

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**February 11, 2019 – 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 Clearwater- BF&S Jim Shafer, Nick Tokar Muncie Aviation and Rick Manes.*

**MINUTES:**

*The January 14, 2019 minutes were reviewed and accepted.*

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

**TREASURERS REPORT:**

*Tim Baty presented the Treasurers Report to the board.*

***A motion was made by Rhonda Small to accept the Treasurers Report as given, 2<sup>nd</sup> by Mike Concannon 3 ayes***

**APPROVAL OF VOUCHERS:**

*The Vouchers for January 2019 were presented for payment.*

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

**OLD BUSINESS –**

**Audit Status-** State Board of Account audit has been completed by the outside accounting firm. Tim advised that the reports are in, and if anyone would like to see them he would email it to everyone. Dr. Alexander and Jim Schafer participated in the exit phone call last week, only issues were in some missing policy's that we will take care of tonight.

## **New Business**

Tim presented to the Airport Authority an Amendment to the Airport Authority Fiscal Procedures policy to outline approval of Federal Davis Bacon Wage submittals and review during AIP grants and projects.

***A motion was made by Rhonda Small, and 2<sup>nd</sup> Mike Concannon to approve the amended Delaware County Airport Authority Fiscal Procedures policy.***

**3 ayes**

Tim Presented to the Airport Authority the Delaware County Airport Authority Fixed Asset Policy for adoption by the Authority.

***A motion was made by Dr. Kurt Alexander, and 2<sup>nd</sup> by Mike Concannon to adopt the Delaware County Airport Authority Fixed Asset Policy***

**3 ayes**

## **Management**

Tim discussed with the board that Reece Airport had made contact with him and asked if they might be able to borrow the crack seal equipment to repair cracks on there runway, the board discussed the liability associated with that and using airport equipment off airport, Jim advised that he does not believe we are allowed to use the equipment off property and will do some research and get back to the authority.

## **ENGINEER-**

CIP was submitted to the FAA and INDOT on January 28<sup>th</sup>.

Quarterly Reports submitted to board for open grants given to Tim

Runway 14/32 Rehab North End Drainage Improvements we are still waiting for better weather with 3D.

Runway 14/ 32 South End this project is done, December final documents were signed and BF&S is working on final submittal to FAA and INDOT to close that project out and complete the grant.

Runway 03/21 Taxiway B lighting hopefully getting started first of March, Contractor Pay request presented for mobilization for \$6875.00.

Progress estimate #1 to Appalachian Foot Hill Contracting for the total amount of \$6875.00 of which we will hold 5% retainage \$343.75 total amount due on pay request 1 of \$6531.25

**A motion to approve Pay Request 1 to Appalachian Foot Hill Contractors in the amount of \$6531.25 to FAA and INDOT as presented by Dr. Alexander and a 2<sup>nd</sup> by Mike Concannon**

**3 ayes**

Pay Request #3 to FAA and INDOT AIP 32 Runway 03/21 Taxiway B lighting rehab for the following amounts Federal Amount \$13,308.00 State \$739.31 and Local Amount of \$739.00 for the total amount of \$14,786.31.

Jason asks for a motion for Pay request #3 to the FAA and INDOT in the above amounts.

**A motion to submit pay request #3 to the FAA and INDOT in the in the above amounts by Mike Concannon and a 2<sup>nd</sup> Dr. Kurt Alexander**

**3 ayes**

Jason Presented for the Board Review the Airport Lay out Plan, the last overhaul was 10-11 years ago we have done a few things and the FAA has done some things, land swaps etc, this plan is to bring the airport layout plan up to date. Jason hit on some future development plans and the desire to develop some of the land adjacent to Carl Simmons Drive. Jason distributed to board members for review and we will talk about next meeting.

## **Tower**

Numbers down a little due to extreme weather.

Tim did present the board with what appears to be the current Airport Authority Board Member Hand Book. Take a look at it and we will discuss to update in the next few meetings. Tim and Val are working on getting some of the policies in order and corrected.

## **Legal**

Jim talked driveway access request for Riggin Road with ADM Realtor. Nick discussed the past agreements that he was involved in with other clients. Jim is going to talk more with the realtor.

<b><u>Category</u></b>	<b><u>February 2019</u></b>	<b><u>February 2018</u></b>	<b><u>2019 Difference</u></b>
<i>IFR Itinerant</i>	235	224	+11
<i>VFR Itinerant</i>	956	1194	-238
<i>Local Operations</i>	<u>810</u>	<u>692</u>	<u>+118</u>
<b>TOTAL ARPT OPS</b>	<b>2001</b>	<b>2110</b>	<b>-109</b>
<i>OverFlights</i>	<u>328</u>	<u>400</u>	<u>-72</u>
<b>GRAND TOTAL</b>	<b>2329</b>	<b>2510</b>	<b>-181</b>

**Public comments**  
none

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

**3 ayes**

**The next board meeting of the Delaware County Airport Authority will be March 18th , 2019 at 6:30pm.**

*Dr. Kurt Alexander, President*

*Witness*

**Prepared by Tim Baty**