

**DELAWARE COUNTY AIRPORT AUTHORITY**

**August 14, 2017 – 6:30 pm**

**401 W. Carl Simmons Drive**

**Muncie, IN 47303**

*Dr. Kurt Alexander called the meeting to order at 6:35 P.M The following board members were present Dr. Kurt Alexander, Rhonda Small, Ron Chambers and Mike Concannon. Also present Tim Baty, James Schafer, Jason Clearwaters, Bret Campbell, Toby Steffin ,John Ferrat, Rick Manes, Martin Ingram, Nick Trokar.*

Meeting called to order at 6:35 pm

**MINUTES:**

*The July 10, 2017 minutes were reviewed and accepted.*

***A motion was made by Ron Chambers to accept the minutes as read***

***2<sup>nd</sup> by Rhonda Small***

***4 ayes***

**TREASURERS REPORT:**

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

***A motion was made by to accept the Treasurers Report as given by Ron Chambers 2<sup>nd</sup> by Dr. Alexander***

***4 ayes***

**APPROVAL OF VOUCHERS:**

*The Vouchers for July were presented for payment.*

*Question was asked by Rhonda on tower fees and how often we pay, Tim Explained that this is a monthly fee, paid by us, the county and the city.*

***A motion was made by Ron Chambers, and 2<sup>nd</sup> by Rhonda Small to approve the Vouchers for payment.***

***4 ayes***

Tim Explained that next month reports will appear different, we have switched to the upgraded Financial Edge.

**OLD BUSINESS –**

***Back Hoe- Surplus Equipment***

Tim asked the board to declare the old back hoe as surplus and to ready it for sale.

***A motion was made by Ron Chambers, to declare the back hoe as surplus equipment and ready for sale, 2<sup>nd</sup> by Dr. Kurt Alexander.***

***4 ayes***

Ron asked if we were going to auction the back hoe or just sell it, Tim advised the board at this time that we had two offers one for \$2,000.00 and one for

\$3,000.00. Tim reminded the board that the repair quote for the back hoe was \$17,000.00.

### **New Business**

#### **Lightning Strike**

A brief discussion about the lightning strike on 03/21. Had to replace about 120 feet of wiring and a few transformers. The lighting is bad and needs replaced.

#### **Construction Project- Update**

Bret Campbell from BF&S addressed the board. BF&S is asking the board to accept the written recommendation regarding the asphalt test results and to provide direction to BF&S to provide written response to Brooks 1<sup>st</sup> Construction letter dated August 8, 2017.

**A motion was made by, Ron Chambers to approve the 3<sup>rd</sup> option in the BF& S recommendation, with final decision being made on warranty issues and that the Airport Manager be given authorization to accept on behalf of the board, 2<sup>nd</sup> by Rhonda Small.**

**4 ayes**

### **Management**

Tim presented a class provided by AEEE on Basics of Airport Law that Jim Schafer and Tim are interested in attending in October.. October 15-17<sup>th</sup>. Tim asked for permission for him and Jim to go. \$785 each.

**A motion was made by, Rhonda Small and 2<sup>nd</sup> by Ron Chambers to approve the training for Jim and Tim to attend.**

**4 ayes**

Tim presented to the board the FAA Vassi/ Papi project and the start date of September 6<sup>th</sup>. The project is in steps, discussed the possibility of future closing. Tim is going to coordinate closures with existing project and is going to limit them.

### **ENGINEER- Jason Clearwaters**

Jason advised the INDOT aviation was here for a site visit to look at pavement and the lighting issues, lighting is over 25 years old, lighting has been moved ahead of the Fencing project after we get the south end paving complete. As of now it is set to design in 2018, construct in 2019. The airport and BF&S indicated the sooner the better. Discussion to have design complete by June of

18, that way if funds are available construction may begin in 2019. Jason recommends design ahead of time and if there is money there we will be able to move on it.

Kurt discussed discretionary funds, and stated that it is something that we need to get done anyways and recommends working on sooner than later.

Jason is going to begin working on an agreement to start working on lighting design.

Runway 14/32 Phase Two north end

Progress estimate #1 for Brooks 1<sup>st</sup> Construction for work completed between June 29<sup>th</sup> and July 31<sup>st</sup>.

