

**DELAWARE COUNTY AIRPORT AUTHORITY**  
**September 15, 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	Absent
Mike Foster	Present
Russel Jones	Present
Nora Powell	Present
<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 Nick Tokar- MAC*

**MINUTES:**

The August 12th, 2024, Executive Meeting Minutes presented to the Authority for approval.

***A motion was made by N. Powell to accept the August 12, 2024 Executive session Minutes, 2<sup>nd</sup> by M. Foster.***

***Roll Call Vote 3 ayes 0 No***

The August 12th, 2024, Airport Authority Meeting Minutes presented to the Authority for approval.

***A motion was made by N. Powell to accept the August 12, 2024 Airport Authority Minutes, 2<sup>nd</sup> by M. Foster.***

***Roll Call Vote 3 ayes 0 No***

### **Treasurers Report**

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

<b><u>Account</u></b>	<b><u>Beg Balance</u></b>	<b><u>Receipts</u></b>	<b><u>Disbursements</u></b>	<b><u>Ending Bal</u></b>
<b>General</b>	\$2,004,795.66	\$15,192.45	\$39,367.50	\$1,980,620.61
<b>Cumulative</b>	\$968,436.76	\$3,090.90	\$0.00	\$971,527.66
<b>Rainy Day</b>	0	0	0	0
<b>Federal Proj</b>	(0.45)	0	\$18,348.86	(\$18,349.31)
<b>State Project</b>	0	0	\$1,019.37	(\$1,019.37)
<b>Totals</b>	\$2,973,231.97	\$18,238.35	\$58,735.73	\$2,932,779.59

***A motion was made by N. Powell to accept the August 2024 Treasurers Report, 2<sup>nd</sup> by M. Foster***

***Roll Call Vote 3 ayes***

### **Voucher**

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

<b>Total Checks</b>	<b>\$58,735.73</b>
<b>Total Deposits</b>	<b>\$18,238.35</b>

***A motion was made by M. Foster to accept the August 2024 Voucher Report, 2<sup>nd</sup> by N. Powell.***

***Roll Call Vote 3 ayes***

### **Old Business**

Tim Updated the Airport Authority on the FAA Cert Inspection that occurred on Monday September 9<sup>th</sup>, with an onsite visit. Everything went well, and he does not expect any negative findings for the year 2024 as a result of the inspection.

Tim provided an update to the Authority on the ongoing 4 year Audit from the SBOA, all documents requested have been uploaded- no timeline on how long it will take.

Tim updated the Authority on the Wednesday Sept 4 County Budget Hearing meeting that he attended. No questions were asked about our budget, discussed some upcoming projects with he council, expect no issues with the 2025 budget from the council.

## **New Business**

Tim advised the Authority that over the weekend, with the storms, the airport sustained a lightning strike causing damage to Rwy 21 just north of Taxiway alpha. Lightning caused a hole in the pavement, it has been patched and will be monitored going forward. The Strike also caused damage to 6 LED fixtures, these cost around 600.00 a piece. We ordered the 6 that were damaged and 6 additional for reserve. Sign Replacement for 2024 is complete. Tim advised that there are several to replace in 2025 due to fading and lighting upgrades. The Lumicurve signs are much more durable.

Tim presented Line Item Transfer Resolution 2024-006 to the Airport Authority in regards to mid year line item transfer request. Total transfer of 16,605.00

***A motion was made by N. Powell to approve the Resolution 2024-006 Authorizing the transfer of funds from one line item to another in the same fund, 2<sup>nd</sup> by M. Foster.***

***Roll Call Vote 3 ayes***

Tim presented an update to the Delaware County Airport Authority Fiscal Policy. The changes made are to comply with recommendations by the SBOA adding a Materiality Statement, adding details about the New Star Bank Positive pay fraud protection and updating signature page to include the President.

***A motion was made by N. Powell to approve the the updates to the Delaware County Airport Fiscal Plan, 2<sup>nd</sup> by M. Foster.***

***Roll Call Vote 3 ayes***

Tim updated the Airport Authority on upcoming Preventative Maintenance on the 2 fire trucks, and more detailed work on the older Fire Truck that has been in and out of service for some time. Tim discussed with the Authority that at some point it will not be serviceable and without any outside funding to maintain or replace it a discussion will need to be had. Losing this truck will limit us being able to service Ball State Football with the flights they take for the Mens Football team. The other teams fly on smaller planes allowing them to use MIE for transportation. Other commercial airports receive funding for ARFF protection from the customer using it, and the airlines. We receive no funding for Fire Protection (ARFF) from BSU.

