

DELAWARE COUNTY AIRPORT AUTHORITY

June 10, 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 Mike Concannon, William Frazier and Dr. Kurt Alexander Also present Tim Baty, Jason Clearwaters-BF&S, Rick Manes, Nick Tokar Muncie Aviation .

MINUTES:

The May 6, 2019 and May 13, 2019 executive session minutes were reviewed and accepted.

A motion was made by Mike Concannon to accept the minutes as read

2nd by Dr. C Kurt Alexander

3 ayes

TREASURERS REPORT:

Tim Baty presented the Treasurers Report to the board.

A motion was made by Mike Concannon to accept the Treasurers Report as given, 2nd by William Frazier

3 ayes

APPROVAL OF VOUCHERS:

The Vouchers for May 2019 were presented for payment.

A motion was made by Dr. C. Kurt Alexander, and 2nd Mike Concannon to approve the Vouchers for payment.

3 ayes

OLD BUSINESS –

Comemerative Air Force Will be on the Airport July 15, 16, and 17th. They will be utilizing the Jet Ramp and Terminal Building. They are here to provide tours of the vintage aircraft including the B29 Bomber and other Aircraft.

Jim has advised that he has been in contact with Farmer and advised him of our wishes and desires. After conversation between parties Farmer has been in the field.

New Business

Tim is working on preparing a budget for 2020, no major changes expected in the budget for 2020 except increasing some building and equipment numbers for future buildings/ hangers. Tim has also provided all the board members the Salary Ordinance proposal for board review. Members also received data collected from BF&S on Airport Management Salaries from around the state at similar size airports and smaller and larger.. Tim has asked Dr. Alexander to communicate with other members and determine and appropriate adjustment for consideration in Tim' Salary for adoption along with any adjustment to employees for the upcoming period.

Management

Tim discussed the recent visit of the Vice President of the United States Mike Pence that occurred on May 18, 2019. The visit went very well, and without incident. Great Opportunity for the Airport and the Community.

Tim also advised the board that an Employee was terminated, and a part time employee moved to Full Time.

ENGINEER-

Runway 03/21 taxiway B lighting construction Commissioning of lighting was completed on May 16th everything went well and is working. Pre final inspection in June with INDOT at which point a punch list will be completed. A final change order will be completed which will be a slight increase, some of the existing duct banks were found to be unusable contractor needed to install new.

Jason presented Contractors Progress Estimate #5 to Appalachian Foot Hills for work completed in the month of May of \$113,163.94 plus releasing the retainage of \$34,843.65 for a total amount of Progress Estimate #5 in the amount of \$148,007.59

A motion was made by Dr. Kurt Alexander to approve Contractors Progress Estimate #5 in the Amount of \$148,007.59, and 2nd Mike Concannon .

3 ayes

Jason Presented to board FAA INDOT Pay Request #7 For Grant #32 Federal Amount \$158,734.00 State Share \$8818.58 Local Share \$8819.05 Total amount of request \$176,371.63 bringing grant to 97.1% financially complete Jason asks for a motion from the board to submit.

A motion was made by Mike Concannon to submit FAA INDOT Pay Request #7 for AIP Grant #32 in the amount of \$176,371.63 , and 2nd William Frazier .

3 ayes

Jason Presented Grant Quarterly Reports for Airport Files

Disadvantage Business Enterprise every 3 years we have to Calculate Disadvantage Business Enterprise Goal and Submit to FAA for approval, this is calculated for the years 2020, 2021 and 2022. 6.4 % is what the last few years were based on the calculation. There will be a DBE Consultation on next months agenda, a public hearing on the draft goal of 5.5%.

A motion was made by Dr. Kurt Alexander to accept the Draft DBE Plan at 5.5% goal, and hold public meeting on such July 8th 2019 at 6:30pm 2nd Mike Concannon

3 ayes

Fiscal Year 19 Projects- Wildlife security fence environmental design Jason advised that he had emailed the board the draft agreement for comment. This project is in accordance with the CIP plan. Project order 27 Environmental Study and Design of Wildlife Security Fence. Fiscal 19 AIP Grant.

A motion was made by Mike Concannon, and 2nd William Frazier to approve Project Workorder #27 with BFS for the Wildlife Security Fence.

3 ayes

Jason Presented the board AIP Grant #33 Wildlife Security Fence which will be submitted after this meeting to the FAA and INDOT. Amount of Grant Federal Share \$211,680.00 State share \$11,760.00 Local Share\$ 11,760.00 Brett presented certified payroll reports and have been reviewed for the current period.

A motion was made by Mike Concannon, and 2nd William Frazier to submit Grant Application #33 to the FAA for the Wildlife Security Fence.

3 ayes

Runway 14/32 Drainage Project Funds from the previous paving project. Pre con meeting June 27th at 9am, 18 calendar day project to replace underdrains and new under drains. Start date around July 22nd.

Airport layout plan update, airport is to provide transfer documents from land acquisitions to start the process for the update to start.

Tower

John discussed the Vice Presidential Visit and how pleased the tower is with the new lighting consol. Traffic count down a little due to Visit, and construction finishing up.

Legal

Nothing further from the attorney

<u>Category</u>	<u>June 2019</u>	<u>June 2018</u>	<u>2019 Difference</u>
<i>IFR Itinerant</i>	329	291	+38
<i>VFR Itinerant</i>	1434	1504	-70
<i>Local Operations</i>	820	846	-26
TOTAL ARPT OPS	2583	2641	-58
<i>OverFlights</i>	386	421	-35
GRAND TOTAL	2969	3062	-93
LIFT ACADEMY			

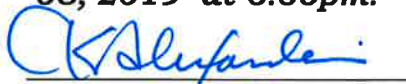
Public comments

None.

A motion to adjourn meeting at 7:07 pm by Dr. Kurt Alexander, 2nd by Mike Concannon

3 ayes

The next board meeting of the Delaware County Airport Authority will be July 08, 2019 at 6:30pm.



Dr. Kurt Alexander, President



Witness

Prepared by Tim Baty