

DAVISS COUNTY BOARD OF AVIATION COMMISSIONERS

MINUTES OF REGULAR SESSION

The regularly scheduled meeting of the Daviess County Board of Aviation Commissioners was held on September 13, 2018 at the terminal building. The president, Ray Crawford, called the meeting to order at 2:00 p.m.

Directors present: Ray Crawford, Bernie Harner, Brian Walker, and Matt Meredith

Also present were: Airport Manager – Eric Seber, Mark Shillington – Woolpert Engineering and Chuck Taylor – Public

Meeting minutes for the August 2018 board meeting reviewed. A motion to approve the meeting minutes was made by Mr. Harner. The motion was seconded by Mr. Walker. The motion carried unanimously.

Claims were reviewed, and a motion made by Mr. Meredith with second by Mr. Walker to approve the claims. The motion carried unanimously.

Manager's Report

Airport Manager Mr. Eric Seber presented his manager's report. Hangar and tie-down revenue received for the month of August 2018 totaled \$3,735.00. Fuel sales in August were a total of \$11,535.67. There were 1,141.7 gallons of Jet A sold and 1,514.7 gallons of 100LL sold. In comparison, 1,079.1 gallons of Jet A were dispensed and 2,483.5 gallons of 100LL in August 2017. \$14,378.39 was returned to the Daviess County Treasurer Aviation Fund. The 'Aviation Day' fund has \$3,057.53.

Old Business

PAVEMENT PROGRAM

Mr. Seber reviewed with the board that the monthly pavement inspection and verified was completed and documented according to FAA specifications. The plan will continue to be updated to proper FAA requirements.

New Business

AIRPORT MANAGER CONFLICT OF INTEREST

To address any possible conflict of interest concerns regarding the airport manager position, the 'Conflict of Interest' disclosure forms have been completed and submitted per the request of the county Auditor and the President of the County Commissioners to their satisfaction.

CUSTOMER SATISFACTION LETTERS

The Board has received several letters of customer satisfaction over the last few months. Grain Processing Corporation's Chief Pilot wrote a letter that he has always been satisfied with the service provided by DCY, but he has seen notable customer service improvements over the last several months.

SECURITY GATE REPLACEMENT

Mr. Seber gave the board specifications and projected costs associated with making the security gate operational including providing tenants with access cards. The board agreed that this need completed and the money was available in the budget.

WOOLPERT – PARALLEL TAXIWAY PROJECT

Mr. Shillington spoke to the Board concerning the submittal of 'Grant Certifications' for the recently awarded Phase II taxiway grant project at the Daviess County Airport. Mr. Harner made a motion to approve these grant certifications for AIP 17. Mr. Meredith seconded. The motion passed unanimously.

Since the project only had one complete submission from a bidder for the contract, E & B Paving, Inc. the board made a motion to allow Woolpert Engineering to submit to the FAA a request for permission to award the contract to a single bidder. A motion was made by Mr. Harner and seconded by Mr. Walker. The motion passed unanimously.

The Board also made a motion to contract with Woolpert Engineering to manage the construction of Phase II of the taxiway project at the Daviess County Airport. Mr. Walker made the motion to approve the contract, Mr. Meredith seconded the motion. The motion passed unanimously.

Mr. Shillington then asked the Board for approval to send a letter to E & B Paving, Inc. for notice of approval of the contract for Phase II of the taxiway project. Mr. Walker made the motion to approve, Mr. Meredith seconded the motion.

Public Comment

N/A

The meeting was adjourned at 4:37 p.m. with a motion by Mr. Harner. Mr. Walker. seconded the motion. The motion carried unanimously.

The next meeting is scheduled for Thursday, October 11, 2018 at 2:00 p.m.

Matt Meredith – Secretary