

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



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD JANUARY 14, 2021

The Jasper County Airport Authority Board (JCAA) met virtually via FreeConferenceCall.com on January 14, 2021, at 6:00 p.m. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett, and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert & NGC representatives Dave Wall, Curtis Brown, Chris Snyder, Trent Holder, and Ken Ross, as well as Rensselaer Adventures blogger Robert E. Schenk.

Mr. Pettet called the meeting to order at 4:01 pm cst before Mr. Wood's motion to approve the JCAA's December 10, 2020 and December 30, 2020 board meeting minutes, which was supported by Mr. Mushett, and approved unanimously by the JCAA Board.

JCAA Board opened the floor for 2021 JCAA officer nominations. Upon discussion, motion by Mr. Wood, and second by Mr. Mushett, JCAA voted unanimously to retain the slate of officers from 2020, reelecting Mr. David W. Pettet as JCAA President, Mr. Sean M. Yallaly as JCAA Vice President, and Mr. W. Craig Jackson as JCAA Secretary/Treasurer.

To permit the immediately-following, annual meeting of the Jasper County Airport Authority Board of Finance, Mr. Pettet continued the regular meeting of the JCAA at 6:03 p.m. Central time.

Mr. Pettet reconvened the JCAA's virtual regular meeting at 6:09 p.m. Central time. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett, and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert & NGC representatives Dave Wall, Curtis Brown, Chris Snyder, Trent Holder, and Ken Ross, as well as Rensselaer Adventures blogger Robert E. Schenk.

Woolpert/NGC consultants Chris Snyder, Curtis Brown, David Wall, Trent Holder, and Ken Ross discussed the Master Plan project negotiations between Woolpert and the airport, presenting Woolpert Professional Services Agreement (PSA) for the Master Plan Project, asking the board to vote to accept the project as a whole, but approve tasks individually, suggesting tasks 1, 3, 4, and 5 likely being the first phase with a review process before processing. The project including additive items for potential grant administration and Airport Layout Plan AGIS submittals totaled **\$358,756**. Mr. Seif discussed that for budgeting purposes, the airport has funding budgeted to cover the full expense, but based on Mr. Brown and Mr. Seif's discussion with INDOT, the airport could expect state apportionment grant funding from INDOT. Although the amount is not yet solidified, INDOT on numerous occasions indicated a substantial portion of state apportionment funding going toward the master plan project. Mr. Seif asked the board to approve the negotiated PSA, contingent upon Mr. Seif and Mr. Comingore's final review since this PSA version with the negotiated changes was just recently received. After discussion and with Mr.

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Yallaly's motion, second by Mr. Jackson, the motion accepting Woolpert's Master Plan Project scope and professional services agreement as a whole, approving individual tasks, all contingent upon Mr. Seif and Mr. Comingore's final approval passed by unanimous vote of the JCAA board.

Mr. Ross and Mr. Brown discussed the airport's upcoming Capital Improvement Program (CIP) submittal. Mr. Ross discussed the contents including a suggested timeline of airport projects for the next 5 years that Mr. Ross, Mr. Brown, and Mr. Seif discussed. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to accept the suggested CIP submittal.

Mr. Seif suggested a move to a different virtual platform due to the poor performance of FreeConferenceCall.com. Mr. Seif asked if there would be objections to transitioning to a Zoom platform and received support from the board. Mr. Seif continued with the manager's report discussing such items as hangar vacancies, storage spaces, and farm leases. An internal tenant insurance verification audit revealed several expired aircraft insurance policies or policies that were renewed but have not sent a renewal certificate to the airport. Mr. Seif is working to get those resolved and will update the board. Mr. Seif discussed the current airport cash farm tenant's request to continue farming the airport's newly acquired lot at the same rate of \$262.53/ac with a lease coming soon.

Mr. Seif discussed December fuel sales in addition to problems encountered with the self-service fuel terminal during January.

Mr. Seif presented a quote from Kevin Moore Electric for a change order to tie in the maintenance hangar into the airport's backup generators for \$2,735. Mr. Seif suggested accepting this change order since having the shop operational during a power outage greatly improves the airport's emergency response readiness. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to approve Kevin Moore Electric's \$2,735 quote to tie the maintenance hangar into the airport's backup generators.

Mr. Seif discussed needing to establish a debt service fund as the mechanism to fund the airport's debt service for the 2020 land acquisition. Since only operating revenue and grant funding is approved to finance debt service, and under the suggestion of the State Board of Accounts and financial advisor Paige Sansone with Baker Tilly. Qualifying revenue would get deposited into the debt service fund until sufficient funding exists to fund the annual payment of the debt service. With Mr. Yallaly's motion, second by Mr. Wood, JCAA voted unanimously to establish a Debt Service fund where qualifying operating fund revenue and grant funding can help fund the annual debt service payment.

Mr. Seif presented the manager's time sheets for weeks starting 12/7/20-1/4/21, comp time earned of 8 hours, comp time used of 8 hours, and vacation time used of 10.93 hours. With Mr. Jackson's motion, second by Mr. Yallaly, JCAA voted unanimously to approve the manager's payroll, comp time, and vacation time.

Mr. Seif presented the credit card activity for board review, rental aircraft activity, and outreach opportunities for airport review and discussion. Mr. Seif also asked any board

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member/employee that wants to make changes to their W4/WH4 payroll withholding to drop by the airport to complete the required forms, otherwise current selections will carry over to 2021. Mr. Comingore asked each board member to sign a nepotism certification form.

Claims totaling \$16,829.55 were presented for review, discussion and approval. With Mr. Jackson's motion, second by Mr. Mushett, JCAA voted unanimously to approve claims totaling \$16,829.55.

Finally with Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adjourn its meeting at 7:07 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, February 11, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer

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ANNUAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY

BOARD OF FINANCE

January 14, 2021

The Jasper County Airport Authority Board of Finance (JCAABOF) met virtually via FreeConferenceCall.com on January 14, 2021, at 6:00 p.m. Forming a quorum were JCAABOF President David W. Pettet, JCAABOF Vice-President Sean M. Yallaly, JCAABOF Secretary/Treasurer W. Craig Jackson, JCAABOF board member Allen P. Mushett, and JCAABOF board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAABOF Attorney Richard F. Comingore, Woolpert & NGC representatives Dave Wall, Curtis Brown, Chris Snyder, Trent Holder, and Ken Ross, as well as Rensselaer Adventures blogger Robert E. Schenk.

Mr. Pettet called the meeting to order at 6:03 p.m. Central time and opened the floor for JCAABOF 2021 officer nominations. Upon motion by Mr. Jackson, second by Mr. Wood, the JCAABOF voted unanimously to retain the slate of officers from 2020, reelecting Mr. David W. Pettet as JCAABOF President, Mr. Sean M. Yallaly as JCAABOF Vice President, and Mr. W. Craig Jackson as JCAABOF Secretary/Treasurer.

Mr. Seif discussed current airport finances including funds on hand and investments. The JCAABOF discussed expenses, expected revenue, and potential future investments, but suggested not making any changes at this time. With Mr. Jackson's motion, second by Mr. Yallaly, JCAA voted unanimously to adopt the manager's suggestion of not making any changes to investments at this time.

Finally, with Mr. Yallaly's motion, second by Mr. Wood, the JCAABOF unanimously voted to adjourn its meeting at 6:09 p.m. Central time.

The Minutes were composed by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer

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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
FEBRUARY 11, 2021**

The Jasper County Airport Authority Board (JCAA) met on February 11, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet (phone), JCAA Secretary/Treasurer W. Craig Jackson (on site), and JCAA board member Bruce K. Wood (on site). Also in attendance were Airport Manager Ray Seif (on site), JCAA Attorney Richard F. Comingore (on site), Woolpert & NGC representatives Dave Wall and Ken Ross, as well as Rensselaer Adventures blogger Robert E. Schenk (all on Zoom).

Mr. Wood called the meeting to order at 6:20 pm before Mr. Jackson's motion to approve the JCAA's January 14, 2021 regular minutes and the January 14, 2021 JCAA Board of Finance minutes, which was supported by Mr. Pettet, and approved unanimously by the JCAA Board.

Mr. Seif asked the board to approve allowing the airport manager to authorize individual tasks of the already approved master plan project, working with Woolpert. With Mr. Jackson's motion, second by Mr. Pettet, the JCAA voted unanimously to authorize airport manager Ray Seif to authorize individual tasks of the master plan project.

Mr. Wood asked about the tree removal project. Mr. Seif gave an update and asked the board to approve the removal of a secondary tree line west of the current tree line for an additional \$3,000 by Adam Herre Excavating. With Mr. Pettet's motion, second by Mr. Wood, JCAA voted unanimously to authorize the \$3,000 additional to have Herre Excavating also remove the tree line to the west of the current tree removal project.

Mr. Seif discussed equipment repair needs such as ordering a block heater and potentially a battery and hose for the bobcat loader.

Mr. Seif presented the airport manager payroll for weeks starting 1/11/21-2/1/21 as well as 26.18 hours comp time earned and 2.64 comp time used. After review and with Mr. Jackson's motion, second by Mr. Wood, the JCAA voted unanimously to approve the airport manager's payroll, comp time earned and comp time used.

