussion,



the Board directed Ms. Hackler to draft a job description to be presented and the position voted on at the next Board meeting.

5. **Airport Manager payroll and comp time**

*Upon motion by Sean Yallaly and seconded by Jason Arnold, the Manager's payroll and comp time as reported was approved by unanimous consent of the Board.*

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through July 31, 2022 – *Upon motion by Jason Arnold and seconded by David Pettet, the Board voted unanimously to accept the unreconciled Treasurer's report as presented.*

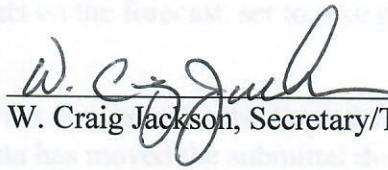
**Claims Approval:** *The motion was made by Craig Jackson and seconded by Jason Arnold to approve the accounts payable summary vouchers for \$86,006.71. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** Mr. Yallaly reported that Money Market Savings rates are going up and suggested that the airport look into other investment options. Ms. Hackler and Mr. Jackson indicated that they would look into other options.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, September 13, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 7:04 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, fuel sales, interest and investments, rental air-craft usage, and operations for the month of July. Ms. Hackler indicated that 100LL sales this July were the highest for the airport since July 2019.
2. Ms. Hackler discussed recent plumbing issues in the terminal building. After some discussion, the Manager was directed to gather quotes for two new toilets in the terminal building.
3. The Manager presented the Airport's credit card activity, totaling \$169.25 for the month of July.
4. Ms. Hackler reported on the need for part-time help around the airport. She expressed the benefits to having an employee around to help with maintenance tasks as well as the benefits to having a second employee attending the airport, potentially on weekends. After some discussion,



**SPECIAL MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
August 18, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on August 18<sup>th</sup>, 2022 at 9:01 a.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were President David Pettet, Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, and Director Allen Mushett. Also in attendance in-person was Airport Manager Emily Hackler. Absent was Director Jason Arnold and Airport Attorney Richard Comingore.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Public Participation:** Robert Schenk, author of Rensselaer Adventures blog, joined virtually.

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. Ms. Hackler indicated that in December 2017, the Board agreed to a proposal by John Sjaardema, Excel Air Services, regarding placing a storage container for aircraft parts on the west side of the maintenance hangar. The Manager reported that John's plan is finally coming to fruition and, considering the amount of time that has lapsed, wanted to reaffirm with the Board that their previous position holds. From the Regular Meeting Minutes of the JCAA, December 6, 2017:

*"After discussion, JCAA board agreed that Excel can place a storage container west of their building as long as it was painted, in good condition, properly placed and maintained, and Excel was willing to move it should further airport development necessitate the removal."*

Upon motion by Sean Yallaly and seconded by Craig Jackson, placement of the storage container by Excel Air Services as agreed upon in the December 6, 2017 Minutes was approved by unanimous consent of the Board.

2. Ms. Hackler presented the 2023 budget for board review, discussion and adoption. Ms. Hackler indicated that while the budget remains unchanged from 2022, some line items within the Operating Fund were adjusted to better accommodate the airport's needs.

After discussion and with Mr. Yallaly's motion, seconded by Mr. Jackson, JCAA voted unanimously to adopt the 2023 budget in the amount of:

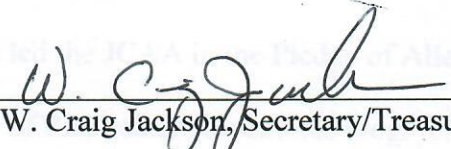
Operating Fund:	<b>\$344,870</b>
Cumulative Building Fund:	<b>\$158,000</b>
Rotary Fund (Home Rule)	<b>\$121,100</b>
Flight School Op Fund (Home Rule)	<b>\$24,500</b>
Debt Service Fund	<b>\$213,344</b>

**Board Comments:** None.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, September 13, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 9:10 a.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported.

