

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**BOARD MEETING**

**August 12, 2024**

6:30pm

**REGULAR MEETING**

1. Roll Call
2. Minutes—July 8, 2024 minutes
3. Treasurers Report—Approve in August
4. Approval of Vouchers for Payment July 2024

**PRESENTATION**

Star Financial Bank-

New Security Features-Banking options

**OLD BUSINESS**

2025 Budget

4 year 2020-2023 SBOA Audit ongoing

**NEW BUSINESS**

1. Resolution 2024-003 affirming the May 9, 2016 Meeting minutes adopting Uniform Control Policy/ Financial Fiscal Policy
2. 2025 Salary Ordinance 2024-003
3. Resolution 2024-004 Uniform Control Policy Reaffirm
4. Authority Uniform Control Training Acknowledgment
5. Annual FAA Cert Inspection Sept 10, 2024

**STANDING REPORTS**

1. MANAGEMENT- *Need Signs, Grant Award Fence Project.*
2. ENGINEERING-
3. TOWER REPORT-
4. ATTORNEY-

PUBLIC COMMENTS:

Next Regular meeting on Monday September 9, 2024 @ 6:30pm



**DELAWARE COUNTY AIRPORT AUTHORITY**  
**July 8, 2024 – 6:30 pm**  
**401 W. Carl Simmons Drive**  
**Muncie, IN 47303**

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

***Roll Call***

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

*Also present, Jason Clearwaters BF&S, John Ferratt- Midwest ATC, and Martin Ingram-MAC*

**MINUTES:**

*The June 10, 2024 Meeting Minutes presented to the Authority for approval*

***A motion was made by M. Foster to accept the June 10, 2024 Minutes, 2<sup>nd</sup> by R. Jones.***

***Roll Call Vote 3 ayes***

**Treasurers Report**

Tim presented the June 2024 Treasurers report to the Authority for Approval.

***A motion was made by M. Foster to accept the June 2024 Treasurers Report, 2<sup>nd</sup> by S. Slavin***

***Roll Call Vote 3 ayes***

**Voucher**

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

***A motion was made by M. Foster to accept the June 2024 Voucher Report, 2<sup>nd</sup> by S. Slavin.***

***Roll Call Vote 3 ayes***

## **Old Business**

Tim advised that he was still working on the budget draft- does not see any major changes to the 2025 budget but is still working on the salary study. Tim will send the draft budget to members along with Salary study prior to the next meeting for review any discussion.

Discussion was had on the building at 5201 N Walnut and review of the recent appraisal in the executive session. The board has advised Jim to discuss with Muncie Aviation at a later date.

## **New Business**

### ***NIFA Event***

Tim informed the Authority that he had been contacted by NIFA- National Intercollegiate Flying Association and there interest in possibly holding there annual competition at the airport in 2026. Tim advised that this was still preliminary, but after speaking with them, MIE has everything they need to hold the event. There would be no airport closer for this event just a lot of flying.

### ***2025 Delaware County Airport Authority Meeting Schedule***

Tim presented the 2025 Airport Authority Meeting Schedule to the Authority for review and approval.

***A motion was made by S. Slavin to approve the 2025 Authority Meeting Schedule, 2<sup>nd</sup> by M. Foster.***

***Roll Call Vote 3 ayes***

Tim presented an amended 2025 Holiday Schedule to approve for the upcoming year. One holiday was listed on the wrong day.

***A motion was made by M. Foster to approve the Amended 2025 Holiday Schedule for the Delaware County Airport Authority, 2<sup>nd</sup> by S. Slavin.***

***Roll Call Vote 3 ayes***

## **Engineering**

Jason Clearwaters discussed the completion of the Hangar 1 year, inspection of all punch list items completed and Tim is satisfied with any outstanding work and that it has been completed.

Update on the Rotary Snow removal broom, estimated delivery is still slated for September of this year.

The FAA AIP grant for the Wildlife and Security Fence has been submitted, a proposed change order was submitted also to attempt to capture the entire budget due to bids coming in lower than the announced availability to possibly allow us to complete more fencing in phase 1. Jason broke down the estimate of cost for this phase

Federal 90%-\$1,338,940.00

State 5%- \$74,386.00

Local 5%- \$74,386.00

Looking for the grant to be awarded by October.

The grant will be sent via email for electronic signature, Tim asked Jason to make sure that Russell Jones to the email chain for signing.

Jason asked the airport authority to approve awarding the contract to Burcur Fence once grant is awarded due to time frame of the bid. Burcur was the low bidder.

***A motion was made by M.Foster to award Burcur Fence the contract for AIP #41 Wildlife and Security Fence Phase 1 Construction once grant is awarded and signed, 2<sup>nd</sup> by R. Jones.***

***Roll Call Vote 3 ayes***

Jason requested that the board make and approve motion to allow Russell Jones to be a signatory on all future grants.