Mr. Wood expressed concern about moving the airport's aviation insurance policies, taking issue with moving the insurance to Facer Insurance rather than keeping the policy with CI insurance, a local broker who is also a tenant at the airport. Mr. Wood stated that he understands Mr. Seif's reasons with wanting to place the aviation policies with an aviation insurance broker, but indicated that whenever possible, we should support local, Mr. Wood said CI also covers the county and is good enough for that. Mr. Seif indicated that the coverage really isn't local since CI just places the coverage with another broker in Indianapolis who then places the coverage with the insurance carriers whereas aviation brokers go directly to the insurance carriers. Mr. Seif also indicated that the quotes received from CI contained several errors. Mr. Wood indicated those were typing errors. Mr. Seif said that if they aren't catching these errors, what else are they not catching? Mr. Seif indicated that with his dozen years in aviation insurance experience, he noticed a big difference

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between working with Facer vs CI. Mr. Seif said that he strives to support local whenever possible, but has a responsibility to every citizen in the county and having the aviation policies with a broker that does not understand aviation and doesn't deal with it on a regular basis, and has to go through another broker that then goes to the insurance carriers opens the airport up for potential liability. Mr. Seif indicated that policies that do not require aviation insurance knowledge can stay with CI. Mr. Wood said he understood the points Mr. Seif was making, but he still takes issue with it.

Mr. Seif presented claims totaling \$44,761.11 and indicated that due to timing, a claim in the amount of \$2,557.00 from CI for the renewal of the airport's auto policy did not make it onto this month's claims vouchers, but a check was printed and the claim will be included in next month's vouchers. After review and with Mr. Wood's motion, second by Mr. Pettet, JCAA unanimously approved claims totaling \$44,761.11.

Finally, JCAA adjourned its meeting at 6:37 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, March 11, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer

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**REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
MARCH 11, 2021**

The Jasper County Airport Authority Board (JCAA) met on March 11, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett, and JCAA board member Bruce K. Wood (Zoom). Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert & NGC representatives Curtis Brown (Zoom) and Ken Ross (Zoom).

Mr. Pettet called the meeting to order at 6:01 pm before Mr. Wood's motion to approve the JCAA's February 11, 2021 regular minutes, which was supported by Mr. Jackson, and approved unanimously by the JCAA Board.

Mr. Brown provided an update to the Master Plan Project, indicating Woolpert is getting insurance in place and targeting a kick-off meeting with the airport at the end of April.

Mr. Brown discussed the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSSA) and that JCAA will receive \$13,000 that can be used for reimbursement of expenses. Mr. Seif indicated that he and Mr. Curtis discussed the CRRSSA and suggest applying for reimbursement of an operating expense for fuel purchase which would max out the entire \$13,000.

Mr. Jackson moved to approve the application for the \$13,000 CRRSSA grant (for reimbursement of operating expenses) and all necessary documentation associated therein directing President of the JCAA Mr. Pettet or other designated (appointed by Mr. Pettet) JCAA board member to execute said application, grant documents, pay request and closeout grant as well as additional documents as needed referencing CRRSSA grant. Motion was supported by Mr. Mushett and was approved by unanimous vote of the JCAA Board.

Mr. Brown discussed the state apportionment funding and suggested that the board approve application for state apportionment grant funding to cover phase 1 of the Master Plan Project.

Mr. Jackson moved to approve the application for state apportionment grant covering phase 1 of the Master Plan Project and all necessary documentation associated therein directing President of the JCAA Mr. Pettet or other designated (appointed by Mr. Pettet) JCAA board member to execute said application, grant documents, pay request and closeout grant as well as additional documents as needed referencing state apportionment grant. Motion was supported by Mr. Mushett and was approved by unanimous vote of the JCAA Board.

Mr. Brown discussed potential for INDOT Type II also known as 50/50 grant funding suggesting the airport think about modifying the CIP to include additional projects such as a T-Hangar, fuel farm, or other similar project. Mr. Seif and Mr. Ross discussed last minute update to the CIP that occurred after INDOT asked if we had any projects that we wanted to consider for Type II funding if available. INDOT needed a quick turnaround due to having to turn in CIPs within minutes.

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Following Mr. Seif's email to Mr. Brown and Mr. Ross and subsequent phone conversation with Mr. Ross, Mr. Seif and Mr. Ross resubmitted the CIP to include type II funding possible projects to include other projects already on the CIP including the tree project, backup generator project, and future acquisition of a lot to the west of the airport's last acquisition.

Mr. Jacksons moved to approve the application for INDOT Type II grants for qualifying CIP projects and all necessary documentation associated therein directing President of the JCAA Mr. Pettet or other designated (appointed by Mr. Pettet) JCAA board member to execute said application, grant documents, pay request and closeout grant as well as additional documents as needed referencing INDOT Type II grants.

Mr. Comingore presented the attorney's report, updating the board on the bifurcation of the old Phegley lot into the taxable vs non-taxable aeronautical use portions.

Mr. Seif gave the manager's report, discussing the hangar tenancy and results of the recent vendor/tenant insurance verification, indicating that all but one tenant are compliant and all but 1 vendor have submitted adequate coverage. Mr. Seif asked about non-compliance and initial responses or penalties since insurance is a contract/lease requirement. Mr. Pettet said that since we are in a pandemic to consider a little extra time for compliance to include a 90 day period. After 90 day period, further action can be pursued including waiving any hangar discounts for good standing and potentially other legal actions as necessary. Mr. Wood asked if it would be appropriation to have the attorney draft a document if those that are not complaint are not responding. Mr. Seif indicated that this may be an option to pursue in the future but for the current time, suggested he reach out and explain the 90 courtesy period.

Mr. Seif discussed fuel sales, investment returns, and equipment repairs for the Bobcat, Crown Vic, and Operations truck. Mr. Seif asked to upgrade the quickbooks to 2021 desktop from 2018.

Mr. Seif presented the manager's payroll for weeks 2/8/21-3/1/21, comp time earned of 7.36, and continuing education of \$70. With Mr. Jackson's motion, second by Mr. Wood, the JCAA voted unanimously to approve the airport manager's payroll, comp time, and continuing education.

Mr. Seif presented the credit card activity which is also included in claims for the board's review.

Mr. Seif discussed the rental aircraft activity and suggesting carpet/seat projects for the year with additional information to come at a future meeting.

Mr. Seif discussed the airport's recent Work Comp and Auto insurance policy renewal and suggested moving aviation-related policies to an experienced aviation insurance broker. Mr. Wood indicated that he does not support switching brokers and wanted to know the status of the renewal. Mr. Seif indicated that he is waiting on the renewal quote with the current broker and will email the board with his suggestion.

Mr. Seif discussed outreach efforts including internships, suggesting the board authorize 2 paid in county intern slots and potential additional unpaid intern slots open to any interested intern not

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selected for the paid slots.



Mr. Seif asked to support the Rensselaer Republican through an annual subscription, indicating that the airport has multiple articles in the paper throughout the year and it would be great to support the paper. There were no objections.

Claims totaling \$33,783.65 were presented for board review, discussion, and approval. With Mr. Wood's motion, second by Mr. Mushett, the JCAA voted unanimously to approve claims totaling \$33,783.65.

Finally, with Mr. Jackson's motion, second by Mr. Mushett, the JCAA adjourned its meeting at 7:07 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, April 8, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
April 8, 2021

The Jasper County Airport Authority Board (JCAA) met on April 8, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA Vice President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Allen P. Mushett, and JCAA board member Bruce K. Wood. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert representative David Wall (Zoom), Stace Pickering representing CI Insurance, Andy and CG Facer representing Facer Insurance.

Mr. Pettet called the meeting to order at 6:00 pm and following the Pledge of Allegiance, asked the attendees if they wish to make public comment. After a brief introduction, Mr. Seif indicated that he will discuss aviation insurance in the manager's report later in the meeting and the attendees will likely be involved at that point.

After review and a noted correction of Mr. Pettet's last name which was misspelled in a couple of occurrences, Mr. Jackson motioned to approve the JCAA's March 11, 2021 regular minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Wall presented the Engineer's Report, discussing that Woolpert will likely get started with the Masterplan Project in April and that they are currently working on sub-agreements. Mr. Wall discussed the State Apportionment (SA) grant funding potential as well as the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) grant funding requested to refund operating expenses, which was entered into the FAA's DELPHI system.

Mr. Seif presented the Manager's Report, discussing such items including a party potentially interested in purchasing approximately a 3 ac section of the southern 25 ac parcel just west of the grass runway. The board asked Mr. Seif to explore the costs and logistics associated with subdividing the parcel as well as if city zoning would even allow a 3 ac parcel to be sold/developed. The board indicated that if the potential buyer would be interested in paying these expenses, they may consider subdividing.

Mr. Seif discussed the desire to acquire 24 chairs available on government surplus for a \$7/chair fee in addition to picking up the chairs from Indianapolis with the airport truck. The chairs would be used within the terminal building for meetings and in support of the aviation high school classes to be taught at the airport. There was no objection to obtaining the chairs.

