

DELAWARE COUNTY AIRPORT AUTHORITY
August 12, 2019 – 6:30 pm
401 W. Carl Simmons Drive
Muncie, IN 47303

Dr. Alexander called the meeting to order at 6:30 pm,

Role Call

Board Member	Present/ Absent
Dr. Alexander	Present
Rhonda Small	Present
Mike Chambers	Present
William Frazier	Absent
Jim Schafer	Present
Tim Baty	Present

Also present Paul Schafer, Jason Clearwaters- BF&S, Nick Tokar Muncie Aviation, Martin Ingram- Muncie Aviation, John Ferratt Midwest Tower

MINUTES:

The August 12, 2019 minutes were reviewed and accepted.

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

The Airport Authority Meeting in September was cancelled due to no quorum.

TREASURERS REPORT:

Tim Baty presented the Treasurers Report for the Month of August and September presented to the board.

**A motion was made by Dr. Alexander to accept the August and September 2019 Treasurers Report as given, 2nd Mike Concannon
3 ayes**

APPROVAL OF VOUCHERS:

The Vouchers for August and September 2019 were presented for payment.

A motion was made by Dr. Kurt Alexander to approve the August and September 2019 vouchers, and 2nd Mike Concannon to approve the Vouchers for payment.

3 ayes

OLD BUSINESS –

2018 State and Federal Audit

Tim Discussed the findings from the 2018 State and Federal Project Audit that just completed. Findings were repeat findings from the 2014-2017 Audit that was completed earlier this year, policies were created after those findings and have been reported in this year's audit letter of correction. Tim also advised that due to the lighting project this year it is expected that we will have an audit both State and Federal for 2019 as well. Tim reported to the board that the State of Indiana charged us just as much for this single year audit as they did for the 4-year audit earlier this year. This money comes from our tax draw as a reduction, and no money is due at this time.

Farmer

Tim advised the board at the time of this meeting that we have not received cash rent from the farmer and asked what the intention of the board is at this time. Jim advised that he make contact and start the process of placing lean on crops if needed.

New Business

Tower Remodel- Phase 2

Tim discussed with the board that we have received three estimates/ quotes for work in the tower. Referred to as Phase 2 of the tower project. Estimates received were from Frequentis, Martin Construction and Gibson Commercial Construction, the lowest bid/ estimate was from Martin Property and Spiceland Wood Products in the amount of \$64,235.00. Tim requests that we award to the lowest bidder Martin Construction. Tim discussed the work scope, new workstations and new flooring in this phase. Phase 1 is the new transmitters and receivers that should be completed soon, and then phase 3 will be the new voice switch from Frequentis in 2020.

A motion was made by Mike Concannon to Qoute/ estimate from Martin Property Maintenance llc, and Spiceland Wood Products in the amount of \$ 64,235.00 2nd by Dr. Kurt Alexander

3 ayes

FAA Annual Certification Inspection

Tim advised that the FAA Annual Cert Inspection is scheduled for the week of October 23rd, it is now an annual inspection versus an 18-month inspection.

Management

Tim Discussed that during the last two months, and in getting ready for winter operations, the White Snowplow truck has been discovered to have a hydraulic issue. The Truck is in Eaton at Robinson Trucks getting estimates for repair. The hydraulic ram that lifts the bed of truck is leaking and raising itself. The repairs are estimated to cost around \$3500.00.

Tim also discussed with the board that during the last two months the airport had a pretty significant lightning strike. This strike according to maps hit the airport or close to the airport 5 times. The new LED lighting took a significant hit disabling 7 runway lights, 2 taxiway lights and one new windsock. In communications with the manufacturer the windsock and two lights that had other issues are covered under warranty, the other 5 lights are not. In the project a percentage of spare parts were to be delivered and those parts were mostly ion taxiway lights, due to the fact that the runway has multiple different types of lights those parts weren't listed as spare. Tim ordered 7 spare Yellow/ White lights, 4 green/ red end lights, and 2 White/White Lights to have spares on hand. The lights that were damaged were returned and spare parts ordered for them (these lights are not covered under any further warranty).

ENGINEER-

Runway 14/32 Phase 2 drainage improvements we have the final contractors progress estimate from 3D Company for board approval this is progress estimate #2 for work completed in the month of August to release the retainage. Total Amount \$53,993.04 due to 3D Company.

A motion was made by Dr. Alexander to approve Contractor Progress Estimate #2 to 3D Company, 2nd Mike Concannon in the amounts above .

3 ayes

For the same project we have change order #1 final balancing change order for 3d Company which is a decrease due to the actual field conditions the original

amount \$224,898.15 with a decrease of \$8560.24 for a new total of \$216,337.91 which amounts to 3.8% based on final field measured quantities.

Ask for a motion to approve deduction change order #1 Final to 3D Company in the above amounts

A motion was made by Mike Concannon to Deduction Change order #1 in the above amounts, 2nd by Dr. Alexander.

3 ayes

Certified payrolls were presented for 3D company for Drainage project reviewed and approved.

Security Wildlife Fence Project

A kickoff meeting will be scheduled in the near future to discuss access and fence alignment, meeting likely in November. Board Members and Muncie Aviation are invited. Meeting discussion and November 5 was set. 1:00 pm. FAA has funding scheduled for 2021

Airport Layout Plan was sent out to the board and updated with recent changes. Jason is going to submit to the FAA for their records

A motion was made to Submit the updated Airport Layout Plan to the FAA and INDOT for their records by Dr. Alexander, 2nd by Mike Concannon

3 ayes

Project order #28 Taxi Lane Design and T- Hanger Development, this was the subject of the Executive session. Jason asked if the board was ready to move ahead, he asks for a motion to approve Engineering Project Order #28.

A motion was made by Dr. Alexander to approve Project order #28, Taxi Lane and T- Hanger Development, 2nd by Rhonda Small.

3 ayes

Jason advised that he would have this project ready to bid in early March 2020

Tim discussed the desire from the Civil Air Patrol to begin using the terminal for a monthly meeting space, the current space they are using is no longer going to be available. Tim advised that they will be utilizing the meeting room and one of the small rooms as a storage unit for their equipment. Tim will work with Jim to work on an agreement and submit to them to sign.

Tower

Legal

Nothing new to report.

<i>Category</i>	<i>October 2019</i>	<i>October 2018</i>	<i>2019 Difference</i>
<i>IFR Itinerant</i>	303	293	+10
<i>VFR Itinerant</i>	1442	1290	+152
<i>Local Operations</i>	<u>1154</u>	<u>832</u>	<u>+332</u>
TOTAL ARPT OPS	2899	2415	+484
<i>OverFlights</i>	<u>377</u>	<u>327</u>	<u>+50</u>
GRAND TOTAL	3276	2742	+534

Public comments

None.

A motion to adjourn meeting at 7:20 pm by Dr. Kurt Alexander, 2nd by Mike Concannon

3 ayes

The next board meeting of the Delaware County Airport Authority will be November 11, 2019 at 6:30pm.

Dr. Kurt Alexander, President

Witness

Prepared by Tim Baty