

DELAWARE COUNTY AIRPORT AUTHORITY
November 11th , 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	Absent
Mike Chambers Concannon	Present
William Frazier	Absent Present
Jim Schafer	Absent
Tim Baty	Present

Also present Toby Stefen, Jason Clearwaters- BF&S, Nick Tokar Muncie Aviation, Rick Manes- Muncie Aviation, John Ferratt Midwest Tower

MINUTES:

The October 14, 2019 minutes were reviewed and accepted.

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

TREASURERS REPORT:

Tim Baty presented the Treasurers Report for the Month of October 2019 to the board.

**A motion was made by William Frazier to accept the October 2019
 Treasurers Report as given, 2nd Mike Concannon 3 ayes**

APPROVAL OF VOUCHERS:

The Vouchers for October 2019 were presented for payment.

**A motion was made by Dr. Kurt Alexander to approve the October 2019
 vouchers, and 2nd William Frazier to approve the Vouchers for
 payment. 3 ayes**

OLD BUSINESS -

FAA Annual Certification Inspection

Tim Discussed the findings from the 2019 FAA Annual Certification Inspections. The only findings were in regards to the new signage from the Lighting Project, question was raised on the size and the legends. Tim and Jason will be looking into what needs to be done to fix these for the next inspection, there is the possibility with a MOU with the controllers to utilize the existing signs. Other issue was in regards to wildlife and utilizing other means to remove wildlife on the night inspections.

Guest presentation from Property owner Dan Kreitl and Ed Conatser

Dan Kreitl came to the board meeting asking if we may be interested in entering into a long term land lease for our property located to the south of his, south of the ditch. He would like to use the land for a pasture for his livestock. He proposed a 10 year lease with a 3 options to extend for additional 5 years, for a total of 25 year agreement. He is willing to pay 225/acre for the 13.7 tillable acres, which is a decrease of 90.00 an acre that we currently receive and 50.00 an acre for the 7.2 wooded/ brush area for a total of 3500.00 a year in lease payments. Mr. Kreitl and Conatser were informed that there would have to be research done with the FAA and such to see what can be done with the land and were also advised that the land in question is currently under a land lease until the end of 2020 for agricultural purposes.

Computer Replacement

Tim requested to spend \$1000.00 or less to replace his lap top computer. It was the only computer not replaced earlier this year when all others were updated.

A motion was made by Dr. Kurt Alexander to approve no more than \$1000.00 for a new laptop computer , and 2nd by Mike Concannon to approve.

3 ayes

2019-003 November Funds Transfer

Tim presented the November End of the year funds transfers to move money to low accounts, total of the November Funds Requested are **\$1931.06**.

A motion was made by Mike Concannon to approve Fund Transfer 2019-003 in the amount of \$1931.06, a 2nd by Dr. Alexander to approve the Fund Transfer.

3 ayes

Management

Tim advised the Board that we have received all moneys due to us by the Farmer, and that the Farmer is still planning on farming the land in 2020, his final contract extension year.

Tim advised that the start date for the tower remodel/ rehab will be December 9th,

The new radios (Transmitters/ receivers) are being installed at this time)

ENGINEER-

Runway 03/21 Taxi way B Lighting project, Jason presented record Drawing for Tim, also sent a PDF as well, working on the grant close out letter, will be submitted in December.

Runway 14/32 Phase 2, Drainage Improvements, Jason presented the Record Drawings for this project, grant closeout is in the process for this one as well. Hope to have done by the end of the calendar year and submitted to the FAA.

Jason has a Construction project final Acceptance letter for AIP Grant 30 Titled 14/32 Runway Rehab Phase 2 and Drainage Improvements, contractors have been paid out for both projects, record drawings completed. This is the final document for AIP 30.

Jason Asked for a motion to accept Construction Project Final Acceptance letter for AIP project 30 with the FAA.

A motion was made by Dr. Alexander to approve Construction Project Final Acceptance Letter for AIP project 30 to the FAA , a 2nd by William Frazier to approve.

3 ayes

Security and Wildlife Fence Project agreement was signed back in June, we had a kick off meeting last week with Muncie Aviation to discuss alignment of fencing and gate locations. There will be some fence on MAC property and will have to have agreements in place. Schedule shows funding for construction of fence in 2021/ 2022. Jason has a grant pre application which is due December 1, this essentially puts the FAA on notice for the 2020 grant, real application will not come likely till July. This is for the fence design. The Federal Amount Requested is \$190,890.00(90%) State \$10,605.00(5%)

\$10,605.00(5%) for a total amount of \$212,100.00 This is going to Grant 33 Wildlife and Security Fence Design.

A motion was made by Dr. Alexander to approve Grant Pre-Application for AIP 33 Wildlife Fence Design and to Submit to the FAA by Mike Concannon, a 2nd by Dr. Alexander to approve. 3 ayes
Airport layout plan update

The plan was submitted to the FAA on November 4th, the FAA requested some additional information, it was provided on the 5th, the FAA wanted to know where the changes were to review it easier. That has been completed.

Taxi way and T- Hanger Design the project the board approved to get started in October Meeting, Field has been stacked for Soil testing. This should happen later this week. Jason reported that BF&S would be starting to design hangers for bid in the early spring.

CIP- Capital Improvement plan was distributed to members, it's a 5 year plan that is submitted to the FAA and INDOT due on February 1st, which means must be approved in January Meeting at the latest. 2020 pre app for fencing, 2021 construction (FAA has construction in 2022), Rehab Taxiway B in 2023, Rehab terminal Apron in 2024, which will be removed since it was completed with local funds this year. T Hangers is funding type 2, which is a 50/50 state grant which is not usually funded. The board needs to start thinking about 2024/2025 for new projects. The next 4 years are set, but we need to start planning years 5-6.

Kurt brought up extending the maintenance building be funded to expand building to house the equipment.

Tower

Legal

There was a discussion of the board, on the presentation earlier on the lease proposal. This will be brought to the lawyer for opinion.

<u>Category</u>	<u>November 2019</u>	<u>November 2018</u>	<u>2019 Difference</u>
<i>IFR Itinerant</i>	263	301	-38
<i>VFR Itinerant</i>	1362	1015	+347
<i>Local Operations</i>	774	668	+106
TOTAL ARPT OPS	2399	1984	+415
<i>OverFlights</i>	293	309	-16
GRAND TOTAL	2692	2293	+399

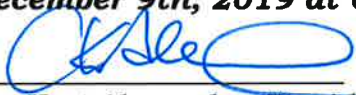
Public comments

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 December 9th, 2019 at 6:30pm.



 Dr. Kurt Alexander, President



 Witness

Prepared by Tim Baty