

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**December 10, 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, and Dr. Kurt Alexander. Also present Tim Baty, Jason Clearwaters- BF&S Jim Shafer, Rick Manes Muncie Aviation, John Ferratt-Tower.*

**MINUTES:**

*The November 12, 2018 minutes were reviewed and accepted.*

***A motion was made by Dr. Alexander to accept the minutes as read  
2<sup>nd</sup> by Rhonda Small 3 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, 2<sup>nd</sup> by Mike Concannon 3 ayes***

**APPROVAL OF VOUCHERS:**

*The Vouchers for Novmber 2018 were presented for payment.*

***A motion was made by Dr. Kurt Alexander, and 2<sup>nd</sup> Rhonda Small to  
approve the Vouchers for payment. 3 ayes***

**OLD BUSINESS -**

**Audit Status-** Dr. Alexander has a draft of the Audit Letter from the Independent Auditor, this is just a draft that we were expecting, but really has no info, the auditors say they will have the complete draft prior to next board meeting in January.

## **New Business**

**Airport Layout Plan-** Tim discussed the need to improve the Airport Layout Plan and advised that we will talk about it in Jason's Engineering Report.

**DCAA Holiday Schedule-** Presented the 2019 Holiday Schedule to the Board for approval.

***A Motion to accept the 2019 Holiday Schedule by Rhonda Small, 2<sup>nd</sup> by Dr. Kurt Alexander***

**DACC 2018 Board Meeting Schedule** presented to the board for 2018.

**2018 Transfers-** Tim Presented the transfers to the Authority for 2018. Transfers between line items.

***A Motion to accept the 2018 Transfer Resolution 18-002 Dr. Kurt Alexander, 2<sup>nd</sup> by Rhonda Small***

## **Management**

Midwest Operating Agreement for the Period of October 1, 2018 through June 30, 2019 was present with a slight increase in monthly operating cost due to FAA mandated pay increase raises fee by \$40.00 agreement was signed by Dr. Kurt Alexander.

Tim requested board approval now that the 4 year Audit is completed to hire a part time Secretary that will work no more that 16 hrs a week. This person will be responsible for creating office documents, payroll, and payments of invoices. This person will not replace Cathy the Book keeper, Cathy will still come in and train the new employee, Valarie Craig and will still come in and monitor the books on a monthly or bimonthly basis.

Dr. Alexander requested that we change it to no more than 20 hrs, which would allow 4 hrs a day if needed.

Discussion by Rhonda if the Internal Controls could be accomplished by the New Secretary and the manager, Tim explained with what issues have happened in the past, the best Internal controls will be accomplished by the Secretary and the Book Keeper, with time monitoring both.

**A motion to approve the new hire- no more than 20 hrs a week. by Dr. Kurt Alexander and 2<sup>nd</sup> by Mike Concannon**

**3 ayes**

**ENGINEER-**

Runway 14/32 North End, Drainage Improvements 3D company you approved them they are under contract, Jason has a small pay request for Grant AIP 30-FAA/ Indot Pay request 8 **Federal Share 90% \$15561.00**

**State \$691.64 4%**

**Local \$1,038.34 6%**

**Total \$17,290.98** making this grant 89%

Financially complete

**A motion to submit pay request 8 to the FAA/ Indot in the above amounts by Mike Concannon, 2<sup>nd</sup> by Dr. Alexander**

**3 ayes**

Runway 14/32 South End this project is complete, E&B paving has completed all documentation. Progress estimate 4 ( retainage release) payment to E& B in the amount of 50973.12

**A Motion to approve Progress Estimate 4 to E&B paving in the above amount \$50,973.12 by Rhonda Small, 2<sup>nd</sup> Mike Chambers.**

**3 ayes**

Certificate of Substantial completion dated 10/13/2018 when contractor completed project. Starts 1 year warranty.

**A motion was made to accept the Certificate of Substantial Completion dated 10/13/2018 by Dr. Kurt Alexander, 2<sup>nd</sup> by Rhonda Small**

**3 ayes**

Change order #1, balance and change order for the same project, due to some underruns this is a negative change order in the amount of 61,469.20. A decrease of 6.6%.

