

**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 P.M. The following board members were present Mike Concannon, Dr. Kurt Alexander, Rhonda Small, William Frazier. Also present Tim Baty, Paul Schafer-BF&S, Toby Stefan, and Katie England, Rick Manes and Nick Tokar Muncie Aviation, John Ferratt Midwest Tower.*

**MINUTES:**

*The July 8<sup>th</sup>, 2019 minutes were reviewed and accepted.*

***A motion was made by Mike Concannon to accept the minutes as read  
2<sup>nd</sup> by Rhonda Small 4 ayes***

**TREASURERS REPORT:**

*Tim Baty presented the Treasurers Report for the Month of July Presented to the board.*

***A motion was made by Mike Concannon to accept the July 8, 2019  
Treasurers Report as given, 2<sup>nd</sup> Rhonda Small 4 ayes***

**APPROVAL OF VOUCHERS:**

*The Vouchers for July 2019 were presented for payment.*

***A motion was made by Dr. Kurt Alexander to approve the July 19  
vouchers, and 2<sup>nd</sup> Rhonda Small to approve the Vouchers for payment.  
4 ayes***

## **OLD BUSINESS –**

### ***2020 Budget***

Tim Presented for the second meeting the 2020 proposed budget for the Airport Authority to approve. The 2020 budget has an increase in the cumulative fund, which has been discussed the last two months, this is in preparation for the development of the terminal area off of Carl Simmons Drive. General Fund has little to know change in the total fund we have been able to keep it similar the last 4 years.

***A motion was made by Dr. Kurt Alexander to approve the 2020 Delaware County Airport Authority Budget for the year 2020 2<sup>nd</sup> by Rhonda Small  
4 ayes***

Tim advised the board that the drainage project has completed, the jet ramp was completed and the lighting project punch list has been completed.

Civil Air Patrol requested a meeting with Tim to discuss possible use of the terminal building for use as a meeting place. Tim and John have a meeting scheduled to discuss further. Tim will bring back there ideas at a later meeting.

### **New Business**

2018 SBOA Financial Audit and Federal 2018 project audit. Tim advised the board that the SBOA was onsite performing the 2018 Financial Audit and Federal Project Audit. This is triggered by spending over \$750,000.00 in Federal Money. Audit is near completion and similar findings are going to be reported as they were in the 2014-2017 audit that was just completed. Since any of those corrections where not corrected until after the audit findings in February of 2018, they will not apply for this audit again. Later in meeting Tim will be presenting a addendum to the Fiscal Policy for adoption. Tim did invite the members to the exit interview that will be held on August 22<sup>nd</sup> at 11am at the Admin Building.

Tim presented Resolution 19-002 which is a transfer of money from the 7210 local share of Project account in the amount of \$29,439.60 to the 7200 Buildings and Equipment account to cover local projects and equipment.

***A motion was made by Mike Concannon to approve Resolution 2019-002 the transfer of funds and 2<sup>nd</sup> by Dr. Kurt Alexander***

***4 ayes***

Tim presented to the board two quotes for Radio Equipment repair in the tower. One quote is the original quote from Frequentis to update the Transmitters and receivers in the tower, the second quote is from Muncie Aviation Company to replace the 4 Transmitters and 4 Receivers. The low bidder was Muncie Aviation Company for a total of \$116,000.00. Includes equipment and labor. The equipment will be similar to the new ATIS transmitter that was replaced last month.

***A motion was made by Rhonda Small to accept quote from Muncie Aviation Company for the total of \$116,000.00 to replace the 4 transmitters and the 4 Receivers 2<sup>nd</sup> by Dr. Kurt Alexander***

***4 ayes***

Tim advised the Airport Authority that he had been working with the Vintage Aircraft group, and had hoped to have a budget list for a possible air show this fall to present to the board, but was unable to obtain that from his contact for whatever reason it was never provided from the air show group. Tim advised without the budget he would not be scheduling one this year and will begin working on forming a committee to explore options for next year.