Mr. Seif presented the manager's payroll for weeks starting 3/8/21-3/29/21, 30 hours comp used, 17 hours vacation used, continuing education for \$70, and health reimbursement agreement (HRA) reimbursement of \$1,394. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to approve the airport manager's payroll, comp time, vacation time, continuing education and HRA reimbursement.

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Mr. Seif presented the airport credit card activity for review and discussion, which was also included in the claims.

Mr. Seif discussed the airport's outreach initiatives and asked for board members to join the Intern Selection Committee. Mr. Mushett and Mr. Wood agreed to join the committee with Mr. Seif, which will present a suggestion to the board at the May 13th meeting.

Mr. Seif discussed the airport's general liability policy, insurance policies, and insurance brokers. Mr. Seif indicated that aviation insurance is a specialized field and should be handled by brokers that specialize in aviation insurance. Mr. Seif said that the airport's current broker CI Insurance is not qualified and does not have the experience and volume to go to the aviation insurance carriers directly. Mr. Seif indicated that CI goes through yet another middleman out of Indianapolis called Arlington Roe or other brokers elsewhere and that the other brokers then go to the insurance market, a process that lacks transparency and increases potential for errors. Mr. Seif gave examples where the wrong pilots were listed on a quote with a second quote including the correct pilots but with multiple spelling errors. Mr. Seif indicated that the errors were unprofessional at best, but could void coverage on some policies.

Mr. Seif also questioned the lack of alternate quotes that were either comparable or lower than the expiring carrier's quotes. Mr. Seif indicated that insurance quotes have increased dramatically over the last 5 years and when CI was asked, they gave the same response that it was a hard market, and insurance has been shopped. Mr. Seif indicated that he shopped a recent policy with Facer, a specialized aviation insurance broker, after CI told him the market was shopped, and Facer returned several very favorable quotes indicating that the market was not shopped by the CI and Arlington Roe partnership. Mr. Seif said he felt a night and day difference in the knowledge, service level, and speed of Facer, which came very highly recommended by several people.

Mr. Seif indicated that the recent General Liability renewal premium was up dramatically through CI/Arlington Roe and that Facer was able to obtain a quote from STARR that was substantially less than the renewal obtained by CI/Arlington Roe and when CI/Arlington Roe obtained a STARR quote, which should have been the same as Facer, it was actually several thousand dollars higher. Mr. Seif said he asked both Facer and CI to confirm why the STARR quotes they provided were so different and that Facer sent a copy of the email they received directly from the insurance company indicating the Facer quote was correct, while CI said that they asked the other middle man Arlington Roe and were told that Facer's quote was wrong and that the insurance company will honor it this year but increase the premium next year. Mr. Seif indicated that he has a hard time believing CI response since they only asked the other middle man while Facer provided direct proof from the insurance company that Facer had the correct quote.

Andy Facer then asked Stace Pickering why they would say that Facer's quote was wrong and Stace said that that's what he was told. Mr. Seif indicated that the board felt frustrated by running out of time before the expiration of the policy and that the board wanted an opportunity to discuss the policy at a meeting but opted to ask the current broker to bind the coverage that Facer obtained with Starr to avoid policy lapse.



Mr. Seif advised the board that he has experienced multiple irregularities from the CI and feels that at minimum, the aviation insurance policies should be handled by experienced aviation insurance brokers. Mr. Seif indicated that the board could reaffirm the email vote to bind the General Liability quote that Facer obtained from Starr by CI/Arlington Roe. Mr. Seif also indicated that since the policy is bound with the carrier that the board could still opt to ask Facer to take over the policy by signing a Broker of Record letter allowing Facer to represent the airport for the General Liability policy. Andy Facer said that Starr will likely still ask the airport to pay the current broker and only transfer the policy once the current broker is paid. Andy said he would service the policy after that.

Mr. Bruce Wood then introduced Stace Pickering with CI Insurance and said that Stace is here to dispute each point that Mr. Seif made.

Mr. Pickering stated that Mr. Seif has made his point very clear now for several years and has stated that he doesn't like CI going through another broker due to some notion that it would lead to some sort of fraud. Mr. Pickering indicated that he can't go to the aviation insurance market directly because he lacks the volume due to only insuring 1 airport and 2 dozen aircraft. Mr. Pickering indicated that he takes great offense to the accusation that he doesn't provide comparable renewal quotes or that the quotes always increase. Mr. Pickering said that the insurance market has been hard for several years and that the airport has increased its activities with a fuel farm and new hangar in addition to tugging and fueling aircraft and going from contingent hangar keepers to primary. Mr. Pickering asked Mr. Seif if he just expected insurance premiums to go down all the time. Mr. Seif indicated that in 5 years of being with the airport that he doesn't remember receiving a comparable or lower alternate quote and that he found it odd that within that timeframe, not to receive a single similar or lower competing quote. Mr. Pickering stated that that wasn't true and that he sends alternate quotes all the time. Mr. Seif said that he may receive an alternate quote that is dramatically higher, which leads the airport to have to take the renewal quote which is still high, but not as high as the only alternate provided by CI. Mr. Pickering said that Mr. Seif just stated that CI quoted the wrong pilots then Mr. Seif stated that CI misspelled the name of the pilots, then asked Mr. Seif "well which is it", and that on the policy in question, it's not rated off of the pilots and it doesn't matter who the pilots were. Mr. Wood also stated that he wanted to hear Mr. Seif respond to that as well. Mr. Seif indicated that CI made both mistakes, they provided one quote that had the wrong pilots listed and a second quote from another carrier with misspelled pilots and that type of mistake can void coverage. Mr. Pickering then asked Mr. Seif that he thought Mr. Seif just said that he didn't get other quotes. Mr. Seif said that that's not what he said and that he specifically said he doesn't receive competitive alternate quotes.

After Mr. Pickering's discussion, Mr. Andy Facer said that he wanted to take some time to respond to a few discussion points. Mr. Facer indicated that the insurance market has been hard for 2-3 years and he would question anything longer than that. He said that he has nothing against Stace and that he feels from hearing Stace that Stace is trying to do a good job, but Facer dealing with the aviation insurance market directly for 20+ years affords someone with the experience to know the right questions to ask. Mr. Andy Facer indicated that his office only deals with Aviation Insurance. Mr. CG Facer also jumped in and said that he wanted to address the pilot names question and that you want to be careful to have the correct pilots, especially on an instruction and rental

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policy because it could impact coverage on some policies.



Mr. Seif said that the board could reaffirm the decision to bind the general liability policy through CI, sign the application and the check, or they could vote to send the aviation policies to Facer by signing the Broker of Record letter. Mr. Jackson said rather than discuss the aviation policies, why doesn't the board vote specifically on this policy and look at other policies as they come up.

Mr. Mushett said that the board hired the airport manager because of his experience and background and he has to deal with these issues on a daily basis and if he is suggesting that this is a better policy at a better premium then I support his decision. Mr. Seif indicated that it was at the same premium, but that was only because he went back to CI asking them why their Starr quote was substantially higher and they were able to go back to Starr and get the correct quote that Facer obtained otherwise it would have been much higher. Mr. Mushett said that he does support the suggestion of the airport manager.

With no additional discussion, Mr. Jackson moved to sign the broker of record letter selecting Facer as the broker for the airport's General Liability policy. Mr. Mushett seconded the motion, which was passed 2-1 with Mr. Yallaly abstaining and Mr. Wood dissenting.

Claims totaling \$33,683.70 were presented for board review, discussion, and approval. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to approve claims totaling \$33,683.70.

Finally, the JCAA adjourned its meeting at 8:01 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, May 13, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
May 13, 2021

The Jasper County Airport Authority Board (JCAA) met on May 13, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert Senior Planner David Wall (Zoom), Woolpert/NGC Engineer Ken Ross, Woolpert Planner Trent Holder (Zoom), Airport Tenant/Farm Lessee Kent Korniak (Zoom), and Ray Foundation board member Patti Arthur (Zoom).

Mr. Pettet called the meeting to order at 6:06 pm and following the Pledge of Allegiance, asked the attendees if they wish to make public comment. Ms. Arthur introduced herself as a board member with the Ray Foundation and said she was excited to hear about the airport's outreach and wanted to attend a meeting.

After review and with Mr. Mushett's motion, second by Mr. Jackson, JCAA board voted unanimously to approve the JCAA April 8, 2021 regular meeting minutes.

Mr. Korniak addressed the board via zoom, saying that he wanted to go on record to voice his concern for the recent developments by Indiana Face Mask on the lots adjacent to the airport land he leases for agricultural purposes. Mr. Korniak is concerned by the new drainage problems caused by Indiana Face Mask's development. Mr. Korniak indicated that Indiana Face Mask's new developments caused drainage problems west and north of Indiana Face Mask's property, causing the airport grounds Mr. Korniak leases to flood and retain water. Mr. Korniak said the farm yields from those spots will be impacted and that he wanted to be on record to voice concern about this new problem. Mr. Seif thanked Mr. Korniak for voicing his concerns and asked Mr. Korniak to monitor the area in question. Mr. Seif also indicated that the airport is trying to work on a solution with the City building inspector.

