DELAWARE COUNTY AIRPORT AUTHORITY
BOARD MEETING
May 12, 2025
6:30pm

REGULAR MEETING

1. Roll Call
2. Minutes- April 14, 2025 minutes
3. Treasurers Report—April 2025
4. Approval of Vouchers for Payment April 2025

OLD BUSINESS

New Maint Building

NEW BUSINESS

Parking Lot Striping 5201 N Walnut Street

*****Virtual Teams Meeting Link Below**** If needed**

STANDING REPORTS

1. MANAGEMENT-
2. ENGINEERING-
3. TOWER REPORT-
4. ATTORNEY-

PUBLIC COMMENTS:

Next Regular meeting on Monday June 9, 2025 @ 6:30pm

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 223 366 827 630
Passcode: Zg3dq9Sv

BOARD MEETING SIGN IN SHEET FOR: Business Meeting MAY 12, 2025

NAME	COMPANY	Signature	PRESENT	VIRTUAL
Steve Slavin	Secretary	[signature]	✓	
Nora Powell	Authority Member	[signature]	✓	
Mike Foster	Vice Chairman	[signature]	✓	
Russell Jones	Chairman	[signature]	✓	
James Schafer	Authority Lawyer			
Tim Baty	DCAA--Airport Manager	[signature]	✓	

DELAWARE COUNTY AIRPORT AUTHORITY
May 12, 2025 – 6:30 pm
401 W. Carl Simmons Drive
Muncie, IN 47303

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

Roll Call

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

Also present, Jason Clearwaters BF&S, John Ferratt- Midwest ATC, Martin Ingram and Nick Tokar- Muncie Aviaiton

MINUTES:
The April 14, 2025, Meeting Minutes presented to the Authority for approval.
A motion was made by M. Foster to accept the April 14 , 2025 Minutes, 2nd by R. Jones.

Roll Call Vote 4 ayes 0 No

Treasurers Report
Tim presented the April 2025 Treasurers report to the Authority for Approval.

Account	**Beg Balance**	**Receipts**	**Disbursements**	**Ending Bal**
General	2,127,115.63	10,792.83	44,955.61	2,092,952.85
Cumulative	1,021,751.17	9,518.36	0.00	1,031,269.53
Rainy Day	0	0	0	0
Federal Proj	-10,921.53	81,725.00	81,725.01	-10,921.53
State Project	1087.41	1200.00	4,540.28	-2,252.87
Totals	3,139032.69	103,236.19	131,220.90	3,111,047.98

A motion was made by N. Powell to accept the April 2025 Treasurers Report, 2nd by M. Foster

Roll Call Vote 4 ayes

Voucher

Tim Presented the April 2025 Vouchers to the Authority for approval.

Total Checks	**$103,236.19**
Total Deposits	**$103,220.90**

A motion was made by N. Powell to accept the April 2025 Voucher Report, 2nd by S. Slavin.

Roll Call Vote 4 ayes

Old Business

Tim discussed options for a new maintenance equipment storage building, last month he discussed a 40/60 building, but after laying it out and looking at equipment he got an estimate from North Edge Steel for both buildings for the board to review. Tim still needs to get an estimate for dirt work and foundation work and will present all to the Authority for approval at later date.

New Business

Tim presented the contract renewal for Blackbaud, the Financial Software Company. Previously, Steve Ketteror handled maintenance and assistance directly, but he has retired, and we will now deal directly with the vendor. The two-year contract price has increased from the original agreement with Steve for the second year. Tim wants to review and look for cheaper and easier software options that meet SBOA requirements. Although SBOA does not recommend specific vendors or software, Tim reached out to them. He will research other options and report back. In the meantime, Tim seeks approval to sign the agreement with Blackbaud as a transition will take time if we decide to switch.

A motion was made by M. Foster to authorize Tim to sign Blackbaud agreement for financial sotware, 2nd by N. Powell.

Roll Call Vote 4 ayes

Tim presented information on updating/ upgrading the ADP subscription to allow the use of some of the HR applications, specifically the employee Handbook option to update the DCAA Employee Handbook and policies to comply with new laws and regulations. This will increase our weekly processing cost but once the handbook is completed we can re-evaluate if we want to keep the upgraded package.

A motion was made by S. Slaving to approve the upgrade to ADP to the HR plus plateform, 2nd by M. Foster.

Roll Call Vote 4 ayes 0 No

Engineering

Jason presented Burcor Construction Pay Estimate #3 in the amount of $75,717.80 with a retainage of $3,785.89 for a total due at this time of $71,931.91.

A motion was made by M. Foster to approve Burcor Pay Estimate #3 in the amount of $71,931.91,2nd by R. Jones.

Roll Call Vote 4 ayes

Jason Clearwaters presented FAA/INDOT Pay Request #4 for AIP #41, Wildlife Security Fence Construction Phase 1:

- Total: $90,805.57
- Federal Share: $81,7253.00
- State Share: $4,540.28
- Local Share: $4,540.29

A motion was made by M. Foster to approve and submit FAA/ INDOT Pay Request #4 for AIP #41, Wildlife and Security Fence Construction Phase 1 to FAA and INDOT in the amount of $ 90,805.57, 2nd by R. Jones.

