

DELAWARE COUNTY AIRPORT AUTHORITY
March 18, 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, Toby Stefen-Bf&S Jim Shafer, Nick Tokar Muncie Aviation and Martin Ingram.

MINUTES:

The February 11th, 2019 minutes were reviewed and accepted.

***A motion was made by Mike Concannon to accept the minutes as read
2nd by Dr. Kurt Alexander 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, 2nd by Mike Concannon 3 ayes***

APPROVAL OF VOUCHERS:

The Vouchers for February 2019 were presented for payment.

***A motion was made by Dr. Kurt Alexander, and 2nd Rhonda Small to
approve the Vouchers for payment.***

3 ayes

OLD BUSINESS –

Guidelines Delaware County Airport Authority-

Tim asked the board to review the guidelines that he had sent electronically and be ready to discuss and possible changes or additions at the next meeting.

New Business

Tim presented to the board a quote form Hoosier Technology to replace the Office Computers, they are well over 7 years old and Microsoft will no longer offer updates to current operating system. They quote was for 4 new computers, monitors, and software, also to migrate remaining data to new server. For a cost of \$8515.00

A motion was made by Dr. Kurt Alexander , and 2nd by Rhonda Small to approve the the purchase of new computers at a cost of \$8515.00 from Hoosier Technology .

3 ayes

Tim informed the board since our last meeting the ATIS transmitter in the tower failed, Chuck Green from Muncie Aviation came over and performed some repairs to the aging equipment but used his last transmitter to accomplish this. The ATIS transmitter is listed to be replaced in the tower upgrades that will be performed at a later date, but needs to be done separately now because of the failure. Tim asked permission to search out quotes for equipment and work on the ATIS transmitter and to get it repaired.

A motion was made by Dr. Kurt Alexander, and 2nd by Mike Concannon to to allow Tim to receive quotes and repair if under \$15,000.00.

3 ayes

Management

Tim advised the board that him and Val were working on revising and cleaning up policy's and reviewing Airport Agreements and advised that he will be presenting some for review and approval over the next few montsh.

Dr. Alexander discussed the Jet Ramp and the joints. Tim advised the board that he had researched getting the material to seal these joints (silicone) joint sealer, cold seal, and it was both cost prohibitive and equipment prohibitive. Jason is going to help look for contractors who may be able to do the work, due to budget this project will have to be done over time and in sections, the joints on the ramp are not currently on the CIP plan.

Tim advised the board the the Lighting project AIP #32 has begun.

ENGINEER-

Rwy 14/32 south end, E&B close out documents, close out letter to the FAA for AIP Project 31 a Pay request #7, we will close it out with 67122 dollars left in

Federal Funds. The final draw down Federal \$11,762.00 State \$653.45 and Local \$653.55 total \$13,069.00

Jason asks for a motion to approve Close out Request for AIP project 31 and Pay Request 7 to FAA and INDOT as presented by Rhonda Small and a 2nd by Mike Concannon

3 ayes

Runway 03/21 and Taxiway B Lighting Rehab started a week ago today. Bret Campbell from BF&S addressed the board on the progress. Introduced Zach Webber who will be the inspector on the project. Contractor has installed 5000 ft of conduit, 4000 ft cable and 12 runway lights and man holes. No reported issues. Progress is moving along.

Bret present \$98729.37 \$5196.28 retainage Contractor Progress estimate number 2 which covers feq 8-march 6. Amount is for equipment bought. Transfer of title completed on equipment.

Jason asked for a motion to approve Contractor Progress Estimate #2 in the amount of \$98,729.37 to Appalachian Foot Hill Contractors and approve the engineering review of the the Wage and Rates for this estimate to the FAA and INDOT in the in the above amounts by Dr. Kurt Alexander 2nd by Rhonda Small

3 ayes

Jason Presented partial pay request #4 to the FAA and INDOT AIP 32 Runway 03/21 and Taxiway B lighting in the following amoutns \$93,742.00 State Share \$5,207.91 Local Share \$5,208.18 for a total of \$104,158.09

Jason asked for a motion to approve Partial Pay Request #4 to the FAA and INDOT for reimbursement in the above amounts, motion by Rhonda Small 2nd by Dr. Kurt Alexander.

3 ayes

Drainage Improvements 14/32 North End, Jason advised that he received an email from 3D construction, a month ago checking on status, Jason advised that he informed them on the status of the lighting project and advised that he would get back to them when we have a more solid completion date on lighting.

Jason has a letter to the FAA to let them know that we do plan on using our Fiscal year 2019 Non Primary Entitlement funds for the projects outlined in the CIP plan.

Jason asks for a motion to submit our letter of to the FAA on our intent to use non primary entitlement money for 2019 grant process. Motion by Dr. Kurt Alexander, 2nd by Rhonda Small.

3 ayes

Jason discussed the Airport Layout Plan Project agreement, which will update the current plan and get it up to current, with land swaps and development in the terminal development.

Jason would like a motion to approve Project order #26 Airport Layout Plan and proceed by Dr. Kurt Alexander, 2nd by Mike Concannon.

3 ayes

Tower

Discussion about the LIFT Flight Academy, they have been flying to Muncie multiple times a day and doing work with Muncie Aviation also.

Legal

Randall Property owner is Kreitl Property – the campus edge. Driveway access permit discussion, board wants to leave the agreement as designed and have Jim to present it to them. Jim is going to compose a letter to the property owner advising of restrictions.


<i>Category</i>	<i>March 2019</i>	<i>March 2018</i>	<i>2019 Difference</i>
<i>IFR Itinerant</i>	<i>250</i>	<i>230</i>	<i>+20</i>
<i>VFR Itinerant</i>	<i>1478</i>	<i>1526</i>	<i>-48</i>
<i>Local Operations</i>	<i>1404</i>	<i>1066</i>	<i>+338</i>
<i>TOTAL ARPT OPS</i>	<i>3132</i>	<i>2822</i>	<i>+310</i>
<i>OverFlights</i>	<i>386</i>	<i>415</i>	<i>-29</i>
<i>GRAND TOTAL</i>	<i>3518</i>	<i>3237</i>	<i>+281</i>
<i>LIFT ACADEMY</i>	<i>173</i>		

Public comments
none

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

3 ayes

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

April 8th

Dr. Kurt Alexander, President


Witness

Prepared by Tim Baty