

**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
January 10, 2023**

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on January 10th, 2023 at 6:01 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

In attendance in-person were President David Pettet, Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, and Director Scott Malone. Also in attendance in-person were Airport Attorney Richard Comingore and Airport Manager Emily Hackler. In attendance virtually was Woolpert consultant Dave Wall.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Jackson moved and Mr. Yallaly seconded a motion to approve the December 30, 2022 JCAA Regular Meeting minutes. The December 30, 2022 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Officer Elections

Mr. Yallaly moved and Mr. Malone seconded a motion to retain the existing officers: President David W. Pettet, Vice President Sean M. Yallaly, and Secretary/Treasurer W. Craig Jackson. Following discussion of the same, the motion passed by unanimous consent of the board.

The regular meeting of the Jasper County Airport Authority was suspended at 6:05 p.m. upon a motion by Mr. Jackson, seconded by Mr. Yallaly. The regular meeting was reopened at 6:21 p.m.

Public Participation

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

Engineer's Report

Mr. Wall reported no update from the FAA on the Master Plan forecast.

Attorney's Report

Mr. Comingore presented Resolution 1-2023 to the Board for approval. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, Resolution 1-2023 was adopted by unanimous consent of the Board.*

Manager's Report

The Manager reported hangar vacancies, fuel sales, rental aircraft usage, interest & investments,

and operations for the year 2022.

Ms. Hackler presented three options to the Board to replace the Airport's courtesy car after a catastrophic maintenance issue. *Mr. Yallaly moved and Mr. Jackson seconded a motion to approve the purchase of a 2005 Chevy Cavalier from Tim's Auto Body & Sales for \$7,000. The motion was approved by unanimous vote of the Board.*

The Manager presented her timesheets from 12/26/22-1/8/23 for the approval of her payroll and comp time. *Mr. Yallaly moved and Mr. Jackson 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 Board discussed the Manager's remaining vacation hours from 2022 and decided to roll over her 44 remaining hours, allowing the Manager to use the remaining vacation hours for the first ninety (90) days of 2023. Upon motion by Mr. Yallaly, seconded by Mr. Malone, the Board approved the roll-over of the Manager's remaining vacation time by unanimous vote.*

Ms. Hackler presented the Airport's credit card activity, totaling \$285.12.

Ms. Hackler presented a quote totaling \$64.00 from Consolidated Insurance, Inc. for the addition of the two recently-acquired flight simulators to the Airport's property policy. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the quote from Consolidated Insurance, Inc. was accepted by unanimous consent of the Board.*

The Manager provided an update to the Board regarding the recent Jasper County Drainage Board meeting in which Ms. Hackler joined the City Building Commissioner to address the flooding and drainage problems along SR-114. Ms. Hackler reported that she will be working with the City Building Commissioner and the County Surveyor to tie the Airport's land into the drainage solution that is introduced.

Treasurer's Report

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

Claims Approval

The motion was made by Mr. Yallaly and seconded by Mr. Malone to approve the accounts payable summary vouchers for \$12,312.15. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

Board Comments

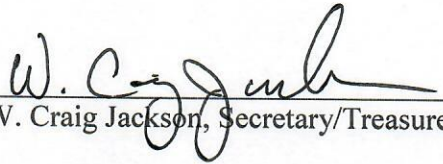
The Board engaged in a discussion regarding projects and budgeting in 2024 and decided to hold further discussion about the topic in early spring. The Board also discussed the possible construction of a new hangar to replace the Airport's decades-old hangars and contemplated the accommodation of tenants currently renting units in these hangars.

The Board considered a request from a farmland tenant for compensation for financial losses due to improper drainage from a neighboring property. The Board decided to have the tenant handle his request directly with the offending property owner.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, February 14, 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 7:33 p.m.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
February 14, 2023**

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on February 14th, 2023 at 6:01 p.m. CST at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

In attendance in-person were President David Pettet, Secretary/Treasurer Craig Jackson, and Director Scott Malone. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, and NGC/Woolpert consultant Ken Ross. In attendance virtually were Vice President Sean Yallaly, Pamela Colby, and Robert Schenk.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Jackson moved and Mr. Malone seconded a motion to approve the January 10, 2023 JCAA Regular Meeting minutes. The January 10, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Mr. Jackson moved and Mr. Malone seconded a motion to approve the January 10, 2023 JCAA Annual Board of Finance Meeting minutes. The January 10, 2023 JCAA Annual Board of Finance Meeting minutes were approved by unanimous vote of the Board.

Public Participation

Robert Schenk from Rensselaer Adventures blog attended virtually and had no comments. American CropCare representative Pamela Colby also attended virtually to discuss a potential lease agreement with the Board.

Engineer's Report

Mr. Ross reported that there was still no update from the FAA or Woolpert on the Master Plan forecast. Woolpert's Trent Holder, who was not present at the meeting, had just recently received an email response from the FAA that was needed to finish the revised forecast and is currently working to make the necessary edits. Mr. Ross advised the Board that they will likely have a revised forecast to submit in March.

Attorney's Report

Mr. Comingore presented the Municipal Nepotism Policy Certification for each Board Member to approve and sign.

Manager's Report

Ms. Hackler introduced Pamela Colby with American CropCare, an aerial application company interested in basing their operation at Jasper County Airport. Ms. Colby explained to the Board that the company would like to rent a hangar for aircraft storage as well as business handlings and that they would like to bring a mobile fuel tanker to park on the Airport during the crop dusting season. Discussions between the Manager and Ms. Colby prior to the meeting revealed that the Airport's standard T-Hangar Lease Agreement cannot accurately represent the logistics and needs of American CropCare; therefore, a commercial lease specific to the nature of the operation would need to be developed. Ms. Colby mentioned specifically that the insurance requirements on the standard T-Hangar Lease Agreement will not work for their company since they are flying a leased plane that is only insured by the company for the duration of the crop dusting season. Mr. Ross asked that specifications for the fuel tanker be sent to the Airport Manager. After some discussion, the Board welcomed the idea and directed the Manager to work on the lease agreement between the Airport and American CropCare.

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

Ms. Hackler requested that the Board declare the Airport's retired courtesy car, a 2009 Ford Crown Victoria, as surplus to be listed in the next County auction. *Mr. Malone moved and Mr. Jackson seconded the motion to declare the Airport's retired courtesy car as surplus. The motion passed by unanimous vote of the Board.*

Ms. Hackler presented a quote from Steve's Specialized Services for the repair of the middle hangar roof, verbally estimated at \$500-600. *Upon motion by Mr. Malone, seconded by Mr. Jackson, the Board accepted the quote from Steve's Specialized Services by unanimous vote.*

The Manager presented her timesheets from 1/9/23-2/5/23 for the approval of her payroll and comp time. *Mr. Jackson moved and Mr. Malone 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 reported the Airport's credit card activity, totaling \$149.42.

Ms. Hackler presented three Cash Farm Lease agreements to be approved and signed by the Board. The Manager explained that the future tenant is currently out of town and does not plan to return until after the start-date of the lease. The Board signed the lease agreements and advised the Manager to have the tenant send his rent payment prior to March 1st, 2023.

