

DELAWARE COUNTY AIRPORT AUTHORITY
October 8, 2018 – 6:30 pm
401 W. Carl Simmons Drive
Muncie, IN 47303

Dr. Alexander called the meeting to order at 6:30 P.M The following board members were present Rhonda Small and Mike Concannon, Ron Chambers and Dr. Kurt Alexander Also present Tim Baty, Paul Schafer- BF&S, Jim Shafer, Rick Manes- Muncie Aviation, and John Ferratt-Tower.

MINUTES:

The September 10th, 2018 minutes were reviewed and accepted.
***A motion was made by Rhonda Small to accept the minutes as read
2nd by Mike Concannon 4 ayes***

TREASURERS REPORT:

Tim Baty presented the Treasurers Report to the board.
***A motion was made by Dr. Kurt Alexander to accept the Treasurers
Report as given, 2nd by Ron Chambers 4 ayes***

APPROVAL OF VOUCHERS:

The Vouchers for September 2018 were presented for payment.
***A motion was made by Dr. Kurt Alexander, and 2nd By Ron Chambers to
approve the Vouchers for payment. 4 ayes***

OLD BUSINESS –

Land Acquisition- no information to report waiting on the bank to provide appraisal. Jim is going to attempt to make contact back with the bank to see where they are at. Tim asked the board if they thought it would be prudent to acquire our own appraisal and make an offer, they have decided to wait for bank to report back.

Audit Status- The audit is ongoing, this is an offsite audit, we have been providing them with data, and information. They have come to office once and talked about our policies and procedures and appeared to be happy with our arrangement with a outside book keeper. Will keep the board informed on the process.

New Business

E&B Paving quote- Tim presented a quote for work from E&B paving to pave the driveway around the Maint/ Admin Building, it has not been repaired or replaced for some time. The pavement is in bad shape, the quote is to do it all in pavement, with some area that will be a complete remove and replace. Discussion on doing some in cement from the board, The cost would be prohibitive. This work will be likely in the spring due to schedule. This will allow us to lock the price in at \$39,2220.00.

The board discussed the options, and have decided to go with quote as presented on Tim's recommendation.

A motion was made to approve the E&B paving quote as presented to replace the drive for a cost of \$39,220.00 as presented by Rhonda Small and 2nd by Dr. Kurt Alexander.

4 ayes

Fiscal Procedures Policy- Tim Presented to the board the 2018 Fiscal Procedures Policy for board consideration. Tim discussed the policy- this policy outlines the procedures that are in place for deposits and cash disbursements. And discussed the process with Cathy from JET's. Jim had one request that we outline the definition of Key Employees. Tim advised that would be addressed in the Employee Handbook amendment in a following meeting, to add the Legal Team.

A motion was made to accept and adopt the Fiscal Procedures Policy as presented by Rhonda Small and 2nd by Ron Chambers.

4 ayes

Conflict of Interest Policy- Tim presented the 2018 Conflict of Interest Policy for consideration and adoption by the Delaware County Airport Authority Board. Tim also advised that each member would have to declare any conflict of interest and sign on an annual basis including all new board members. Key employees will be addressed in the Employee Handbook Amendment adding the lawyer.

A motion was made to accept and adopt the Conflict of Interest Policy with the addition of Legal Staff to policy presented by Dr. Kurt Alexander and 2nd by Ron Chambers.

4 ayes

FAA Cert Inspection- FAA cert inspection will be happening in the next week, they are scheduled to be here on the 17th of October.

Lighting for Runway 03/21 and Taxiway B- Precon meeting for lighting project is October 11th with construction starting later this month. There will be a 60 day closure of the Runway and Taxiway and a complete closure of the airport at some point during project for intersection work.

Drainage Project Pre bid meeting is October 15th with bid opening on October 22nd

Ron Chambers announced to the board that he would be resigning from the board due to a job change, he is moving to Scottsdale Arizona next week, he will be submitting a letter to John Brooke the Commissioner's Attorney to announce his resignation.

ENGINEER-

Paul Schafer presented the Engineering report for the month,

Project 14/32 Rehab Phase 2, discussed the pre bid meeting on October 15th for the Drainage and bids due on October 24th. Paul also has a pay request #7 AIP 30 to the FAA/ INDOT in the following amounts

Federal \$13,070.00
INDOT \$580.88
Local \$ 871.12
Total \$ 14,522.00 88% complete

A motion was made by Dr. Kurt Alexander, and 2nd Ron Chambers to approve Pay Request #7 AIP 30 to the FAA/ INDOT in the amount \$14,522.00

4 ayes

Paul presented a Pay Request #5 for AIP 31 Runway 14/32 Rehab Phase 3 to the FAA and INDOT for the following amounts

Federal- \$ 12,957.00
INDOT- \$ 719.82
Local - \$ 719.64
Total- \$ 14,396.46 87% Financially complete

A motion was made by Dr. Kurt Alexander, and 2nd Ron Chambers to approve Pay Request #5 AIP 31 to the FAA/ INDOT in the amount \$14,396.46.

4 ayes

Paul Presented Pay Request #1 for AIP 32 Runway 03/21 and Taxiway B Lighting Rehab in the following amounts

Federal \$ 82,731
 INDOT \$ 0.00
 Local \$ 9,193.20
 Total- \$ 91,924.20

A motion was made by Dr. Kurt Alexander, and 2nd Rhonda Small to approve Pay Request #1 AIP 32 to the FAA/ INDOT in the amount \$91,924.20

4 ayes

FAA Site visit will occur on November 28th, she will be here with some from INDOT and will take a look at the airport, usually comes with Marcus.

CIP plan, discussion with Jason on adding possibly adding taxiway B into the plan in the future. Jason is going to look at the PCI (pavement condition Index) to look at where it falls into the mix.

Tower

John discussed the AC problem and was thankful that Tim had this taken care of quickly and efficiently.
 Traffic was down slightly.

Legal

Above

<u>Category</u>	<u>October 2018</u>	<u>September 2017</u>	<u>2018 Difference</u>
<i>IFR Itinerant</i>	293	318	-25
<i>VFR Itinerant</i>	1290	1449	-159
<i>Local Operations</i>	<u>832</u>	<u>812</u>	<u>20</u>
TOTAL ARPT OPS	2415	2579	-164
<i>OverFlights</i>	<u>327</u>	<u>408</u>	<u>-81</u>
GRAND TOTAL	2742	2987	-245

Public comments

none

A motion to adjourn meeting at 7:30 pm by Dr. Kurt Alexander, 2nd by Rhonda Small

4 ayes

The next board meeting of the Delaware County Airport Authority will be November 12, 2018 at 6:30pm.



Dr. Kurt Alexander, President



Witness

Prepared by Tim Baty