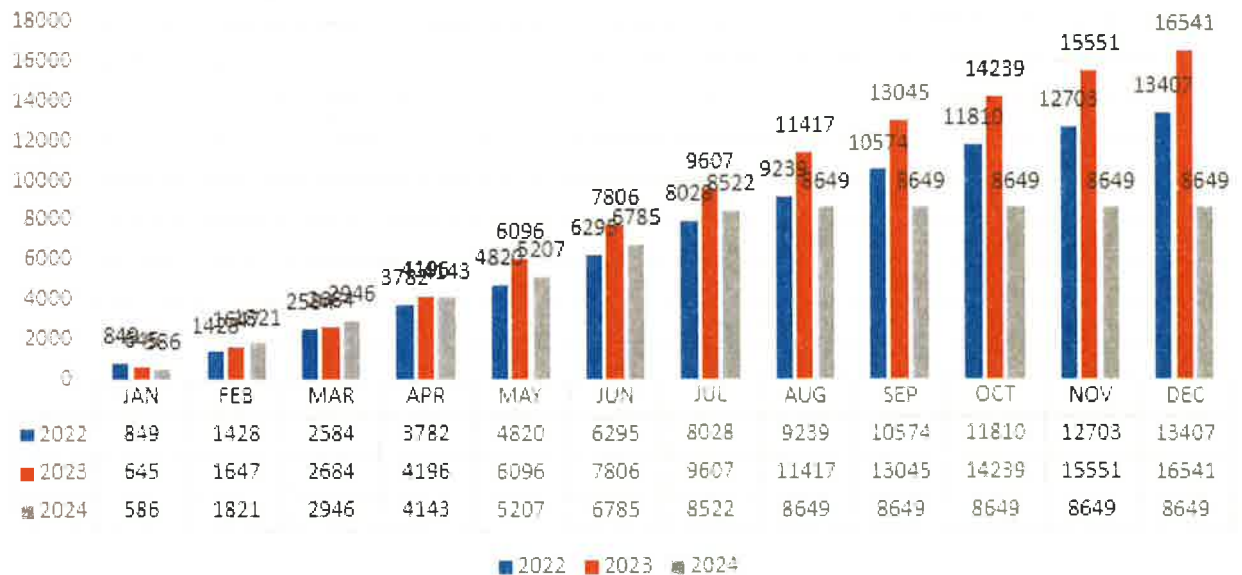
***A motion was made by M. Foster to allow Russell Jones to be a signatory for incoming grants, 2<sup>nd</sup> by S. Slavin.***

***Roll Call Vote 3 ayes***

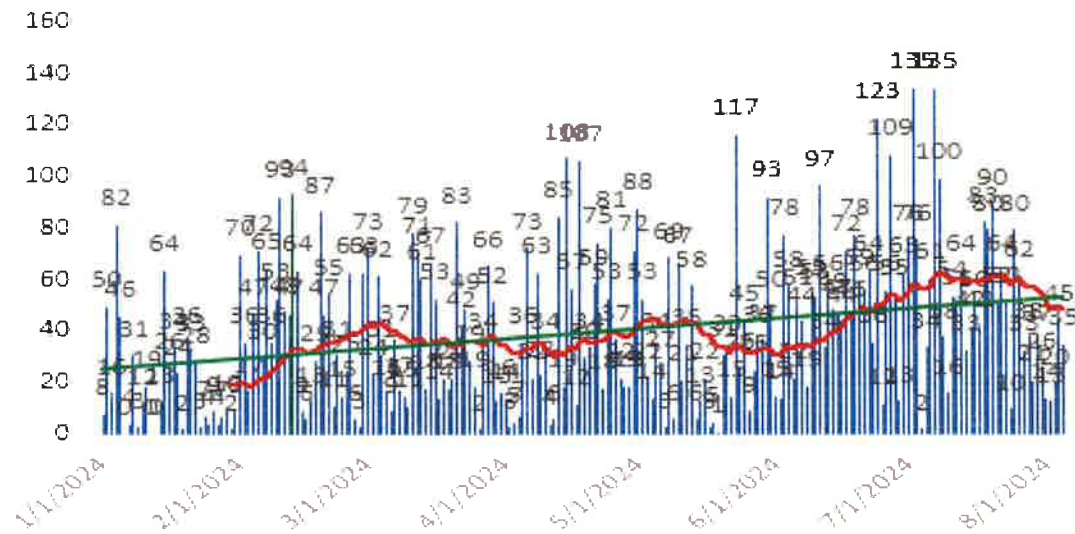
## Tower Report

<b><u>Category</u></b>	<b><u>July 2024</u></b>	<b><u>July 2023</u></b>	<b><u>2024 Difference</u></b>
<i>IFR Itinerant</i>	284	294	-10
<i>VFR Itinerant</i>	1057	1143	-86
<i>Local Operations</i>	1054	1050	+4
<b>TOTAL ARPT OPS</b>	<b>2395</b>	<b>2487</b>	<b>-92</b>
<i>Over-Flights</i>	745	472	+273
<b>GRAND TOTAL</b>	<b>3140</b>	<b>2959</b>	<b>+181</b>
<b>Virtower</b>	<b>1737</b>	<b>1801</b>	<b>-64</b>

Yearly Running Month Total



## Yearly Count 2024



### Attorney Report

Nothing to report from lawyer

### **Public comments**

The Authority had some questions for Martin in regards to the Admin/ Rest building. Discussed the current lease with Rapid Flight and if it was locked in with any potential new tenant, he believes it is, Steve also believed that it could be binding as well. Also discussed if Denny Green had an agreement and would need to stay in building, Martin believes he will move over to the new offices if building sells. No price on building has been given at this point.