Mr. Seif presented the Manager's Report, discussing such items including a party potentially interested in purchasing approximately a 3 ac section of the southern 25 ac parcel just west of the grass runway. The board asked Mr. Seif to explore the costs and logistics associated with subdividing the parcel as well as if city zoning would even allow a 3 ac parcel to be sold/developed. The board indicated that if the potential buyer would be interested in paying these expenses, they may consider subdividing.

Mr. Wall presented the Engineer's report, discussing the masterplan project. Mr. Wall and Mr. Seif have discussed moving forward with a meaningful portion of the master plan project with local dollars instead of waiting on finding if any State Apportionment (SA) Grant Funding is available. Mr. Wall said that SA will not reimburse, so any portion the airport completes prior to SA approval will not be reimbursed. Mr. Seif and Mr. Ross also indicated that while the airport is hopeful about receiving grant funding for at least a portion of the master plan project, there are no guarantees. Mr. Seif indicated that the airport board planned for the master plan to be fully funded



in house using local dollars and that any grant funding would be great, but at this point, it would likely come at the end of the year if it comes at all this year. Mr. Ross suggested that rather than waiting for possible funds, the airport could fund a small but extremely important portion of the master plan which typically takes a long time anyway, rather than delay the project for SA that may or may not come this year. Mr. Seif indicated supporting completing the forecasting section in order to keep the project moving. Mr. Wall suggested the airport approve the forecasting tasks including the administrative fees associated with the task within the master plan scope previously approved by the board.

With Mr. Pettet's motion, second by Mr. Mushett, the JCAA board voted unanimously approve moving forward with the forecasting portion of the approved master plan scope, including the administrative fees associated with forecasting.

Mr. Wall addressed Mr. Korniak's concerns and suggested the board ask the city for Indiana Face Mask's drainage plans so the airport consultants can review the drainage in order to ensure that the drainage plans are sufficient to address the recent development by Indiana Face Mask and in order to minimize the impact on airport-owned land adjacent to Indiana Face Mask. Mr. Wall gave an example of confirming that Indiana Face Mask was going to install a detention pond rather than a retention pond. Mr. Wall said a retention pond is designed to hold water and a detention pond is design to get rid of water, indicating that a retention pond would not be compatible with the airport since it would be a wildlife attractant. Mr. Wall suggested that compensation for damages shouldn't be accepted until the airport reviews Indiana Face Mask's drainage plans.

The board suggested writing a letter to airport tenant Korniak to acknowledge the concerns.

Mr. Seif presented the manager's report, covering hangar vacancies, insurance verification, in addition to options to consider for the airport's non-aeronautical use land. Mr. Seif went over fuel sales and maintenance needs. Mr. Seif discussed government surplus chairs and purchasing tables to prepare the conference room for future teaching opportunities, asking the board to approve disposing of extra furniture including the couches, small desk. Mr. Seif also said he would ask city/county offices if they want the conference room table before disposal.

Mr. Seif discussed a services agreement with Baker Tilly indicating needing help from time to time regarding governmental accounting procedures. Baker Tilly's agreement outlines various services and fees associated with those services. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA board voted unanimously to sign a services agreement for Baker Tilly, allowing the airport to retain Baker Tilly as a governmental advisor on an as needed basis.

Mr. Seif indicated that with Mr. Bruce Wood's resignation, a board motion is needed to request First Merchants Bank to remove Mr. Bruce Wood from the airport's bank accounts. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to remove Mr. Bruce Wood from any airport bank account, signature card, online banking, wire transfer, or any other financial transaction on behalf of the Jasper County Airport Authority.

Mr. Seif presented the manager's payroll for weeks starting 4/5/21-5/3/21, 4.17 comp earned, 4.75

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comp used, and 22.92 vacation used.



With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to approve the airport manager's payroll, comp time, vacation time.

Mr. Seif presented the airport credit card activity for review and discussion, which was also included in the claims.

Mr. Seif discussed the airport intern applicants, suggesting the airport offer Carissa Seneczko the paid internship position and Kyle Owen the unpaid internship. With Mr. Mushett's motion, second by Mr. Jackson, the JCAA voted unanimously to approve Carissa Seneczko for the paid summer internship and Kyle Owen for the unpaid summer internship positions.

Mr. Seif discussed the airport's outreach initiatives including the Rusty Pilot Webinar, Young Eagles, Summer Aviation Camp, Barnstormers, and additional activities such as the high school aviation education program starting this fall.

Mr. Seif discussed the Public Official E&O insurance expiring on 7/1/21, indicating the renewal with current carrier Hudson through CI is \$4561 + surplus lines tax, + \$200 policy fee, which is an additional commission going to JM Wilson, totaling \$4,880. Mr. Seif indicated waiting on another broker.

Mr. Seif also asked the board to approve an award plaque to be presented to an individual that has impacted the airport, to be presented at a later date once completed.

Claims totaling \$53,111.82 were presented for board review, discussion, and approval. With Mr. Jackson's motion, second by Mr. Mushett, the JCAA voted unanimously to approve claims totaling \$53,111.82.

Finally, the JCAA adjourned its meeting at 7:24 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, June 10, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
June 10, 2021

The Jasper County Airport Authority Board (JCAA) met on June 10, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, and JCAA board member Allen P Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, JCAA intern Carissa Seneczko, Woolpert Senior Planner David Wall (Zoom), Airport Tenant John Sjaardema, owner of Excel Air Services, Ryan Cooley, Craig Standish, Stace Pickering, Robert Edward Schenk, and JCSO Sheriff Pat Williamson.

Mr. Pettet called the meeting to order at 6:00 pm and following the Pledge of Allegiance, asked the attendees if they wish to make public comment.

After review and with Mr. Jackson's motion, second by Mr. Mushett, JCAA board voted unanimously to approve the JCAA May 13, 2021 regular meeting minutes.

Mr. Craig Standish and Mr. Ryan Cooley discussed the shooting range project they proposed to county officials, intended for installation on the county-owned parcel northwest of the taxiway B. Mr. Standish said that the 4-H intends to allow air rifles, 22s, archery, and clay pigeons. Mr. Standish discussed the precautions that will be taken including shooting to the west and building up a berm using material already located on site. Mr. Seif discussed his concerns about the proximity to the airport, especially since the property lies along the flight path for the current paved runway. Mr. Seif indicated that aircraft taking off to the north will overfly the location and some aircraft with lesser performance may be at a much lower altitude over that specific location. Mr. Seif also indicated that the noise and danger from being so close would be detrimental to airport traffic and not compatible with airport nor with the industrial corridor that the city/county envision for the area. Mr. Sjaardema discussed the danger associated with stray bullets. Mr. Comingore discussed the potential risk if the airport board supports the shooting range, but something happens in the future.

Mr. Yallaly and Mr. Jackson voiced support for the having a range in county, but expressed concerns about the proposal being incompatible with the adjacent airport. JCSO Sheriff Pat Williamson indicated that the Sheriff's department will not use the proposed shooting range because of the department's equipment, but indicated they already have a range that they use and this will not be a factor for the JCSO.

After discussion and with Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted not to recommend the shooting range project being located in the county-owned lot northwest of taxiway B.

Mr. Stace Pickering discussed the airport property; public officials errors and omissions (E&O); and auto insurance policies. Mr. Seif asked Mr. Pickering why Mr. Pickering didn't provide the property or auto quotes prior to the meeting and Mr. Pickering indicated that he didn't want Mr.



Seif shopping the coverage around with other brokers. Mr. Seif indicated that he asked Mr. Pickering for a loss run for the E&O policy a week prior and that Mr. Pickering hasn't provided the information. Mr. Seif indicated that the loss run was required so another broker/carrier could quote the E&O. Mr. Seif also indicated that due to Mr. Pickering's actions that Mr. Seif's recommendation is to renew the property policy with Facer Insurance who quoted \$8,444 over a month ago. Mr. Pickering discussed the E&O and property quote, both expiring on 7/1/21 in addition to an auto policy that expires February 2022, suggesting the airport board cancel the auto policy and bind new coverage with a new carrier. Mr. Jackson asked Mr. Pickering if he is suggesting cancelling the auto policy now and binding the auto policy now or if he is recommending waiting until the current auto policy expiration in February, to which Mr. Pickering responded that he that he would bind now. Mr. Jackson asked if there would be a refund on the current policy to which Mr. Pickering responded there would be. Mr. Jackson motioned to bind the E&O, Property/Inland Marine, and Auto coverage, which was supported by Mr. Pettet and opposed by Mr. Mushett. Mr. Yallaly abstained, allowing the motion to pass 2/1 in favor of accepting the recommendations of Mr. Pickering. Mr. Seif voiced his objection to the decision. Mr. Pickering handed the quotes to Mr. Seif at that time and exited the meeting. Mr. Yallaly said he will have a talk with Mr. Pickering after the meeting. Mr. Seif told Mr. Yallaly not to bother and that for 5 years, the process has been for Mr. Pickering to provide the quotes to the airport manager so the quotes can be reviewed before the meeting. Mr. Seif said that he was cordial and professional with Mr. Pickering and that Mr. Pickering did not provide the quotes beforehand so they wouldn't be subjected to scrutiny. Mr. Seif indicated that the board can handle the insurance directly and to submit a per diem request and that he will no longer handle the insurance moving forward.