## **Engineering**

Jason Clearwaters from BFS discussed mandated changes required by the Feds in regards to the airport DBE policy. Jason presented the changes and a copy is available in the office. Jason requests a motion to accept the modifications to the DBE policy.

***A motion was made by N. Powell, to adopt the changes to the Delaware County Airport revised DBE policy dated September 16, 2024, 2<sup>nd</sup> by M. Foster.***

***Roll Call Vote 3 ayes***

Jason Clearwaters from BFS discussed the ATC Voice Switch tower communication equipment which we had originally discussed using Infrastructure BIL Funds but after speaking with Tim, the Federal Contract Tower Grant program opened and will allow for this type of equipment to be in a grant. So before using our BIL money the grant has been submitted to the Feds under the Contract Tower Grant fund to see if it is awarded here first.

Jason provided a update on the Snow Removal Equipment Runway Broom, completion is supposed to be this month with delivery, but we have not heard an update at this time.

An update on the self serve fuel system grant, Tim has picked the location of the pumps, the Airport Layout Plan will have to be modified.

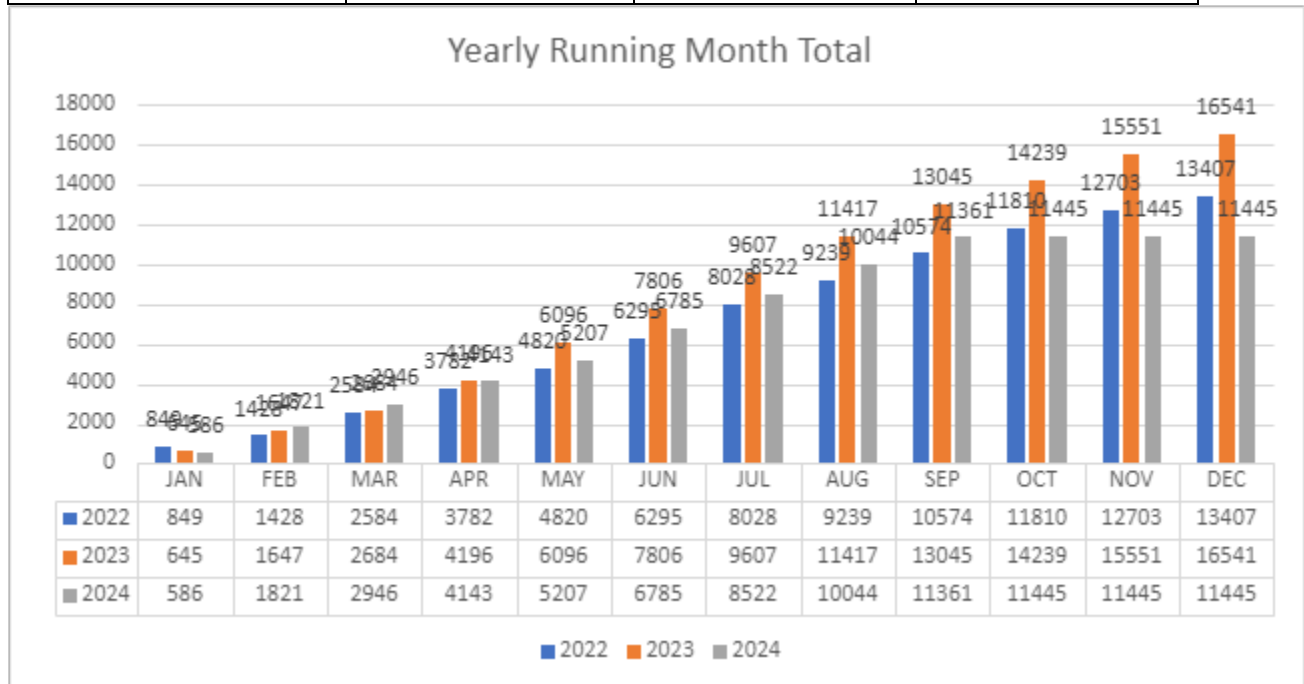
Pre Construction meeting with Airport Authority and contractors for Fence project Phase 1 is Friday the 20<sup>th</sup> at noon at the Airport.