**A motion to adjourn the meeting at 8 pm.**

**Roll Call Vote 3 ayes**

**The next board meeting of the Delaware County Airport Authority will be on August 12, at 6:30pm.**

  
Russel Jones, Chairman

  
Witness

# Voting Record

Date: 8-12-2024

Reason: Approval of the 7-8-24 Reg. Meeting Minutes

NAME	TITLE	Yes	No	Abstain
Russell Jones	Board Chairman	✓		
Mike Foster	Board Co-Chairman	✓		✓
Nora Powell	Board Member			
Steve Slavin	Board Secretary	✓		

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



Delaware County Airport Authority

Bank Register Report - Star Bank - Star Bank

Bank Account 2024

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
2537	Cash Management	Adjustment-Payment	07/05/2024	PAYROLL -- WAGES 7/5/2024	\$0.00	\$3,011.91	(\$3,011.91)	07/05/2024	Reconciled
2538	Cash Management	Adjustment-Payment	07/05/2024	PAYROLL -- TAXES 7/5/2024	\$0.00	\$1,036.35	(\$4,048.26)	07/05/2024	Reconciled
2539	Cash Management	Adjustment-Payment	07/05/2024	PAYROLL -- PERF 7/5/2024	\$0.00	\$580.88	(\$4,629.14)	07/05/2024	Reconciled
2540	Cash Management	Adjustment-Payment	07/05/2024	ACH payment to ADP for payroll	\$0.00	\$45.51	(\$4,674.65)	07/05/2024	Reconciled
2541	Cash Management	Adjustment-Payment	07/08/2024	ACH payment to United Healthc	\$0.00	\$5,791.24	(\$10,465.89)	07/08/2024	Reconciled
2542	Cash Management	Adjustment-Payment	07/10/2024	ACH payment to MSD 501 0127	\$0.00	\$23.28	(\$10,489.17)	07/10/2024	Reconciled
2543	Cash Management	Adjustment-Payment	07/10/2024	ACH payment to MSD 501 0128	\$0.00	\$23.28	(\$10,512.45)	07/10/2024	Reconciled
2544	Cash Management	Adjustment-Payment	07/12/2024	PAYROLL -- WAGES 7/12/2024	\$0.00	\$2,869.45	(\$13,381.90)	07/12/2024	Reconciled
2545	Cash Management	Adjustment-Payment	07/12/2024	PAYROLL -- TAXES 7/12/2024	\$0.00	\$1,043.28	(\$14,425.18)	07/12/2024	Reconciled
2546	Cash Management	Adjustment-Payment	07/12/2024	PAYROLL -- PERF 7/12/2024	\$0.00	\$580.88	(\$15,006.06)	07/12/2024	Reconciled
2547	Cash Management	Adjustment-Payment	07/12/2024	ACH payment to ADP for payroll	\$0.00	\$45.51	(\$15,051.57)	07/12/2024	Reconciled
2548	Cash Management	Adjustment-Deposit	07/08/2024	LIT Deposit 7-8-2024	\$6,993.58	\$0.00	(\$8,057.99)	07/08/2024	Reconciled
2557	Cash Management	Adjustment-Payment	07/19/2024	PAYROLL -- WAGES 7/19/202	\$0.00	\$2,934.56	(\$10,992.55)	07/19/2024	Reconciled
2558	Cash Management	Adjustment-Payment	07/19/2024	PAYROLL -- TAXES 7/19/2024	\$0.00	\$1,024.58	(\$12,017.13)	07/19/2024	Reconciled
2559	Cash Management	Adjustment-Payment	07/19/2024	PAYROLL -- PERF 7/19/2024	\$0.00	\$580.88	(\$12,598.01)	07/19/2024	Reconciled
2560	Cash Management	Adjustment-Payment	07/19/2024	ACH payment to ADP for payroll	\$0.00	\$45.51	(\$12,643.52)	07/19/2024	Reconciled
2561	Cash Management	Adjustment-Deposit	07/15/2024	Deposit Muncie Aviation FBO 7/	\$1,600.00	\$0.00	(\$11,043.52)	07/15/2024	Reconciled
2562	Cash Management	Adjustment-Deposit	07/10/2024	Deposit 7/10/2024 TK Construct	\$800.00	\$0.00	(\$10,243.52)	07/10/2024	Reconciled
2563	Cash Management	Adjustment-Payment	07/26/2024	PAYROLL -- WAGES 7/26/2024	\$0.00	\$3,054.79	(\$13,298.31)	07/26/2024	Reconciled
2564	Cash Management	Adjustment-Payment	07/26/2024	PAYROLL -- TAXES 7/26/2024	\$0.00	\$1,052.50	(\$14,350.81)	07/26/2024	Reconciled
2565	Cash Management	Adjustment-Payment	07/26/2024	PAYROLL -- PERF 7/26/2024	\$0.00	\$580.88	(\$14,931.69)	07/26/2024	Reconciled
2566	Cash Management	Adjustment-Deposit	07/22/2024	Deposit 7/22/2024 Muncie Aviat	\$600.00	\$0.00	(\$14,331.69)	07/22/2024	Reconciled
2567	Cash Management	Adjustment-Payment	07/26/2024	ACH payment to ADP for payroll	\$0.00	\$45.51	(\$14,377.20)	07/26/2024	Reconciled
2581	Cash Management	Adjustment-Deposit	07/31/2024	Interest Earned	\$5.43	\$0.00	(\$14,371.77)	07/31/2024	Reconciled
15985	Accounts Payable	Computer Check	07/01/2024	Comcast Business	\$0.00	\$228.47	(\$14,600.24)	07/01/2024	Reconciled
15986	Accounts Payable	Computer Check	07/01/2024	Reynolds Farm Equipment	\$0.00	\$227.02	(\$14,827.26)	07/01/2024	Reconciled
15987	Accounts Payable	Computer Check	07/01/2024	Comcast Business	\$0.00	\$79.95	(\$14,907.21)	07/01/2024	Reconciled
15988	Accounts Payable	Computer Check	07/08/2024	BBC Pump and Equipment	\$0.00	\$14,269.00	(\$29,176.21)	07/08/2024	Reconciled
15989	Accounts Payable	Computer Check	07/08/2024	Best Way Disposal	\$0.00	\$113.76	(\$29,289.97)	07/08/2024	Reconciled
15990	Accounts Payable	Computer Check	07/08/2024	Cintas Corporation	\$0.00	\$48.14	(\$29,338.11)	07/08/2024	Reconciled
15991	Accounts Payable	Computer Check	07/08/2024	James Schrafer	\$0.00	\$1,000.00	(\$30,338.11)	07/08/2024	Reconciled
15992	Accounts Payable	Computer Check	07/08/2024	Reynolds Farm Equipment (2)	\$0.00	\$157.44	(\$30,495.55)	07/08/2024	Reconciled
15993	Accounts Payable	Computer Check	07/08/2024	Virtower LLC	\$0.00	\$6,000.00	(\$36,495.55)	07/08/2024	Reconciled
15994	Accounts Payable	Computer Check	07/16/2024	Cutting Edge Fence, Inc.	\$0.00	\$233.76	(\$36,729.31)	07/16/2024	Reconciled
15995	Accounts Payable	Computer Check	07/16/2024	Elan Financial Services	\$0.00	\$161.41	(\$36,890.72)	07/16/2024	Reconciled
15996	Accounts Payable	Computer Check	07/16/2024	Greater Muncie Chamber of Con	\$0.00	\$186.00	(\$37,076.72)	07/16/2024	Reconciled