Mr. Richard Comingore discussed the electronic attendance policy for public meetings, suggesting the board adopt the prosed policy for meetings moving forward since the Governor's emergency order permitting virtual participation expired. With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adopt an Electronic Attendance Policy for Public Meetings.

Mr. Seif presented the Manager's Report, discussing such items including hangar availability, fuel sales and fuel farm maintenance, a \$13,000 FAA CRRSA Grant partially reimbursing the purchase of fuel as an operating expense, investments, equipment needs and a restricted \$30,000 grant received from the Ray Foundation to fund the acquisition of flight simulators. After preliminary discussion, Mr. Seif presented Resolution 1-2021, an additional appropriation for \$30,000, the amount of the grant received, allowing the airport to use the grant funds to acquire the simulators.

With Mr. Yallaly's motion, second by Mr. Mushett, JCAA unanimously adopted resolution 1-2021 for an additional appropriation in the amount of \$30,000 to be able to use the grant funds to acquire flight simulators.

Mr. Seif discussed airport manager payroll, comp time and vacation time. After review and with Mr. Jackson's motion, second by Mr. Yallaly, JCAA voted unanimously to approve the airport manager's payroll, comp time, and vacation time for weeks starting 5/10/21-5/31/21.

Mr. Seif presented the credit card activity for board review.

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Mr. Seif discussed the DeMotte Touch of Music event asking the board to approve a silver \$300 sponsorship to market and promote the airport during the event. The board agreed.

Mr. Seif discussed future budget considerations asking the board their input on budgeting for a new employee in 2022. The board asked Mr. Seif to provide the information including the additional personal services for review.

Claims totaling \$60,586.88 were presented for review and discussion. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to approve claims totaling \$60,586.88.

Finally, with Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to adjourn its meeting at 7:40 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, July 8, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer

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REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD

July 8, 2021

The Jasper County Airport Authority Board (JCAA) met on July 8, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M Yallaly, and JCAA board member Allen P Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, JCAA intern Carissa Seneczko, Woolpert Senior Planner David Wall (Zoom), and Woolpert Planner Trent Holder (Zoom).

Mr. Pettet called the meeting to order at 6:00 pm then led the JCAA in the Pledge of Allegiance before Mr. Yallaly motioned to approve the JCAA's June 10, 2021 board meeting minutes, which was seconded by Mr. Mushett, and approved unanimously by the JCAA Board.

Mr. Wall discussed the engineer's report, providing an update on the Master Plan project. Mr. Wall indicated that the forecast phase was coming along and that the airport has made great progress reaching out to users and documenting their needs. Mr. Wall also indicated that Woolpert reached out to Jasper County Economic Development Organization (JCEDO) for input but has not received a response. Mr. Holder indicated that Mr. Wall covered the highlights and that he had nothing further to add.

Mr. Seif presented the manager's report. Mr. Seif discussed such items as hangar leases, fuel sales, and investments. Mr. Seif discussed the American Rescue Plan (ARPA) grant of \$32,000 which reimburses operating expenses, asking the board to approve Woolpert to administer the plan, which they will do for no charge, as well as Authorize David Pettet or his appointee to execute grant agreement, pay request, closeout documents, and all other paperwork as necessary. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to authorize Mr. David Pettet or his appointee to execute ARPA grant agreement, pay requests, closeout documents, and all other paperwork as necessary.

Mr. Seif discussed the 2021 Non-Primary Entitlement (NPE) grant funding, asking the board to authorize David Pettet or his appointee to execute grant amendment, pay requests, and all other paperwork as necessary. With Mr. Yallaly's motion, second by Mr. Mushett, the JCAA voted unanimously to authorize Mr. David Pettet or his appointee to execute 2021 NPE grant amendment, pay requests, and all other paperwork as necessary.

Mr. Seif indicated that once the NPE grant funding is received, the airport will have all the funding needed to make the debt service payment due for 2021. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously Authorize Mr. David Pettet or other JCAA check signer to complete an ACH wire transfer of the debt service payment in the amount of **\$218,107.59** to Eldridge's Mortgage bank account once NPE grant funds received.

Mr. Seif discussed the generator project and discussed an additional monitoring service including annual maintenance agreement, asking the board to approve an annual maintenance agreement

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with wifi monitoring by Kevin Moore Electric for \$630 annually total for both units. After discussion, and with Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to accept the monitoring and maintenance agreement by Kevin Moore Electric, authorizing David Pettet to sign the agreement.

Mr. Seif discussed the \$30,000 restricted grant received from the Ray Foundation. The grant was restricted and can only be used to purchase flight simulators in support of the airport's aviation education intuitive. Mr. Seif indicated that the State Board of Accounts (SBOA) indicated that an additional appropriation would not be required for a restricted grant so long as the grant funds are segregated from other funding and are only used for the intended purpose. Mr. Seif suggested rescinding resolution 1-2021 originally authorizing the additional appropriation that is no longer needed and establishing a Restricted Grant Fund to hold the Ray Foundation Flight Sim Grant. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to approve rescinding resolution 1-2021 and establishing a restricted grant fund to hold the Ray Foundation \$30,000 restricted grant until the funds can be used for the intended purpose.

Mr. Seif discussed airport manager payroll, comp time and vacation time. After review and with Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to approve the airport manager's payroll, comp time, and vacation time for weeks starting 6/7/21-6/28/21.

Mr. Seif indicated that Mr. W. Craig Jackson requested via email that the airport board meeting minutes reflect that correspondence from the State Board of Accounts (SBOA) and the SBOA attorney indicated that as the sole employee, hired by the JCAA to represent the JCAA, Airport Manager Ray Seif is responsible for the management and finances of the airport by Indiana Code. Mr. Jackson was concerned that as JCAA Secretary Treasurer and being listed as the fiscal officer, he was previously listed as the responsible party with the SBOA. The change was initiated by the SBOA, not by the airport manager. All emails and correspondence were forwarded to Mr. Jackson as well as the board showing the conversation. The SBOA attorney corrected their records that previously reflected Mr. Jackson as an employee rather than a board member and indicated that by Indiana Code, the airport manager is responsible for the management and finances of the airport.

Mr. Seif discussed the need to update salary ordinance 1-2021 with an option allowing a board member to waive the per diem, which was previously requested by a past board member. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to update Exhibit A of Salary Ordinance 1-2021 to include an option for board members to opt out of receiving compensation.

Mr. Yallaly discussed the airport's insurance products including the statement of values that the airport is required to sign, acknowledging the insured values of the airport property are 100% of the value of the property. Mr. Seif indicated to Mr. Yallaly that he has concerns that the airport is signing a statement about the values being 100% of the replacement costs of the buildings, but the old/middle hangar is severely under-insured and wouldn't be able to be replaced for the insured amount. Mr. Seif indicated that if the airport were to experience a catastrophic loss, the airport may not have the funds to rebuild due to being underinsured on the new property policy and that the airport is signing a statement indicating that they have selected values that are 100% of replacement costs for those buildings, but that was not correct. After discussion, Mr. Yallaly said

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he would ask the insurance broker to increase the value of the old/middle hangar building to \$500,000. Mr. Yallaly also indicated that he added \$50k value for the recently installed generators. Mr. Yallaly said the insurance broker asked him for a break down on the equipment and after discussion, the board opted to have Mr. Yallaly relay to the insurance broker \$5k on tractor, \$2k on golf cart, \$10k on bobcat, \$3k on 4 wheeler.

Mr. Seif discussed with the board how recent developments have highlighted philosophical difference between himself and the board, which have caused him to start looking for another position. Mr. Seif suggested that, to aid with the transition, the airport should consider hiring an assistant manager that Mr. Seif can bring up to speed and may potentially be able to take over after Mr. Seif's departure. Mr. Seif said that an assistant manager would greatly improve business continuity regardless of the circumstance. Mr. Seif indicated that he just started looking for another position and doesn't have a timeline for departure, but will do his best to give as much notice as possible to the board to aid in the transition. Mr. Mushett asked if there was anything the board could do to keep the airport manager and Mr. Seif indicated that he believes it's already beyond that point and that the relationship has been strained and is becoming ineffective. Mr. Seif suggested that he work with Attorney Rick Comingore to advertise the assistant manager position. After discussion and with Mr. Yallaly's motion, second by Mr. Pettet, the JCAA voted 2-1 to advertise an assistant manager position with Mr. Mushett voting against.

Mr. Seif presented the credit card activity for board review.

Mr. Seif discussed outreach activities including the airport receiving the Governor's half-century award, the Young Eagles event, Aviation Summer Camp, and barnstormers scheduled.

Claims totaling \$37,543.59 were presented for review and discussion. With Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to approve claims totaling \$37,543.59.

