



**MONROE COUNTY BOARD OF  
AVIATION COMMISSIONERS  
AGENDA**

**REGULAR SESSION**

**August 20, 2019 8:00 a.m.**

**AIRPORT TERMINAL BUILDING**

1. Approval of the Minutes -
2. Financial Manager's Report -
  - a. Approval of Claims -
3. Engineer's Report -
4. Old Business
5. New Business
  - a. Job Description Updates
6. Director's Report -
7. Public Comment

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

**DATE:** June 25, 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:**

Mr. Jeff Cockerill, Monroe County Attorney

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. Josh Lankford, ATCT Tower Manager

Mr. Carlos Laverty, Airport Director

Ms. Kristine Roccia, Owner of the Barbershop

Mr. Kevin Siniard, Assistant Airport Director

Dr. Pugh called the meeting to order at 0905 and requested approval of the April corrected minutes. Mr. Ritchie made the motion to approve, seconded by Mr. DeVane. Motion passed.

Mr. Ritchie requested a correction be made to the May minutes, with that correction; he made the motion to approve the May minutes. The motion was seconded by Mr. Murphy. Motion passed.

Dr. Pugh stated that previous to this public meeting, the BOAC entered into an executive session to review Mr. Laverty's first six months; after discussion, the board approved full salary status beginning July 7, 2019.

**FINANCIAL REPORT:**

Mrs. Gharst provided the members a copy of the May financial report which includes the previously reviewed and approved by email claims. After review, Mr. Ritchie made the motion to ratify the May claims; Mr. Murphy seconded the motion. Motion passed.

Mrs. Gharst stated the State Board of Accounts is currently conducting the 2018 audit which includes the review our grants by the Federal Board of Accounts.

**ENGINEER'S REPORT:**

Mr. Lavery informed the board that Mr. Worley could not attend. He stated we are currently waiting on the FAA to approve the Taxiway A Rehabilitation grant. In addition, the archeological study found nothing new.

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**ASSISTANT DIRECTOR'S REPORT:**

Mr. Siniard reported on his trip to Wisconsin to inspect the new ARFF Vehicle and he invited everyone to view it at the conclusion of the meeting as it is parked outside. He stated the new truck is slated to appear in the 4<sup>th</sup> of July parade. Dr. Pugh spoke about riding in the truck as it was being delivered.

**DIRECTOR'S REPORT:**

Mr. Lavery stated Mr. Andy Richardson, Adams Balloons, is currently in the Wings hangar and manufacturing Hot Air Balloons.

Mr. Lavery requested that Mr. Josh Lankford report on the RWY Safety Meeting. Mr. Lankford stated that he discussed having a hold short on BRAVO, a hot spot for Alpha 4, VOR out of service and replacing radios. He mentioned that he would like to have more pilots at these meetings. Dr. Pugh asked Mr. Lankford about GPS, and how to get updates on weather. Mr. Lankford informed him that they will have to make a phone call to get updates.

Mr. Lavery stated the maintenance staff attended the annual Wildlife Training in Columbus and they are certified for another year. He also reported on his trip to Boston for the 91<sup>st</sup> Annual AAEE conference; which included networking and educational meetings. He also met with the AAEE Great Lakes Chapter regarding the contract tower program.

**PUBLIC COMMENT:**

Mr. Gerry Harkin, EAA 650 President, stated the pilot software on his transponder had given him trouble a few weeks ago and he had to wait about three weeks for the software update. Dr. Pugh asked Ms. Kristine Rocca, The Barber, how her business was doing; she stated that everything is going great. Mr. Rex Hinkle stated that Hangar I is currently getting power washed and then new paint will follow. He also informed them they have begun receiving calls from sports teams coming to our airport this fall.

The meeting adjourned at 0932; the next meeting is July 16, 2019.

Carlos Lavery, Airport Director