Delaware County Airport Authority  
Bank Register Report - Star Bank - Star Bank  
Bank Account 2024

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
15997	Accounts Payable	Computer Check	07/16/2024	Indiana Exterminating Co	\$0.00	\$135.00	(\$37,211.72)	07/16/2024	Reconciled
15998	Accounts Payable	Computer Check	07/16/2024	JobWorks Education and Training	\$0.00	\$330.00	(\$37,541.72)	07/16/2024	Reconciled
15999	Accounts Payable	Computer Check	07/16/2024	Mundie Aviation Company	\$0.00	\$192.50	(\$37,734.22)	07/16/2024	Reconciled
16000	Accounts Payable	Computer Check	07/16/2024	NAPA-Muncie	\$0.00	\$181.80	(\$37,916.02)	07/16/2024	Reconciled
16001	Accounts Payable	Computer Check	07/16/2024	Reynolds Farm Equipment (2)	\$0.00	\$611.58	(\$38,527.60)	07/16/2024	Reconciled
16002	Accounts Payable	Computer Check	07/16/2024	Verizon Wireless	\$0.00	\$48.58	(\$38,576.18)	07/16/2024	Reconciled
16003	Accounts Payable	Computer Check	07/23/2024	CenterPoint Energy	\$0.00	\$17.15	(\$38,593.33)	07/23/2024	Reconciled
16004	Accounts Payable	Computer Check	07/23/2024	Indiana American Water Co.	\$0.00	\$163.49	(\$38,756.82)	07/23/2024	Reconciled
16005	Accounts Payable	Computer Check	07/23/2024	Indiana Michigan Power	\$0.00	\$124.63	(\$38,881.45)	07/23/2024	Outstanding
16006	Accounts Payable	Computer Check	07/23/2024	LEAP Copier Printer	\$0.00	\$114.21	(\$38,995.66)	07/23/2024	Reconciled
16007	Accounts Payable	Computer Check	07/23/2024	Lumacurve	\$0.00	\$1,718.53	(\$40,714.19)	07/23/2024	Reconciled
16008	Accounts Payable	Computer Check	07/23/2024	Martin Tire	\$0.00	\$73.43	(\$40,787.62)	07/23/2024	Outstanding
16009	Accounts Payable	Computer Check	07/23/2024	Sun Life Financial	\$0.00	\$98.59	(\$40,886.21)	07/23/2024	Reconciled
16010	Accounts Payable	Computer Check	07/23/2024	CenterPoint Energy	\$0.00	\$51.52	(\$40,937.73)	07/23/2024	Outstanding
16011	Accounts Payable	Computer Check	07/23/2024	Indiana American Water Co.	\$0.00	\$22.10	(\$40,959.83)	07/23/2024	Reconciled
16012	Accounts Payable	Computer Check	07/23/2024	Indiana American Water Co.	\$0.00	\$163.49	(\$41,123.32)	07/23/2024	Reconciled
16013	Accounts Payable	Computer Check	07/25/2024	Indiana Michigan Power	\$0.00	\$1,562.66	(\$42,685.98)	07/25/2024	Outstanding
16014	Accounts Payable	Computer Check	07/25/2024	Verizon Wireless	\$0.00	\$262.67	(\$42,948.65)	07/25/2024	Outstanding
16015	Accounts Payable	Computer Check	07/30/2024	Martin Tire	\$0.00	\$118.26	(\$43,066.91)	07/30/2024	Outstanding
16016	Accounts Payable	Computer Check	07/30/2024	Reynolds Farm Equipment (2)	\$0.00	\$793.07	(\$43,859.98)	07/30/2024	Outstanding