1. Ms. Hackler indicated that in December 2017, the Board agreed to a proposal by John Sjardena, Excel Air Services, regarding placing a storage container for aircraft parts on the west side of the maintenance hangar. The Manager reported that John's plan is finally coming to fruition and, considering the amount of time that has lapsed, wanted to re-align with the Board their previous position holds. From the Regular Meeting Minutes of the JCAA, December 6, 2017.

*"After discussion, JCAA board agreed that Excel can place a storage container west of their building as long as it was painted, in good condition, properly placed and maintained, and Excel was willing to move it should further airport development necessitate the removal."*

Upon motion by Sean Yallaly and seconded by Craig Jackson, placement of the storage container by Excel Air Services as agreed upon in the December 6, 2017 Minutes was approved by unanimous consent of the Board.

2. Ms. Hackler presented the 2023 budget for board review, discussion and adoption. Ms. Hackler indicated that while the budget remains unchanged from 2022, some line items within the Operating Fund were adjusted to better accommodate the airport's needs.

After discussion and with Mr. Yallaly's motion, seconded by Mr. Jackson, JCAA voted unanimously to adopt the 2023 budget in the amount of:

Operating Fund:	\$341,878
Cumulative Building Fund:	\$158,990
Rotary Fund (Home Rule):	\$121,100
Flight School Op Fund (Home Rule):	\$74,500
Debt Service Fund:	\$213,344



**REGULAR MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
September 13, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on September 13<sup>th</sup>, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were President David Pettet, Secretary/Treasurer Craig Jackson, and Director Allen Mushett. Also in attendance in-person were Airport Manager Emily Hackler, Airport Attorney Richard Comingore, and NGC/Woolpert consultant Ken Ross. Absent were Vice President Sean Yallaly and Director Jason Arnold. In attendance virtually was Woolpert, Inc. by Curtis Brown and Trent Holder.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Craig Jackson moved and Allen Mushett seconded a motion to approve the August 9, 2022 JCAA Regular Meeting minutes. The August 9, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

*Allen Mushett moved and Craig Jackson seconded a motion to approve the August 18, 2022 JCAA Special Meeting minutes. The August 18, 2022 JCAA Special Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** Robert Schenk from Rensselaer Adventures blog attended virtually.

**Engineer's Report:** Curtis Brown (Woolpert) introduced a General Services Agreement for the task of developing and submitting the Airport Capital Improvement Plan for the Board to review and sign. Mr. Comingore noted the untimeliness of the introduction of the Agreement. He expressed concern as the Board (and Mr. Comingore) were not given adequate time to review the Agreement. Mr. Pettet recommended approving the General Services Agreement at the meeting on the condition that Mr. Comingore is able to review and accept the Agreement.

*After discussion, Craig Jackson moved and Allen Mushett seconded the motion for a conditional approval for the General Services Agreement with Woolpert pending approval of JCAA's attorney Richard Comingore.*

Trent Holder (Woolpert) indicated that Gary Wilson (FAA) had not yet approved the Airport's Masterplan Forecast submitted last month. Mr. Holder had contacted Mr. Wilson twice but was still awaiting a response.

Ken Ross (NGC/Woolpert) reported that FAA AIP-14 multi-year grant funds would be released soon, totaling \$166,667.00.

**Attorney's Report:** No report presented.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, fuel sales, interest and investments, rental aircraft usage, and operations for the month of August.
2. Ms. Hackler presented a new hangar lease agreement for Mr. Tyler Emley.
3. Ms. Hackler indicated that most of the required annual inspections at the airport had been completed excluding the annual fuel farm inspection, which is to be completed by the end of September.

4. The Manager presented an informal quote from Town & Country Paving to clean, edge, and sealcoat 8 driveways leading to units in the old hangars for \$1,500.00. With the lack of a formal quote, the Board decided to conditionally approve the job with the understanding that the formal quote, to be provided September 14, 2022, was not to exceed \$1,500.00.

