

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**11/9/2020 – 6:30 pm**  
**401 W. Carl Simmons Drive**  
**Muncie, IN 47303**

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
William Frazier	Present
<b>Other Members</b>	
Jim Schafer- Lawyer	Present
Tim Baty- Airport Manager	Present

*Also present , Jason Clearwater Nick Tokar Muncie Aviation, Martin Ingram- Muncie Aviation, Will Wallace- Muncie Aviation. John Ferratt- Midwest ATC*

**MINUTES:**

*The September 14 , 2020 minutes presented to the Authority for Approval*

***A motion was made by Dr. Kurt Alexander to accept the September 14, 2020 Minutes, 2<sup>nd</sup> by William Frazier***

**3 ayes**

The October 12, 2020 minutes presented to the Authority for Approval

***A motion was made by William Frazier to accept the October 12, 2020 Minutes, 2<sup>nd</sup> by Dr. Kurt Alexander***

**3 ayes**

**TREASURERS REPORT:**

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

***A motion was made by William Frazier to accept the October 2020 Treasurers Report as given, 2<sup>nd</sup> by Dr. Alexander***

**3 ayes**

**APPROVAL OF VOUCHERS:**

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

***A motion was made by William Frazier to approve the October 2020 vouchers, and 2<sup>nd</sup> by Rhonda Small to approve the Vouchers for payment.***

**3 ayes**

**OLD BUSINESS -**

State and Federal Audit is complete and the report is out and has been emailed to all the board members. We will review and discuss in the next meeting.

**New Business**

2021 Budget Reduction ordinance

Tim presented the budget reduction ordinance for the 2021 budget. This reduction is needed since we approved the taxi lane development project. This needs approved to reduce the expected budget. The cost of the projects will be taken out of the 2020 budget and encumbered if not spent this year.

***A motion was made by Dr. Kurt Alexander to approve Resolution 2020-003 2021 Budget Reduction, 2<sup>nd</sup> by William Frazier***

**3 ayes**

Tim requested permission from Rhonda to affix her signature electronically to the 2021 Budget Reduction Resolution 2020-003 she replied yes

Farm Ground Lease

A letter was sent by Brian Nixon asking us to consider him for a new contract without going to bid. Discussion was held and he will be notified.

**FAA Contract Tower Cost Share program**

Tim advised that he had 2 years ago sent documentation to the FAA to investigate our cost share program. We were previously paying 20% match, our new Benefit Cost ratio is 4%. This should be a significant savings. Tim will report back to the Authority when we get the new monthly cost from the FAA and Midwest ATC.

**Management**

Tim requested consideration from the Authority to consider a New Full Time Employee a new maintenance guy to start the process to train and get a new employee ready. Tim reported that two employees are nearing retirement age

and does not want to be in a spot getting someone up to speed. Tim will present some job descriptions to split up jobs moving forward.

### **ENGINEER-**

#### **Taxi Lane Grading and Drainage Construction Update**

VTF is under contract and submitting material for review, Bret Campbell is managing this part of the project, VTF is planning on spring start

Jason sent BF&S Project order #29 Taxilane drainage, grading and Paving inspection services. Jason asked if there was any questions or thoughts. This includes hourly services for inspections, and material testings.

***A motion was made by Dr. Kurt Alexander to approve Project Order 29 Taxilane Grading and Paving Inspection Service, 2<sup>nd</sup> by Rhonda Small.***

***3 ayes***

#### **Wildlife Control and Security Fence Update**

Environmental has been submitted to the FAA, nothing has been heard back as of yet.

Jason presented the Pre-Application that is due December 1<sup>st</sup> to the FAA, to fund the design of the fence FAA Share \$196,740.00 State \$10,930.00 Local Share \$10,930.00 Grant AIP 36 Install Wildlife Fence Security and Design.

***A motion was made by Dr. Kurt Alexander to Submit FAA Pre-App for AIP 36 to the FAA and Indot, 2<sup>nd</sup> by William Frazier.***

***3 ayes***

#### **Capital Improvement Plan**

This was talked about last month, this is our 5 year plan with the FAA and INDOT. Essentially no changes from last year. Jason asked for any thoughts or changes.

This will be brought to the next month meeting for approval for submittal.

Jason discussed Aviation Indiana Virtual conference.

**Cares Act**

Jason presented the Federal Financial report for the 2020 Cares Act Grant the Airport Received due to Covid in the amount of \$69,000.00 which was AIP Grant 35.

**A motion was made by Dr. Kurt Alexander to Submit Federal Financial Report for AIP 35 Cares Act Grant to the FAA, 2<sup>nd</sup> by William Frazier.**

**3 ayes**

Signature: C Kurt Alexander  
C Kurt Alexander (Dec 15, 2020 20:57 EST)  
Email: ckurtalexander@hotmail.com

Signature:  
Email: rsmall@bsu.edu

<u>Category</u>	<u>November 2020</u>	<u>November 2019</u>	<u>2020 Difference</u>
IFR Itinerant	236	263	-27
VFR Itinerant	1348	1362	-14
Local Operations	<u>1134</u>	<u>774</u>	<u>+360</u>
<b>TOTAL ARPT OPS</b>	<b>2718</b>	<b>2399</b>	<b>+319</b>
Over-Flights	<u>354</u>	<u>293</u>	<u>+61</u>
<b>GRAND TOTAL</b>	<b>3072</b>	<b>2692</b>	<b>+380</b>

**Public comments**

**A motion to adjourn meeting at 7:20 pm by William Frazier, 2<sup>nd</sup> Dr. Kurt Alexander**

**The next board meeting of the Delaware County Airport Authority will be December 14, 2020 at 6:30pm.**

619 S. Riviera Lane  
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Dr. Kurt Alexander, President

Witness  
\_\_\_\_\_  
Witness

**Prepared by Tim Baty**