

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**October 11, 2021 – 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	Absent
Mike Foster	Present
Russell Jones	Absent
<b>Other Members</b>	
Jim Schafer- Lawyer	Present
Tim Baty- Airport Manager	Present

*Also present , Jason Clearwater BF&S, Gary Bowden- MAC,*

**MINUTES:**

*The September Minutes presented to the Authority for approval*

***A motion was made by Mike Foster to accept the September 13, 2021 Minutes, 2<sup>nd</sup> by Dr. Alexander.***

***2 ayes***

**TREASURERS REPORT:**

*Tim Baty presented the Treasurers Report Financial Report for the Month of September 2021 to the board.*

***A motion was made by Mike Foster to accept the September 2021 Treasurers Report as given, 2<sup>nd</sup> by Dr. Alexander***

***2 ayes***

**APPROVAL OF VOUCHERS:**

*Tim presented the Vouchers for September 2021 were presented for payment.*

***A motion was made by Dr. Alexander to approve the August 2021 vouchers, and 2<sup>nd</sup> by Mike Foster to approve the Vouchers for payment.  
2 ayes***

**OLD BUSINESS -**

Discussion on reviewing the Minimum Standards and Land Lease agreements. And process about permitting. Tim asked the members to review the documents presented mark them up, so that we can discuss them in the November meeting to come up with a final document in the near future. Mike Foster asked some questions about the normal construction process with the county which would require them to provide drawings get state and county approval.

**New Business**

Tim discussed his budget meeting with the County Council to discuss the budget. No questions were asked during my time with the council. Tim discussed that the Firefighters will be going to Grissom Air Force Base for there annual live fire training. Time advised that the annual FAA Cert Inspection is about to start it is virtual again this year, I will begin uploading the required documents to them upcoming this week.

Tim Advised the Consulting firm that he is gathering documents for the Cares grant.

Tim discussed that we are waiting for the Select team providers to send us new insurance quotes from multiple vendors. Select team is our agent of record for the small business plan through Anthem currently. Tim is researching other options like Health Savings Accounts, but is running into problems with people willing to service three employees.

Tim also advised that our insurance rates will drop considerably with a retirement at the end of the year. Tim just does not want to see the airport not fund insurance as it is, this will make finding long term employees more difficult.

**ENGINEER-**

Construction update, VTF excavation since last month they completed some seeding, they have been issued the punch list.

Jason presented Pay Request 3 from VTF excavation total amount is \$34,439.40 we will hold retainage of \$10721.97 for a total amount due of \$32717.43 for work done in August and September. We are holding a total in retainage of for work still needed. Amount holding \$12,505.00.

***A motion was made to approve Pay Request #3 to VTF in the amount of \$32,717.43 by Mike Foster 2<sup>nd</sup> by Dr. Alexander to approve.***

***2 ayes***

Second Project paving by 3D Company, they just have a few things left to do, Jason Presented Progress estimate #2 for 3D \$3,66913.29, holding a retainage of \$18,345.66 For a total amount of \$348,567.63. The drive from Carl Simmons to new taxi lane is complete. Mike foster asked some questions about inspection services on the asphalt.

***A motion was made to approve Progress estimate #2 to 3D Company in the amount of \$348,567.63 by Mike Foster 2<sup>nd</sup> by Dr. Alexander to approve.***

***2 ayes***

Jason presented hanger development map, picture which is a planning document that is changeable and can be adjusted to fit. If anything needs changed after conversations let Jason know.

Jason discussed the need to have a meeting to discuss wildlife fence and design. A meeting to work on layout and plans. There will need to be negotiations with Muncie Aviation on the some of the fence that may be on there property.

Intent is to bid the fence project in the spring to submit grant later next year.

October 1<sup>st</sup> BF&S sent an agreement Project order 30 to the Authority for consideration and questions to work on getting bids for hanger development for potentially 3 different size this agreement goes from start to bid opening. Discussion on the schedule was to have bid opening around March of 2022, hanger construction before winter of next year. Prepare plans and specifications for hangers up to 3 sizes, similar to Randolph County bid. Mike Foster made a motion to table this project order until the next meeting.

### **Tower Report**

John discussed the Tower window has been changed out, and discussed the numbers and the reports with Virtower and the number difference. Tim and John are working on determining the difference.

### **Management**

Tim discussed that the Restaurant has been given notice that they will not have a building at the end of December, MAC has offered us the building, we would need an appraisal. MAC does not intend to keep the building as a restaurant after December 31<sup>st</sup>.

**Mike Foster made a motion to have Tim talk to Mac about what is offered with the building and if it is what he is interested in to schedule an appraisal. 2<sup>nd</sup> by Dr. Alexander.**

**2 ayes**

### **Attorney**

<b><u>Category</u></b>	<b><u>October 2021</u></b>	<b><u>October 2020</u></b>	<b><u>2021 Difference</u></b>
<i>IFR Itinerant</i>	385	406	-21
<i>VFR Itinerant</i>	1029	1267	-238
<i>Local Operations</i>	<u>802</u>	<u>1012</u>	<u>-210</u>
<b>TOTAL ARPT OPS</b>	<b>2216</b>	<b>2685</b>	<b>-469</b>
<i>Over-Flights</i>	<u>354</u>	<u>338</u>	<u>+16</u>
<b>GRAND TOTAL</b>	<b>2570</b>	<b>3023</b>	<b>-453</b>
<b>Virtower</b>	<b>1278</b>		

### **2021 Yearly Accumulation**

<b><u>Category</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>DIFFERENCE</u></b>
<i>IFR Itinerant</i>	<b>3058</b>	<b>2818</b>	<b>+240</b>
<i>VFR Itinerant</i>	<b>13180</b>	<b>14247</b>	<b>-1067</b>
<i>Local Operations</i>	<b>12026</b>	<b>10832</b>	<b>+1194</b>
<b>TOTAL ARPT ops</b>	<b>28334</b>	<b>27897</b>	<b>+437</b>
<i>Over-Flights</i>	<b>4159</b>	<b>3803</b>	<b>+356</b>
<b>GRAND TOTAL</b>	<b>32493</b>	<b>31700</b>	<b>+793</b>

### **Public comments**

***A motion to adjourn meeting at 8:05 pm by Dr. Alexander, 2nd by Russel Jones.***

***The next board meeting of the Delaware County Airport Authority will be December 13, 2021 at 6:30pm.***



*Dr. Kurt Alexander, President*



*Witness*

**Prepared by Tim Baty**

