

**DELAWARE COUNTY AIRPORT AUTHORITY**

**April 10, 2017 – 6:30 pm  
401 W. Carl Simmons Drive  
Muncie, IN 47303**

*Dr. Kurt Alexander called the meeting to order at 6:30 P.M The following board members were present Dr. Kurt Alexander, Andy Munson, Rhonda Small and Ron Chambers. Also present Tim Baty, Toby Steffen, John Ferrat, Martin Ingram, Rick Manes and Nick Trokar.*

**MINUTES:**

*The March 13, 2017 minutes were reviewed and accepted.*

***A motion was made by Andy Munson to accept the minutes as read  
2<sup>nd</sup> by Ron Chambers and Rhonda Small 4 ayes***

**TREASURERS REPORT:**

*Tim Baty Treasurers Report for to the board.*

***A motion was made by to accept the Treasurers Report as given by Ron  
Chambers 2<sup>nd</sup> by Rhonda Small 4 ayes***

**APPROVAL OF VOUCHERS:**

*The Vouchers for March 2017 were presented for payment.*

***A motion was made by Andy Munson, and 2<sup>nd</sup> by Ron Chambers to  
approve the Vouchers for payment. 4 ayes***

**OLD BUSINESS –**

***Muncie Aviation/ Merks Entrance***

*Tim and Martin met before the meeting to discuss the entrance. Martin has asked a contractor to come up with a plan and cost of the entrance, the hope was that drawings would be ready for this meeting but are not. Martin is going to notify Tim when things are back and will discuss we will hopefully have something for the May Meeting.*

***FAA Inspection***

*The 24 month FAA Cert Inspection was held April 5-6. A discussion was held on the Corrective actions that were noted. This year we had 2 compared to last years 6. Tim advised the board that the wildlife at the airport is excessive and needs to be delt with, beginning with correcting the Employment manual and*

removing policy 600.12 in regards to employees and firearms. It contradicts the FAA policy and the Wildlife management plan that states that the Delaware County Airport Authority has a zero Tolerance for 4 legged animals ie: deer and coyote especially. A resolution will be presented later in meeting to remove 600.12. After the removal, the FAA requires written notice, the minutes from this meeting and aggressive action towards wildlife dangers on airport property, we have 7 days to address this action. The second corrective action was in regards to FAA employees receiving an update on Muncie Airport (MIE) driving guidelines. 30 days to correct.

### **New Business-**

#### **Resolution 2017-001**

*The Delaware Count Airport Authority Removes 600.12 from the Employee Personnel Management Plan. (Resolution Attached)*

**A motion was made to accept Resolution 2017-001 by Dr. Kurt Alexander, and 2<sup>nd</sup> by Andy Munson to Accept Resolution 2017-001 to repeal policy 600.12 from the Employee Personnel Management Plan.**

**4 ayes**

#### **Employee Manual- Short Term Disability**

*Tim Advised the board that we do not have a policy on how Short Term works at the Delaware County Airport Authority. There is a Line Item in the budget for \$8000.00. The board needs to decide if we are going to shop for a policy or if we are going to write a benefit plan/ policy for STD. Tim advised that he will talk to Attorney and come up with a STD policy for board to review and decide if this is what they want to continue to do or to pay for a policy. Tim will have a policy option also for next meeting.*

#### **Sewer Lift Station**

*Tim Advised the board that the Airport Owned Lift station near the Restaurant is failing. One pump has stopped working and needs to be pulled, the second pump is not working automatically. Flannagan Electric has been out before and worked on this and will be working on getting new floats to see if that fixes one pump, he will have to eventually pull the second pump and see if it can be repaired or we need to invest in new pumps. He will provide options.*

#### **Standing Reports**

#### **Management-**

*Covered above*

**ENGINEER- Toby Steffen**

*Toby advised of the Quarterly Meeting on April 20<sup>th</sup> in Terre Haute if interested let Toby know. Phase 2 of 14/32 south end is going to be advertised in May 8<sup>th</sup>. Toby has a letter from Rob Escavel(?), Chicago ADO for Kurt to sign stating that we will be using our discretionary funds to go towards 14/32 project. Once we receive bids we will utilize the discretionary funds.*

*Ron Chambers asked about tile work, Tim advised that it is an ongoing thing we have replaced over 300 feet of tiles.*

*Discussion from Kurt on the Barn lot, he asked about the determination from Brian Nixon on the land, Jim talked to him, his report is attached.*

*Rhonda advised that Shery Riggins would like to see the airport more visible, and would like Muncie Aviation to also have an open house.*

**TOWER REPORT –**

<b><u>Category</u></b>	<b><u>March 2016</u></b>	<b><u>March 2017</u></b>	<b><u>2017 Difference</u></b>
<i>IFR Itinerant</i>	302	300	-02
<i>VFR Itinerant</i>	1342	1342	0
<i>Local Operations</i>	<u>824</u>	<u>1008</u>	<u>184</u>
<b>TOTAL ARPT OPS</b>	<b>2468</b>	<b>2650</b>	<b>+182</b>
<i>OverFlights</i>	<u>398</u>	<u>440</u>	<u>+42</u>
<b>GRAND TOTAL</b>	<b>2866</b>	<b>3090</b>	<b>+224</b>

**ATTORNEY REPORT** – See attached report.

Report to the Board: Mr Nixon has been advised that the Board declines to contribute to any expense he has incurred in changing the soil level composition. Mr. Nixon has also been told that the ground where the barn stood can be farmed, with the previous per acre negotiated price added to the existing contract. After reviewing the land in question he indicated the land was not yet in ideal condition. He is willing to prepare the land, and remove the rocks at his expense.

However as a result he is not willing to pay additional for the acreage. At Tim's request I have reviewed the long term disability policy, and looked at any policy for short term disability. Tim feels there will be employees now and in the future that may be off for sickness and recovery.

While there is an item in the budget for STD, there is no purchased policy. I cannot find anything that would obligate the Board. Therefore it will be up to the board to determine if it will provide STD coverage, and of so whether it will purchase coverage or whether it will self fund. If self funded, i would recommend the board establish the definition and conditions for STD, including provisions for subrogation. (Thanks, Tim. Call me at 7657490187 if there are questions)


**PUBLIC COMMENTS- None**

***Motion was made to adjourn at 7:00pm by Andy Munson***

***4 ayes***

***The next board meeting of the Delaware County Airport Authority will be May 8<sup>th</sup> at 6:30pm.***

  
\_\_\_\_\_  
*Kurt Alexander, President*

  
\_\_\_\_\_  
*Witness*

**Prepared by Tim Baty**