Finally, with Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to adjourn its meeting at 6:56 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, August 12, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer



REGULAR MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
August 12, 2021

The Jasper County Airport Authority Board (JCAA) met on August 12, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA Vice-President Sean M Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA board member Jason Arnold, and JCAA board member Allen P Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert Senior Planner David Wall (Zoom), and NGC Engineer Ken Ross.

Mr. Pettet called the meeting to order at 6:00 pm then led the JCAA in the Pledge of Allegiance before Mr. Yallaly motioned to approve the JCAA's July 21, 2021 Executive Session Board meeting minutes, which was seconded by Mr. Jackson, and approved unanimously by the JCAA board.

Mr. Mushett motioned to approve the July 8, 2021 regular board meeting minutes, which was by Mr. Yallaly, and approved unanimously by the JCAA board.

Mr. Wall gave a brief update to the forecasting portion of the master plan project, which should be completed and available for JCAA review within the coming weeks.

Mr. Ross gave an update on the 2021 Non-Primary Entitlement (NPE) grant from the FAA, indicating the pay request was submitted and should have been received by now. Mr. Seif indicated that it was not received, Mr. Ross said he would follow up with the FAA.

Mr. Yallaly, member of the candidate interview committee gave an update regarding conducting several virtual interviews and that the committee will have a recommendation which will be discussed at a future board meeting.

Mr. Seif and Mr. Wall discussed receiving the Indiana Face Mask drainage plans from the city of Rensselaer. Mr. Seif indicated that although the airport shouldn't have to incur the expenses to comment on the plans but having the airport take a proactive step to try to ensure the drainage is adequate and doesn't end up being a wildlife attractant would be beneficial. Mr. Seif indicated that Woolpert will review the drainage plans and make recommendations for an \$800 fee and suggested the airport approve the additional task order and approve Mr. Pettet signing the task order with Woolpert.

After discussion, and with Mr. Arnold's motion, second by Mr. Mushett, JCAA voted unanimously to approve Woolpert conducting a review and making recommendations of Indiana Face Mask's drainage plans and authorize Mr. Pettet to sign the task order.

Mr. Seif discussed airport manager payroll, comp time and vacation time. After review and with Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to approve the airport manager's payroll, comp time, and vacation time for weeks starting 7/5/21-8/2/21.

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Mr. Seif presented salary ordinance 2-2021, which updates the previously passed salary ordinance to include a bookkeeper salary range in addition to other minor adjustment in order to give JCAA the option to hire a bookkeeper in 2022 if needed.

With Mr. Jackson's motion, second by Mr. Yallaly, JCAA voted unanimously to adopt Salary Ordinance 2-2021.

Mr. Jackson discussed needing help with bookkeeping during the transition to a new manager. Mr. Jackson indicated that his friend Angie Walker does bookkeeping for several businesses and that he trusts her and would like her to help him with the airport's books. The board asked about how she would be paid and Mr. Jackson said that he asked her to keep track of her hours and that once something is figured out, that the airport will pay her, but if not, he would consider paying her himself. Mr. Jackson said that he would oversee her.

Mr. Seif voiced concerns about having a friend as a bookkeeper being outside of the airport's internal controls policy and wondered how that would look to the State Board of Accounts. Mr. Seif suggested keeping the transaction at arm's length and that ideally, if the board wanted the services of a bookkeeper, they should hire a professional such as the airport's accountant or financial advisor Paige, or at a minimum, if the board considers hiring the services of Angie Walker, that there should be a contract or service agreement outlining expectations, limitations, authority, etc. After discussion and with Mr. Yallaly's motion, second by Mr. Arnold, the JCAA board voted unanimously to have attorney Comingore draft a services agreement with Angie Walker that would be reviewed and approved by the board at the next public board meeting.

Mr. Seif presented the 2022 budget for board review, discussion and adoption. Mr. Seif indicated that personal services was increased to allow the board options for hiring personnel in 2022 and that while the board is not obligated to use all of the funding, it allows the board leeway to hire the right combination of personnel without having to go back to council for multiple additional appropriations.

After discussion and with Mr. Yallaly's motion, second by Mr. Mushett, JCAA voted unanimously to adopt 2022 budget in the amount of:

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

Mr. Seif presented the credit card activity for board review.

Mr. Seif discussed outreach activities including aviation summer camp and barnstormers.

Claims totaling \$72,175.97 were presented for review and discussion. With Mr. Jackson's motion, second by Mr. Yallaly, JCAA voted unanimously to approve claims totaling \$72,175.97.

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Mr. Seif suggested approving new board member Jason Armold as a check signer and adding him to the First Merchants bank signature card, allowing him to sign checks, complete and approve ACH transactions and online banking on behalf of the JCAA.

With Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to approve adding Mr. Jason Armold to the First Merchants bank signature card, approving him to sign checks, complete and approve ACH transactions and online banking on behalf of the JCAA.

Finally, with Mr. Yallaly's motion, second by Mr. Jackson, JCAA voted unanimously to adjourn its meeting at 7:11 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, September 9, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

David W. Pettet, President

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EXECUTIVE SESSION OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD

M I N U T E S

JASPER COUNTY AIRPORT AUTHORITY

August 23, 2021

The Jasper County Airport Authority Board (JCAA) met in Executive Session on August 23, 2021 at 8:30 a.m. central time at the Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana 47978 to receive information about and interview prospective employees as authorized under I.C. §5-14-1.5-6.1(b)(5). No subject matter was discussed in the Executive Session other than the subject matter specified in the public notice. JCAA President David W. Pettet, JCAA Vice-President Sean M. Yallaly, JCAA Secretary/Treasurer W. Craig Jackson, JCAA Board Member Allen P. Mushett and JCAA attorney Richard F. Comingore were in attendance.

The meeting was adjourned at 9:05 a.m. central time.

Minutes composed by Richard F. Comingore

David W. Pettet, President

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SPECIAL MEETING OF THE JASPER COUNTY AIRPORT AUTHORITY BOARD
August 26, 2021

The Jasper County Airport Authority Board (JCAA) met on August 26, 2021, at 5:30 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 in addition to electronic/virtual attendance via Zoom. Forming a quorum were JCAA President David W. Pettet, JCAA board member Jason Armold, and JCAA board member Allen P. Mushett. Also in attendance were Airport Manager Ray Seif, JCAA Attorney Richard F. Comingore, Woolpert Senior Planner David Wall (Zoom), Woolpert Engineer Curtis Brown (Zoom) and Rensselaer Adventures Blogger Robert E. Schenck.

Mr. Pettet called the meeting to order at 5:30 pm then led the JCAA in the Pledge of Allegiance before Mr. Mushett motioned to approve the JCAA's August 12, 2021 regular board meeting minutes, which was seconded by Mr. Armold, and approved unanimously by the JCAA board.

Mr. Armold motioned to approve the JCAA's August 23, 2021 executive board meeting minutes, which was by seconded by Mr. Mushett, and approved unanimously by the JCAA board.

Mr. Comingore discussed the search committee progress with conducting interviews. Mr. Comingore indicated that the search committee has selected a candidate and has a recommendation for an offer of employment for the JCAA board to review. Mr. Seif suggested that the contents of the offer be listed in the minutes including salary, terms and conditions per State Board of Accounts (SBOA) guidelines and for transparency. Mr. Comingore indicated the recommendation is for a biweekly salary of \$2230.77 equating to an annual salary of \$58,000 including an additional \$2,000 for moving expenses. Mr. Comingore also suggested attaching the offer to the minutes.

Mr. Armold indicated that as the newest member of the board, he would like to have some opportunity to at least learn about the airport's needs and vision before making a personnel decision. Mr. Armold said that he understands time is running out and a decision needs to be made, but he wants just a short period to be able to learn more about the needs and vision before making that decision to fill the position and based on that and that alone, he would oppose the current recommendation.

Mr. Mushett said that the search committee made a recommendation and he motions to accept the recommendation of the search committee. Mr. Pettet seconded the motion to accept the search committee recommendation and Mr. Armold opposed based on previously reservation. The motion to accept the search committee recommendation passed 2-1. Mr. Seif asked if there would be a time limit placed on the offer of employment and the board agreed to require a response by 5pm central on Tuesday 8/31/21.

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2326 West Clark Street
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Search Committee Recommendations:

Richard F. Comingore
Attorney at Law
209 E. Kellner Blvd, P.O. Box 223
Rensselaer, IN 47978
Telephone/text: 219/866-7988
facsimile: 312/628-7603
e-mail: richard_comingore@gmail.com
www.comingorelaw.com

August 26, 2021

Search Committee recommendation:

The Search Committee recommends an offer for employment be extended to:



Consistent with the Jasper County Airport Authority's Ordinance 1-2020 for the position of Airport Manager with a beginning bi-weekly salary of \$2,230.77 (\$58,000 annually).

Benefits shall include those benefits adopted in Ordinance 1-2020.

Additionally, the Jasper County Airport Authority shall reimburse the applicant in the amount up to \$2,000.00 towards moving expenses upon proof of payment of such expenses.

Respectfully Submitted,

Richard F. Comingore

After discussion, the board suggested that the search committee also continue the search for an assistant manager candidate. Mr. Armold indicated interest in joining the search committee if possible. Mr. Seif indicated that Mr. Armold could join, but if there are still 2 other board members, it would form a quorum and all meetings would need to adhere to open door laws.