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$29,488.21)
Total Payments:	(\$29,488.21)
Adjustments:	
Payment Adjustments	(\$24,370.78)
Deposit Adjustments	\$9,999.01
Total Adjustments:	(\$14,371.77)
Total Change in Register Balance:	(\$43,859.98)

  
Russel Jones

  
Mike Foster

  
Steve Slavin

  
Nora Powell

### Voting Record

Date:

Voting record

Date: 8-12-2024

Reason: Motion to Approve July 2024 Vouchers

[illegible]

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

## Voting Record

Date: 8-12-2024

**Reason:**

Approval of the August Financial Report

[illegible]

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

### Voting Record

Date: 8-12-2024

**Reason:**

Approval of 2025 Budget - Res 2024-005

[illegible]

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



# Delaware County Regional Airport

## RESOLUTION/ ORDINANCE

### 2025 Budget

### NUMBER 2024-005

## **A RESOLUTION AUTHORIZING THE DELAWARE COUNTY AIRPORT AUTHORITY TO ESTABLISH 2025 Operating Budget**

**WHEREAS**, The Delaware County Regional Airport Authority has discussed and reviewed the proposed budget for the operating year 2025.

**WHEREAS**, The Delaware County Regional Airport Authority Board, with a motion to approve, adopts the attached 2025 Operating Budget.

Now therefore, be it resolved by the Delaware County Airport Authority Board:

1. That the Delaware County Airport Authority, by its Board of Directors, accept and adopt the 2025 Operating Budget effective for the year of 2025 until amended or until changed by further action of this board:

**ADOPTED AND APPROVED BY THE BOARD OF THE DELAWARE COUNTY AIRPORT AUTHORITY, ON THIS  
THE 12<sup>th</sup> DAY OF August 2024.**

Russell Jones, PRESIDENT

witness

## 2025 Proposed Worksheet

2024	2025	2025
Approved	Proposed	change

PERSONAL SERVICES				
Salaries and Wages				
A100 1 10 6010 000	Wages, Salary			
	Manager	\$84,108.00	\$86,631.24	
A100 1 10 6020 000				
	Hourly			
6020	Maint Tech 1	\$40,856.20	\$42,899.01	
6021	Operations Tech 1	\$50,684.33	\$53,218.54	
6023	Partime 1 (Admin. Assistant)	\$6,000.00	\$6,000.00	
6024	Partime 2	\$12,000.00	\$12,000.00	
6030	Overtime	\$10,000.00	\$10,000.00	
	Hourly Total	\$109,540.53	\$114,117.55	
A100 1 10 6110 000	Employer FICA	\$13,500.00	\$14,000.00	
A100 1 10 6120 000	Employer Medicare	\$3,000.00	\$3,100.00	
A100 1 10 6130 000	FUTA	\$600.00	\$600.00	
A100 1 10 6140 000	SUTA	\$700.00	\$700.00	
A100 1 20 6060 000	Airline Standby/Emergency	\$1,000.00	\$1,000.00	
A100 1 20 6040 000	Wages, Runway Checks	\$12,000.00	\$12,000.00	
	Total Salaries & Wages	\$234,448.53	\$242,148.79	
Employee Benefits				
A100 1 10 6150 000	Health & Dental Emp. Ins.	\$55,555.04	\$60,000.00	
A100 1 10 6160 000	Life Insurance	\$0.00	\$0.00	
A100 1 10 6175 000	Long Term Disability Ins.	\$1,400.00	\$1,400.00	
A100 1 10 6180 000	Employer's PERF	\$24,500.00	\$27,000.00	
A100 1 10 6190 000	Longevity	\$1,600.00	\$1,900.00	
	Total Employee Benefits	\$83,055.04	\$90,300.00	
TOTAL PERSONAL SERVICES		\$317,503.57	\$332,448.79	