*Upon motion by Craig Jackson, seconded by Allen Mushett, the quote from Town & Country Paving was conditionally approved by unanimous consent of the Board.*

5. The Manager presented the Airport's credit card activity, totaling \$1,017.61 for the month of August.
6. The Manager requested approval to purchase a second computer monitor for her office in the terminal building, totaling \$114.99.

*Allen Mushett moved and Craig Jackson seconded the motion to approve the purchase of a second computer monitor for the Airport Manager's office.*

7. Ms. Hackler requested approval to attend the 2022 Aviation Indiana conference at Purdue University. *Craig Jackson moved and Allen Mushett seconded the motion to approve the Airport Manager's attendance at the 2022 AI conference.*

8. Airport Manager payroll and comp time

*Upon motion by Craig Jackson and seconded by Allen Mushett, the Manager's payroll and comp time as reported was approved by unanimous consent of the Board.*

**Treasurer's Report:** Craig Jackson presented the unreconciled Treasurer's report through August 31, 2022.


**Claims Approval:** *The motion was made by Craig Jackson and seconded by Allen Mushett to approve the accounts payable summary vouchers for \$18,847.61. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** None.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, October 11, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 6:45 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**October 11, 2022**

**Call to Order:** The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on October 11<sup>th</sup>, 2022 at 6:02 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in-person forming a quorum were President David Pettet, Vice President Sean Yallaly, and Secretary/Treasurer Craig Jackson. Also in attendance in-person were Airport Manager Emily Hackler and Airport Attorney Richard Comingore. Absent were Director Allen Mushett and Director Jason Arnold. In attendance virtually were Woolpert consultant Dave Wall and NGC/Woolpert consultant Ken Ross.

**Pledge of Allegiance:** President David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s):** *Sean Yallaly moved and Craig Jackson seconded a motion to approve the September 13, 2022 JCAA Regular Meeting minutes. The September 13, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation:** Robert Schenk from Rensselaer Adventures blog attended virtually.

**Engineer's Report:** Woolpert consultant Dave Wall introduced a draft Capital Improvement Program summary for the Board's review. The draft reflected virtually no changes from last year's CIP and simply pushed back the Airport's previously planned projects. Mr. Wall also explained that regarding the Bipartisan Infrastructure Law funds available to the Airport in 2023, the Board can decide whether to roll over the available BIL funds again or use them for a new T-hangar. After some discussion, the Board decided to roll over the funds and table the T-hangar project until the FAA has reached their conclusion on the Master Plan.

**Attorney's Report:** Attorney Richard Comingore presented a draft Mowing Contract with B&H Mowing for the Board's review. The draft Contract, once entered into, will supersede the Airport's previous contract with B&H Mowing and extend the Airport's mowing agreement with B&H Mowing into 2024. This Contract is to be voted on by the Board at the November 8 meeting.

Mr. Comingore also reminded the Board members that there will be at least one vacancy on the Board at the end of the year that will need to be filled.

**Manager's Report:** Manager Emily Hackler reported:

1. The Manager discussed hangar vacancies, fuel sales, interest and investments, rental aircraft usage, and operations for the month of September. She informed the Board that this was the highest September yet for 100LL sales and that total YTD sales have exceeded \$200,000.
2. Ms. Hackler inquired about short-term hangar rates for the oldest hangars. There was no rate set previously, but hangar shortages have introduced the need to use these hangars for transient aircraft. After some discussion, Mr. Pettet suggested a rate of \$5.00 per day.  
*Upon motion by Sean Yallaly, seconded by Craig Jackson, a short-term hangar rate of \$5.00 per day was approved by unanimous vote of the Board.*
3. Ms. Hackler discussed the need for repairs to Excel Air's maintenance hangar. She presented quotes from Steve's Specialized Services and Precision Glass for the repair of two man-doors and



the north hangar door. After some discussion, the Board chose Precision Glass to perform the repairs to Excel's hangar.

