

DELAWARE COUNTY AIRPORT AUTHORITY
January 13, 2025 – 6:30 pm
401 W. Carl Simmons Drive
Muncie, IN 47303

Russell Jones called the re-organization meeting to order at 6:30 pm,

Roll Call

<i>Board Member</i>	<i>Present/ Absent</i>
Steve Slavin	Present
Mike Foster	Present
Russel Jones	Present
Nora Powell	Present
<i>Other Members</i>	
Jim Schafer- Lawyer	Present
Tim Baty- Airport Manager	Present

Also present, Jason Clearwaters BF&S, John Ferratt- Midwest ATC

Airport Authority Re-organanization

Mike Foster Nominated Russell Jones for Chairman of the Authority, Seconded by Nora Powell, no other nominations received.

Nora Powell Nominated Steve Slavin for Vice Chair of the Authority, Seconded by Mike Foster, no other nominations received.

Mike Foster Nominated Nora Powell as Secretary/ Treasurer, and Tim Baty as Asst Sec/ Treasurer, Seconded by Russell Jones. No other nominations.

Russell Jones nominated James Schafer to re-appointed to the Authority as the attorney of record, seconded by Nora Powell.

All elected or appointed with 4 ayes.

Russell Jones called the regular meeting of the Delaware County Airport Authority to order at 6:40pm.

MINUTES:

The November 18, 2024, Meeting Minutes presented to the Authority for approval.

A motion was made by N. Powell to accept the November 18, 2024 Minutes, 2nd by M. Foster.

Roll Call Vote 4 ayes 0 No

Treasurers Report

Tim presented the November Treasurers report to the Authority for Approval.

<u>Account</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Bal</u>
General	1,992,238.12	131,930.56	39,049.22	2,085,119.46
Cumulative	980,327.06	37,937.89	53,342.44	964,922.51
Rainy Day	0	0	0	0
Federal Proj	(2,462.07)	953,552.00	960,158.37	(9,068.44)
State Project	(1,019.37)	1200.00	\$53,342.13	(53,161.50)
Totals	2,969,083.74	1,124,620.45	1,105,892.16	2,987,812.03

A motion was made by M. Foster to accept the November 2024 Treasurers Report, 2nd by N. Powell

Roll Call Vote 4 ayes

Tim presented the December Treasurers report to the Authority for Approval.

<u>Account</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Bal</u>
General	\$2,085,119.46	\$105,186.68	\$50,617.89	\$2,139,688.25
Cumulative	\$964,922.51	\$31,693.44	\$0	\$996,615.95
Rainy Day	0	0	0	0
Federal Proj	(\$9,068.44)	\$9306.00	\$4700.78	(\$4463.22)
State Project	(53,161.50)	\$52,975.14	0	(\$186.36)
Totals	\$2,987,812.03	\$199,161.26	\$55,318.67	\$3,131,654.62

A motion was made by M. Foster to accept the December 2024 Treasurers Report, 2nd by N. Powell

Roll Call Vote 4 ayes

Voucher

Tim Presented the Novmmember 2024 Vouchers to the Authority for approval.

Total Checks	\$1,105,892.16
Total Deposits	\$1,124,620.45

A motion was made by M. Foster to accept the November 2024 Voucher Report, 2nd by N. Powell.

Roll Call Vote 4 ayes

Tim Presented the December 2024 Vouchers to the Authority for approval.

Total Checks	\$55,318.67
Total Deposits	\$199,161.26

A motion was made by M. Foster to accept the December 2024 Voucher Report, 2nd by N. Powell.

Roll Call Vote 4 ayes

Old Business

Audit update

Tim discussed with the Airport authority the completion of the Audit and the corrective action plan provided. Discussion on the potential solutions to the issue with the beginning and ending balance and how to address the farm contracts moving forward.

New Business

2025 Transfers and appropriations

This was tabled, Tim advised that once we finish the 2024 books, he will bring line item transfers to adjust the 2025 appropriations to align better with year end 2024 to avoid necessary transfers towards the end of the year. No additional appropriations will be needed.

Tim presented Employee Stipend Resolution 2024-009 allowing for a one time payment in December 2024 for a stipend for all full time employees and part time administrative asst.

A motion was made by M. Foster to approve Resolution 2024-009- 2024 Employee Stipend, 2nd by N. Powell.

Roll Call Vote 3 ayes

Engineering

Jason discussed that the Snow Removal Equipment AIP #40, is now complete. Jason presented Pay Request #3 to submit to the FAA and INDOT for the Snow Removal Broom, Final Request for a total amount of \$10,340.12

Federal 9306.00
State 517.00
Local 517.12

A motion was made by M. Foster to approve and submit Pay Request #3 to FAA and INDOT in the amount of \$10,340.12, for AIP #40 Final Snow Removal Equipment 2nd by S. Slavin.

Roll Call Vote 4 ayes

Jason Clearwaters present Burcur Fencing LLC Cost Estimate #2 for work completed between November 12-December 31, 2024 in the amount of \$314,097.00 minus Retainage of \$15,704.85 for a total pay of \$298,392.15.