Roll Call Vote 4 ayes

Jason presented the information regarding the bid opening for both the ATC Equipment upgrade and the Aviation Self Fueling system for the board's review. We received two bids for the Aviation fuel system and one bid for the ATC Equipment, which was anticipated given the project's scope. Jason advised that these projects will utilize Infrastructure BILL funds rather than AIP funds. He also reported that the FAA plans to combine both projects under a single grant numbered 42. Jason Clearwaters requested a motion from the authority to authorize the submission of Grant Application #42 for acquiring ATC equipment design and construction, as well as the Aviation Fuel System design and construction, to the FAA and INDOT. The total estimated grant cost is:

- $977,977.98 - Federal Share
- $25,736.26 - State Share
- $25,736.26 - Local Share

A motion was made by M. Foster to approve and submit FAA/ INDOT grant application for AIP#42 to acquire ATC Equipment Design and Construct and Aviation Fuel System Design and Construct, 2nd by N. Powell.

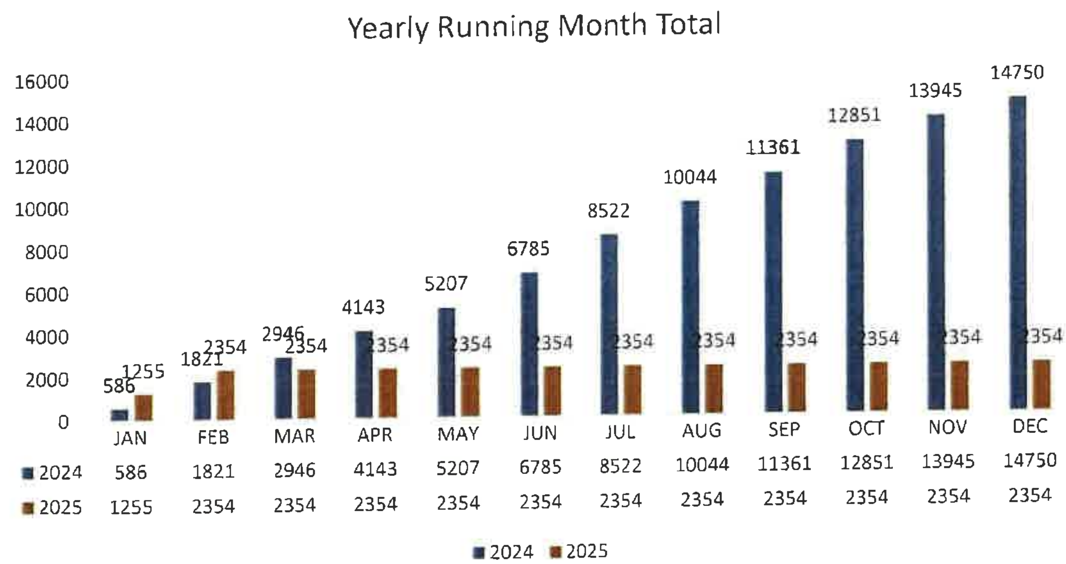
Roll Call Vote 4 ayes

Jason reported that Phase Two of the Fence project is 90% complete. The plans will be reviewed and put out to bid after the May meeting, with bids due by June 6th for presentation at the June 9th Authority meeting.

Management

Tower Report

Category	***May 2025***	***May 2024***	***2025 Difference***
IFR Itinerant	*268*	*290*	*-22*
VFR Itinerant	*1103*	*1021*	*+82*
Local Operations	*1094*	*664*	*+430*
TOTAL ARPT OPS	***2465***	***1975***	***+490***
Over-Flights	*651*	*681*	*-30*
GRAND TOTAL	***3116***	***2656***	***+460***
Virtower	***1331***	***1064***	***+267***



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 May 12, 2025 at 6:30pm.

Russell Jones
Russell Jones (Jun 12, 2025 08:59 EDT)

Russell Jones, Chairman

T. Betz

Witness

****Role Call Votes for Meeting****

Voting Record

Date: 5-12-2025

Reason: Approval of April 2025 minutes

NAME	TITLE	Yes	No	Abstain
Russell Jones	Board Chairman	√		
Mike Foster	Board Member	√		
Nora Powell	Board Secretary	√		
Steve Slavin	Vice Chair	√		

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

Voting Record

Date: 5-12-2025

Reason: Approval of April 2025 Financial Report

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

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

Voting Record

Date: 5-12-2025

Reason: Approval of April 2025 Checks and Deposits

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

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

80,560.14

Voting Record

Approval of Date: 5.12.2025

Reason: Burcur Construction Pay Estimate # 4 AIP #41

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

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

Approval to Submit

Voting Record

Date: 5-12-2025

100,108.15
90,097.00
50,056.41

Reason: FAA/INDOT PR 05 AIP 44, for the following amounts

50,035.71

80%
[illegible]

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

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

Voting Record

Date: 5-12-2025

Phase 2

Reason: Approval BFS Proj order 41 Amendment to Wildlife Hazard [illegible]

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

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

Voting Record

Date: 5-12-2025 Supp'l Appropriation for PO 36

Reason: Air Traffic Communications and Self Fuel System Bill Grant Amendment to Adjust for Advertising cost

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

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

Voting Record

Date: 5-12-2025 PO 37

Reason: Supplement for ATC Equipment 250.00 to 60102 BFS PO 37 For

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

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

Voting Record

Date: 5-12-2025

Reason: Approval to Award AvGas Hydrant Equipment 600,[illegible]43.00 ~~[illegible]~~ Grant

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

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

Please Sign Meeting minutes

Final Audit Report 2025-06-12

Created:	2025-06-10
By:	Timothy Baty (tbaty@muncie-airport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZGVCQwCEAKrgjC0ku2FFnHql0ZZWv5sK

"Please Sign Meeting minutes" History

Document created by Timothy Baty (tbaty@muncie-airport.com)
2025-06-10 - 12:41:20 PM GMT- IP address: 50.193.100.230

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