The Manager presented the amended JCAA Board Meeting & Holiday Schedule (see attached) for adoption by the Board. *Upon motion by Mr. Jackson, seconded by Mr. Malone, the Board adopted the amended schedule by unanimous vote.*

Treasurer's Report

Mr. Jackson presented the unreconciled Treasurer's report through January 31, 2023.

Claims Approval

The motion was made by Mr. Jackson and seconded by Mr. Pettet to approve the accounts payable summary vouchers for \$23,195.37. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

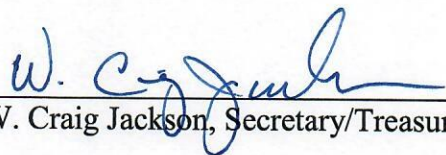
Board Comments

The Board engaged in a discussion regarding soil-sampling of the Airport's leased farmland. The Manager explained that the Airport had not received any soil-sampling test results for the duration of the current tenant's lease. The Board considered sampling to establish a baseline and discussed potential remedial action but were unable to come to an agreement.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, March 14, 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 7:33 p.m.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
March 14, 2023**

The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on March 14th, 2023 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 Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, Director Scott Malone, and Director Andy Andree. 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 consultant Trent Holder and Rensselaer Adventures blogger Robert Schenk. Absent was President David Pettet.

Mr. Yallaly led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Jackson moved and Mr. Malone seconded a motion to approve the February 14, 2023 JCAA Regular Meeting minutes. The February 14, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Public Participation

Robert Schenk from Rensselaer Adventures blog attended virtually and had no comments.

Engineer's Report

Mr. Holder reported that on March 7, 2023, he submitted a revised forecast to the FAA on behalf of the Airport and that FAA Planner Kim Porter asked for 45 days before expecting further comments.

Mr. Ross informed the Board of some confusion from the FAA regarding documentation for grants that the Airport had previously submitted. Mr. Ross worked with Ms. Hackler to resolve the FAA's requests. Since 2023 is the last year for land reimbursement payouts from the AIP-14 multi-year grant, Mr. Ross encouraged the Board to look further into applying for a second grant in order to claim the remaining reimbursement funds from the FAA that were not included with AIP-14 due to its duration.

Attorney's Report

Mr. Comingore informed the Board that he would no longer be providing a laptop and camera for board meeting Zoom access. He suggested that the Manager search for new equipment to purchase for the Airport and send suggestions to the Board via email. The Board agreed.

Manager's Report

Ms. Hackler reported hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of February.

Ms. Hackler presented a T-Hangar Lease Agreement with Just Plane Adventures, Inc. for the Board's approval. *Upon motion by Mr. Andree, seconded by Mr. Jackson, the Hangar Lease Agreement with Just Plane Adventures, Inc. was approved by unanimous consent of the Board.* She also reported that American CropCare, Inc. pulled out of the previously discussed Lease Agreement due to the Airport's new aerial applicator fees. The Board asked the Manager to send the draft lease agreement via email to review and eventually approve a general short-term land lease for other potential tenants.

Ms. Hackler informed the Board of her intention to use 32 hours of vacation time. The Board confirmed that these vacation hours would be deducted from the Manager's remaining 44 hours that were rolled over from 2022. The Board suggested hiring a previous intern to attend the Airport while Ms. Hackler was away, then directed her to send an email with a suggested rate for a part-time Airport Manager.

The Manager presented her timesheets from 2/6/23-3/5/23 for the approval of her payroll and comp time. *Mr. Yallaly moved and Mr. Malone 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 then requested the Board's permission to attend Purdue Road School and Aviation Indiana's Legislative Day. *Upon motion by Mr. Malone, seconded by Mr. Jackson, the Manager's attendance at both events was approved by unanimous consent of the Board.*

Ms. Hackler reported the Airport's credit card activity, totaling \$1,487.80.

Ms. Hackler requested the Board's approval to open the 2023 Summer Internship Program for applications under the premise that the Airport will hire one Jasper County high school or college student part-time for \$10 per hour. *Mr. Jackson moved and Mr. Malone seconded the motion to open the 2023 Summer Internship Program for applications. The motion was approved by unanimous vote of the Board.*

Ms. Hackler informed the Board that four area high school students had committed to the Aviation courses at Jasper County Airport for the 2023-24 school year. She suggested offering the courses anyway, citing that word-of-mouth will be the Airport's best tool in enrolling more students. The Board was in agreement with this suggestion and gave their blessing to begin courses.

The Manager presented a quote totaling \$5,359.00 from Facer Insurance Agency to renew the Airport's general liability insurance policy. *Upon motion by Mr. Andree, seconded by Mr. Malone, the renewal quote was approved by unanimous vote of the Board.*

The Manager suggested to the Board that the Airport provide the funds to complete the soil-sampling for the Airport's leased farmland in 2023 with the intention that the Board will have a

baseline to reference and an awareness of soil health. She will present a quote to the Board once the ground is dry enough to allow for vehicles on the property. *Mr. Yallaly moved and Mr. Jackson seconded the motion to adopt the Manager's recommendation, which was approved by unanimous consent of the Board.*

Ms. Hackler presented the Aerial Application Operation Agreement to the Board for adoption. *Upon motion by Mr. Andree, seconded by Mr. Jackson, the Aerial Application Operation Agreement was adopted by unanimous vote of the Board.*

Treasurer's Report

Mr. Jackson presented the unreconciled Treasurer's report through February 28, 2023. He also reported his submittal of the Airport's Annual Financial Report to the State Board of Accounts on March 1, 2023.

Claims Approval

The motion was made by Mr. Jackson and seconded by Mr. Yallaly to approve the accounts payable summary vouchers for \$12,403.43. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

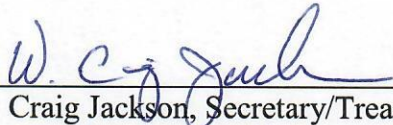
Board Comments

None.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, April 11, 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 7:16 p.m. upon motion by Mr. Andree, seconded by Mr. Jackson.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
April 11, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on April 11th, 2023 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, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Manager Emily Hackler, NGC/Woolpert consultant Ken Ross, and American CropCare, Inc.'s Tristan Colby. In attendance virtually were American CropCare, Inc.'s Pamela Colby and Rensselaer Adventures' Robert Schenk. Absent was Attorney Richard Comingore.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Yallaly moved and Mr. Malone seconded a motion to approve the March 14, 2023 JCAA Regular Meeting minutes. The March 14, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Public Participation

Tristan Colby attended in-person and Pamela Colby attended virtually to represent American CropCare, Inc. in settling a contract between their company and the Board. Mr. Colby identified deficiencies in the Aerial Application Operation Agreement, an Agreement passed by the Board at the March 14, 2023 meeting, as well as the Hangar Lease Agreement with American CropCare, Inc. The Board agreed that both agreements shall be edited to correct the identified deficiencies.