Finally, with Mr. Armold's motion, second by Mr. Mushett, JCAA voted unanimously to adjourn its meeting at 6:00 pm.

BE IT RESOLVED that the JCAA's next meeting shall be held on Thursday, September 9, 2021, at 6:00 p.m. central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978 as well as virtually via Zoom.

The Minutes were compiled by Mr. Seif.

W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
September 9, 2021**

Call to Order: The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on September 9, 2021 at 6:01 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance forming a quorum were President David Pettet, Vice President Sean Yallaly, Secretary/Treasurer W. Craig Jackson and Director Allen Mushett. Director Jason Armold was absent. Also in attendance were Airport Attorney Richard F. Comingore and Airport Manager Ray Seif, Airport Engineer Curtis Brown attended virtually via zoom.

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

Minutes of Prior Meeting(s): Allen Mushett moved (Craig Jackson seconded) to approve the August 26, 2021 Special Meeting Minutes which were approved by unanimous vote of the board.

Public Participation: There was no public participation.

Engineer's Report: Curtis Brown, Woolpert Engineering is nearing completion of the Airport's multifaceted Master Plan which will be presented at the next JCAA board meeting. Mr. Brown anticipates additional time will be necessary to present the plan.

Attorney's Report: Attorney Comingore presented Ordinance Number 1-2020 (Amended 9.9.21) for consideration by the Board. This is amending Salary Ordinance 1-2020 to reflect in exhibit "A" the addition of a new position "Part-Time Airport Manager" with an hourly rate (Minimum rate of \$21.63, Mid-range rate of \$29.81 and Maximum rate of \$37.98). This Amended Ordinance is necessary to comply with State Board of Account requirements to reflect the actual practice of the JCAA.

Sean Yallaly moved to adopt Ordinance Number 1-2020 (Amended 9.9.21). Allen Mushett seconded said motion. Ordinance Number 1-2020 (Amended 9.9.21) was adopted by unanimous vote of the Board.

Manager's Report: Because hangar tenant Mr. Joerg failed to provide proof of insurance as is required by the JCAA hangar rental contract, Mr. Joerg's 10% discount for the months of July, August, and September, 2021 had been discontinued. Mr. Joerg's failure to provide proof of insurance was due to his travels in Europe and the subsequent inability to return to the United States due to COVID 19 travel restrictions, etc. Mr. Joerg has now provided the airport management the required proof of insurance and is now requesting re-instatement of the 10% discount. By Board consensus, said 10% discount should be reinstated and directs the manager to re-instate the 10% discount for the months of July, August, and September 2021.

Sean Yallaly moved to approve the Airport Manager's payroll, vacation, and continued education for the Payroll period 8/9/21 to 8/30/21. Craig Jackson seconded said motion. Motion

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approved by unanimous vote of the Board.



Treasurer's Report: Craig Jackson reviewed the financial reports provided to the Board.

Hiring Committee Report & Recommendation: As a member of the search committee, Mr. Comingore submitted a recommendation from the Committee to extend an offer of employment for the position of Jasper County Airport Manager with the terms and conditions as delineated in the attached Exhibit A dated September 9, 2021. See attached Exhibit A dated September 9, 2021 herein made a part and parcel of these minutes.

Sean Yallaly moved to adopt the offer of employment as presented by the Search Committee. Allen Mushett seconded said motion. The motion was approved and adopted by unanimous vote of the Board.

Claims Approval: Sean Yallaly moved to approve the payment of claims in the amount of \$241,901.93. Allen Mushett seconded said motion. Motion was approved by unanimous vote of the Board.

Board Comments: BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Thursday, October 14, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, IN, 47978.

Adjournment: Sean Yallaly made a Motion to adjourn. Dave Pettet seconded said motion. Meeting adjourned at 6:34 p.m. central time.

The Minutes were compiled by Richard Comingore.

W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
October 14, 2021**

Call to Order: The Jasper County Airport Authority Board (JCAA) was called to order by President David Pettet on October 14, 2021, at 6:00 p.m. Central time 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 W. Craig Jackson, Director Allen Mushett and Director Jason Armold. Also in attendance in person were Airport Attorney Richard F. Comingore, Airport Manager Emily Hackler and Airport Bookkeeper Angela Walker. Attending virtually by zoom was Airport Engineer Curtis Brown.

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

Minutes of Prior Meetings(s): Craig Jackson moved (Jason Armold seconded) to approve the September 9, 2021 Regular Meeting Minutes which were approved by unanimous vote of the Board.

Public Participation: There was no public participation.

Engineer's Report: Curtis Brown, Woolpert Engineering is nearing completion of the Airport's multifaceted Master Plan which will be presented at the next JCAA Board Meeting. Mr. Brown suggests a JCAA Board educational session as to the intent and purpose of the master plan development be held the week of November 1, 2021.

Attorney's Report: Attorney Comingore reported attendance at the Indiana Airport Association Conference at the Blue Chip Cassino in Michigan City, Indiana for both himself and airport manager Emily Hackler on Wednesday and Thursday, October 13, 2021 and October 14, 2021.

The motion was made by Allen Mushett and seconded by Jason Armold to affirm the e-mail approval and payment of conference attendance for both Richard Comingore and Emily Hackler. After brief discussion explaining that Ms. Hackler was employed beginning October 4, 2021 there was no time to pre-approve conference attendance prior to today's board meeting. This lack of timing necessitated the e-mail request/approval of the conference attendance. The motion passed by unanimous vote of the JCAA.

Manager's Report: Manager Emily Hackler reported on her productive attendance at the Indiana Airport Association Conference in Michigan City, Indiana. The manager recommended to the JCAA to purchase the G.A.R.D. System for approximately \$6000 to perform traffic counts for the airport.

The motion was made by Allen Mushett and seconded by Jason Armold to adopt the recommendation of the airport manager and purchase the G.A.R.D. System. Following discussion of the same, the JCAA adopted by unanimous consent the motion as presented.

The manager recommended the approval of a hangar lease contract between Excel-Air,

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Inc to move into a hangar being vacated. The motion was made by Craig Jackson and seconded by Allen Mushett to adopt recommendation of the manager. Following discussion of the same, the JCAA adopted by unanimous consent the motion as presented.

The manager reported an FAA Safety Meeting to be held at the Jasper County Airport on November 13, 2021. The meeting will be limited to 15 participants.

The manager presented time sheets and payroll records for review. The motion was made by Jason Armold and seconded by Craig Jackson to approve the time sheets and payroll records presented. Following discussion of the same, the JCAA adopted by unanimous consent the motion as presented.

Treasurer's Report: Craig Jackson reviewed the financial reports provided to the Board.

Claims Approval: The motion was made by Craig Jackson and seconded by Allen Mushett to approve the accounts payable vouchers presented by the manager. Craig Jackson moved to approve the payment of claims in the amount of \$14,534.73. Following discussion of the same, the JCAA adopted by unanimous consent the motion as presented.

Board Comments: The Board welcomed Emily Hackler as the manager of the Jasper County Airport. Her full time employment began October 4, 2021.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Thursday, November 4, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

Adjournment: Allen Mushett made a Motion to Adjourn seconded by Jason Armold. Following discussion of the same, the JCAA adopted by unanimous consent the motion as presented.

Meeting adjourned at 6:59 p.m central time.

The Minutes were compiled by Richard Comingore.

W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
November 4, 2021**

Call to Order: The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on November 4, 2021, at 6:21 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in person forming a quorum were Vice President Sean Yallaly, Director Allen Mushett and Director Jason Armold. Also in attendance in person were Airport Attorney Richard F. Comingore, Airport Manager Emily Hackler, Airport Bookkeeper Angela Walker and Airport Engineers Curtis Brown, Dave Wall and Ken Ross. Absent were President Dave Pettet and Secretary/Treasurer W. Craig Jackson.

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

Minutes of Prior Meetings(s): Allen Mushett moved (Sean Yallaly seconded) to approve the October 14, 2021 Regular Meeting Minutes which were approved by unanimous vote of the Board.

Public Participation: Robert Schenk attended virtually (by zoom).

Engineer's Report: Curtis Brown, Woolpert Engineering reported to the Board as to the master plan development and the importance of "letters of support" for airport development.

Attorney's Report: No report presented.

Bookkeeper Report: Angela Walker reported on Quickbook's training.

Manager's Report: Manager Emily Hackler reported

The manager recommended the approval of a hangar lease contract between Chris Evans and the JCAA to lease a vacant hangar. The motion was made by Jason Armold and seconded by Allen Mushett to adopt recommendation of the manager. Following discussion the Board adopted by unanimous consent the motion as presented.

Sean Yallaly appointed Dave Pettet and Jason Armold as a committee to develop an overtime/comp-time policy and present their recommendation to the Board.

The manager reported the rental aircraft's annual maintenance inspection was completed by Excel-Air, Inc.

The manager reported contact with Indiana Ivy Tech's Mathew Medley as to the development of dual credit educational program.