4. The Manager presented to the Board the findings from the annual inspection of the Fuel Farm. The inspection found that the Fuel Farm is in need of a new 100LL nozzle, multiple placards, and overfill alarm boxes. Ms. Hackler presented a quote for the parts and labor needed for the repairs from Hoosier Equipment Services. She also presented an alternate quote from FCA for a 100LL nozzle with a lower price. After discussion, the Board chose to accept Hoosier Equipment Service's proposal without the nozzle and to order the lower-priced nozzle from FCA.
5. The Manager presented the Airport's credit card activity for Board review.
6. Airport Manager payroll and comp time  
*Upon motion by Sean Yallaly and seconded by Craig Jackson, the Manager's payroll and comp time as reported was approved by unanimous consent of the Board.*
7. Ms. Hackler presented a slideshow detailing the Airport's \$30,000 grant for flight simulators and optional add-ons to the simulators. She also presented a quote from Redbird for the 3 flight simulators plus add-ons. The Board ultimately decided to alter the proposal and add-ons before ordering, and Ms. Hackler was instructed to obtain a new quote that reflects the Board's discussion.

**Treasurer's Report:** Mr. Jackson presented the unreconciled Treasurer's report through September 30, 2022.

*Upon motion by Sean Yallaly, seconded by Craig Jackson, the unreconciled Treasurer's report was accepted as presented by unanimous vote of the Board.*

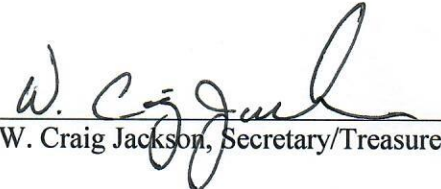
**Claims Approval:** *The motion was made by Sean Yallaly and seconded by Craig Jackson to approve the accounts payable summary vouchers for \$52,594.50. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

**Board Comments:** Mr. Yallaly noted the Airport's low interest rate on the current checking account and suggested looking into money market savings accounts or government money market savings accounts. Ms. Hackler agreed to look into the options and send a recommendation via email to the Board.

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, November 8, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

**Adjournment:** The JCAA regular Board of Directors meeting was adjourned at 6:58 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING**  
**THE JASPER COUNTY AIRPORT AUTHORITY BOARD**  
**November 8, 2022**

The Jasper County Airport Authority Board (JCAA) was called to order by Secretary/Treasurer Craig Jackson on November 8<sup>th</sup>, 2022 at 6:03 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

In attendance in-person forming a quorum were Secretary/Treasurer Craig Jackson, Director Allen Mushett, and Director Jason Arnold. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, and NGC/Woolpert consultant Ken Ross. In attendance virtually were Woolpert consultants Dave Wall and Trent Holder. Absent were President David Pettet and Vice President Sean Yallaly.

Craig Jackson led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s)**

*Jason Arnold moved and Allen Mushett seconded a motion to approve the October 11, 2022 JCAA Regular Meeting minutes. The October 11, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation**

Robert Schenk from Rensselaer Adventures blog attended virtually. No comments.

**Engineer's Report**

Woolpert consultant Dave Wall presented the updated 2023 ACIP to the Board for approval to submit the document to INDOT.

*Upon motion by Allen Mushett, seconded by Jason Arnold, the 2023 ACIP was approved for submittal to INDOT by unanimous vote of the Board.*

NGC/Woolpert consultant Ken Ross presented the INDOT Airport Development Grant Application for Airport Operations Monitoring Equipment for discussion and review by the Board. After some discussion, the Board moved to vote to submit the application.

