

DELAWARE COUNTY AIRPORT AUTHORITY
November 8, 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

Board Member	Present/ Absent
Dr. Alexander	Present
Mike Foster	Present
Russell Jones	Present
Other Members	
Jim Schafer- Lawyer	Present
Tim Baty- Airport Manager	Present

Also present , Jason Clearwater BF&S, Katie England Gary Bowden- MAC, John Ferratt-Midwest ATC

MINUTES:

The October Minutes presented to the Authority for approval

A motion was made by Dr. Alexander to accept the October 11, 2021 Minutes, 2nd by Mike Foster.

3 ayes

TREASURERS REPORT:

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

A motion was made by Mike Foster to accept the October 2021 Treasurers Report as given, 2nd by Dr. Alexander

3 ayes

APPROVAL OF VOUCHERS:

Tim presented the Vouchers for October 2021 were presented for payment.

***A motion was made by Dr. Alexander to approve the Octobert 2021 vouchers, and 2nd by Russel Jones to approve the Vouchers for payment.
3 ayes***

OLD BUSINESS –

Minimum Standards and Land Lease Discussion- further board discussions, we need to keep it simple, discussion was had that when we advertise, and we have interest we will have Jim discuss land lease options and cost. Further discussion will be had on creating the documents.

Discussion on the Merks Building (white house) and appraisal. Discussion of options to acquire the building.

New Business

INDOT/ Aviation Grant for Traffic Monitoring Software. Tim Discussed that we have received a grant from Indot-Aviation for the Virtower Monitoring system. The grant provides \$6,000 over the life of the grant which is 5 years. The one condition of the grant is to provide the state with Traffic Numbers. Tim recommended signing the grant, but wanted to wait a month or so to see if this is the software that we want to keep. The Board Authorized Tim to sign when ready. More information needs to be gathered on the tower count vs computer count.

2021 Employee Stipend

Employee stipend for 2021 presented to the Authority after meeting it was requested after 2022 Salary Ordinance was approved. Discussion on how it would be paid. Mike Foster asked about what all has been done so far, 2022 Salary Ordinance, Longevity for 2022, talking about total wage package,

Mike made a motion to table until we finalize insurance, seconded by Kurt Alexander.

Discussion by Russell, that this hits the books before the end of the year. Discussion about insurance, and the total package by Mike Foster. Discussion on the longevity. Kurt likes having something that isn't rolled into base pay, Stiped Bonus gives the Authority an option for one time or to add it in following

years. Tim will send out salary information for 2022 to the board prior to the December Meeting.

Stipend would be paid out of the overtime unused funds. Russel asked about the total for the stipend, Tim said it would be \$5300.00 based on the current request. Russel asked if anything would change next month.

Mike said he didn't see anything further changing.

Mike removed his motion to table, topic will be discussed the next meeting.

Mike asked about the insurance and where we are in the search for better options. Tim advised that we got the 2022 quote from Select Team (Anthem today in the mail) will send to board members for review. Waiting on a United quote already received a denial from Aetna due to the size of the airport.

ENGINEER-

See attached engineering report.

Contractors Progress Estimate #3 (Final) for 3D Company will pay them 42828.51 for Taxilane Project

A motion was made to approve Progress Estimate #3 to 3D for Taxi Lane Project in the amount of \$42,828.51 by Mike Foster 2nd by Dr. Alexander to approve.

3 ayes

Wildlife Control and Security Project #37, we need to get together soon to discuss location and gates. Jason will get with Tim to go over that soon. Based on the cost estimate we are estimating that the grant will be 90% Fed, 5% Local and State like it was pre covid, BF&S estimates that the Airport Share will be close to \$150,603.55 the real number will be available in June after Bids are opened

Airport CIP (Capital Improvement Plan)
(CIP Attached)

The CIP has to be approved by the January Meeting.

Tim did discuss the need to include inline testing kits on both ARFF Trucks. The FAA Cert Inspector states that this is an eligible for Funding through the AIP Program.

Tim Discussed options on getting a Tower including in future AIP funding, the tower is aging and does not meet current codes
Jason said he would look into options.

Dr. Alexander discussed a seminar he was at where a representative or someone speaking on behalf of the FAA was there discussing spraying foam. Tim discussed a cert alert that was posted as well on the same topic.

Hanger design project order 30 Hangar Development.

Survey Design Bid Kit with 3 different sizes. So, when bids came in you would have 3 different sizes to consider based on funding and bids. The schedule would be to advertise in March and open bid and have construction by this time next year.

