

**DELAWARE COUNTY AIRPORT AUTHORITY**

**May 6, 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, William Frazier and Dr. Kurt Alexander Also present Tim Baty, Brett Campbell- BF&S, Jim Shafer, Nick Tokar Muncie Aviation .*

**MINUTES:**

*The April 8, 2019 minutes were reviewed and accepted.*

***A motion was made by Dr. Kurt Alexander 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 Rhonda Small to accept the Treasurers Report as given, 2<sup>nd</sup> by Mike Concannon 4 ayes***

**APPROVAL OF VOUCHERS:**

*The Vouchers for April 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.***

***4 ayes***

**OLD BUSINESS –**

**RFP Jet Ramp Crack Repair**

The request for proposal was sent out to 11 prospective bidders Huff Sealing Corp was the lowest bidder. Huff Sealing Corp bid was \$92,574.00

This project will repair joints in cement jet ramp.

***A motion was made by Dr. Kurt Alexander, and 2<sup>nd</sup> Rhonda Small to accept the proposal from Huff Sealing Corp in the amount of \$92,574.00 to repair the ramp as presented.***

4 ayes

### **MERKS Parking Lot**

As discussed in the previous meeting, the parking lot at MERKS restaurant is in need of repair. A request for quotes were sent out and E&B paving responded with a estimate in two phases. Base bid for main parking lot was \$74,885.00 and an alternative to that was \$37,285.00. For a total of \$112,170.00 The Airport Authority owns the parking lot and (Old Walnut) which makes up the entire part of the parking lot.

***A motion was made by Dr. Kurt Alexander, and 2<sup>nd</sup> Mike Concannon to accept the proposal from E&B Paving to pave the parking lot at Merks Restaurant in the amount of \$112,170.00 to repave the parking lot at Merks as presented.***

4 ayes

### **New Business**

Lawn Mower quote- Small engine and Outdoor Concepts provided quotes for 3 new lawn mowers to replace 2009 mowers. Outdoor Concepts quoted purchasing the three current at \$4500.00 each, and new Scag Mowers for a total of \$20,050.00.

***A motion was made by Mike Concannon, and 2<sup>nd</sup> Dr. Kurt Alexander to accept the proposal from Out Door Concepts to replace the mowers for a total cost of \$20,050.00 as presented.***

4 ayes

Tim presented an estimate to the board to replace and install new drainage tiles 1850 ft of 6 in tile in the area south of runway 3 towards the Riggins Ditch from Goth and Sons Excavating in the amount of \$5885.75

***A motion was made by Dr. Alexander, and 2<sup>nd</sup> Rhonda Small to accept the estimate from Goth and Sons to perform tile work on end of Runway 3 in the amount of \$5885.75 as presented.***

4 ayes

## **Management**

Discussion on a meeting that was held with the Civil Air patrol out of Hartford City, they met with us and wanted to use the terminal building for there monthly meetings and gathering point. They were also interested in possibly storing aircraft here in the future if we develop and build hangers in the development plan. We are having good conversations and will follow up in the future with them.

Tim presented the Salary ordinance for the following year, discussion was had on the percentage amount, Dr. Alexander discussed that he had conversation with the County Commissioners and stated that they would like a dollar amount versus a percentage amount on any raises. Discussion was had on Tim's Salary. Dr. Alexander asked Bret from BF&S to do a salary research on similar sized airports and submit it to the board for further discussion.

Discussion was on held on the farm contract with the farmer, and the payment. Tim met with a farmer who discussed the current situation facing farmers and expected rates on farm ground. An executive session will be scheduled to discuss the farm contract and our next steps. The board agreed to schedule the executive session on May 13<sup>th</sup> 2019 at 6:00 pm. Jim is going to send a letter to farmer explaining our position and he will reach back out to the board.

## **ENGINEER-**

Runway 03/21 Taxiway B lighting project Dollar wise 86% complete, used 58% of his contract period, contractor is doing very well on schedule. Work remaining to be done general cleanup grade and seed that still needs to be done, Tim came up with a good idea to disc versus just fill in some of the ruts to prevent them from washing out. Approx. a 12ft wide disc versus back fill. Contractor is waiting for weather to improve so they can do dirt work. 50% complete on relay panels and radio control equipment.

Progress estimate #4 from Appalachian has been received in the amount of \$331,315.66 a retainage amount of \$16,565.78 for a total due of \$314,749.88

***A motion was made by Mike Concannon, and 2<sup>nd</sup> Dr. Kurt Alexander to accept Progress Estimate #4 to Appalachian Foot Hills in the amount of \$242,018.86***

***4 ayes***

Brett presented the FAA and INDO Pay request #6 which includes Progress Estimate #4 to Appalachian for reimbursement Federal Share \$306,501.00 INDOT share \$17,027.80 and Local Share of \$17,027.16 for a total request of \$340,555.96 this includes BF&s invoice of approx. \$25,806.08.

***A motion was made by Mike Concannon, and 2<sup>nd</sup> Rhonda Small to accept Pay Request #6 to the FAA and INDOT and to submit the same in the above amounts***

***4 ayes***

Brett presented certified payroll reports and have been reviewed for the current period.

Runway 14/32 runway rehab phase 2 left over funds out of paving project for drainage work on the north end of 14/32 BF&S has been in contact with 3D company and they are scheduling around July 1<sup>st</sup> for a start date. Preconstruction meeting early June.

Fiscal year 2019 Funded projects- environmental study and design phase of the Wildlife fence. BF&S are working on the Engineering Agreement for these projects and will present at a following board meeting for review. No dates for grant applications yet but expecting mid-July for the deadline.

### **Tower**

John reported that the contractor has been in the tower running the new wiring for the new control system for the lighting. John advised that they are waiting on training. John reported on the pilot meeting to the board, and that the pilots reported that they were happy with how things were running. John discussed the Lift Academy operations and explained that count was down this month due to the runway closure and the high cross wind days. Lift is still very interested in working with this airport and helping us great with numbers.

### **Legal**

Nothing further from the attorney

<u>Category</u>	<u>May 2019</u>	<u>May 2018</u>	<u>2019 Difference</u>
IFR Itinerant	22	278	-06
VFR Itinerant	1213	1622	-409
Local Operations	704	1098	-394
<b>TOTAL ARPT OPS</b>	<b>2189</b>	<b>2998</b>	<b>-809</b>
OverFlights	399	487	-88
<b>GRAND TOTAL</b>	<b>2588</b>	<b>3485</b>	<b>-897</b>
<b>LIFT ACADEMY</b>			

**Public comments**

Bill Frazier discussed the a pilot group that may want to have a meeting here in the future, Bill discussed that it would be a meeting sometime next year, and was told to bring it up in the future. Bill also asked if the airport ever considered putting a grass runway strip back in like it had been in the past. One issue with that is the current status of the drainage on the airport. Brett from BF&S explained although Tim as done extensive tiling and drainage protection efforts the area where they old grass runway used to be is in the area of the Riggin Road Ditch and several drainage issues.

**A motion to adjourn meeting at 8:00 pm by Dr. Kurt Alexander, 2<sup>nd</sup> by Mike Concannon**

**4 ayes**

**Executive Session scheduled for May 13,2019 at 6:00pm**

**The next board meeting of the Delaware County Airport Authority will be June 10, 2019 at 6:30pm.**



Dr. Kurt Alexander, President



Witness

**Prepared by Tim Baty**