**A motion to approve Change order #1 to E&B paving in the amount of \$-61,469.20 by Mike Concannon, 2<sup>nd</sup> by Dr. Kurt Alexander.**

**3 ayes**

Certificate of Final Acceptance for 14/ 32 South End stating that everything on project was completed as planned.

***A motion to accept the Certificate of Acceptance for 14/32 Rehabilitation South End with E&B paving. Motion by Rhonda Small, 2<sup>nd</sup> by Mike Concannon.***

***3 ayes***

Pay Request #6 to the FAA/ INDOT For AIP Grant 31 in the amount of  
Federal Share \$47,699.00  
State Share 2649.95  
Local Share 2649.95  
Total amount requested is \$52,998.90

***A motion to approve pay request #6 to the FAA/ INDOT for AIP Grant 31 in the amount of \$52,998.90 by Mike Concannon, 2<sup>nd</sup> by Dr. Kurt Alexander***

***3 ayes***

Runway 03/21 Taxiway Bravo lighting rehab, multiple calls with the contractor and it has been agreed upon to not start until spring. The contractor did request Pay Request 1 for storage of materials., that request has been denied, they did not provide all the receipts. Discussion by Tim about how uncooperative the contractor has been in communicating delivery's and placing materials. Tim expressed his issues to Jason.

Pay request #2 to the FAA for Re-imbusement  
Federal Share \$18,607.00  
State Share \$0.00 waiting on PO from State  
Local Share 10% \$2,067.36  
Total \$20,674.36 Grant 32 to 11% financially complete

***A motion to submit Pay Request 2 to the FAA only for AIP Project 32 in the amount of \$20,674.36 by Rhonda Small, 2<sup>nd</sup> by Dr. Kurt Alexander.***

***3 ayes***

FAA Indot site visit on November 28<sup>th</sup>, Tim, Dr. Alexander, Andrew from BF&S and Jason along with Dalora from the Projects office from FAA and Marcus Dial from INDOT, discussed the meeting, projects and 5 year CIP. Overall the meeting went well. Dr. Alexander discussed the joints on the jet ramp and how Dalora discussed what other airports are doing, she is going to get back with us on what they were doing. Discussion on doing some jet ramp work in phases outside of the AIP Program. Jet Ramp concrete is good, need to look into the joints and options.

CIP discussion- Jason present a proposed update to the CIP, Fence Taxiway B and Terminal Apron. Jason will have the final CIP proposal for the next board meeting. It will need approved in the January Meeting for February Submittal to the FAA and INDOT.

Airport Layout plan- There needs to be work done on the ALP to modify the Terminal Development area, also need to modify some of the recent changes in the last 5 years. Jason has a agreement drawn up but was not ready to print, Jason advised that he will send it out by email later to the Authority.

### **Tower**

John advised that the numbers were down a little this month, versus last year. Weather was not very good, the VFR flights were down. IFR stayed the same. Tim and John are going to meet on the 20<sup>th</sup> of December to discuss security issues at the tower, and prior requests to put a fence up. 1pm Thursday the 20<sup>th</sup>.

### **Legal**

Nothing

<b><u>Category</u></b>	<b><u>December 2018</u></b>	<b><u>December 2017</u></b>	<b><u>2018 Difference</u></b>
<i>IFR Itinerant</i>	268	219	+49
<i>VFR Itinerant</i>	1240	1189	+51
<i>Local Operations</i>	<u>998</u>	<u>506</u>	<u>+492</u>
<b>TOTAL ARPT OPS</b>	<b>2506</b>	<b>1914</b>	<b>+592</b>
<i>OverFlights</i>	<u>370</u>	<u>478</u>	<u>-108</u>
<b>GRAND TOTAL</b>	<b>2876</b>	<b>2392</b>	<b>+484</b>

**Public comments**  
**none**

**A motion to adjourn meeting at 7:30 pm by Dr. Kurt Alexander, 2<sup>nd</sup> by Mike Concannon**

**4**

**ayes**

**The next board meeting of the Delaware County Airport Authority will be January 14th , 2019 at 6:30pm.**

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 Dr. Kurt Alexander, President

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 Witness

**Prepared by Tim Baty**