SUPPLIES				
A100 2 10 6210 000	Office Supplies		\$3,000.00	\$2,000.00
A100 2 10 6220 000	Operating Supplies		\$3,000.00	\$2,000.00
A100 3 40 6225 000	Bunker Gear & Uniforms		\$2,800.00	\$2,800.00
A100 2 10 6230 000	Repair & Maint Supplies		\$12,000.00	\$12,000.00
A100 2 20 6240 000	Fuel		\$18,000.00	\$18,000.00
A100 2 20 6250 000	Shop Towels		\$800.00	\$800.00
A100 3 40 6242 000	Fire Dept Foam & Supplies		\$5,000.00	\$5,000.00
A100 2 20 6260 000	Janitorial Service		\$1,800.00	\$1,800.00
A100 2 10 6290 000	Miscellaneous		\$500.00	\$500.00
TOTAL SUPPLIES			\$46,900.00	\$44,900.00
A100 3 10 6310 000	Tower Fees		\$10,000.00	\$10,000.00
A100 3 10 6320 000	Consultants		\$21,000.00	\$21,000.00
A100 3 10 6330 000	Contractors		\$9,000.00	\$9,000.00
A100 3 10 6340 000	Hardware Maint. Agreement		\$5,000.00	\$5,000.00
A100 3 10 6345 000	Software Maintenance		\$6,000.00	\$6,000.00
A100 3 10 6350 000	Legal Fees		\$12,000.00	\$12,000.00
A100 3 10 6360 000	Training		\$5,000.00	\$5,000.00
A100 3 10 6410 000	Travel & Conference		\$4,000.00	\$4,000.00
A100 3 10 6450 000	Printing		\$125.00	\$125.00
A100 3 10 6460 000	Advertising		\$700.00	\$700.00
Insurance				
A100 3 10 6510 000	Liability Insurance		\$10,000.00	\$10,000.00
A100 3 10 6520 000	Workers Comp Ins Plan		\$4,000.00	\$3,500.00
Utility Services				
A100 3 10 6610 000	Electric		\$22,500.00	\$22,500.00
A100 3 10 6615 000	Gas		\$15,000.00	\$15,000.00
A100 3 10 6620 000	Phone		\$8,000.00	\$8,000.00
A100 3 10 6625 000	Cell Phone		\$0.00	\$0.00
A100 3 10 6630 000	Water		\$3,500.00	\$4,200.00
A100 3 10 6635 000	Sewage		\$600.00	\$650.00



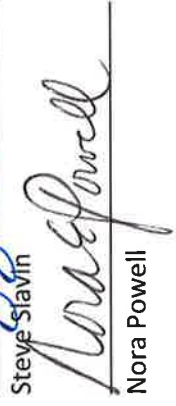
A100 3 10 6640 000	Trash Removal		\$1,300.00	\$1,400.00
	<b>Total Utility</b>			
A100 3 10 6690 000	Rent		\$2,400.00	\$2,400.00
	<b>Repairs and Maintenance</b>			
A100 3 20 6710 000	Equipment Repair (on site)		\$10,000.00	\$10,000.00
A100 3 20 6720 000	Equipment Repair (off site)		\$12,000.00	\$12,000.00
A100 3 20 6730 000	Building Repair-Build Equip, & Maintenance		\$15,000.00	\$15,000.00
A100 1 10 6731 000	Hanger Construction Loan		\$0.00	\$0.00
A100 3 30 6740 000	Runway Repair		\$18,000.00	\$18,000.00
A100 3 30 6750 000	Airfield Repair		\$8,000.00	\$10,000.00
A100 3 30 6760 000	Drainage		\$5,000.00	\$5,000.00
6770	Runway Treatment/ Winter		\$10,000.00	\$10,000.00
	<b>Other</b>			
A100 3 10 6810 000	Dues & Memberships		\$2,000.00	\$2,000.00
A100 3 10 6820 000	Bond & Others		\$200.00	\$300.00
A100 3 10 6830 000	Ditch Assessments		\$3,450.00	\$3,500.00
	<b>TOTAL PERSONAL SERVICE/SUPPLIES</b>		\$223,775.00	\$226,275.00
	<b>IMPROVEMENTS GENERAL</b>			
A100 4607200000	Buildings		\$100,000.00	\$100,000.00
A1004407210000	Improvements other than buildings		\$100,000.00	\$100,000.00
A1004207314000	Machinery, Equipment and Vehicles		\$30,000.00	\$30,000.00
<b>Total Other Charges</b>			\$230,000.00	\$230,000.00
	<b>GRAND TOTAL OF BUDGET - GENERAL</b>		\$818,178.57	\$833,623.79
A2004607200000	Buildings		\$100,000.00	\$0.00
A2004407210000	Improvements other than buildings		\$0.00	\$75,000.00
A2004207314000	Machinery, Equipment and Vehicles		\$0.00	\$50,000.00
	<b>Total Cumulative Fund</b>		\$100,000.00	\$125,000.00
	Rainy Day Fund Hangar		\$296,464.21	\$0.00
	<b>Total Budget</b>		\$1,214,642.78	\$958,623.79

2024 Delaware County Airport Authority Budget Approval this day 12<sup>th</sup>, August, 2024

  
\_\_\_\_\_  
Russel Jones

  
\_\_\_\_\_  
Mike Foster

  
\_\_\_\_\_  
Steve Slavin

  
\_\_\_\_\_  
Nora Powell

## Voting Record

Date:

8-12-2024

2024-802

**Reason:**

NAME	TITLE	Yes	No	Abstain
James	Board Chairman	✓		

Motion to Approve Res. 2024-0011 affirming May 9 2024 meeting minutes in regards to Uniform Control School.

