

**SOUTH CENTRAL REGIONAL AIRPORT AUTHORITY BOARD MEETING**  
**April 1, 2015**

The minutes are not intended to be a verbatim transcript  
Reproduction of original Minutes prepared by Melodee McNames – Original Minutes on file at SCRAA office.  
Reproduced for Standardization  
(Minutes were compiled based off of received documents as actual Minutes were lost during Personnel transition)

**CALL TO ORDER:**

Tom Galligan, President, called the April 1, 2015 meeting of the South Central Regional Airport Authority to order at 5:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Tom Galligan (President); Jim Baker (Vice President); Dan Gregory (Secretary); J. Greg Dietz (Member); John Secor (Member); Greg Fifer (Applegate, Fifer, Pulliam); Melodee McNames (Airport Manager); William Happel (Airport Operational Manager); Chris Snyder (Woolpert); Mike Harris (Jacobi, Toombs & Lanz)

**APPROVAL OF MINUTES:**

The minutes of the SCRAA Board Meeting of February 18, 2015 were presented to the Board.

*Motion to approve the minutes of the South Central Regional Airport Authority by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.*

**APPROVAL OF RECEIPTS AND EXPENSES:**

Melodee McNames, Airport Manager, presented the monthly receipts and expenses incurred by the SCRAA for both Operations and Grants. Items of note were:

- AIP-22 – Submitted Excel invoice for \$45,859 for payment approval.
- AIP-26 – Submitted Excel invoice for \$27,370 for payment approval.
- AIP-27 – Submitted REMC/Woolpert invoices for \$46,393 for payment approval.

*Motion to Approve Receipts and Expenses as submitted by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.*

*Motion to Approve AIP-22 invoice as submitted by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 4-0 with 1 abstention by Tom Galligan.*

*Motion to Approve AIP-26 invoices as submitted by Jim Baker; Seconded by Greg Dietz. All Approve and Motion carried 4-0 with 1 abstention by Tom Galligan.*

*Motion to Approve REMC/Woolpert invoices as submitted by Dan Gregory; Seconded by Jim Baker. All Approve and Motion carried 5-0.*

## **AIRPORT MANAGER'S REPORT**

Melodee McNames presented the Airport Manager's Report. Details unknown as Minutes are being compiled after the termination of Airport Manager Melodee McNames. She is unwilling to produce audio recording or Minutes of Board Meeting. Items notated for discussion per Airport Manager's written report were:

- Derby Traffic – Global Express Jet pilot requesting landing for Derby.
- Based Aircraft Report – Based Aircraft Report due to INDOR by May 1 for Excise Tax purposes.
- AIP-23 – O R Colan to update the appraisal for IMI property for the amendment and closeout.
- Construction Meeting – Tenant Construction Update Meeting scheduled for April 15<sup>th</sup> at 6:00 pm at Honaker Aviation. Chris Snyder and Mark Shillington of Woolpert will facilitate.
- Construction office – Crider & Crider will lease Townsend house for \$750/mo plus utilities. Lease has been reviewed by Greg Fifer.
- Signage – River City Sign is replacing the white faces on the entrance sign at a cost of \$1,057.92 as well as repainting the pole at no charge.
- Oath of Office – Clark County Commissioners have signed off on the appointments of Tom Galligan, Dan Gregory and John Secor. The Town of Sellersburg Council still need to issue the Oath of Office for their appointments of Jim Baker and Greg Dietz.
- AIP-27/RFP#3 – Submitted RFP#3 in the amount of \$46,393 for approval, pending legal review.
- Spring clean-up – Trees in front of the SCRAA building have been cut down per Tom Galligan's direction and the utilities have been marked for stump removal.
- Flags – New USA and Indiana flags are \$48.00 each for the flag pole at the monument in Honaker's front yard.
- Vampire Air Group – They have provided a construction lock for the Bean Road gate.

***Motion to Approve AIP-27/RFP#3 in the amount of \$46,383, pending legal review submitted by Dan Gregory; Seconded by Jim Baker. All Approve and Motion carried 5-0.***

***Motion to purchase and replace USA and Indiana flags at Honaker, with purchase of extra flags, by John Secor; Seconded by Jim Baker. All Approve and Motion carried 5-0.***

## **AIRPORT OPERATIONS REPORT:**

Details unknown as Minutes are being compiled after the termination of Airport Manager Melodee McNames. She is unwilling to produce audio recording or Minutes of Board Meeting. Items notated for discussion per Operation Manager's written report were:

- Still replacing some light bulbs and fixtures.
- Obtaining quotes to repair the dump truck. All three vehicles have leaky seals.
- Trees have been removed from the front of the SCRAA office.
- Getting pricing on a dumpster for the demolition of the Segmented Circle.
- Hog sheds are in poor shape.
- Per FAA approval, temporary fence repairs have been completed. Replaced four poles and wired together.