Ms. Colby offered her consulting services for an internal compliance review of the Aerial Application Operation Agreement. The Board declined due to the conflicting nature of the offer. The Board agreed with both American CropCare representatives to have an amended version of the Aerial Application Operation Agreement and the Hangar Lease Agreement to Ms. Colby by the following Friday.

Robert Schenk from Rensselaer Adventures blog attended virtually and had no comments.

Engineer's Report

Mr. Ross reported that there was no update from the FAA on the Airport's Master Plan Forecast. He also informed the Board that the FAA is able to amend the AIP-014 letter so that the Airport receives the remaining AIP-014 grant funds in 2024.

Attorney's Report

No report.

Manager's Report

The Manager introduced a discussion about proposed projects in 2024, citing the \$477,000 in Bipartisan Infrastructure Law funds that the Board will have available next year for T-hangar construction. She also discussed the Airport's desired acquisition of Parcels 6 & 15. The Board agreed to table the discussion until further updates on the Master Plan Forecast.

Ms. Hackler reported that the 4-H Shooting Sports Club has again asked for the Airport's support on their proposal to build a shooting range on the county-owned land northwest of Taxiway Bravo after seeking the Airport's recommendation originally in 2021. The Board expressed their support for the idea of a shooting range for 4-H youth, but noted that the safety concerns regarding its proximity to the Airport still exist today. Mr. Ross discussed the shooting range's location under the traffic pattern for Runway 09 and potential disruption of the transitional surface of Runway 18/36. *Upon motion by Mr. Andree, seconded by Mr. Yallaly, the Board voted unanimously against supporting the proposed 4-H shooting range project located in the county-owned lot northwest of Taxiway Bravo.*

The Manager asked the Board for their approval to add Mr. Andree to the Airport's bank account. *Mr. Yallaly motioned and Mr. Malone seconded a motion to approve the addition of Mr. Andree to the Airport's bank account with check-signer privileges. The motion passed by unanimous vote of the Board.*

Ms. Hackler reported hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of March. She indicated that the Airport's retired courtesy car sold at the Jasper County Auction for \$700. She presented a quote received from ADB Safegate Americas, LLC totaling \$6,550.17 for a new windsock but deemed the purchase unnecessary at this time. She reported building maintenance performed by Precision Glass of Rensselaer, LLC totaling \$250.00.

The Manager presented her timesheets from 3/6/23-4/2/23 for the approval of her payroll and comp time. *Mr. Yallaly moved and Mr. Jackson 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 requested the Board's permission to list a full-time Assistant Airport Manager position and the Board granted Ms. Hackler permission to post the job listing. Ms. Hackler also informed the Board of her decision to hire one candidate for the Airport Management & Operations Internship.

Ms. Hackler reported the Airport's credit card activity, totaling \$235.09.

Ms. Hackler presented two quotes for a laptop to be used for the Airport's board meetings and daily airport tasks. The Board found the quoted laptops insufficient for the laptop's intended use. *After some discussion, Mr. Yallaly moved and Mr. Jackson seconded the motion to approve the Manager to spend up to \$2,000 on a laptop for the Airport. The motion was approved by unanimous vote of the Board.*

The Manager asked for the Board's authorization to sign a 36-month renewal contract with Nitco. *Upon motion by Mr. Yallaly, seconded by Mr. Pettet, the Manager's authorization to sign the Nitco contract was approved by unanimous vote of the Board.*

Treasurer's Report

Mr. Jackson presented the unreconciled Treasurer's report through March 31, 2023. He also reported on the Airport's compliance in an active State Board of Accounts audit.

Claims Approval

The motion was made by Mr. Jackson and seconded by Mr. Malone to approve the accounts payable summary vouchers for \$16,721.04. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

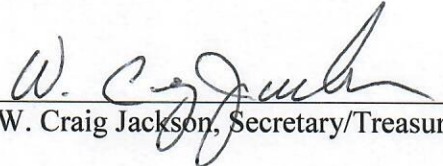
Board Comments

None.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, May 9, 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 7:53 p.m. upon motion by Mr. Yallaly, seconded by Mr. Andree.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
May 9, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by Secretary/Treasurer Craig Jackson on May 9th, 2023 at 6:08 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 Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, NGC/Woolpert consultant Ken Ross, and Rensselaer Adventures' Robert Schenk.

Mr. Jackson led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Andree moved and Mr. Malone seconded a motion to approve the April 11, 2023 JCAA Regular Meeting minutes. The April 11, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Public Participation

Robert Schenk from Rensselaer Adventures blog attended in-person and had no comments.

Engineer's Report

Mr. Ross reported that INDOT's Mike Buening had recently emailed the final Aviation Capital Improvement Plan to airport consultants. He had not gotten a chance to review it in full due to a communication error.

Attorney's Report

Mr. Comingore requested that the Board reimburse a \$320 registration fee he paid to attend the Municipal Law Seminar, held by the Indiana Municipal Lawyers Association (IMLA). Mr. Comingore cited the benefit of his attendance to the Airport, explaining that the Seminar covers IN Municipal Law in which the Airport is operated under. After some discussion, the Board agreed to reimburse Mr. Comingore for his \$320 registration expense.

Manager's Report

The Manager presented a hangar lease agreement with American CropCare, Inc. for the Board's review and approval. *Upon motion by Mr. Malone, seconded by Mr. Andree, the hangar lease agreement between the Board and American CropCare, Inc. was approved by unanimous vote of the Board.* Ms. Hackler informed the Board of a hangar tenant in violation of three T-hangar lease agreements that she has been unable to make contact with. The Board asked the Manager to send a letter by certified mail to inform the tenant of his violations. Mr. Ross told the Board that he would look into derelict aircraft qualifications and reporting requirements.

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978



Ms. Hackler reported on hangar vacancies, fuel sales, two fuel deliveries, rental aircraft usage, interest & investments, and operations for the month of April. She purchased repair supplies for the Airport's tractor for \$171.77 and reported the anticipation of an invoice for a PAPI service call. She requested the Board's permission to install a rubber parking block east of the dumpster, which was approved. Ms. Hackler presented the Airport's credit card activity, totaling \$528.70.

The Manager presented her timesheets from 4/3/23-4/30/23 for the approval of her payroll and comp time. *Mr. Malone moved and Mr. Andree 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 requested usage of 40 hours of vacation time from May 25 to June 1, 2023.

Ms. Hackler informed the Board of her decision to hire an intern to begin June 5, 2023. She reported that the Airport received two applications for the Assistant Manager position and discussed potential options for job postings. The Board suggested marketing the position on Facebook. The Manager then discussed a potential fuel flowage fee for aerial applicators that bring their own fuel tankers to the Airport. The Board discussed the potential disruption that a fee this late in the year might cause. Mr. Malone suggested waiting to implement a fee until the Airport has minimum standards for the applicators in place and the Board agreed.

Treasurer's Report

Mr. Jackson presented the unreconciled Treasurer's report through April 30, 2023. The Board accepted the Treasurer's report as presented.