*Upon motion by Allen Mushett, seconded by Jason Arnold, the submittal of the grant application to INDOT was approved by unanimous vote of the Board.*

Woolpert consultant Trent Holder informed the Board of the most recent updates to the Airport's Master Plan. The FAA responded to the forecast resubmittal dated August 11, 2022 with more comments from the Chicago ADO Regional Planner. Mr. Holder told the Board that he, Mr. Wall, and Ms. Hackler plan to draft responses to these comments in the coming weeks. The draft responses will be sent via E-mail to the Board for review.



### **Attorney's Report**

Attorney Richard Comingore presented a Contract for Mowing Services with B&H Mowing for the calendar year beginning January 1, 2023.

*Allen Mushett moved and Jason Arnold seconded the motion to approve the Contract with B&H Mowing. The Contract with B&H Mowing was approved by unanimous vote of the Board.*

### **Manager's Report**

The Manager presented Estimate #1813 from Precision Glass for the repair of remaining issues with Excel Air's hangar and man doors which indicated that the work performed was not to exceed \$250.

Ms. Hackler presented quotes for maintenance to the Airport's website from Valpo Web Design and Jason Barnett. After some discussion and suggestions from consultants, the Board decided to accept Jason Barnett's quote to fix the problems with the website; however, if it cannot be fixed, the Airport Manager was directed to create a new website herself.

*Upon motion by Craig Jackson, seconded by Jason Arnold, Mr. Barnett's proposal to fix the issues with JCAA's website was accepted by unanimous vote of the Board.*

The Manager presented her findings on money market accounts around the county. She explained the differences in APY between each depository. She also suggested tabling the discussion and subsequent decision until the annual Board of Finance Meeting in January.

Ms. Hackler informed the Board that the Ray Foundation approved their request that the grant funds be used for the purchase of two (2) Redbird BATD simulators, with the rest of the grant funds to be used for program needs. She presented two quotes, each for the purchase of two Redbird TD simulators with all of the optional add-ons. Estimate #13701 (\$29,920) included a 1-year extended warranty and Estimate #13702 (\$28,530) did not.

*Upon motion by Jason Arnold, seconded by Allen Mushett, Quote #13701 was accepted by unanimous vote of the Board.*

Ms. Hackler discussed the current status of the Airport's courtesy car. The transmission has failed and Fieldhouse Ford estimates \$2,600 to overhaul. The Airport is currently renting a car from White's Auto Sales to replace the courtesy car for Airport visitors. She is in contact with the Sheriff's department awaiting notification of vehicles to be retired in the coming months. The Manager was directed by the Board to obtain prices for upcoming retired vehicles from the Sheriff's department as well as to extend the rental agreement with White's Auto Sales.

The Manager presented her timesheets for the approval of her payroll and comp time.

*Craig Jackson moved and Allen Mushett seconded the motion to approve the Manager's payroll and comp time as reported. The Manager's payroll and comp time were approved by unanimous consent of the Board.*

The Manager requested a performance review after a year of employment at the Airport. Craig Jackson and Jason Arnold accepted the task of conducting the performance review.



Ms. Hackler discussed her efforts to re-ignite the Airport's High School Education Program in 2023. She informed the Board that she would be visiting several area schools to talk about the courses and gauge interest from students. She reintroduced the Memorandum of Understanding between JCAA and Rensselaer Central School Corporation dated November 12, 2020. The Board was asked to review the MOU and reaffirm their acceptance.

*Upon motion by Jason Arnold, seconded by Allen Mushett, the Board voted unanimously to reaffirm their acceptance of the MOU between JCAA and RCSC dated 11/12/20.*

The Manager reported hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of October.

The Manager discussed the Airport's overpayment of the 2022 debt service payment. The Board suggested contacting the Lessors in order to collaborate on how to move forward.

Ms. Hackler indicated that the Airport's farmland tenant is requesting that the Airport coordinate another compensation request from Indiana Face Mask for annual financial losses due to inadequate drainage around the property. The Board suggested waiting for a quantitative summary of financial loss from the tenant before completing the request.