[illegible]

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



# Delaware County Regional Airport

## RESOLUTION/ ORDINANCE

### Resolution

### NUMBER 2024-004

#### A RESOLUTION OF THE DELAWARE COUNTY AIRPORT AUTHORITY TO RE-AFFIRM ACTIONS TAKEN IN PRIOR MEETING

**WHEREAS**, in a previous meeting held on May 9, 2016 the Delaware County Regional Airport Authority met in a regular meeting.

**WHEREAS**, The Delaware County Airport Authority discussed, motioned and seconded to adopt Uniform Control Standards for the Delaware County Airport Authority to take effect prior to June 30, 2016.

**WHEREAS**, The Delaware County Airport Authority was informed in July of 2024, that there was no recorded resolution adopting the Uniform Control Standards.

Now therefore, be it resolved by the Delaware County Airport Authority Board:

1. Re- Affirms the prior meeting minutes from May 9, 2016 and the prior boards motion, adoption and unanimous vote to adopt and approve Uniform Control Standards for the Delaware County Airport Authority.

ADOPTED AND APPROVED BY THE BOARD OF THE DELAWARE COUNTY AIRPORT AUTHORITY, ON THIS  
THE 12 DAY OF Aug 2024.

WITNESS

Russell Jones, Chairman

**DELAWARE COUNTY AIRPORT AUTHORITY**

**May 9, 2016**

**401 W. Carl Simmons Drive**

**Muncie, IN 47303**

*Kurt Alexander, President called the meeting to order at 6:30 P.M. The following board members were present Kurt Alexander, Andy Munson, Joe Evans and Rhonda Small. Also present Tim Baty, Leve Tompkins, John Ferratt, Jason Clearwater, Toby Steffin, Rick Manes, Nick Toker. Absent: Jake Ludwick.*

**MINUTES:**

*The minutes of the April 11, 2016 meeting were reviewed and **a motion was made to accept the minutes as read by Andy Munson and 2<sup>nd</sup> by Rhonda Small.***

**4 ayes**

**TREASURERS REPORT:**

*Leve Tompkins presented the treasurers report for April 2016. **A motion was made to accept the Treasurers Report as given.***

**4 ayes**

**APPROVAL OF VOUCHERS:**

*The vouchers were presented for payment. **A motion was made to approve the Vouchers for payment.***

**4 ayes**

*A few questions were asked about the vouchers – They were answered by Tim-*

**OLD BUSINESS – Employee's Life Insurance (Anthem)**

*Tim discussed different quotes that had been received from vendors.*

**A motion was made by Andy Munson 2<sup>nd</sup> by Joe Evans to accept the lowest quote provided by Anthem for Employees Life Insurance.**

**4 ayes**

**QUOTE FOR TOWER ROOF -Tim**

*Tim discussed the leak on the Tower Roof. Quote was received from McGuff's Roofing. This was tabled until June Board Meeting in order to get additional quotes needed.*

**NEW BUSINESS – Tim**

**Control Standards** – Requirements prior to June 30<sup>th</sup>, this covers all requirements for SBOA. We must have the Control Standards in place prior to SBOA coming in for an audit. The board is the ultimate checks and balances, and the board will need to watch the video and sign off on the training. This is required to be done once a year. The plan will need to be updated each time there is a change made.

**Motion was made by Andy Munson 2<sup>nd</sup> by Rhonda Small to approve the Control Standards Plan as presented. 4 ayes**

**Manager – Tim**

Discussed what has been going on around the airport. He said that he misspoke last month regarding the server, and the new server has been installed and Jason (with the IT) is working with Mr. Ketterer to be able to remote in and get The Financial Edge in place. There will be training for Leve and I when the Financial Edge is in place.

Tim discussed the phone service at the tower. They need their own cable internet service, instead of beaming the service from the front office.

My last topic is the Barn. If the board is in agreement we plan on burning as soon as we can and there is no wind.

**FIRE DEPARTMENT-Tim**

Training will take place at Grissom on the 19<sup>th</sup> and I would like to ask the board's permission to take the new fire truck to the training. We can use the foam for our bi-yearly testing.

**Engineering- Jason Clearwater**

Runway 14/32 the ad is at the Muncie Star Press now and it will run on Friday May 13<sup>th</sup> and again Friday the 20<sup>th</sup>. I do have in the ad there will be a meeting here at the airport May 23<sup>rd</sup> at 9:00 AM for any contractors that might want to meet- Open Bids will be June 6<sup>th</sup> @ 9:00 AM. This gives me a week to prepare the grant application to present to the Board at the June 13<sup>th</sup> meeting, in order to submit to FAA for the July deadline.

*DBE (Disadvantage Business Enterprise) I need to have a consultation this evening so the floor is open for any discussion from the public for any input on the DBE Plan as presented. Hearing none I will close the consultation.*

I will run an ad in the newspaper stating that the DBE Plan will be on file here at the airport if anyone would like to look at it. That will open a commit period for 30 days once I have completed it, I will ask for the Board to approve the DBE Plan at the June meeting to make to the FAA for the deadline. The percentage changed from 9.6% last period to this period 2017 – 2019 it changed to 6.4%.

Five drainage projects that we have planned for 2017 and are pretty well designed I have an environmental document to submit to the FAA.