Claims Approval

The motion was made by Mr. Malone and seconded by Mr. Andree to approve the accounts payable summary vouchers for \$63,488.28. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

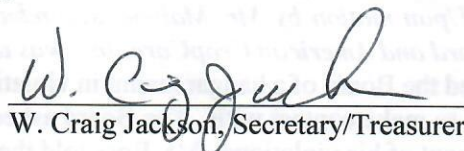
Board Comments

None.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, June 13, 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 6:56 p.m. upon motion by Mr. Malone, seconded by Mr. Andree.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
June 13, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on June 13th, 2023 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, Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore and Airport Manager Emily Hackler. NGC/Woolpert consultant Ken Ross and Rensselaer Adventures' Robert Schenk attended virtually via Zoom.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Jackson moved and Mr. Malone seconded a motion to approve the May 9, 2023 JCAA Regular Meeting minutes. The May 9, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Public Participation

Robert Schenk from Rensselaer Adventures blog attended virtually and had no comments.

Engineer's Report

Ms. Hackler gave the engineer's report, explaining that there was no update in the Master Plan forecast submittal. She reported on an email from FAA planner Kim Porter indicating that the forecast is awaiting another review and will be pushed out shortly.

Attorney's Report

Mr. Comingore reported on the Airport's recent experience with criminal activity that resulted in property damage of the Airport's farmland. Mr. Comingore indicated that he has been in contact with the prosecuting attorney regarding the case. A document has been sent to the Airport and to the farmland tenant to report damages incurred, and Mr. Comingore explained that he has advised the Manager and farmland tenant on how to proceed.

Manager's Report

The Manager presented a second hangar lease agreement with American CropCare, Inc. for the Board's review and approval. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the hangar lease agreement between the Board and American CropCare, Inc. was approved by unanimous vote of the Board.*

Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and



operations for the month of May. She reported that the Airport had passed the 2023 INDOT Airport Inspection, performed May 25, 2023. She presented the Airport's credit card activity, totaling \$304.40.

Ms. Hackler explained that maintenance performed on Excel-Air's hangar door in November has started to fail and she plans to obtain quotes to repair the door. The Board suggested contacting the previous contractor to correct the issue. The Manager also plans to repair the corner spalls on the runway once traffic slows down. Mr. Malone suggested a quick-dry concrete and the Board discussed the FAA's standards regarding the materials used. Ms. Hackler then discussed an event that occurred after the Young Eagles Rally where the Airport's bathroom sink was damaged and presented a quote from Rayburn's Plumbing to replace the sink for \$678.50. *Upon motion by Mr. Yallaly, seconded by Mr. Andree, the quote from Rayburn's Plumbing was accepted by unanimous vote of the Board.*

The Manager presented her timesheets from 5/1/23-6/11/23 for the approval of her payroll and comp time. *Mr. Yallaly moved and Mr. Malone 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 reported usage of vacation and personal hours.

Ms. Hackler presented two property policy quotes from Consolidated Insurance, Inc. (CI), with Option 1 increasing valuation by 54% and Option 2 increasing valuation by 34%. *Upon motion by Mr. Malone, seconded by Mr. Yallaly, the quote for Option 1 was accepted by unanimous consent of the Board.* Ms. Hackler presented two quotes for the Airport's auto insurance policy from CI, and the Board asked Ms. Hackler to confirm that her age had been adjusted on the quote as it could decrease the premium amount. She also explained that quotes for Worker's Compensation insurance had not yet been received and would need approval via email. Ms. Hackler then presented the renewal binding letter for Public Officials insurance. *Upon motion by Mr. Yallaly, seconded by Mr. Malone, the Board approved the renewal of the policy by unanimous vote of the Board.*

Treasurer's Report

Mr. Jackson presented the unreconciled Treasurer's report through May 31, 2023. The Board accepted the Treasurer's report as presented.

Claims Approval

The motion was made by Mr. Yallaly and seconded by Mr. Jackson to approve the accounts payable summary vouchers for \$17,091.89. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

Board Comments

Mr. Pettet thanked Mr. Richard Smith for his work in refurbishing the Airport's old beacon. The beacon has been returned to the Airport and will be displayed in the terminal building.

Mr. Jackson mentioned the degrading state of the runway surface markings and the potential need to repaint. The Board and Mr. Ross discussed companies and contractors that specialize in airport markings, and the Manager agreed to look into different options.

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978



BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, July 11, 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 6:50 p.m. upon motion by Mr. Yallaly, seconded by Mr. Malone.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
July 11, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on July 11th, 2023 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, Secretary/Treasurer Craig Jackson, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Manager Emily Hackler, NGC/Woolpert consultant Ken Ross, and Attorney Clifford Robinson. Woolpert consultants Trent Holder and Dave Wall attended virtually via Zoom. Absent were Vice President Sean Yallaly and Airport Attorney Richard Comingore.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s)

Mr. Andree moved and Mr. Malone seconded a motion to approve the June 13, 2023 JCAA Regular Meeting minutes. The June 13, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.

Public Participation

None.

Engineer's Report

Mr. Holder reported on the comments received from the FAA regarding the Master Plan Forecast submittal. The FAA has clarified requirements for letters of support and most comments addressed this. Mr. Wall reiterated the importance of having the East/West runway on the Airport Layout Plan to protect the Airport's airspace and Mr. Ross discussed the possibility of pursuing the East/West runway as a replacement for Runway 18/36.

Mr. Ross explained that he received the AIP-014 amendment and the Airport has \$264,000 remaining in the grant through 2024.

Attorney's Report

The Manager gave the Attorney's Report by reading Mr. Comingore's report from the Indiana Municipal Lawyer's Association conference. The report informed the Board of recently-passed legislation that may affect the Airport in the future. Mr. Ross further clarified INDOT's matching-funds legislation, explaining that the local match for grants received dropped from 50% to 25%.

Manager's Report

Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of June and informed the Board of July's outreach events. She reported that Jet-A sales are down and Mr. Malone suggested dropping the price by 5%, which was agreed upon by the Board. Ms. Hackler indicated that the rental aircraft received an oil and tire change totaling \$567.56. She presented the Airport's credit card activity, totaling \$304.24.

Ms. Hackler reported on the broken drain tile running underneath the hay fields, explaining that several large holes had developed and she has contractors coming to examine the areas. The Manager discussed with the Board the possibility of rotating crops in the fields designated as hay to promote soil health and to satisfy the current tenant who has reported onions coming up with the hay. The Board agreed. The Manager is also working on gathering quotes for a runway marking refresh.

The Manager presented her timesheets from 6/12/23-7/9/23 for the approval of her payroll and comp time. *Mr. Malone moved and Mr. Jackson 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 reported usage of vacation and personal hours and requested to attend the Aviation Indiana Quarterly Meeting for \$25.00. *Upon motion by Mr. Malone, seconded by Mr. Jackson, the Manager's attendance at the AI Quarterly Meeting was approved by unanimous consent of the Board.* Ms. Hackler presented an offer of employment for the Board to review after conducting several interviews. She indicated that the recommendation is for a part-time Airport Manager position with an hourly rate of \$21.63. The candidate will begin full-time, salaried employment on December 18, 2023. See attached Exhibit A dated July 14, 2021 herein made a part and parcel of these minutes. *Upon motion by Mr. Andree, seconded by Mr. Malone, the motion to accept the Manager's recommendation was approved by unanimous vote of the Board.*

Treasurer's Report

Mr. Jackson presented the unreconciled Treasurer's report through June 30, 2023. The Board accepted the Treasurer's report as presented.