Delaware County Airport Authority Fiscal Policy Addendum 8/2019 was presented to the members for review and adoption with the addition of Travel and Training Policy and Bad Debt and collection of debt additions.

***A motion was made by Rhonda Small to approve the Addendum to the Delaware County Airport Authority Fiscal Policy signed 8/12/2019 2<sup>nd</sup> by Mike Concannon.***

***4 ayes***

### **Management**

Tim Discussed with the board that as of this time, he has still received no further payments from the farmer on the land lease. And asked the board to consider the next steps since we are getting close to harvest in the next month or so.

Will discuss on a monthly basis and keep board updated. Since our last meeting he has been in field and sprayed the weeds to maintain them.

### **ENGINEER-**

Runway 3-12 & Taxiway B Lighting Rehab

Paul reported that all the punch list items have been completed on the project BF&S will be working on the close out for the grant , until the change order #1

is approved by the FAA they cannot submit for reimbursement. Request was sent on July 16<sup>th</sup> and checked on again August 5<sup>th</sup>, Still waiting a response. The grant will need a slight amendment to increase the total amount approximately 1-2%.

Runway 14-32 Rehab Phase 2

Drainage improvements, the project began on July 22<sup>nd</sup>, 3D company found a few existing underdrains that were unknown that were added to the scope, They Completed there work on Saturday and the runway was reopend at 4pm.

Paul presented to the board Contractors Progress Estimate #1 for work completed from July 17<sup>th</sup> to August 2<sup>nd</sup>. The Total for Contractors Progress estimate #1 is

Total	\$170,889.34
Retainage	(\$8,544.47)

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Amount Due \$ 162,344.87

***A motion was made by Dr. Alexander to approve Contractor Progress Estimate #1 to 3D Company, 2<sup>nd</sup> Mike Concannon .***

***4 ayes***

*Paul presented FAA/ INDOT Partial Pay Request #9 for reimbursement in the Following amounts.*

Federal	\$146,111.00
State (4%)	\$6493.79
Local (6%)	\$9,740.08
<b>Total</b>	<b>\$162,344.87</b>

***A motion was made by Mike Concannon to approve FAA/ INDOT Partial Pay Request #9 in the above amounts and to submit to the FAA/ INDOT, 2<sup>nd</sup> by William Frazier.***

***4 ayes***

Paul repeated that Huff Sealing has completed the Jet Ramp Crack Repair.

FY2019 Project

The FAA grant application was submitted, FAA has determined they will not fund the environmental study component as they have once before even though it was not completed. The FY2019 NPE funds have rolled to FY2020.

ALP Update.

Paul and Katie presented the draft of the Airport Terminal Development plan, they will work on finalizing it for approval at a later meeting.

**Tower**

**Legal**

Nothing further from the attorney

<b><i>Category</i></b>	<b><i>August 2019</i></b>	<b><i>August 2018</i></b>	<b><i>2019 Difference</i></b>
<i>IFR Itinerant</i>	338	327	+11
<i>VFR Itinerant</i>	1826	1756	+70
<i>Local Operations</i>	<u>1294</u>	<u>1410</u>	<u>-116</u>
<b>TOTAL ARPT OPS</b>	<b>3458</b>	<b>3493</b>	<b>-35</b>
<i>OverFlights</i>	<u>474</u>	<u>602</u>	<u>-128</u>
<b>GRAND TOTAL</b>	<b>3932</b>	<b>4095</b>	<b>-163</b>

***Public comments***

None.

***A motion to adjourn meeting at 7:27 pm by Dr. Kurt Alexander, 2<sup>nd</sup> by Mike Concannon***

***3 ayes***

***The next board meeting of the Delaware County Airport Authority will be September 9, 2019 at 6:30pm.***

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*Dr. Kurt Alexander, President*

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*Witness*

**Prepared by Tim Baty**