## **PUBLIC COMMENTS:**

- Details of meeting unknown as minutes are being compiled after the termination of Airport Manager Melodee McNames. She is unwilling to produce audio recording or Minutes of Board Meeting.

## **AIRPORT CONSULTANT'S REPORT:**

Chris Snyder with Woolpert presented the monthly update regarding Grant activity as well as Airport projects. Items of note were:

- Mr. Snyder discussed Ballew proposal.
- Requested Board Approval for Authorization of letter by the Board President to the FAA to declare use of 2015 NPE to the Extend Runway Program Projects.
- Requested Board Approval of Woolpert's Amendment #4 for Partial ALP update in the amount of \$36,767.00 to expedite the work.
- Requested Board Approval to complete final AIP-18 Pay Request prior to next meeting not to exceed \$5,000.
- Requested Board Approval for Authorization of letter by the Board President to the FAA to amend AIP-23 a full 15% at this time.
- FAA is ready to proceed to closeout of AIP-18, AIP-22, and AIP-23.
- AIP-24/26 - Request Board Approval of Excel Change Order #10.
- AIP-27 – Request Board Approval of changes to REMC Easement and Contract in the amount of \$25,140, pending legal approval of Easement.
- AIP-27- Requested Board Approval of Crider & Crider Change Order #1 in the amount of -\$4,760.
- AIP-27 – Requested Board Approval of Crider & Crider Lease of Townsend house during construction Phase 1 for \$750/month plus utilities.
- AIP-27 – Vectren has reviewed 50% plans. Based on 50% design and discussions with the FAA, recommend and request Board Approval for Ohio University to conduct a final Glideslope Study in the amount of \$7,000, pending legal approval.
- AIP-27 – Tenant meeting scheduled April 15<sup>th</sup> at 6:00 pm to discuss upcoming projects.

***Motion to Approve Authorization of letter by the Board President to the FAA to declare use of 2015 NPE to the Extend Runway Program Projects by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.***

***Motion to Approve Woolpert's Amendment #4 for \$36,767.00 by Jim Baker; Seconded by John Secor. All Approve and Motion carried 5-0.***

***Motion to Approve completion of final AIP-18 Pay Request not to exceed \$5,000 by Greg Dietz; Seconded by John Secor. All Approve and Motion carried 5-0.***

***Motion to Approve letter by the Board President to the FAA to amend AIP-23 a full 15% by Greg Dietz; Seconded by Jim Baker. All Approve and Motion carried 5-0.***

***Motion to Approve Excel Change Order #10 by Greg Dietz; Seconded by John Secor. All Approve with Tom Galligan abstaining and Motion carried 4-0 with 1 abstention.***

*Motion to Approve REMC Easement and Contract in the amount of \$25,140, pending legal approval of Easement, by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.*

*Motion to Approve Crider & Crider Change Order #1 in the amount of -\$4,760 by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.*

*Motion to Approve Crider & Crider Lease of Townsend House for \$750/month plus utilities during Phase 1 Construction by Greg Dietz; Seconded by Jim Baker. All Approve and Motion carried 5-0.*

*Motion to Approve Ohio University to conduct a final Glideslope Study in the amount of \$7,000, pending legal approval, by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.*

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

Mike Harris with Jacobi, Toombs & Lanz presented the monthly update regarding Grant activity related to AIP-24/26. Items of note were:

- Bean Road Relocation – work underway on utility relocations and wetland mitigation area at Essroc.
  - Presented Pay Application #13
  - Submitted Change Order #9(r)
  - Submitted Change Order #10 for signature, which includes catch basin and drain tile.
- Bean Road Wetland Mitigation/Permitting – IDEM approved the mitigation extension request for Bean Road.
  - Excel has started on this work as an hourly item.

#### **ATTORNEY'S REPORT:**

Greg Fifer with Applegate, Fifer & Pulliam presented an update regarding current litigation. Items of note were:

- None

#### **COMMENTS FROM BOARD MEMBERS:**

Tom Galligan, President – None

Jim Baker, Vice President – None

Dan Gregory, Secretary – None

J. Greg Dietz, Member – None

John Secor, Member - None

**NEW BUSINESS:**

- There were no new items presented as new business.

**ADJOURNMENT:**

There being no further business to come before Board, the meeting was adjourned.

**NEXT MEETING:**

The next scheduled meeting of the South Central Regional Airport Authority is April 22, 2015

John Secor

Approved by:

Melodee McNames/Kris Brutscher

Prepared by: Melodee McNames/Kris Brutscher

(original signatures on file at the SCRAA office)