

MONROE COUNTY BOARD OF  
AVIATION COMMISSIONERS  
REGULAR SESSION

DATE: May 21, 2019

TIME: 0800 hours

PLACE: Airport Administration Building

**MEMBERS:**

*Dr. William Pugh, President*

*Mr. Ken Ritchie, Vice-President*

*Mr. Gene DeVane, Treasurer*

*Mr. Pat Murphy, Secretary*

**OTHERS PRESENT:**

Mrs. Amy Gharst, Financial Manager

Mr. Gerry Harkin, EAA 650 President

Mr. Rex Hinkle, Cook Aviation

Mrs. Nancy Johnson, Airport Secretary

Mrs. Iris Kiesling, Monroe County Citizen

Mr. Carlos Laverty, Airport Director

Mr. Mikal Ryals, Maintenance Personnel

Mr. Joe Worley, Hanson Professional Services

Dr. Pugh called the meeting to order at 0805, he asked for approval of the April minutes. Mr. Ritchie stated there was need for correction in the minutes. Mr. Laverty stated he will resubmit next month with correction.

**FINANCIAL REPORT:**

Mrs. Gharst provided the members a copy of the financial report for April 2019. She requested ratification of the April claims. Dr. Pugh asked why ratification is needed because the claims are already approved through email during the month. Mr. Laverty explained that Mr. Jeff Cockrell, County Attorney, suggested this process to satisfy State Board of Accounts requirements. Mr. Ritchie made the motion to ratify the April claims as previously submitted and approved and to approve the April Cash Ledger as submitted. Mr. DeVane seconded the motion. Motion passed.

**ENGINEER'S REPORT:**

Mr. Worley reported the TWY A Rehabilitation bid opening was held on Friday May 17, 2019.

Bids Submitted were:

\*Milestone \$ 1139772.

\*E & B Paving \$1119990.

\*Engineer's Estimate \$919124.

He stated the bids came in higher than the engineers estimate but were within 2% of each other; this supports the current competitive environment. He indicated that he has spoken with Mr. Buening, INDOT, and he suggested to proceed with the application and look for the additional funding needed. Mr. Worley stated he will submit the application upon approved motion by the board. After a brief discussion regarding funding, Mr. DeVane moved to accept the low bid by E & B Paving and to grant permission to submit the grant. Mr. Ritchie seconded the motion; motion passed.

Mr. Worley informed the members the NE parcel is progressing and there is a need for an archaeological study to find potential sinkholes, etc. This is to ensure we aren't missing anything. Depending on the findings; it will decide which environmental assessment is needed.

## **NEW BUSINESS:**

### **VEHICLE SURPLUS:**

Mr. Laverty stated there is a need to replace the 2008 F250, which is used for maintenance and snow removal. The replacement plan being approximately every 5 years, the truck has passed its useful life. He is requesting the board surplus the vehicle with its snow plow attachment to help offset the purchase price of the replacement vehicle. He also would like the board to surplus the 2013 Ford Explorer as it is not currently used and may not replace it until a later date and will budget the funds at that time. He stated he will be listing the items on Govdeals.com with a reserve that matches the appraisal amount. Mr. Ritchie moved to surplus the 2008 F250 and the 2013 Ford Explorer. Motion passed.

### **AIRPORT ADDRESSES:**

Mr. Laverty stated the Monroe County Planning Department contacted him and informed him that airport addressing has been problematic and is looking for a solution. The planning department suggested the entrance road be given a new, unique name and or numbering to separate it from Kirby Rd. This change will assist emergency services and utility companies in locating businesses and buildings on the field. Mr. Murphy suggested "Gerald Kisters Field". Mr. Hinkle stated this would be a nightmare for Cook Aviation. This item is tabled until a meeting with stakeholders to discuss the subject at length to agree on a plan takes place.

### **STRATEGIC PLAN:**

Mr. Laverty indicated that this is an informational item regarding the future of the airport. He would like to gather board members, employees and others important to the future of the airport and coming up with a strategic plan and a mission statement which will determine what the airport would possibly look like 5/10/15 years from now. He has also been in contact with an IU professor on using his students in developing a marketing plan.

