

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

**DATE:** September 17, 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. Nathan Harbstreit, Cook Aircraft Leasing

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

Mr. Joe Worley, Hanson Professional Services

Dr. Pugh called the meeting to order at 0815 and requested approval of the August minutes.

Mr. DeVane made the motion to approve, seconded by Mr. Ritchie. Motion passed.

**FINANCIAL REPORT:**

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

Mrs. Gharst was contacted by Mrs. Marty Hawk, County Council member asking why the Airport has a checking account and why did we need one. Also received a call from Auditor's & Treasurer's office with questions regarding checking account. Amy contacted Mr. Ritchie (airport checking is with Old National) how she could request the bank statements be electronically sent to County Auditor's office, Treasurer's office, and the Airport's office. The emails would provide an extra layer of internal control. Mr. Murphy asked if he would be able to see the bank statements since he is BOAC Treasurer. Amy stated that any BOAC member could see a bank statement if they wanted to. When the bank statement comes by email, she and Carlos will sit down and go over the bank statement.

Mrs. Gharst reported on the FBOA audit, the Federal Board of Accounts person was new to auditing airport grants. All of the files were correct, and only one request from the Board of Accounts for our construction fund be split into (3) more funds.

1. Construction Fund
2. AIP Fund
3. Federal & State grant Funds
4. CCD Fund will no longer be in the county commissioner's fund
5. 55 acres will have a separate fund, there are three more years, and then close out the fund

Amy separated the funds and took her ledger sheets, and met with the Auditor's office and together checked to make sure that was how they wanted the funds done starting back to January 2019.

#### **ENGINEER'S REPORT:**

Mr. Joe Worley reported on the Taxiway A. The project is to start the last week of September. Workdays will be from 7:30 am – 7:30 pm, there will be someone from Hanson (Randy Hertzman, is the contact person) on-site every day; they are building a temporary road just north of the Jet Center. Hanson is providing an informational poster for FBOs and terminal building, showing the project and how it will affect air traffic.

Mr. Laverty reported that the airport maintenance personnel were working on getting all areas ready for crack and seal.

#### **OLD BUSINESS:**

Mr. Laverty reported on the Surplus Auction. We sold both the Explorer for \$13K and pickup and plow for \$4500. That money went back into aviation general fund.

#### **NEW BUSINESS:**

Mr. Laverty stated that October would be a hectic month for the Airport, AAAE & AI, Great Lakes Conference, Taxiway Alpha, and FAA inspection, so Mr. Laverty requested to cancel the October meeting. All BOAC members agreed to cancel the meeting. Carlos requested Mr. Worley to give updates that he can forward to the BOAC members.

Mr. John Bender made a written request for Bender Hangars 1-2 & 6-7 to extend their leases another ten years.

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

Mr. Laverty reported on the 2020 budget; it passed as presented. Carlos went before the Monroe County Council requesting additional appropriations for airport projects. Crack & seal will start on Monday, Security Gate upgrade, four electrical gates, and three key code gates at this time looking into a system that uses an RFID sticker that goes on the dash or windshield of the vehicle, very easy to maintain with a laptop. Security Fence will be repaired as soon as

possible, by Value Fence Co. They will replace the concrete that is eroding from all the rain and snow in the spring.

Via Airlines did not come to small claims court, the Airport was awarded \$650, for landing fees and late fees. At this time, we still have not received the money.

Mr. Laverty rewrote the PPR letter to strengthen the Airport's position if a similar situation were to occur.

**October 19, 2019 Community event:**

WTIU is handling advertising; the Airport, Cook, BMG Jet Center, EAA650, and CAP are all working on this event.

Mr. Laverty reported that we have one new full-time employee – Jeremy Ayres, and a new part-time employee – Hugh Jackson. Mr. Lee asked to be excused from the meeting today, to keep everyone working on cleaning ramps and RWY's for crack and seal next week.

Carlos let everyone know about a Columbus Airport Air Show by the Canadian Snow Birds happening on Wednesday night from 4-8 open to the public; he was invited to have dinner with the Snow Birds.

**PUBLIC COMMENT:**

Dr. Pugh asked if there was any public comment. Mr. Hinkle asked if gate #4 would be changed. Not at this time. Mr. Harkin had nothing from EAA 650.

The meeting adjourned at 08:54. The next meeting is November 19, 2019.

Carlos Laverty, Airport Director