

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

DATE: October 20, 2020

TIME: 0800 Hours

PLACE: Zoom Meeting

MEMBERS:

Dr. William Pugh, President

Mr. Ken Ritchie, Vice-President

Mr. Gene DeVane, Secretary

Mr. Pat Murphy, Treasurer

OTHERS PRESENT:

Mrs. Amy Gharst, Airport Financial Manager

Ms. Payton Gross, BHSS Senior Intern

Mr. Rex Hinkle, Cook Aviation

Mrs. Nancy Johnson, Airport Secretary

Mr. Carlos Laverty, Airport Director

Mr. Joe Worley, Hanson Professional Services

Dr. Pugh called the meeting to order and asked for approval of the August & September meeting minutes. Mr. Ritchie made the motion to approve the minutes as presented. Motion passed.

FINANCIAL MANAGER'S REPORT:

Mrs. Gharst informed the members that the information packet provided by email contained the September cash ledger, which lists the claims approved by email and requested ratification of those claims. Mr. Ritchie made the motion to ratify the claims that were preapproved by email. Mr. Murphy seconded the motion. Motion passed.

ENGINEER'S REPORT:

Mr. Worley reported the TWY A reconstruction project is complete with one remaining pay request to complete.

Mr. Worley updated the members on Project 37 TWY B Signage; stating that due to some of the items on back order, the project is running slightly behind.

OLD BUSINESS: None

NEW BUSINESS:

Mr. Laverty introduced our intern, Ms. Payton Gross. Ms. Gross informed us that she is a senior at Bloomington High School South, is working on getting her pilot's license, and is a member of the CAP. Mrs. Gharst stated that she is working with her on completing a database for both the landing fees and gate tags/cards.

Cook ACL Hangar F & G Lease:

Mr. Laverty provided the members with a screenshot of the updated lease. He informed the members that once Cook ACL attorneys approve it, Cook is ready to sign a new 10/5/5 year lease. The new lease is set to begin on November 1, 2020. As reported last month, the hangars are in very bad shape with mold being the big problem. As stated in the lease, CACL has one year to complete the repairs, and the Airport has 4 months following the completion of those repairs to install

the new HV/AC system. Mr. Lavery requested a motion to approve the provided lease. Mr. Ritchie made the motion to approve the new lease once Mr. Jeff Cockerill has reviewed, and contingent upon no big changes are made to the new lease. Also, allow Dr. Pugh to sign with this approval. Mr. Murphy seconded the motion. Motion passed.

Question as to what the hangars are currently being used for: Hangar F – nothing at this time, due to the mold. Hangar G – the mold is not as bad; small aircraft on short term basis, office equipment on long term basis. The goal is to do aircraft repair.

BMG FBO (Modular) Release:

Mr. Lavery stated that although 2 years remain on the current lease, Mr. Bobbie Burke has requested to terminate as of October 20, 2020. Mr. Lavery has several ideas for that space to increase revenue for the airport. Mr. Ritchie made the motion to terminate the lease early. Mr. Murphy seconded motion. Motion passed.

DIRECTOR'S REPORT:

Ivy Tech: On October 1, there was a ribbon cutting ceremony which made the front page of the Herald Times. The building has had a major facelift, with Ivy Tech investing to make the improvements. Mr. Lavery stated that he has been informed that in the future, Ivy Tech would like to include aircraft maintenance.

The airport operations staff is now housed on the Westside of Hangar H, which gives them more space. This extra space includes a breakroom with HV/AC.

Community Event: After a couple failed attempts; the Hometown Hero event is scheduled for Thursday October 22. The 2 previously failed attempts were cancelled due to poor weather conditions, and the chosen Hero's schedules. So far, the weather looks favorable and the Hero's availability looks promising.

New Employee:

Mr. Ian Pittman has been hired to fill the vacant Airport Operations Specialist position. Mr. Pittman graduated from ISU and interned at Columbus Airport. He will be concentrating on drivers training, snow & Ice requirements, etc.

Internships/Part-time:

Mr. Lavery stated that he was contacted by Mr. Adam Cox, an IU student who is interested in interning here. Mr. Cox is currently researching drone use for the airport.

Beginning Monday, we will be welcoming a part-time person in the office, Mrs. Brooklyn Navarre. Mrs. Navarre applied for the open Airport Operations Specialist position, but after talking with her, a part-time position would be better for her at this time. She will be helping with social media, events and providing extra help in the office.

Update on Landing Fees:

At this time, 99 invoices have been sent out, 37 of those have been paid and one has been returned undeliverable. So far, we've received positive feedback. The credit card machine has been an integral part in processing the fees quickly.

Aviation Indiana Conference:

Mr. Lavery stated that during this year's annual Aviation Indiana conference, which was held using Zoom; he was honored to receive the Annual Achievement Award. He received the award for helping to maintain communications with Indiana airports, the FAA, etc. during the pandemic. Mr. Worley stated that Ms. Susan Zellers, Hanson Professional Services, won Person of the Year and she also serves as president of Aviation Indiana.

FAA Inspection:

Mr. Lavery is expecting an inspection before the end of the year with most of the documentation being submitted by email as opposed to the normal in-person submission.

Drone Usage:

Mr. Laverty is currently seeking FAA approval for drone usage on the airport. If approved, he will use drones to inspect buildings, pavements, etc. If approved, the next step will be to acquire an operator's license.

Blue Ace Media:

Mr. Ritchie asked for an update on Blue Ace Media. Mr. Laverty stated that he has been told they will soon be ready to make a presentation to the board. The presentation will include a mission statement, airport colors, etc.

PUBLIC COMMENT:

Mr. Hinkle stated that he enjoyed the Zoom Aviation Conference this year, with his favorite part being when everyone was given a question and everyone was allowed to answer.

With no further business, the meeting adjourned at 0920. The next meeting is scheduled for November 17, 2020.

Carlos Laverty