Claims Approval

The motion was made by Mr. Jackson and seconded by Mr. Malone to approve the accounts payable summary vouchers for \$69,596.85. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.

Board Comments

Mr. Andree recognized Excel-Air Services, Inc. owner John Sjaardema for receiving the honorable Charles Taylor Master Mechanic Award.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, August 8,

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 7:00 p.m. upon motion by Mr. Andree, seconded by Mr. Jackson.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

July 14, 2023

VIA SECURE E-MAIL JULY 14, 2023

[REDACTED]

[REDACTED]

[REDACTED]:

The Jasper County Airport Authority (JCAA) is extending a conditional offer of employment as the Jasper County Part-Time Airport Manager at a beginning hourly rate of \$21.63 including benefits adopted in Salary Ordinance 1-2020 delineated below.

Full-time, salaried employment shall commence upon graduation from Purdue University, beginning December 18, 2023.

This offer of employment must be accepted in writing and returned to the Jasper County Airport Manager via e-mail or otherwise prior to 5:00 p.m. Central time, Monday, July 17, 2023.

Conditions of employment if this offer is accepted:

1. You shall be physically present minimally five (5) days each week at the Jasper County Airport between your start date of July 24, 2023 and December 18, 2023. During said period following your start date thru December 18, 2023, you shall be retained as a Part-Time Airport Manager for the Jasper County Airport Authority and compensated at the hourly rate of \$21.63 per hour (not to exceed ten (10) hours per day).
2. The JCAA shall not reimburse you commuting expenses between your residence and the Jasper County Airport.
3. Between your start date of July 24, 2023 and December 18, 2023 you shall be considered a part-time employee of Jasper County Airport Authority subject to Federal and State income tax withholding.

Additionally, the JCAA will provide the benefits as to part-time employment as adopted in Ordinance 1-2020 which in summary is:

1. Health Reimbursement Agreement (HRA) - \$8,500/year, *

*Health Reimbursement Agreement (HRA) participation eligibility: Any regular part-time employee working a minimum of 25 hours per week, having completed a minimum 3 months of service.

This offer shall expire as of 5:00 p.m Central time, Monday, July 17, 2023. Please contact my office on or before the deadline via e-mail as to acceptance or rejection of the offer.

Regards,

Emily Hackler
JCAA Airport Manager

I, [REDACTED] acknowledge receipt of this Offer: _____,
(initials) (date)

I, [REDACTED] accept this Offer: _____,
(signature) (date)

I, [REDACTED] decline this Offer: _____,
(signature) (date)



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
August 8, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by Secretary/Treasurer Craig Jackson on August 8th, 2023 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 Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, Assistant Airport Manager Isaac Gibson, NGC/Woolpert consultant Ken Ross, and Rensselaer Adventures' Robert Schenk. Woolpert consultant Trent Holder attended virtually via Zoom. Absent were President David Pettet and Vice President Sean Yallaly.

Mr. Jackson led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s): *Mr. Andree moved and Mr. Malone seconded a motion to approve the July 11, 2023 JCAA Regular Meeting minutes. The July 11, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

Public Participation: Rensselaer Adventures' Robert Schenk attended and had no comment.

Engineer's Report: Mr. Holder reported on a recent virtual meeting held between Mr. Holder, Mr. Ross, Ms. Hackler, and two planners from the FAA's Chicago-ADO. He explained that after making some minor changes to the forecast, he is hopeful for an approval this year. He will attach a log of the names of the aerial applicators and their aircraft that operated out of the Airport this year to demonstrate a current need for a longer, more capable runway. Mr. Ross added that in the meeting, they discussed RZL's intention of pursuing paved runway 09/27 as a "replacement" instead of a "crosswind" runway and explained that the Airport was not expecting the runway right away.

Attorney's Report: Mr. Comingore reported that the Pretrial Conference scheduled for the suspect responsible for damaging the Airport's leased farmland has been rescheduled for September 18, 2023.

Manager's Report: Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of July and indicated that the number of gallons sold increased by over 12% from 2022. She indicated that the rental aircraft had a loose wire reattached totaling \$38.00. She presented the Airport's credit card activity totaling \$1,931.69.

Ms. Hackler presented one quote from Highway Safety Services to refresh the existing runway markings totaling \$82,211.50. She explained that surface preparation accounted for almost 40% of the quote and the company indicated that without surface preparation, the markings may not

last as long. Mr. Ross suggested accepting the quote without surface prep included and using a local contractor to prep the surface beforehand with a street broom. The Board agreed. *Upon motion by Mr. Malone, seconded by Mr. Andree, the quote from Highway Safety Services was accepted by unanimous consent of the Board for the amount of \$51,785.25, excluding the amount quoted for surface preparation.*

The Manager presented her timesheets from 7/10/23-8/6/23 for the approval of her payroll and comp time. *Mr. Malone moved and Mr. Andree 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 indicated that high school courses at the Airport start on August 10 and run from 8:05-10:35 a.m. each day. She presented the idea of a second MOU with Indiana Agriculture and Technical School to allow their students to attend the Airport's classes. Mr. Jackson asked if there were any cons, to which the Manager explained that it could decrease the funding that RCHS might receive from part-time enrolled students, but that the Superintendent supported the idea. She reported that the Airport will receive funding for each additional student. The Board supported the second MOU, which will be presented for signatures at next month's meeting.

The Manager presented the 2024 budget proposal to the Board for review, discussion, and adoption. *After discussion and with Mr. Malone's motion, seconded by Mr. Andree, JCAA voted unanimously to adopt the 2024 budget in the amounts of:*

Operating Fund:	\$332,420
Cumulative Building Fund:	\$158,000
Rotary Fund:	\$121,100
Flight School Operating Fund:	\$24,500
Education Fund:	\$3,500

Ms. Hackler requested that the Board grant her authorization to purchase the Assistant Manager's work uniforms from Reinforcement Designs. *Upon motion by Mr. Malone, seconded by Mr. Andree, Ms. Hackler was authorized by unanimous vote of the Board to spend up to \$300 on work uniforms for the Assistant Manager.*

Mr. Jackson suggested that the Manager purchase a timeclock for the Airport since she is hiring multiple hourly workers throughout the year. He suggested a Lathem time clock that automatically syncs with QuickBooks and explained the initial and monthly subscription costs. *Upon motion by Mr. Andree, seconded by Mr. Malone, the motion to approve the purchase of a time clock and subscription for the Airport was approved by unanimous vote of the Board.*

Treasurer's Report: Mr. Jackson presented the unreconciled Treasurer's report through July 31, 2023. The Board accepted the Treasurer's report as presented.