A motion was made by M. Foster to approve and pay, Burcur Fencing LLC, \$298,392.15 for work completed November 12-December 31, 2024 for AIP #41- Security and Wildlife Fence Install, 2nd by N. Powell.

Roll Call Vote 4 ayes

Jason Clearwaters presented FAA/ INDOT Pay Request #2 for AIP #41 Security-Wildlife Fence Installation in the amount \$328,310.18

Fed \$295,479.00
State \$16,415.51
Local \$16,445.67

A motion was made by N. Powell to approve to submit to the FAA/ INDOT Pay Request #2 for AIP #41 Wildlife Fence Construction Phase 1 for the amount of \$328,310.18 2nd by M. Foster.

Roll Call Vote 4 ayes

Jason Clearwaters presented Butler Fairman Job Order for Part 139 Inspection Software Maintenance agreement and Cloud Storage Support for 2025.

A motion was made by M. Foster to approve, BF&S Inspection software and storage Support agreement for 2025 2nd by S. Slavin

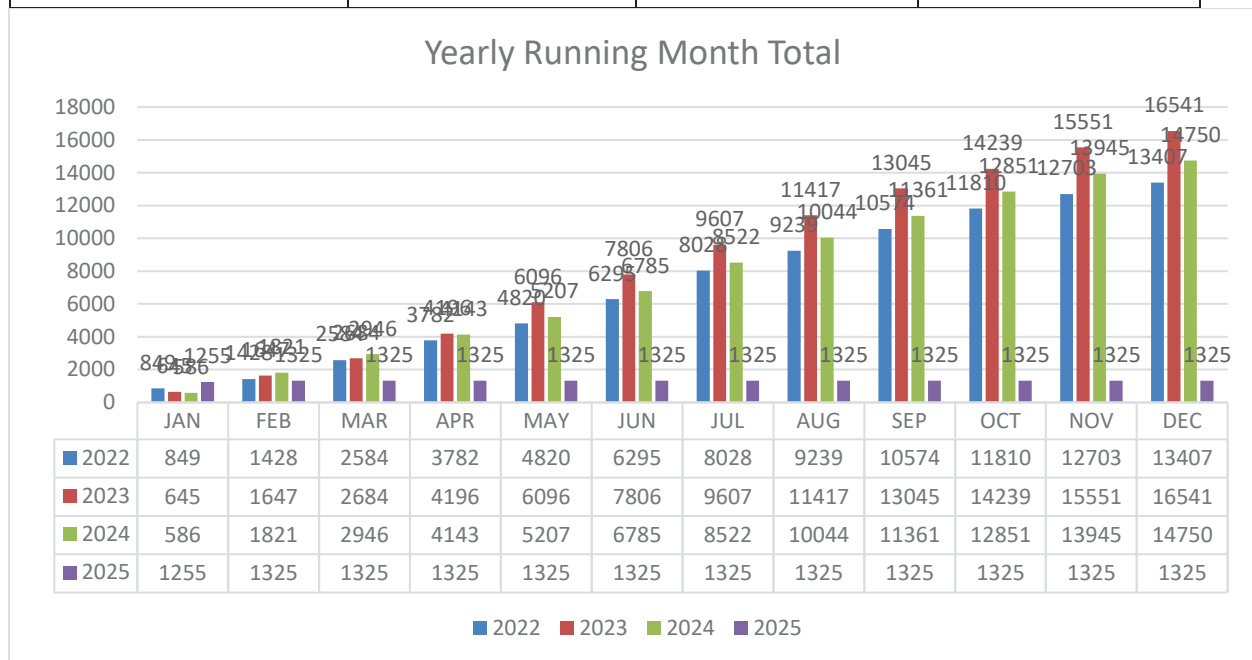
Roll Call Vote 4 ayes

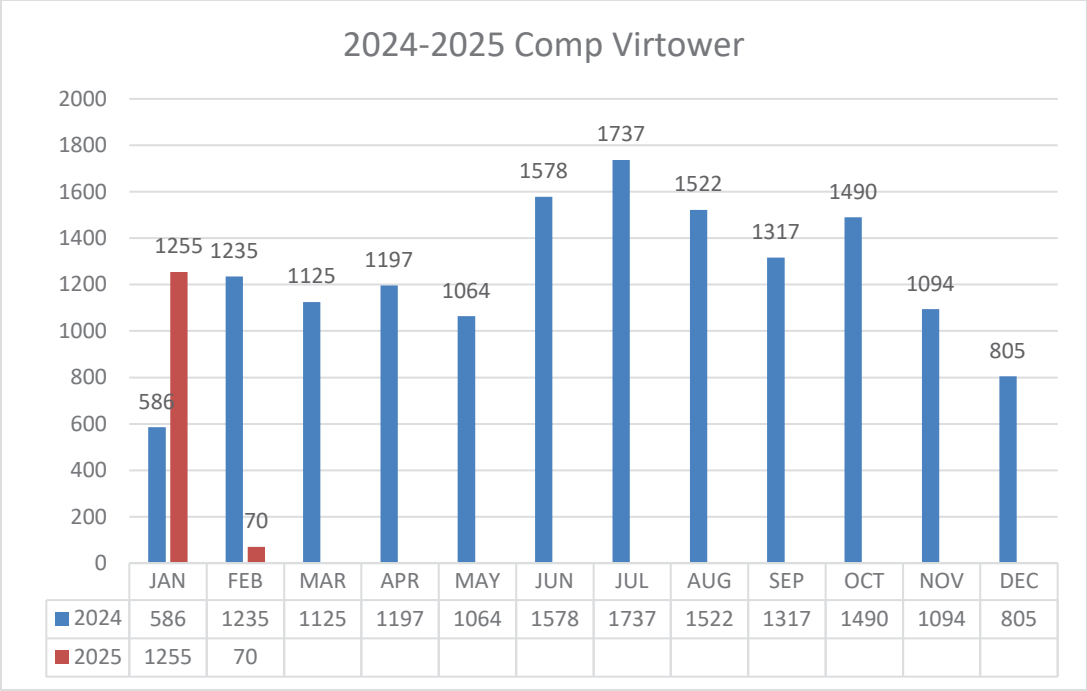
Management

Tim Discussed with the board, the possibility of talking with the Commissioners to discuss further the need for the 5th Airport Authority Member to be appointed. Short Discussion and decided that the 5th member on the authority would not be needed.

Tower Report

<u>Category</u>	<u>January 2025</u>	<u>January 2024</u>	<u>2025 Difference</u>
<i>IFR Itinerant</i>	222	160	+62
<i>VFR Itinerant</i>	883	343	+540
<i>Local Operations</i>	716	290	+426
TOTAL ARPT OPS	1821	793	+1028
<i>Over-Flights</i>	445	238	+207
GRAND TOTAL	2266	1031	+207
Virtower	1255	586	+669





Attorney Report

Nothing to report from lawyer

Public comments

A motion to adjourn the meeting at 7:45 pm.

Roll Call Vote 4 ayes

The next board meeting of the Delaware County Airport Authority will be on February 10 2025 at 6:30pm.

Russel Jones, Chairman

Witness

Voting Record

Date: 1-13-2025

Reason: Approval of the November Treasurer Report

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:			✓	
Seconded by:		✓		

Voting Record

Date: 1-13-2025

Reason: Approval of the November 2024 Meeting

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:		✓	✓	
Seconded by:			✓	

Voting Record

Date: 1-13-2025

Reason: Approval of November 2024 Checks

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	J		
Mike Foster	Board Member	J		
Russell Jones	Board Member	J		
Steve Slavin	Board Member	J		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:			✓	