A motion was made to approve BF&S Project Order 30 #30 Hangar Development in the amount of Kurt Alexander 2nd by Russel Jones to approve.

3 ayes

3rd and Final ARPA AIP 38 (Covid Grant) ARPA Pay request 1- Final for operating expenses, payroll, ice melt painting supplies, tower window in the amount of \$59,000

A motion was made to approve ARPA Pay Request 1 in the amount of \$59,000 for incurred expenses by Mike Foster 2nd by Dr. Alexander to approve.

3 ayes

Pre application for the Fence Construction

A motion was made to submit Pre Application for Wildlife Fence Construction in the estimate of \$3,012,069. By Dr. Alexander 2nd by Mike Foster to approve.

3 ayes

Financial reporting every year they have to be submitted for each open grant.

A motion was made to submit FAA Annual Financial Reports for AIP 32 and AIP 37 and for AIP 38. Motion By Mike Foster 2nd by Dr. Alexander to approve.

3 ayes

Tower Report

Nothing from the tower

Management

Attachments

Board Action:
CIVIL ENGINEERS

Delaware County Regional Airport November 8, 2021 Report

- Motion to approve ARPA AIP38 PRIF reimbursement request for operating expenses (payroll, ice melt, painting supplies, tower glass) to the FAA in the amount of \$59,000 (100% Federal).
- Motion to approve 3D Progress Estimate #3 - Final, with retainage release in the amount of \$42,828.51 for taxi lane paving and lighting work.
- Motion to approve pre-application to the FAA for the Wildlife Control & Security Fence, Construction for \$3,012,069.
- Motion to approve and submit annual financial reports (SF-42Ss) for AIP 32 (Runway and Taxiway Lighting), AIP37 (Fence Design) and AIP38 (ARPA).

Project Updates:

- Taxiway Construction
 - o Grading & Drainage - VTF Excavation has seeding completed. The erosion control devices are still in place which they have been directed to remove. We anticipate the final progress estimate next month.
 - o Paving & Lighting-All work with 3D Company is complete and satisfactory. We have prepared Contractor's Progress Estimate #3 - Final with retainage release in the amount of \$42,828.51.

- Wildlife Control & Security Fence (AIP 37)
 - o Kick-off meeting to be scheduled soon.
 - o Schedule for Design:
 - Pre-application due December 1, 2021
 - Survey completed - January 2022
 - 90% Design - March 2022
 - Final Design -April 2022
 - Advertise for Bids - May 2022
 - Bid Opening - June 2022
 - Grant Application - July 2022
 - o Grant expected to be 90% federal/5% local/5% state. Local share would be \$150,603.55 .

- Capital Improvement Plan (CIP)
 - o The annual CIP is due February 1, 2022. We will update project estimates to present next month for board approval.

- Hangar Design
 - o Tabled in October

FAA cert inspection in October, it's a paperwork inspection all done electronically. One of the big findings is an issue with the process of submitting paperwork on fuel line supervisors, Gary Bowden from Mac and Tim are the supervisors we did not resubmit our initial paperwork from our first year of our certification. It has been sent and taken care.

Attorney

<u>Category</u>	<u>November 2021</u>	<u>November 2020</u>	<u>2021 Difference</u>
<i>IFR Itinerant</i>	260	236	+25
<i>VFR Itinerant</i>	1225	1348	-123
<i>Local Operations</i>	1058	1134	-76
TOTAL ARPT OPS	2543	2718	-175
<i>Over-Flights</i>	408	354	+54
GRAND TOTAL	2951	3072	-121
Virtower	1278		


2021 Yearly Accumulation

<u>Category</u>	<u>2021</u>	<u>2020</u>	<u>DIFFERENCE</u>
<i>IFR Itinerant</i>	3318	3054	+264
<i>VFR Itinerant</i>	14405	15595	-1190
<i>Local Operations</i>	13084	11966	+1118
TOTAL ARPT ops	30877	30615	+262
<i>Over-Flights</i>	4567	4157	+410
GRAND TOTAL	35444	34772	+672

Public comments

A motion to adjourn meeting at 8:38 pm by Mike Foster, 2nd by Dr. Alexander.

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

Voting Record

Date: 12/13/2021

Reason: *Minutes*

NAME	Title	Yes	No	Abstain
Dr. Alexander	Board President	✓		
Nora Powell	Board Member			✓
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		

*Motion Foster
2nd Jones*