Claims Approval: *The motion was made by Mr. Malone and seconded by Mr. Andree to approve the accounts payable summary vouchers for \$20,678.70. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

Board Comments: Mr. Andree indicated that Madison Municipal's Airport Manager contacted him for advice in transitioning from a BOAC to an Airport Authority, explaining that the airport is in a similar situation that RZL was prior to becoming an Airport Authority. Mr. Jackson extended congratulations to former RZL Airport Manager Brad Cozza, who recently had his first child.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, September 12, 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 6:59 p.m. upon motion by Mr. Andree, seconded by Mr. Malone.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219-866-2100



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
September 12, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on September 12th, 2023 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, Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, Assistant Airport Manager Isaac Gibson, and NGC/Woolpert consultant Ken Ross. Woolpert consultant Dave Wall and Rensselaer Adventure's Robert Schenk attended virtually via Zoom.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s): *Mr. Jackson moved and Mr. Andree seconded a motion to approve the August 8, 2023 JCAA Regular Meeting minutes. The August 8, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

Public Participation: Rensselaer Adventures' Robert Schenk attended virtually and had no comment.

Engineer's Report: Mr. Wall had no report to present, indicating that Woolpert was still awaiting a Master Plan forecast approval. Mr. Ross explained that he had sent multiple emails to FAA planners to encourage a quick approval.

Attorney's Report: Mr. Comingore reported that the Pretrial Conference scheduled for the suspect responsible for damaging the Airport's leased farmland has been cancelled and the criminal charges have been dropped.

Manager's Report: Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of August. She reported that the rental aircraft underwent maintenance for a wobbly wheel, totaling \$599.83. She presented the Airport's credit card activity totaling \$303.53.

The Manager presented a quote from John's Brothers Tiling and Excavating for the repair of broken drain tile in the Airport's hay fields. *Upon motion by Mr. Yallaly, seconded by Mr. Andree, the quote was accepted by unanimous consent of the Board.*

Ms. Hackler reopened a discussion regarding the party responsible for sampling Airport farmland soil in 2023, indicating that the Airport has not received sample results for the past few years. Ms. Hackler suggested that the Airport fund and perform soil tests in 2023 in order to establish a baseline, then reevaluate this obligation in the lease agreements in the future. *After some discussion, Mr. Andree moved and Mr. Malone seconded a motion to approve the Airport's performance of soil sampling in 2023. The motion was approved by unanimous vote of the Board.*

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Ms. Hackler presented a quote from Town and Country Paving for \$2,500.00 for a one-day rental of equipment and labor to prep the runway surface for repainting. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the quote from Town and Country Paving was accepted by unanimous consent of the Board.*

The Manager presented her timesheets from 8/7/23-9/3/23 for the approval of her payroll and comp time. *Mr. Yallaly moved and Mr. Malone 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 attendance at the Aviation Indiana conference, indicating a registration fee of \$395. Upon motion by Mr. Yallaly, seconded by Mr. Andree, the Manager's attendance at the conference was approved by unanimous vote of the Board.*

The Manager requested authorization to spend \$200 on promotional materials for airport educational outreach. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the Manager's authorization was approved by unanimous vote of the Board.*

Ms. Hackler indicated that the Airport's Capital Improvement Plan will be due in December. She reconfirmed the Board's development plans for the 2024 fiscal year. After some discussion, the Manager was directed to contact the owner of the land that the Airport is interested in purchasing for future development and to adjust the cost estimates for the future T-Hangar Construction. Mr. Ross mentioned BIL funds and the new 75/25% match from INDOT, indicating their potential usage for hangar construction or land purchases.

Treasurer's Report: Mr. Jackson presented the unreconciled Treasurer's report through August 31, 2023. He explained that the Airport had recently submitted the budget proposal online and will present the proposal at the next County Council Meeting.

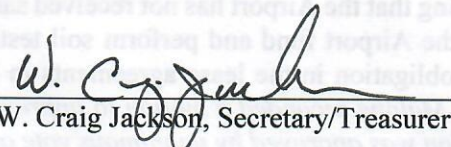
Claims Approval: *The motion was made by Mr. Yallaly and seconded by Mr. Jackson to approve the accounts payable summary, vouchers for \$59,971.39. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

Board Comments: Mr. Yallaly reminded the Board of his upcoming departure from JCAA. The Board discussed feeling around for potential interest in the vacant position.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, October 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 7:00 p.m.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219-866-2100



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
October 10, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on October 10th, 2023 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 Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, and Assistant Airport Manager Isaac Gibson. NGC/Woolpert consultant Ken Ross and Rensselaer Adventure's Robert Schenk attended virtually via Zoom.

Mr. Yallaly led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s): *Mr. Andree moved and Mr. Malone seconded a motion to approve the September 12, 2023 JCAA Regular Meeting minutes. The September 12, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

Public Participation: Rensselaer Adventures' Robert Schenk attended virtually and had no comment.

Engineer's Report: Mr. Ross reported no update on the Airport's submitted Master Plan forecast. He is working with the Manager on a T-hangar design draft. He explained that he and Ms. Hackler met virtually with the owner of Parcels 6 and 15 to discuss the Airport's interest in the land and are awaiting a confirmation of land availability from the owner.

Attorney's Report: None.

Manager's Report: Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of September. She announced the completion of the 2023 Runway 18/36 Marking Refresh and the rolling of grass Runway 09/27. She presented the Airport's credit card activity totaling \$1,003.99.

Ms. Hackler presented the KRZL Aerial Application Agreement for the Board's review and approval. Mr. Andree addressed safety issues at the Airport relating to the operations. Ms. Hackler assured the Board that the safety issues were addressed in the Agreement and/or will be addressed verbally with the Operators. After some discussion, the vote to adopt the KRZL Aerial Application Agreement was tabled until the November 14, 2023 meeting.

The Manager presented her timesheets from 9/3/23-10/1/23 for the approval of her payroll and comp time. *Mr. Andree moved and Mr. Jackson 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 also reported her usage of vacation time.

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Treasurer's Report: Mr. Jackson presented the unreconciled Treasurer's report through September 30, 2023. Mr. Jackson reported that he and Ms. Hackler presented the 2024 budget at the Jasper County Council meeting in September. They will attend another County Council meeting on October 18, 2023 for the adoption of the budget.

Mr. Yallaly briefly reviewed the Airport's investments and advised the Board to reinvest into Treasury Bills once the current investment matures in January. The JCAA Board of Finance will discuss reinvestment at the January meeting.