Seconded by:		✓		

Voting Record

Date: 1-17-2025

Reason: Approval of the December 2024 Balance Sheet

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	<input checked="" type="checkbox"/>		
Mike Foster	Board Member	<input checked="" type="checkbox"/>		
Russell Jones	Board Member	<input checked="" type="checkbox"/>		
Steve Slavin	Board Member	<input checked="" type="checkbox"/>		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Seconded by:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Voting Record
Date: 1-13-2025

10340.12
9306.00 F
512.00 S
517.12 L

Reason: AIP PR#3 AIP #40 Boom Final

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:			✓	
Seconded by:	✓			

Voting Record
Date: 1-13-2025

Approval
Reason: December 2024 Vouchers

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:			✓	
Seconded by:		✓		

328,310.18
 225,479.00 F
 16,415.51 S
 10,415.67 L

Voting Record
 Date: 1-13-2025

Reason: Motion to Approve Pay Request #2 for AEP #41
to Brierley Fence in the Amount of \$328,310.18

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:		✓		
Seconded by:			✓	

Voting Record
 Date: 1-13-2025

Reason: Brierley Fence Cost Estimate #2 Nov-12 to 12/31/2024
In the Amount of

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

314,097.00
 Ret.
 15704.58
298,392.42

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:		✓		
Seconded by:			✓	

Voting Record
Date: 1-13-2025

Reason: Nomination of Nora Powell for Secretary/Treasurer and Tim Baty as Asst. Treasurer

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:				✓
Seconded by:			✓	

Voting Record
Date: 1-13-2025

Reason: Part 139 Inspection Software Agreement

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:			✓	
Seconded by:	✓			

Voting Record
Date: 1-13-2025

Reason: Nomination of Russell Jones as Chairman

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:			✓	
Seconded by:		✓		

Voting Record
Date: 1-13-2025

Reason: Nomination of Steve Slavin for Co-Chairman

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:		✓		
Seconded by:				✓

Voting Record

Date: 1-13-2025

Reason: Appointment of Jim Schafer as DCAA Attorney

NAME	TITLE	Yes	No	Abstain
	Board President			
Nora Powell	Board Member	✓		
Mike Foster	Board Member	✓		
Russell Jones	Board Member	✓		
Steve Slavin	Board Member	✓		

	Steve Slavin	Nora Powell	Mike Foster	Russell Jones
Motion to Approve:				✓
Seconded by:		✓		