#### **Treasurer's Report**

Mr. Jackson presented the unreconciled Treasurer's report through October 31, 2022.

#### **Claims Approval**

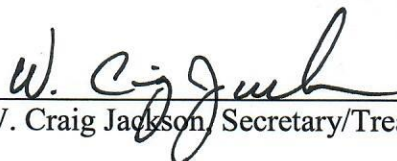
*The motion was made by Jason Arnold and seconded by Allen Mushett to approve the accounts payable summary vouchers for \$16,597.21. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

#### **Board Comments: None.**

**BE IT RESOLVED** that the JCAA's next, regular meeting shall be held on Tuesday, December 13, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The JCAA regular Board of Directors meeting was adjourned at 7:22 p.m. CST.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer

**REGULAR MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
December 13, 2022**

The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on December 13<sup>th</sup>, 2022 at 6:20 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

In attendance in-person were Vice President Sean Yallaly and Secretary/Treasurer Craig Jackson. Director Jason Arnold joined virtually via Zoom, forming a quorum. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, and NGC/Woolpert consultant Ken Ross. In attendance virtually was Woolpert consultant Trent Holder. Absent were President David Pettet and Director Allen Mushett.

Sean Yallaly led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s)**

*Craig Jackson moved and Sean Yallaly seconded a motion to approve the November 8, 2022 JCAA Regular Meeting minutes. The November 8, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation**

Robert Schenk from Rensselaer Adventures blog attended virtually. No comments.

**Engineer's Report**

Mr. Ross presented three items to the Board for signatures. The items included an Annual Report and Amendment Request for the AIP-014 multi-year grant and an Annual Report for the ARPA grant.

Mr. Holder reported no update on the Master Plan forecast.

**Attorney's Report**

No report.

**Manager's Report**

The Manager reported hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of November.

Ms. Hackler informed the Board of equipment and building maintenance totaling \$479.99. She questioned the previous use and maintenance of the Airport's 4-wheeler and was instructed to perform the necessary repairs. She also discussed the status of the Airport's courtesy car and reported that she is waiting on an update from the Sheriff's Department regarding the retirement of service vehicles.



The Manager reported that all broken features on the Airport's website had been fixed by contractor Jason Barnett with the exception of the news posts. She informed the Board that she planned to open a ticket with Wordpress Premium Support to resolve the issue, and if that attempt is unsuccessful, she will present options for a new website to the Board at the 12/30 meeting.

The Manager presented her timesheets from 10/31/22-12/11/22 for the approval of her payroll and comp time.

*Craig Jackson moved and Jason Arnold seconded the motion to approve the Manager's payroll and comp time as reported. The Manager's payroll and comp time were approved by unanimous consent of the Board.*

Ms. Hackler presented the Airport's credit card activity, totaling \$92.59.

Ms. Hackler provided an update on the number of students interested in the Airport's high school courses and discussed a potential ribbon-cutting ceremony for the newly acquired Redbird Flight Sims. She discussed the security of the location for the simulators and was directed to seek input from Precision Glass on best security practices. She presented suggestions for operating eligibility requirements and policies as well as a rental rate of \$35 per hour with a 25% discount for pilots based at the Airport. The suggestion for the hourly rate and discount was agreed upon by the Board.

The Manager updated the Board on the open Cash Farm RFP and subsequent bid opening at the 12/27/22 Commissioner's Meeting. She also discussed city efforts to reduce flooding and fix drainage issues along SR-114. She informed the Board that a farmland tenant had violated their lease and the Board asked Mr. Comingore to draft and send a letter to the tenant.

Ms. Hackler discussed meeting dates, holiday schedule, and potential projects for 2023. The Board agreed to continue meeting on the second Tuesday of every month at 6:00 p.m.

### **Treasurer's Report**

Mr. Jackson presented the unreconciled Treasurer's report through November 30, 2022.