1. Runway infield drainage
2. Terminal apron drainage
3. Taxiway Bravo ditch grating
4. Runway 3/21 pipe up sizing
5. Pipe line improvements

No motion needed for the signature.

Joe asked Jason how many work days to complete work on the north end. Jason replied 30 calendar days, we do not do work days. Begins after we get a Past passing testing strip and off site location we give them 20 days to get all their test strip done and we have 30 days actual runway closure – maximum, then we come back for 2 days to groove the runway and at a later date usually a month after the grooving we come back and do the painting application, that's usually 2 days. That's 34 days maximum on the runway.

Joe asked if the last time it was paved at a 25' width, Jason replied "no" you can't pave that wide, 20 is the max. so we have 150' probably 4 lanes each side that's 17.5 and that's about as wide as they want to get. So that's probably 8 lanes to do the runway width.

**TOWER REPORT-** John Ferratt

*Numbers are still up on both we are up over 600 from last April and the trend is still going up. And everything is going well.*

<b><u>Category</u></b>	<b><u>May 2015</u></b>	<b><u>May 2016</u></b>	<b><u>2016 Difference</u></b>
IFR Itinerant	234	310	
VFR Itinerant	1663	1870	
Local Operations	1166	1676	
<b>TOTAL ARPT OPS</b>	<b>3063</b>	<b>3856</b>	
OverFlights	685	727	
<b>GRAND TOTAL</b>	<b>3748</b>	<b>4583</b>	

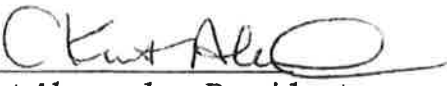
**ATTORNEY REPORT –**

*The Soil Testing has been completed on the farm ground and Mr. Nixon will give him as call as soon as he gets out of the fields. Dr. Alexander signed Tim Baty Contract for Airport Manager and will be put on file.*

**PUBLIC COMMENTS-** NONE

**Motion was made to adjourn at 7:15 pm**

**4 ayes**

  
Kurt Alexander, President

  
Leve Tompkins, Asst. Treasurer

**Next Board Meeting June 13, 2016**



### Voting Record

Date: 8-12-2024

Reason: Motion to Approve Salary Ordinance 2024-003~~4~~ for 2025

[illegible]

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



# Delaware County Regional Airport

## RESOLUTION/ ORDINANCE

2024 Salary

NUMBER 2024-003

A RESOLUTION AUTHORIZING THE DELAWARE COUNTY AIRPORT AUTHORITY TO ESTABLISH POSITIONS, SALARIES AND BENEFITS PURSUANT TO l.c. 8-22-3-11

**WHEREAS**, it is the responsibility of the Delaware County Airport Authority to employ, to prescribe and assign their respective duties and authorities and to and regulate the compensation to be paid to the persons employed by it and to fix the compensation of officers, deputies and other employees whose compensation is payable from the airport general fund or any other fund from which the Airport Authority issues warrants for compensation; and

**WHEREAS** The Delaware County Airport Authority in keeping with the above provision and the requirements of the amended Wage and Hour Laws determines to reconsider all positions currently established and a matter or record and to make any adjustments or changes necessary to comply with such said requirements.

Now therefore, be it resolved by the Delaware County Airport Authority Board:

1. That the Delaware County Airport Authority, by its Board of Directors, accept and adopt the following positions and respective pay rates effective from the date of \_\_\_Jan\_\_\_ 1<sup>st</sup>, 2025 and that they remain effective until changed by further action of this board:

TITLE	WAGE RATE Proposed	Approved
Administrative Assistant	\$ 16.50 (hourly)	<input checked="" type="checkbox"/>
Ops Tech 1 (Full time)	\$ \$53,218.54	<input checked="" type="checkbox"/>
Maintenance Tech 2 (Full time)	\$ \$42,899.01	<input checked="" type="checkbox"/>
Maintenance Tech ( Part Time)	\$14.00 (Hourly) 24hrs	<input checked="" type="checkbox"/>
Maintenance Tech (Seasonal)	\$ 13.50 (Hourly) 16hrs	<input checked="" type="checkbox"/>
Airport Manager	\$86,631.24	<input checked="" type="checkbox"/>

All positions paid on an hourly rate are designated to be nonexempt positions as defined by current Federal and State wage & hour laws and as amended from time to time.

ADOPTED AND APPROVED BY THE BOARD OF THE DELAWARE COUNTY AIRPORT AUTHORITY, ON THIS  
THE 12 DAY OF August 2024.



WITNESS



Russell Jones, PRESIDENT

### Voting Record

Date:

**Reason:**

Approval of the July 8th Executive Session

[illegible]



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

## Voting Record

Date:

Reason: Motion to Authorize BPS to Advertise DK Voice Equip  
for In S.B. 11 money

[illegible]

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

### Voting Record

Date: 8-12-2024

NAME	TITLE	Yes	No	Abstain
Russell Jones	Board Chairman	✓		
Mike Foster	Board Co-Chairman	✓		
Nora Powell	Board Member	✓		

Reason: Approval for Tim To Transfer funds from Star Bank  
to new Accts at Star Bank.  
Positive Pay

[illegible]

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