

**MONROE COUNTY BOARD OF
AVIATION COMMISSIONERS
REGULAR SESSION**

DATE: January 15, 2019

TIME: 0800 hours

PLACE: Airport Administration Building

MEMBERS:

Dr. William Pugh, President

Mr. Ken Ritchie, Vice President

Mr. Pat Murphy, Secretary

OTHERS PRESENT:

Mr. Bob Burke Sr., BMG Aviation

Mr. Bob Burke Jr., BMG Aviation

Mr. Jeff Cockerill, Monroe County Attorney

Mrs. Amy Gharst, Airport Administrative Assistant

Mr. Nathan Habstreit, Cook Aircraft Leasing

Mr. Rex Hinkle, Cook Aviation

Mrs. Nancy Johnson, Airport Secretary

Mrs. Iris Kiesling, Monroe County Citizen

Mr. Josh Lankford, ATCT Manager

Mr. Carlos Laverty, Airport Director

Mr. Geoff McKim, Monroe County Council

Mr. Kevin Siniard, Airport Assistant Director

Mr. Joe Worley, Hanson Professional Services

Dr. Pugh called the meeting to order at 0812 welcoming the New Airport Director, Mr. Carlos Laverty. Mr. Laverty made a brief statement that he had his first week completed, everyone has been helpful, and the airport has an outstanding staff. The staff has a great deal of knowledge and a willingness to help.

Dr. Pugh asked for approval of the November minutes. Mr. Ritchie made the motion to approve the minutes as presented, Mr. Murphy seconded the motion. Minutes unanimously approved.

Mr. Ken Ritchie read a letter from Mr. Bruce Payton, requesting he stay on until February 6, 2019. Mr. Payton would use up more vacation days and go with Mr. Laverty to the Legislative Luncheon in Indianapolis and introduce him to our legislators. Mr. Ritchie made the motion to extend the retirement deadline until February 6, 2019. Mr. Murphy seconded. Motion passed.

ELECTION OF OFFICERS:

Dr. Pugh suggested that the slate of officers stay the same: Mr. Ritchie made the motion to keep the officers in place. Mr. Murphy seconded. Motion passed.

Dr. William Pugh President

Mr. Ken Ritchie Vice President
Mr. Gene DeVane Treasurer
Mr. Pat Murphy Secretary

MASTER FEE SCHEDULE:

Mr. Lavery gave the Board Members copies of the current Fee Schedule, which stands until the CPI for 2018-2019 comes out at which time there will be a discussion on raising fees.

OLD BUSINESS:

NTM Dr. Nice has made a request to end his 5-year extension. Dr. Nice spoke to Bruce Payton late last year regarding the airport taking back the building. One side of the hangar is empty and the tenant on the other side has one more year on their lease agreement. Mr. Lavery will look into what options the airport has and which would be the best outcome for the airport. There are repairs needed before the airport could try and lease the building. Dr. Pugh asked Mr. Bob Burke, Sr. if the large hangar door was in working order. Mr. Burke, Sr. said the door does work but is not safe. The door needs replaced with a door that is lighter weight, which would cost about 10K.

NEW BUSINESS:

Mr. Lavery received a letter from Cook Aviation to exercise their option to renew their lease, each Board member has a copy in their folder. In the new lease, the repairs needing to be completed will be addressed, until the new lease is written, Cook will continue paying the same amount each month. Dr. Pugh asked if the lease included the east side parking area, the answer is no.

Mr. Lavery will have the Annual Report completed within the next two weeks and will send to the board members by e-mail for review before submitting the report to the Monroe County Commissioners.

Mr. Lavery has been in contact with TSD to get the airport online with their security cameras, the current cameras haven't worked in a long time.

Engineer Project Report

Mr. Joe Worley gave an update on the ARFF Truck, it may be ready by June. The design for Alpha A Taxiway 6/24 is 80% complete. The development for 55 acres is still in design. Local year-end money has not been spent due to the weather not accommodating the use of the drone to map out the terminal area.

Mr. Ritchie made the motion to accept the CIP when Mr. Worley has it ready for Mr. Lavery's signature (the board gives Mr. Lavery signature authority on future grants). Mr. Murphy seconded the motion. Motion passed.

Assistant Director's Report

Mr. Kevin Siniard gave his report, the weekend snow removal went well, and Mr. Lavery wants to start using de-icer. We are in the process of having new roofs put on the old fire department building, and maintenance shop. There were no issues with the new Snow Truck. Mr. Murphy asked if the airport could use sand, Mr. Lavery replied, not very much due to engine wear. Then Mr. Murphy asked what is the shelf life of E36? Mr. Lavery thought the shelf life was 2-4 years but would check on that, and make sure the airport used the (E36) before the shelf lives runs out.

Airport Director's Report

Mr. Lavery said thanks for the great welcome he has received his first week. He is working with the county TSD to get the office staff set up with county e-mail addresses. Mrs. Gharst has furnished the Board Members with a 2018 Disbursements report. Mr. Lavery is also looking into how the Highway Department could help us with our vehicle maintenance which could be a cost savings on repairs. The maintenance personnel have to have Fire Gear for the ARFF standbys, some parts of the gear are outdated. Mr. Siniard gear is completely outdated. This will have to be taken care of ASAP. Mr. Murphy asked if we have a line for these items. The name of the budget line is Fire Protection/Equipment. Mr. Lavery requested a purchase card for the airport, so online purchases are possible. There was talk about internal control and the purchase card program with restrictions on certain purchases. Mr. Murphy made a motion to have Angie Purdie and BOAC review the credit card activity each month, Seconded by Mr. Ritchie. Motion passed.

In the upcoming months, Mrs. Gharst will have a financial report at the beginning of the meeting along with the Assistant Director's report and Director's report. Mr. Lankford will be reporting on ATCT activity.

Dr. Pugh made a statement regarding Mr. Payton's retirement and the accomplishments for the airport in years of service for Monroe County Airport. The Aviation Indiana organization has awarded Monroe County Airport of with Airport of the Year and Mr. Payton with the Man of the Year Award.

Public Comment:

Mr. Cockerill spoke on the PAC meeting the second week in February, he hopes to have the Assistant Director and Office Manager's salaries reviewed. Mr. Ritchie asked if it would be helpful if a board member attended the meeting, Mr. Cockerill said it wouldn't hurt. Keep in mind that the airport will need to surplus the old Fire Truck this year. Mr. Worley stated that the airport has used the Fire Truck longer than needed as far as the grant money required. Mr. Cockerill will also notify the Monroe County Council has to the extension of Mr. Bruce Payton's retirement date.

Mr. Eric Evans stopped by to begin working on getting the office and security system updated within the next few months. The office now has county e-mail addresses. He is here to answer any questions regarding internet update and financial system.

Mr. Evans said the airport is that orphan out here, which has now decided to be included in the county. Mr. Ritchie asked if there is fiber available and the answer is yes. This will allow better record keeping with everything backed up on the county system. The ability to see the security cameras, on their phones, if there is a problem and fix the problem or notify someone regarding the problem.

Mr. Rick Flick is retiring on January 31, 2019, we are planning a farewell luncheon for him at noon everyone is welcome. Rick has worked for the airport for 20 years.

The meeting adjourned at 0905, next meeting is February 19, 2019.

Carlos Laverty Airport Director