### **Investment Discussion**

Mr. Yallaly led a discussion regarding the Airport's current and future investments. He suggested working with a local agent to invest in Treasury Bills and the Board discussed investment amounts and periods. Mr. Yallaly reported that he and Ms. Hackler are working with Mr. Comingore to present an investment policy for adoption at the January Board of Finance meeting.

### **Claims Approval**

*The motion was made by Jason Arnold and seconded by Craig Jackson to approve the accounts payable summary vouchers for \$83,599.76. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

### **Board Comments**

None.

**BE IT RESOLVED** that the JCAA's next, year-end meeting shall be held on Friday, December 30, 2022 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The JCAA regular Board of Directors meeting was adjourned at 7:31 p.m. CST with a motion by Sean Yallaly, seconded by Craig Jackson.

The Minutes were compiled by Emily Hackler.

  
\_\_\_\_\_  
W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING  
THE JASPER COUNTY AIRPORT AUTHORITY BOARD  
December 30, 2022**

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on December 30<sup>th</sup>, 2022 at 6:02 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

In attendance in-person forming a quorum were President David Pettet, Director Allen Mushett, and Director Jason Arnold. Also in attendance in-person were Airport Attorney Richard Comingore and Airport Manager Emily Hackler. In attendance virtually was NGC/Woolpert consultant Ken Ross. Absent were Vice President Sean Yallaly and Secretary/Treasurer Craig Jackson.

David Pettet led the JCAA in the Pledge of Allegiance.

**Minutes of Prior Meetings(s)**

*Jason Arnold moved and Allen Mushett seconded a motion to approve the December 13, 2022 JCAA Regular Meeting minutes. The December 13, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

**Public Participation**

None.

**Engineer's Report**

Mr. Ross, after a discussion with an INDOT representative, reported to the Board that the chances of receiving state-apportionment funding to fund the Airport's Master Plan in 2023 were very low.

Mr. Ross informed the Board of the County's plans to build an EMS Station by the animal shelter west of the Airport. He also reported that he had offered to perform a preliminary inspection of Titan Construction's building plans to determine if Form 7460-1 was necessary and is submitting the form on their behalf.

**Attorney's Report**

No report.

**Manager's Report**

The Manager reported hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the year 2022. She presented two hangar lease agreements to the Board for approval, which were then approved and signed by the Board.



Ms. Hackler informed the Board of grounds maintenance totaling \$910.00. She also discussed the status of the Airport's courtesy car and reported that she will present suggestions for a new courtesy car at the January meeting.

Ms. Hackler presented to the Board two quotes for the removal of brush and small trees in the safety area west of Taxiway Bravo. *Upon motion by Allen Mushett, seconded by Jason Arnold, the motion to accept Outside Jobs' quote for brush and tree removal totaling \$600 was approved by unanimous vote of the Board.*

Ms. Hackler presented the JCAA 2023 Board Meeting and Holiday Schedule (see Exhibit A) for approval by the Board. Regular JCAA Board Meetings will continue to be held on the second Tuesday of each month at 6:00 p.m. in the Terminal Building of the Jasper County Airport. The holiday schedule reflects the schedule adopted by the Jasper County Commissioners. *Allen Mushett moved and David Pettet seconded the motion to adopt the JCAA 2023 Board Meeting and Holiday Schedule. The Schedule was adopted by unanimous vote of the Board.*

The Manager presented her timesheets from 12/12/22-12/25/22 for the approval of her payroll and comp time. *Jason Arnold moved and David Pettet seconded the motion to approve the Manager's payroll and comp time as reported. The Manager's payroll and comp time were approved by unanimous consent of the Board.*

### **Resolutions Adopted**

Resolution 1-2022. A Resolution of the Jasper County Airport Authority to Encumber Cumulative Building Funds. The motion was made by Jason Arnold to adopt Resolution 1-2022. Upon second by Allen Mushett, the motion was approved by unanimous consent of the Board.