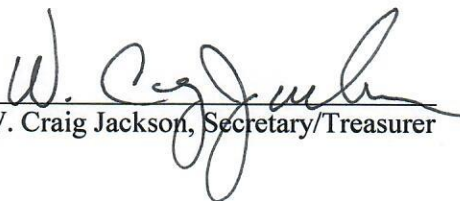
Claims Approval: *The motion was made by Mr. Andree and seconded by Mr. Malone to approve the accounts payable summary vouchers for \$71,274.25. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

Board Comments: Mr. Yallaly reminded the Board of his upcoming departure from JCAA. Mr. Jackson asked if Mr. Yallaly's father would be interested in filling the vacant position if appointed by the Commissioners. Mr. Yallaly explained that his father graduated with a degree in Aviation Maintenance, worked on C-130s, and has his pilot's license. The Board agreed that Mr. Yallaly's father would be a valuable addition to JCAA, and Mr. Yallaly will inquire about his father's interest.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, November 14, 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 6:31 p.m. with a motion by Mr. Andree, seconded by Mr. Jackson.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
November 14, 2023**

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on November 14th, 2023 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, Vice President Sean Yallaly, Secretary/Treasurer Craig Jackson, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore, Airport Manager Emily Hackler, Assistant Airport Manager Isaac Gibson, and NGC/Woolpert consultant Ken Ross. Woolpert consultants Trent Holder and Dave Wall and Rensselaer Adventure's Robert Schenk attended virtually via Zoom.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s): *Mr. Yallaly moved and Mr. Malone seconded a motion to approve the October 10, 2023 JCAA Regular Meeting minutes. The October 10, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

Public Participation: Rensselaer Adventures' Robert Schenk attended virtually and had no comment.

Engineer's Report: Mr. Holder reported that the FAA recently notified the consultants and Airport Manager that a forecast approval letter would be issued shortly. Based on the approved forecast, the FAA determined the existing critical aircraft at KRZL to be in Airport Reference Code (ARC) group A-1, specifically a Cessna 182. The future critical aircraft is recognized to be in ARC group B-II, specifically an Air Tractor 802A. The length of the proposed future runway will be determined based on the critical aircraft's approach speed and wingspan, designated as ARC. Mr. Holder obtained a takeoff performance chart for the AT-802A and determined the required takeoff distance to be 4,800 feet on an average July day. The FAA will examine the performance of the critical aircraft when determining runway length in future Master Plan chapters. Mr. Holder also explained that the FAA has become less accepting of Letters of Support like the letters KRZL obtained, preferring stringent data instead. Mr. Ross discussed the benefits of installing deer cameras on each end of the runway to capture agricultural operations and suggested counting operations manually to determine any error in the Airport's traffic counting system.

Mr. Ross suggested that the Board authorize the Airport Manager to work with Woolpert and proceed with the Master Plan as scheduled. *Upon motion by Mr. Jackson, seconded by Mr. Yallaly, the Manager's authorization was approved by unanimous vote of the Board.* Mr. Ross explained that next year, federal funding for the Master Plan will be available after receiving the last AIP-014 installment. He confirmed with representatives from INDOT and the FAA that the Airport should anticipate \$151,900 in Non-Primary Entitlement (NPE) funding in 2024 due to \$1,900 in unused NPE funds.

Mr. Ross presented four T-hangar designs to the Board for their review. After some discussion, the Board decided to proceed with the fourth design. *Mr. Andree moved and Mr. Jackson seconded the*



motion to authorize Mr. Ross to proceed with the design and bid process. The authorization was approved by unanimous consent of the Board.

Attorney's Report: None.

Manager's Report: Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of October. She notified the Board about a tenant move-out resulting in a hangar vacancy and presented a T-Hangar Lease Agreement with N117CT for the Board's approval. *Upon motion by Mr. Andree, seconded by Mr. Jackson, the T-Hangar Lease Agreement was approved by unanimous vote of the Board.* She announced the completion of multiple annual inspection and maintenance items and then presented the Airport's credit card activity, totaling \$46.99.

Ms. Hackler presented the proposed 2024 Airport Capital Improvement Plan (ACIP) for the Board's approval to submit the document to INDOT. Mr. Ross explained that because INDOT requested airports to utilize Type II funding, he and the Manager expressed intentions to build box hangars with these funds. Any projects developed using this funding will have 75% of costs covered by the state. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the 2024 ACIP was approved for submittal by unanimous consent of the Board.* She also reported the deposit of the third AIP-014 installment into the Airport's bank account, indicating that with these funds, the Airport will pay its last mortgage payment in December.

The Manager presented employee timesheets from 10/2/23-11/12/23 for the approval of employee payroll and comp time. *Mr. Andree moved and Mr. Jackson seconded the motion to approve the employee payroll and comp time as reported. The employee payroll and comp time were approved by unanimous consent of the Board.* Ms. Hackler requested the reallocation of Continuing Education Benefit funds totaling \$1,000 from the Manager, Ms. Hackler, to the Assistant Manager, Mr. Gibson. *Upon motion by Mr. Yallaly, seconded by Mr. Malone, the request was approved by unanimous vote of the Board.*

Ms. Hackler presented the Aerial Applicators Agreement, effective January 1, 2024, to the Board for approval. *Mr. Yallaly moved and Mr. Malone seconded the motion to approve the Aerial Applicators Agreement. The Agreement was approved by unanimous vote of the Board.* The Manager then presented an updated Snow Removal Contract with Shanley Construction for snow removal services during the years 2024-2025. She explained that since snow removal at the Airport is performed in-house, the company will only be utilized when the Airport's equipment is unable to perform the necessary work. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the Snow Removal Contract was approved by unanimous consent of the Board.*

Ms. Hackler requested approval for the \$48 renewal of the Airport's EAA membership, citing the helpful resources it offers. *Upon motion by Mr. Yallaly, seconded by Mr. Andree, the request was approved by unanimous vote of the Board.* She then requested Board approval for the purchase of a new desktop computer to replace the Airport's aging computer. After some discussion, the Board authorized the Manager to spend up to \$2,000 on a desktop computer and additional equipment. *Upon motion by Mr. Yallaly, seconded by Mr. Jackson, the authorization was approved by unanimous consent of the Board.*

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219-866-2100



Treasurer's Report: Mr. Jackson presented the unreconciled Treasurer's report through October 31, 2023. He reported that the Airport's 2024 budget was approved at the Jasper County Council's October meeting. Mr. Jackson suggested having encumbrances ready by the December meeting.

Mr. Yallaly briefly reviewed the Airport's investments and again advised the Board to reinvest in Treasury Bills once the current investment matures in January. The JCAA Board of Finance will discuss reinvestment at the January meeting. Mr. Yallaly suggested asking the Airport's financial advisor to attend the JCAABOF meeting for advice on moving forward with the investments.

Claims Approval: *The motion was made by Mr. Yallaly and seconded by Mr. Malone to approve the accounts payable summary vouchers for \$53,956.93. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

Board Comments: Mr. Yallaly reminded the Board of his upcoming departure from JCAA, indicating that his father, Martin Yallaly, is interested in filling the vacancy on the Board. The Board suggested that the Manager work with Mr. Yallaly's father to draft a recommendation letter to send to the County Commissioners.

Mr. Pettet reported that after completing the drain tile repairs, a representative from John's Brothers Tiling & Excavating, Inc. informed him of a waterway in the Airport's hay fields in need of repair. The Manager was directed to work with the contractor to resolve the issue by early Spring.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Tuesday, December 12, 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 7:12 p.m. with a motion by Mr. Yallaly, seconded by Mr. Malone.

