The regularly scheduled meeting of the Daviess County Board of Aviation Commissioners was held on December 12, 2019 at the terminal building. President, Brian Walker, called the meeting to order at 2:00 p.m.

Commissioners present: Brian Walker, Bernie Harner, Chris Kimball, and Jim Brinson

Also present were: Eric Seber – Airport Manager, Mark Shillington – Woolpert Engineering

Meeting minutes for the November 2019 board meeting were reviewed. A motion to approve the meeting minutes was made by Mr. Harner. The motion was seconded by Mr. Kimball. The motion carried unanimously.

Claims were reviewed, and a motion made by Mr. Kimball 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 November 2019 totaled $2,910 plus $2,025 from 2019 Boyd Grain cash rent. Fuel sales in November were a total of $8,311.21. There were 450.3 gallons of Jet A sold and 1,452.2 gallons of 100LL sold. In comparison, 921.4 gallons of Jet A were dispensed and 1,340.7 gallons of 100LL in November 2018. $12,423.56 was returned to the Daviess County Treasurer Aviation Fund. The ‘Aviation Day’ fund has $3,057.53.

PAVEMENT PROGRAM

Mr. Seber reviewed with the board that the monthly pavement inspection was completed and documented according to FAA specifications. The plan will continue to be updated per proper FAA requirements. Mr. Seber also noted that in November Applied Pavement Technology conducted the 3-year airport pavement inspection on behalf of INDOT.

2020 BOAC SCHEDULE

Mr. Seber presented the board with the 2020 BOAC meeting schedule. The board reviewed the schedule and had no recommended changes. The schedule will be posted in the airport terminal building lobby as well as on the airport’s section of the county website.

Old Business

BOAC BANKING AND SIGNATORY RESOLUTION

The board reviewed the revised banking and signatory resolution dated December 12, 2019. Approval of this resolution was tabled during the last meeting to allow for text changes in the document and further discussion. A motion to approve the resolution dated December 12, 2019 was made by Mr. Harner and seconded by Mr. Kimball. The motion carried unanimously.

New Business

RESIGNATION OF BOARD COMMISSIONERS

A motion to accept the resignations of Matt Meredith on September 1, 2019 and Ray Crawford on December 12, 2019 was made by Mr. Harner and seconded by Mr. Brinson. The motion carried unanimously. The board recognizes the dedication, time, and effort both individuals contributed to the Daviess County Airport.

2020 HANGAR RENTAL RATES AND BOAC OFFICER POSITIONS

The board discussed potential hangar rate increases/changes for FY 2020 as well as BOAC officer appointments. Both topics were tabled to allow for further planning and discussion.

Woolpert Engineering

BOYD AND COMPANY RETAINAGE INVOICE

Mr. Shillington presented the board with a recommendation to pay the revised retainage invoice from Boyd and Company for the first section of Phase II taxiway extension. Mr. Shillington will draft a Pay Request for Grant 13 to be approved at the next meeting in January 2020.
PHASE II TAXIWAY EXTENSION INVOICES

Mr. Shillington presented the board with several invoices for approval relating to the second section of Phase II Taxiway Extension. Specifically Invoice #3 and Retainage Invoice from E&B Paving. Also, Invoice #4 & 5 from Midwestern Engineering. A motion to approve the invoices was made by Mr. Kimball. Mr. Walker seconded the motion. The motion carried unanimously. Mr. Shillington will draft a Pay Request for Grant 17 to be approved at the next meeting in January 2020.

AIP FINAL INSPECTION REPORT, FAA AIP ACCEPTANCE CERTIFICATION, & CLOSE-OUT LETTER

Mr. Shillington presented the board the following documents for review and approval: AIP Final Inspection Report for Grant 17 Taxiway Extension, FAA Final Acceptance AIP Program Sponsor Certification for Grant 17, and FAA Grant 17 Close-Out Letter. A motion to approve the documents was made by Mr. Harner. Mr. Kimball seconded the motion. The motion carried unanimously.

PRE-APPLICATION FOR RUNWAY EXTENSION DESIGN & ENGINEERING

Mr. Shillington presented the board with a pre-application to begin the planned 2020 project design and engineering for the Runway 18 Extension. A motion to approve the pre-application was made by Mr. Kimball. Mr. Harner seconded the motion. The motion carried unanimously.

Public Comment

None

The meeting was adjourned at 4:36 p.m. with a motion by Mr. Harner. Mr. Kimball seconded the motion. The motion carried unanimously. The next meeting is scheduled for Thursday, January 9, 2020 at 2:00 p.m. Brain Walker – Secretary