Resolution 2-2022. A Resolution of the Jasper County Airport Authority to Transfer Funds. The motion was made by Jason Arnold to adopt Resolution 2-2022. Upon second by David Pettet following discussion, the motion was approved by unanimous consent of the Board.

Resolution 3-2022. A Resolution of the Jasper County Airport Authority to Encumber Operating Funds. The motion was made by Jason Arnold to adopt Resolution 3-2022. Upon second by Allen Mushett, the motion was approved by unanimous consent of the Board.

### **Treasurer's Report**

The Treasurer's report will be presented at the January 10, 2023 meeting.

### **Claims Approval**

*The motion was made by Jason Arnold and seconded by David Pettet to approve the accounts payable summary vouchers for \$9,334.46. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*



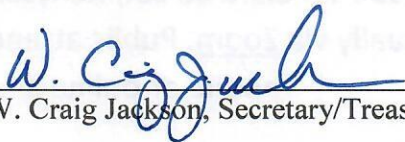
## Board Comments

None.

**BE IT RESOLVED** that the JCAA's next, year-end meeting shall be held on Tuesday, January 10, 2023 at 6:00 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

The JCAA regular Board of Directors meeting was adjourned at 6:26 p.m. CST with a motion by Allen Mushett, seconded by Jason Arnold.

The Minutes were compiled by Emily Hackler.

  
W. Craig Jackson, Secretary/Treasurer



## **\*\*EXHIBIT A – ATTACH TO 12/30/22 MINUTES\*\***

### **Jasper County Airport Authority 2023 Board Meeting Schedule**



All meetings begin at 6 PM Central on the second Tuesday of the month, unless otherwise noted, and are held at the Jasper County Airport terminal building located at 2326 W. Clark Street, Rensselaer, IN 47978. Meetings will also be broadcast virtually via [Zoom](#). Public attendance and participation is available by phone or online as outlined below.

#### **Join Zoom Meeting**

<https://us06web.zoom.us/j/84253542230?pwd=V0wwR1FKZzF0aUJoYm9xT0lwRFZlUT09>

**Meeting ID: 842 5354 2230**

**Passcode: 357684**

Dial by your location

- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 720 707 2699 US (Denver)

Meeting ID: 842 5354 2230

Passcode: 357684

Find your local number:

<https://us06web.zoom.us/j/84253542230?pwd=V0wwR1FKZzF0aUJoYm9xT0lwRFZlUT09>

#### **Meeting Dates**

January 10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

July 11, 2023

August 8, 2023

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

December 29, 2023\*

\*Year end meeting

# Jasper County Airport Authority

## 2023 Holiday Schedule

<b>Monday, January 2</b>	<b>New Year's Day (observed)</b>
<b>Monday, January 16</b>	<b>Martin Luther King Jr. Day</b>
<b>Monday, February 20</b>	<b>President's Day</b>
<b>Friday, April 7</b>	<b>Good Friday</b>
<b>Monday, May 29</b>	<b>Memorial Day</b>
<b>Monday, June 19</b>	<b>Juneteenth Holiday</b>
<b>Tuesday, July 4</b>	<b>Independence Day</b>
<b>Monday, September 4</b>	<b>Labor Day</b>
<b>Monday, October 9</b>	<b>Columbus Day</b>
<b>Friday, November 10</b>	<b>Veterans Day (observed)</b>
<b>Thursday, November 23</b>	<b>Thanksgiving Day</b>
<b>Friday, November 24</b>	<b>Thanksgiving Holiday</b>
<b>Friday, December 22</b>	<b>Christmas Eve Holiday</b>
<b>Monday, December 25</b>	<b>Christmas Day</b>
<b>Tuesday, December 26</b>	<b>Christmas Holiday</b>
<b>Monday, January 1, 2024</b>	<b>New Year's Day</b>
<b>Tuesday, January 2, 2024</b>	<b>New Year's Holiday</b>