### **2020 BUDGET:**

Mr. Laverty stated that he has started looking at the 2020 budget. In years past, the airport has kept a flat budget; but there are some well needed increases such as training, salary increases, etc. Mr. Ritchie stated the airport has practiced, for many years, a flat budget and received praise

from the council in doing so; with the economy is such that it would be reasonable to ask for increases. Mr. DeVane stated that in the past the board attends the budget meeting to provide support.

## **OLD BUSINESS:**

### **HANGAR H UPDATE:**

Mr. Laverty stated that most of the repairs are complete with the exception of the flat roof and the old hangar door removed. Once removed, the correct measurements can be obtained and the new door ordered. In the future, a small office for the current lessee will be built and then a partition between the 2 sides will provide privacy and security.

### **VAN BUREN FD LEASE:**

Mr. Laverty reminded the board of the VanBuren Fire Department (VBFD) contacting him regarding discussion of lease renewal of airport property. Due to the possibility of merging VBFD with Monroe County Fire Protection District (MCFPD); there was some concern of leasing the building under MCFPD that was not favorable. VBFD was looking at whether they should shore up their hold on that property with a new long term lease to satisfy MCFPD. After several meetings to discuss the matter; VBFD and MCFPD is fine with the lease as is and when the current lease expires, a new lease will be negotiated. He stated that progress continues to be made to repair the relationship between all parties with the possibility of VBFD, with proper training, assuming ARFF coverage and there will be no "grey" areas going forward from that point. Mr. Ritchie stated when the time comes to write a new lease, be sure to include everything the airport requires from MCFPD and/or VBFD.

### **REILS:**

Mr. Laverty stated the REILS on the north end of 17/35 are up and running and the REILS on 6/24 have been removed and the FAA has been notified and we are currently waiting for them to be decommissioned.

### **COUNTY HIGHWAY RETENTION POND:**

Mr. Laverty stated that he has submitted a letter to the FAA regarding the county's request to enlarge the retention pond that is in close proximity to the Highway garage and we are currently waiting on confirmation. The airport will follow the guidelines required by the FAA.

### **ASSISTANT DIRECTOR'S REPORT:**

Mr. Siniard is out today, therefore Mr. Laverty will give both reports.

### **ARFF TRAINING:**

Mr. Laverty reported the maintenance personnel traveled to Bluegrass Airport in Lexington Kentucky to complete burn training recertification for 2019 within the last two weeks. In addition, our new hire attended the 40 hour course with burn training and is now certified to perform ARFF coverage.

Mr. Siniard will be traveling to Oshkosh in June to view the new ARFF Truck to inspect and accept. The truck may arrive sometime in June which is ahead of schedule.

We now have a general maintenance position open due to one of our personnel receive a job offer that he couldn't refuse as an electrician's apprentice.

**DIRECTOR'S REPORT:**

Mr. Lavery reported that he attended the Aviation Indiana quarterly conference held at New Castle Airport. He visited Salem Airport to view their current project to move the entire airport approximately one mile away from their current location.

A local Airforce group held their meeting at the airport and they were excited for a tour of our facility.

He stated that he has attended two BOSMA meetings in Indianapolis; these meetings are open to the public and the speakers are local business people. This is a great resource for networking.

He then thanked Mr. Ritchie for inviting him to sit at the Old National Bank table for luncheon held for Lt Governor Suzanne Crouch at Ivy Tech. Mr. Lavery stated that after the luncheon, he introduced himself to her and she indicated that she would love to stop by and visit the airport soon.

**PUBLIC COMMENT:**

Mr. Gerry Harkin, EAA 650 President, requested the two large rocks that are located on the Westside of the EAA parking lot be moved as they are hard to see when backing and some damage has occurred to a visitor's vehicle.

The meeting adjourned at 0917; the next meeting is scheduled for June 18, 2019.

Carlos Lavery, Airport Director