The Minutes were compiled by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219-866-2100



REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
December 19, 2023

The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on December 19th, 2023 at 6:13 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, Director Scott Malone, and Director Andy Andree. Also in attendance in-person were Airport Attorney Richard Comingore and Airport Manager Emily Hackler. NGC/Woolpert consultant Ken Ross and Woolpert consultant Trent Holder attended virtually via Zoom.

Mr. Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s): *Mr. Jackson moved and Mr. Yallaly seconded a motion to approve the November 14, 2023 JCAA Regular Meeting minutes. The November 14, 2023 JCAA Regular Meeting minutes were approved by unanimous vote of the Board.*

Public Participation: None.

Engineer's Report: Mr. Holder reported that the FAA issued an official forecast approval letter to the airport and consultants on November 28th. He asked the Board to review the timeline provided for the remaining portions of the Master Plan. He explained that FAA review may take longer than accounted for, but the final submittal of the Master Plan to the FAA is estimated to be January 31, 2025. Woolpert expects a Master Plan approval in approximately 18 months.

Attorney's Report: Mr. Comingore presented Ordinance 1-2023, the JCAA 2024 Salary Ordinance, to the Board for their review and adoption. *Upon motion by Mr. Malone, seconded by Mr. Yallaly, Ordinance 1-2023 was adopted by unanimous vote of the Board.*

Manager's Report: Ms. Hackler reported on hangar vacancies, fuel sales, rental aircraft usage, interest & investments, and operations for the month of November and estimated annual sales and operations. She also announced the completion of two grounds maintenance items totaling \$1,016.95.

Ms. Hackler reported that the 2024-2029 Airport Capital Improvement Plan (ACIP) was submitted at the beginning of December. She then explained that there has been interest from developers in the Airport's SR-114 frontage lots and she plans to meet with the Jasper County Economic Development Organization (JCEDO) and the City of Rensselaer to discuss the availability and restrictions of the land. Ms. Hackler recommended making a motion to authorize Mr. Ross to begin the appraisal process of the Airport's frontage lots and of the land that the Airport is interested in purchasing. *Upon motion by Mr. Yallaly, seconded by Mr. Malone, the authorization was approved by unanimous consent of the Board.*

The Manager advised the Board of the future need for an Advisory Opinion to be provided to a company looking to rezone land and build a windfarm south of the Airport. She explained that the height of the structures exceeds the minimum height delineated in FAR Part 77.9 and no opinion can

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

be submitted until the proposed location and construction is studied by the FAA. Ms. Hackler also reported on her involvement with the City of Rensselaer in updating the zoning requirements around the Airport. Ms. Hackler also advised the Board of a person interested in leasing land from the Airport to build a private hangar. She explained that though the Board has a lease agreement in place for real estate, the document was last approved in 2015 and it may be beneficial to review the document for applicability and relevancy. The Manager agreed to email the lease agreement to the Board, attorney, and consultants for their review.

Ms. Hackler presented an offer of employment for the Board to review after an evaluation of a part-time employee's performance. The recommendation is for a Full-Time Airport Assistant Manager position with an hourly rate of \$21.63 with full-time employment to begin on January 1, 2023. See attached Exhibit A dated December 19, 2023. *Upon motion by Mr. Yallaly, seconded by Mr. Andree, the offer of employment was approved by unanimous consent of the Board.* Mr. Jackson indicated that after a separate review of the Manager's performance, the Board will increase the Manager's salary by 10%.

The Manager presented employee timesheets from 11/13/23-12/10/23 for the approval of employee payroll and comp time. *Mr. Malone moved and Mr. Jackson seconded the motion to approve the employee payroll and comp time as reported. The employee payroll and comp time were approved by unanimous consent of the Board.* Mr. Pettet questioned if the Board is still required to see and approve employee timesheets now that the airport has a punch-clock system. Mr. Comingore replied no, and the Board agreed to no longer review employee timesheets at monthly meetings.

Ms. Hackler requested authorization to sign and renew the Airport's AIR Card contract. The contract allows military aircraft to fuel at Jasper Co. Airport using the AIR Card system. *Upon motion by Mr. Yallaly, seconded by Mr. Malone, the authorization was approved by unanimous vote of the Board.* She then requested authorization to renew the Airport's application for eligibility in the Federal Surplus program. She explained that the Airport has benefited greatly from participating in this program in the past. *Upon motion by Mr. Yallaly, seconded by Mr. Malone, the request for authorization was approved by unanimous consent of the Board.*

Resolutions Adopted:

Resolution 2-2023. A Resolution of the Jasper County Airport Authority to Encumber Cumulative Building Funds. The motion was made by Mr. Jackson to adopt Resolution 2-2023. Upon second by Mr. Malone, the motion was approved by unanimous consent of the Board.

Resolution 3-2023. A Resolution of the Jasper County Airport Authority to Transfer Funds. The motion was made by Mr. Jackson to adopt Resolution 3-2023. Upon second by Mr. Malone, the motion was approved by unanimous consent of the Board.

Treasurer's Report: Mr. Jackson left the meeting at 6:53 p.m., so Ms. Hackler presented the unreconciled Treasurer's report through November 30, 2023. Mr. Yallaly reported that the Airport is seeing great returns on its investments.

Claims Approval: *The motion was made by Mr. Yallaly and seconded by Mr. Malone to approve the accounts payable summary vouchers for \$20,743.17. Following discussion of the same, the Board adopted by unanimous consent the motion approving the claims as presented.*

Board Comments: The Board wished Mr. Yallaly well as he attended his last JCAA Board Meeting. His term will expire at the end of the year. Mr. Yallaly will be missed, and the Board thanked him for his time serving on the Jasper County Airport Authority.

BE IT RESOLVED that the JCAA's next regular meeting shall be held on Tuesday, January 9, 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 6:57 p.m. with a motion by Mr. Yallaly, seconded by Mr. Andree.

The Minutes were compiled by Emily Hackler.

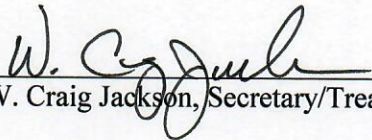

W. Craig Jackson, Secretary/Treasurer

EXHIBIT A

Jasper County Airport
2326 West Clark Street
Rensselaer, IN 47978
219-866-2100



December 19, 2023

The Manager recommends an offer be extended to:

[REDACTED]
[REDACTED]
[REDACTED]

Consistent with the Jasper County Airport Authority's Ordinance 1-2023 for the position of full-time Assistant Airport Manager with an hourly rate of \$21.63.

Benefits shall include those benefits adopted in Ordinance 1-2023 and being consistent with the payroll benefit policy as previously adopted.

Respectfully submitted,

Emily Hackler
Airport Manager

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



**EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
December 19, 2023**

The Jasper County Airport Authority Board (JCAA) met on December 19, 2023, at 5:45 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978, with the purpose being to discuss a job performance evaluation of an individual employee 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 Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA member Scott Malone, JCAA member Andy Andree, Airport Manager Emily Hackler, and Airport Attorney Richard Comingore were in attendance.

The Minutes were composed by Emily Hackler.


W. Craig Jackson, Secretary/Treasurer