Milling, Crack Repair and the Wedge and Level Course

**\$859,770.90**

**\$42,988.55** Retainage

**\$816,782.36 Due to Brooks Construction**

**Pay request 1 to Brooks Construction \$816,782.36**

**Jason asks the board to approve pay request 1 in the amount of \$816,782.36 to Brooks 1<sup>st</sup> Construction in those amounts. Motion to approve by Dr. Kurt Alexander, 2<sup>nd</sup> by Ron Chambers.**

**4 ayes**

Jason has the submittal to the FAA/ INDOT for reimbursement Pay Request 1 on Grant AIP 30

Federal Share \$746,551.00

State Share (4%)\$33180.07

Local Share (6%)\$49770.59

**Total of \$829,501.66**

**Jason asks the board for approval to submit Pay Request 1 Grant AIP 30 to the FAA/ INDOT, Motion to approve by Ron Chambers, 2<sup>nd</sup> by Dr. Kurt Alexander.**

**4 ayes**

Runway 14/32 South End discussion on grant award, award could come any day, will need an attorney signature.

Jason is asking the board to authorize someone to sign the grant offer.

**A motion was made by Dr. Kurt Alexander to authorize Tim Baty, Airport Manager to sign grant offer, 2<sup>nd</sup> by Ron Chambers.**

**4 ayes**

Jason asked the board to authorize Tim Baty to sign the notice of award to E&B Paving for \$930,890.00.

**A motion was made by Dr. Kurt Alexander to authorize Tim Baty to sign the notice of award to E&B Paving in the amount of \$930,890.00, 2<sup>nd</sup> by Rhonda Small**

**4 ayes**

**Jason asked for a authorization from the board for Tim Baty, Airport Manger to sign the Construction Contract with E&B Paving for \$930,890.00. Motion by Dr. Kurt Alexander, 2<sup>nd</sup> by Ron Chambers**

**4 ayes**

Jason Provided quarterly reports on grants for file to Tim

### **Tower**

Discussion by Kurt about the Nav aids NOTAM out. The units are off for the construction project.

John reported that numbers are down a little this last month.

<b><i>Category</i></b>	<b><i>July 2016</i></b>	<b><i>July 2017</i></b>	<b><i>2017 Difference</i></b>
<i>IFR Itinerant</i>	<i>327</i>	<i>309</i>	<i>-16</i>
<i>VFR Itinerant</i>	<i>1522</i>	<i>2137</i>	<i>615</i>
<i>Local Operations</i>	<i>1028</i>	<i>1366</i>	<i>338</i>
<b><i>TOTAL ARPT OPS</i></b>	<b><i>2877</i></b>	<b><i>3812</i></b>	<b><i>935</i></b>
<i>OverFlights</i>	<i>551</i>	<i>704</i>	<i>153</i>
<b><i>GRAND TOTAL</i></b>	<b><i>3428</i></b>	<b><i>4516</i></b>	<b><i>1088</i></b>

### **Legal**

Jim discussed that Nick and him had talked about the ingress and egress permits. Discussion about liability. Nick Tokar discussed the 32 Nebo Business Park ( Storage Facility on Riggins). In 2011 this first came to light. There are 3 driveways on Riggins Road that is owned by Airport Authority. They request a permit to continue to use the driveway and land occupied. This

agreement is revocable if needed in future. The agreement requires that the property owner 32 Nebo Business will continue to carry insurance that will protect the airport.

Nick will send Jim a final copy and will submit a one-time fee of \$1000.00

**A motion Ron Chambers was made to approve the request for the use of the land on Riggin Business park Road with the indemnification of the Airport in regards to insurance 2<sup>nd</sup> By Dr. Kurt Alexander.**

**4 ayes**

**PUBLIC COMMENTS-**

Martin wanted to inform the board that Muncie Aviation is getting ready to begin a Remodel of the Facilities. South Side of building will be either new or freshly painted. They are going to be fixing some of the drains to better improve drainage.

***Motion was made to adjourn at 7:07 pm by Ron Chambers***

**4 ayes**

***The next board meeting of the Delaware County Airport Authority will be September 11, 2017 at 6:30pm.***



Kurt Alexander, President

9/18/17



Witness  
9/18/17

**Prepared by Tim Baty**