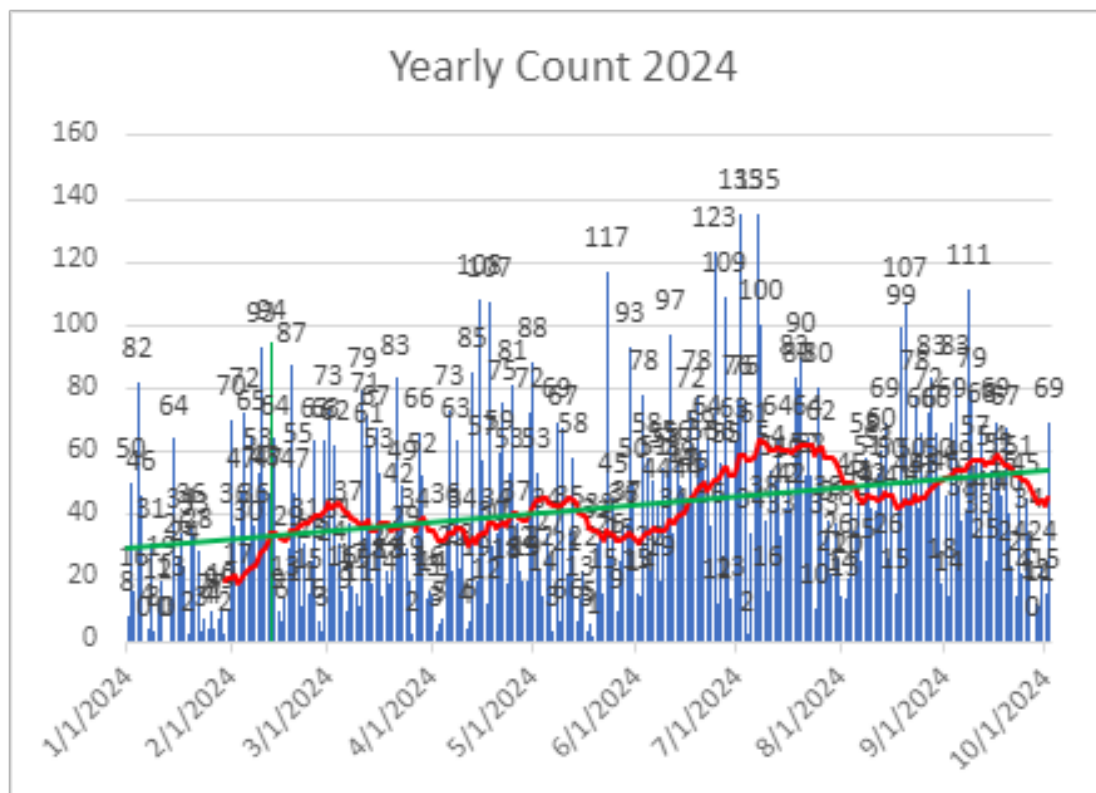
Jason and Tim will be in Indianapolis on October 24<sup>th</sup>, to meet with INDOT to discuss the CIP plan for the airport any authority member is welcome to Join.

Jason started discussing Fence Phase 2 issues, we will need to discuss Easement agreements with Muncie Aviation to place fence on any of the MAC property.

## Tower Report

<b><u>Category</u></b>	<b><u>September 2024</u></b>	<b><u>September 2023</u></b>	<b><u>2024 Difference</u></b>
<i>IFR Itinerant</i>	322	399	-77
<i>VFR Itinerant</i>	1100	1224	-124
<i>Local Operations</i>	586	1110	-524
<b>TOTAL ARPT OPS</b>	<b>2008</b>	<b>2733</b>	<b>-725</b>
<i>Over-Flights</i>	529	762	-233
<b>GRAND TOTAL</b>	<b>2537</b>	<b>3495</b>	<b>-958</b>
<b>Virtower</b>	<b>1317</b>	<b>1628</b>	<b>-311</b>





### **Attorney Report**

Nothing to report from lawyer

### ***Public comments***

***A motion to adjourn the meeting at 7:55 pm.***

***Roll Call Vote 4 ayes***

***The next board meeting of the Delaware County Airport Authority will be on September 9, 2024 at 6:30pm.***

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Russel Jones, Chairman

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Witness