

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**July 20<sup>th</sup> , 2020 – 6:30 pm**  
**401 W. Carl Simmons Drive**  
**Muncie, IN 47303**

**\*\*\*Meeting Held by Zoom Meetings Electronically\*\*\***

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

**Role Call**

<b>Board Member</b>	<b>Present/ Absent</b>
Dr. Alexander	Present
Rhonda Small	Present
Mike Concannon	Present
William Frazier	Present
<b>Other Members</b>	
Jim Schafer- Lawyer	Present
Tim Baty- Airport Manager	Present

*Also present , Katie England-BF&S, Toby S.-BF&S Nick Tokar Muncie Aviation, Martin Ingram- Muncie Aviation John Ferratt- Midwest ATC*

**MINUTES:**

*The June 8<sup>th</sup> , 2020 minutes were reviewed and accepted.*

***A motion was made by Dr. Alexander to accept the minutes of the minutes as read, 2<sup>nd</sup> by William Frazier***

**4 ayes**

**TREASURERS REPORT:**

*Tim Baty presented the Treasurers Report for the Month of June 2020 to the board.*

***A motion was made by Mike Concannon to accept the June 2020 Treasurers Report as given, 2<sup>nd</sup> by William Frazier***

**4 ayes**

**APPROVAL OF VOUCHERS:**

*Tim presented the Vouchers for June 2020 were presented for payment.*

***A motion was made by Dr. Alexander to approve the June 2020 vouchers, and 2<sup>nd</sup> Mike Concannon to approve the Vouchers for payment.***

**4 ayes**

## **OLD BUSINESS –**

Taxi Lane Development/ Terminal Area- BF&S presented there notes on the last meeting that was attended by Tim, Dr. Alexander, Mike Concannon, Jim Schafer and Paul Shafer from BF&S. Discussion was had on breaking out the project into several different projects to facilitate more local bids. Jason is revising the plans for the Taxilane project. BF&S will bring 100% plans at future meeting.

Discussion was had on needed to create minimum standards for the hanger development, Tim and Mike will meet and discuss.

## **New Business-**

Tim presented a draft of his proposed budget to the board, action will need to be taken on it at the next meeting.

Runway Ice Treatment- The winter weather here in Muncie the last several years has transitioned to more ice than snow. Our current equipment is designed for snow removal, Tim proposed switching more to de-icing of the runway in the event that we get ice and the airport has to close. The trucks can spread it, we just need to buy it. Tim requested an expenditure to purchase Calcium Magnesium Acetate which comes in 1 ton Supersacks at a price of \$3400.00 a ton.

***A motion was made by Rhonda Small to approve the the purchase of CMA X 2 Tons, 2<sup>nd</sup> William Frazier to approve .***

***4 ayes***

Minimum Standards for Airport Development- A Brief discussion was had in regards to the minimum standards for development we have several examples from other airports and the engineering firm to modify to our own. Tim and Mike are going to meet and discuss.

Tim also asked in the development of the the terminal area that the board consider adding a building to temporarily store airport equipment until needed as a hanger, we currently rent a hanger from MAC to store off season equipment. Tim will work with engineer on potential size of hanger and report back.

## **ENGINEER-**

See attached notes from BF&S

### **Delaware County Regional Airport Taxi lane and Hangar Projects**

**June 16, 2020**

CIVIL ENGINEER

**Attendees:** Dr. Kurt Alexander- Board President, Mike Concannon - Board VP & Secretary, Tim Baty Airport Manager, Jim Schafer -Attorney, Paul Shaffer and Katie England - BF&S

#### ***Taxi lane Project***

BF&S recommends breaking up the project into two packages: one for the grading and drainage work and one for paving and lighting. The bid can include concrete and asphalt as alternatives to encourage more competitive bids. Construction timing is important too-many contractors had backlog before the pandemic and are now behind since many projects were shut-down for a while. At the Portland Municipal Airport bid opening on Monday, June 15<sup>th</sup>

, there were 10 bidders for a runway grade and

drain project, which indicates contractor interest and capacity for 2021.

In the repackaged design, Taxi lane D will be extended 300' to 600' near the access road for the beacon, while Taxi lane F and Taxi lane F-1 will be removed from the plans for the time being (can be constructed later). Taxi lane D will start at 50' wide and then taper to 35' as shown, without the pavement bump-outs (originally designed for Taxi lane F, F-1 and the future taxi lane parallel to Taxiway 8), which will allow for Design Group II aircraft, such as a Citation Bravo. The design will include the electrical work as originally planned. Paul provided a rough estimate of the grade and drain construction based on the original engineer's estimate of \$401,625 (less \$378,646 in paving and lighting which will follow in Phase 2). Project will allow contractors to build in fall 2020 and/or spring 2021. BF&S will not charge a design fee for the repackaging of the Taxi lane project.

#### ***Hangar Project***

Attendees discussed the pros/cons of T-hangars or box hangars. Mike visited Warsaw Airport and took photos of the box hangars they constructed-they have a variety of different hangars that tenants use for aircraft storage, vehicle storage, etc. Paul stated that box hangars with a rental tenant or land lease (allowing the tenant to build own hangar on airport owned property, with reversionary rights after 20-50 years) could be better options for the airport to make money. T-hangars are good for entry-level pilots and airport users who start out with smaller planes, drawing more interest to the airport. If Delaware County Airport Authority builds the first box hangar off the new Taxi lane D, it can be rented for up to \$300 a night for visitors or be rented longer term. Once the first box hangar is built, other airport users or businesses might approach the airport to build their own. The Board will continue to discuss what kinds of hangars and how many to include in another project to be bid in the future (timing to be determined). BF&S would develop a new scope and fee for a box hangar project once we have determined if the taxi lane repackaging yields a positive result.

#### ***Project Schedule***

- July and August meetings: BF&S provides update on status of design for Taxi lane project
- September 14, 2020: BF&S brings 100% design plans for Taxi lane project for board approval
- Mid-September 2020: Bid Advertisement
- 7-10 days before October meeting: Bid Opening
- October 12, 2020: Board approves bid and awards project to contractor

## **Tower**

## **Legal**

No report

<b><u>Category</u></b>	<b><u>July 2020</u></b>	<b><u>July 2019</u></b>	<b><u>2020 Difference</u></b>
<i>IFR Itinerant</i>	306	286	+20
<i>VFR Itinerant</i>	1872	1912	-40
<i>Local Operations</i>	<u>1700</u>	<u>1660</u>	<u>+40</u>
<b>TOTAL ARPT OPS</b>	<b>3878</b>	<b>3858</b>	<b>+20</b>
<i>OverFlights</i>	<u>444</u>	<u>395</u>	<u>+49</u>
<b>GRAND TOTAL</b>	<b>4322</b>	<b>4253</b>	<b>+69</b>

**Public comments**

None.

**A motion to adjourn meeting at 7:45 pm by Mike Concannon, 2<sup>nd</sup> by Dr. Kurt Alexander**

**4 ayes**

**The next board meeting of the Delaware County Airport Authority will be August 10, 2020 at 6:30pm.**

  
Dr. Kurt Alexander, President

  
Witness

**Prepared by Tim Baty**