

DELAWARE COUNTY AIRPORT AUTHORITY
December 13, 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
Russel Jones	Present
Nora Powell	Present
Other Members	
Jim Schafer- Lawyer	Present
Tim Baty- Airport Manager	Present

Also present, Jason Clearwater BF&S, Martin Ingram- MAC, John Ferratt-Midwest ATC, Nick Tokar-MAC

MINUTES:

The November Minutes presented to the Authority for approval

A motion was made by Foster to accept the November 8, 2021 Minutes, 2nd by Jones.

3 ayes 1 abstention

TREASURERS REPORT:

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

A motion was made by Foster to accept the November 2021 Treasurers Report as given, 2nd by Alexander

3 ayes 1 abstention

APPROVAL OF VOUCHERS:

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

A motion was made by Jones to approve the November 2021 vouchers, and 2nd by Foster to approve the Vouchers for payment.

3 ayes 1 abstention

OLD BUSINESS -

2022 Employee Health Insurance Discussion, All members were emailed a quote from United Insurance Quote. United was noticeably cheaper and with the upcoming census change. This quote is for the current employees at the airport. Discussion was had on switching from insuring families to creating a policy with spousal carve out moving forward.

A motion was made by Foster to approve the United Health Dental and Vision (p2000) insurance quote 2nd Alexander. Including spousal carve out for spouses who are eligible elsewhere.

4 ayes

2021 Employee Stipend presented to the board for the second month for further discussion from the previous meeting. The Employee Salary breakdown was presented to the board and details in regard to other benefits. This stipend will be paid out prior to the end of 2021 with regular payroll. The Funding would come out of the unused overtime budget, no additional appropriation was needed to make this happen.

A motion was made by Foster to approve , and 2nd Alexander to approve Resolution 2021-003 Employee Stipend.

4 ayes

New Business

Tim Presented to the Authority the End of the Year Financial Transfers Resolution of 2021-004. Total transfers for 2021 is \$2,504.75

A motion was made by Foster to approve the 2021 Transfers Resolution 2021-004, and 2nd by Powell to approve the 2021 Transfers

4 ayes

2022 Meeting Schedule

Schedule of Airport Authority Meetings presented to the Authority for 2022, all are on the Second Monday except for in October due to the Holiday.

A motion was made by Foster to approve the 2022 Meeting Schedule for the Airport Authority 2nd by Powell to approve.

4 ayes

2022 Holiday Schedule

Tim Presented the 2022 Holiday Schedule for the Airport Authority which is similar to the Delaware County Schedule.

A motion was made by Powell to approve the 2022 Holiday Schedule, 2nd by Foster to approve.

4 ayes

Tim and Jason discussed the drainage on Taxiway B near the new construction two quotes were received one by 3D and Goth and Sons Construction. Goth and Sons quote is cheaper for the same work

A motion was made by Foster to approve quote from Goth and Sons in the amount of \$12080.00, and 2nd by Powell to approve.

4 ayes

Tim discussed with the Airport Authority on the FAA Cert Inspection that occurs each year, Paperwork inspection was completed, and then a site inspection was completed we expect some issues with the safety areas and farm ground that may become unplantable. More to come after we receive the official report.

Discussion on the MERKS Building appraisal came back low for Muncie Aviation Jim and Nick will continue to keep talking and see what options are out there in regards to the building.

Engineering Report

Taxi lane construction closeout documentations for VTF Certificate substantial completion November 17th 2021 starts 1 year warranty, punch list has been completed.

A motion to approve certificate of substantial completion with VTF dated November 17, 2021 by Foster, 2nd by Jones.

4 ayes

Final balancing change order #1 for VTF original contract was for \$259174.15 balancing out deduct change order of \$9069.53

A motion to approve change order 1 final for VTF -\$9069.53 by Foster, 2nd by Powell

4 ayes

Jason presented Progress estimate 4 to VTF.

Contractor Progress estimate 4 to VTF Retainage release to close project 12505.23 motion by Foster, 2nd Jones

4 ayes

CIP discussion, Jason discussed in more detail to new member Powell about projects upcoming and funding sources. Discussed upcoming ideas and projects.

A motion was made to approve the CIP for Submission to the FAA and INDOT for consideration by Foster, 2nd by Jones.

4 ayes

Hanger Design Construction

Jason briefed the board on Hanger Design and bid schedule. 60/60 80/80 100/100 all three will be bid

Jason presented AIP Pay Request #1 to the FAA in the amount of \$31,781.50 for reimbursement for chargers already incurred in design of Wildlife fence taking grant to 15% complete

A motion was made by Foster to Submit AIP 37 Pay Request #1 in the amount of \$31,781.50 to the FAA for Reimbursement, 2nd by Powell

4 ayes

Tower Report

John discussed traffic counts for the Airport,


Attorney

<u>Category</u>	<u>December 2021</u>	<u>December 2020</u>	<u>2021 Difference</u>
<i>IFR Itinerant</i>	245	269	-24
<i>VFR Itinerant</i>	792	1167	-375
<i>Local Operations</i>	<u>668</u>	<u>994</u>	<u>-326</u>
TOTAL ARPT OPS	1705	2430	-725
<i>Over-Flights</i>	<u>321</u>	<u>379</u>	<u>-58</u>
GRAND TOTAL	2026	2809	-783
Virtower	1278		

Public comments

A motion to adjourn meeting at 8:24 pm by Mike Foster, 2nd by Dr. ALEXander.

The next board meeting of the Delaware County Airport Authority will be January 10, 2022 at 6:30pm.



Dr. Kurt Alexander, President



Witness