The manager was directed by the Board to contact the current airport insurance carriers to request quotations, review coverage/policies and aligning anniversary dates, etc.

The manager was directed by the Board to begin the process of obtaining bids for snow plowing the facilities and runways.



The manager presented time sheets and payroll records for review.

Treasurer's Report: Angela Walker presented revised treasurer's report for 9/30/21. Upon motion by Jason Armold and seconded by Allen Mushett the Board adopted by unanimous consent the treasurer's report as presented.

Claims Approval: The motion was made by Sean Yallaly and seconded by Jason Armold to approve the accounts payable summary vouchers for \$27,635.76 and payroll/time sheet records presented by the manager. Following discussion of the same the Board adopted by unanimous consent the motion as presented.

Woolpert Engineering submitted two claims under separate cover for payment on the development of the Jasper County Airport's Master Plan: (a.) \$13651.18 and (b.) 9011.57 for a total of 22,662.75. Sean Yallaly moved to pay the two claims as presented. Jason Armold second the motion. The Board adopted by unanimous consent the motion as presented.

Board Comments: None

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Thursday, December 9, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

Adjournment: Vice President Yallaly adjourned the meeting at 6:58 p.m. central time.

The Minutes were compiled by Richard Comingore.

W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
December 9, 2021**

Call to Order: The Jasper County Airport Authority Board (JCAA) was called to order by Vice President Sean Yallaly on December 9, 2021, at 6:28 p.m. Central time 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 and Director Allen Mushett. Also in attendance in person were Airport Attorney Richard F. Comingore and Airport Manager Emily Hackler. Absent were President Dave Pettet and Director Jason Arnold.

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

Minutes of Prior Meetings(s): Sean Yallaly moved (Allen Mushett seconded) to approve the November 4, 2021 Regular Meeting Minutes which were approved by unanimous vote of the Board.

Public Participation: No Public Attendance.

Engineer's Report: David Wall, Woolpert Engineering was unsuccessful connecting to the meeting virtually. No report presented.

Attorney's Report: No report presented.

Bookkeeper Report: No report presented.

Manager's Report: Manager Emily Hackler reported:

The manager recommended the approval of a hangar lease contract between Eric & Craig Jackson and the JCAA to lease a vacant hangar. The motion was made by Sean Yallaly and seconded by Allen Mushett to adopt recommendation of the manager. Following discussion, the Board adopted by unanimous consent the motion as presented.

The manager reported discussion were recently held with Indiana Ivy Tech's Matthew Medley as to the development of dual credit educational program.

The manager reported on the FY22 AIP grant pre-application was submitted. Additionally, the manager asked for Board directions as to applying for an INDOT grant which is available for reimbursement for airport operations measuring equipment purchases. The Board directed the manager to obtain additional information to be provided to the Board.

The manager was directed by the Board to contact the current airport insurance carriers to request quotations, review coverage/policies and aligning anniversary dates, etc. The manager was directed to obtain renewal quotes for insurance coverage.

Three bids were received for snow plowing of the Jasper County Airport facilities. Shanley Landscaping and Snow Removal, Sandy Oaks Lawn & Landscaping, Demotte, IN and Dobson Snow Removal & Lawn Care, LLC. Shanley Landscaping and Snow Removal was selected. Upon motion by Sean Yallaly and seconded by Craig Jackson the Board awarded the snow removal to: Shanley Landscaping and Snow Removal.



The manager presented time sheets and payroll records for review. Upon motion by Craig Jackson and seconded by Sean Yallaly the payroll and time sheets as reported were approved as presented by unanimous consent of the Board.

Treasurer's Report: Craig Jackson presented the Treasurer's report dated 12/9/21. Upon motion by Craig Jackson and seconded by Sean Yallaly the Board adopted by unanimous consent the treasurer's report as presented.

Claims Approval: The motion was made by Sean Yallaly and seconded by Craig Jackson to approve the accounts payable summary vouchers for \$13,794.92. The Board noted the summary claim report reflected \$36,457.67; however, the claim by Woolpert for \$22,662.75 (from the Cumulative Building Fund) had been previously approved in the JCAA Board minutes dated November 4, 2021. Following discussion of the same the Board adopted by unanimous consent the motion for \$13,794.92.

Board Comments: Craig Jackson made the following motion: Effective January 1, 2022 the Airport Manager shall be granted 120 hours paid "time-off" for the calendar year 2022 which "time-off" may be designated by the Airport Manager for such purpose(s) as to be determined by the Airport Manager, ie (but not exclusively): sick-leave, doctor/dental appointments, family leave, personal leave, etc. The motion was seconded by Sean Yallaly. Following discussion by the Board, the motion was passed by unanimous vote.

BE IT RESOLVED that the JCAA's next, regular meeting shall be held on Thursday, December 30, 2021, at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

Adjournment: Vice President Yallaly adjourned the meeting at 7:55 p.m. central time.

The Minutes were compiled by Richard Comingore.

W. Craig Jackson, Secretary/Treasurer



**REGULAR MEETING
THE JASPER COUNTY AIRPORT AUTHORITY BOARD
December 30, 2021**

Call to Order: The Jasper County Airport Authority Board (JCAA) was called to order by President Dave Pettet on December 30, 2021, at 6:04 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978. In attendance in person forming a quorum were President Dave Pettet, Secretary/Treasurer W. Craig Jackson, Director Allen Mushett and Director Jason Armold. 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.

Pledge of Allegiance: Dave Pettet led the JCAA in the Pledge of Allegiance.

Minutes of Prior Meetings(s): Upon motion to approve the December 9, 2021 regular meeting minutes by Craig Jackson and seconded by Jason Armold the December 9, 2021 regular meeting minutes were approved by unanimous vote of the Board.

Public Participation: No Public Attendance.

Engineer's Report: No report presented.

Attorney's Report: No report presented.

Bookkeeper Report: No report presented.

Manager's Report: Manager Emily Hackler reported:

1. State of Airport
2. Aircraft Rental Operations
3. Master Plan/grants
4. Airport Manager Payroll & Comp time

The manager presented time sheets and payroll records for review. Upon motion by Jason Armold and seconded by Craig Jackson the payroll and time sheets as reported were approved as presented by unanimous consent of the Board.

Treasurer's Report: Craig Jackson presented the Treasurer's report through December 30, 2021.

Claims Approval: The motion was made by Jason Armold and seconded by Allen Mushett to approve the accounts payable summary vouchers for \$38,068.36. Following discussion of the same the Board adopted by unanimous consent the motion approving claims for \$38,068.36.

Meeting Schedule: The motion was made by Jason Armold that the regular scheduled Board meetings to be changed to the second Tuesday of each month at 6:00 p.m. central time as

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recommended by the airport manager (see Exhibit A). Upon second by Allen Mushett following discussion the motion was approved by unanimous consent of the Board.

Holiday Schedule: The motion was made by Jason Armold that the Jasper County Airport Authority shall adopt the Jasper County Government holiday schedule for 2022 (see Exhibit A). Upon second by Craig Jackson following discussion the motion was approved by unanimous consent of the Board.

Resolutions Adopted:

Resolution 2-2021. A Resolution of the Jasper County Airport Authority to Encumber Cumulative Building Funds. The motion was made by Craig Jackson to adopt Resolution 2-2021. Upon second by Jason Armold following discussion the motion was approved by unanimous consent of the Board.

Resolution 3-2021. A Resolution of the Jasper County Airport Authority to Transfer Funds. The motion was made by Jason Armold to adopt Resolution 3-2021. Upon second by Allen Mushett following discussion the motion was approved by unanimous consent of the Board.

Board Comments: The Manager's Benefit Committee's Report was tabled until the next regular meeting of the Airport Board.

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

BE IT RESOLVED that the JCAA's annual Board of Finance meeting shall be held on Tuesday, January 11, 2022 at 6:00 p.m. Central time at Jasper County Airport, 2326 West Clark Street, Rensselaer, Indiana, 47978.

Adjournment: Craig Jackson with a second by Jason Armold to adjourn the meeting at 6:30 p.m. central time. Motion passed.

The Minutes were compiled by Richard Comingore.

W. Craig Jackson, Secretary/Treasurer



EXHIBIT A

Attach to JCAA Minutes, 12-30-21

Jasper County Airport Authority 2022 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

Join Zoom Meeting

<https://zoom.us/j/97558814654>

Meeting ID: 975 5881 4654

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Meeting ID: 975 5881 4654

Find your local number:

<https://zoom.us/u/abOUT7yeaq>

Meeting Dates

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 9, 2022
September 13, 2022
October 11, 2022
November 8, 2022
December 13, 2022
December 30, 2022*

*Year end meeting



2022 Holiday Schedule

Monday January 17

Martin Luther King Jr. Day

Monday February 21

President's Day

Friday April 15

Good Friday

Monday May 30

Memorial Day

Monday July 4

Independence Day

Monday September 5

Labor Day

Monday October 10

Columbus Day

Friday November 11

Veterans Day

Thursday November 24

Thanksgiving Day

Friday November 25

Thanksgiving Holiday

Friday December 23

Christmas Holiday

Monday December 26

Christmas Holiday