

**SOUTH CENTRAL REGIONAL AIRPORT AUTHORITY BOARD MEETING
May 20, 2015**

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CALL TO ORDER:

Tom Galligan, President, called the May 20, 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); Kris Brutscher (SCRAA); William Happel (Airport Operational Manager); Chris Snyder (Woolpert); Mike Harris (Jacobi, Toombs & Lanz); Doug Bramer (Aircraft Specialists)

ABSENT

None

APPROVAL OF MINUTES:

The minutes of the SCRAA Board Meeting of April 22, 2015, were presented to the Board.

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

APPROVAL OF RECEIPTS AND EXPENSES:

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

- Two Vectren bills – one was for Townsend property and one was for SCRAA building. Currently, Crider & Crider were paying the Vectren bill for the Townsend property.
- PERF – Kris Brutscher to contact PERF to obtain authorization to speak on the Board's behalf to determine how the initial payment was calculated and report to the Board at the June 17th meeting if there is any rebate/refund available to the Board.
- Kris Brutscher will contact Mischelle Settles and see what Ms. McNames participation dates were in an attempt to find out what the primary payment was made up of.
- There was discussion as to if the payphone was required in the Honaker lobby. It was determined that there is an FAA requirement for a 24/7 public phone access. Options will be explored to see if the phone can be eliminated.
- The large number of grant invoices were discussed and it was explained that many grant invoices had not been entered into QuickBooks. These invoices had now been entered and will be paid as soon as FAA payments were received. An audit of each grant was underway prior to releasing payments to ensure that the invoices were in fact open.

Motion to Approve Receipts and Expenses as submitted by Greg Deitz; Seconded by Dan Gregory. All Approve and Motion carried 5-0.

AIRPORT MANAGER'S REPORT

John Secor presented the Airport Manager's Report. Items of note were:

- Airport has been receiving inquiries as to availability of hanger space.
- Had suggested to moving tenants to monthly billing. Only one tenant had objected thus far. Vampire Air Group and Aircraft Specialists indicated they had no objection. Honaker Aviation will continue to pay per their lease of the 15th day of the second month AFTER the end of the quarter.
- Hampton Air is considering building a new hanger. Tom Galligan, Jim Baker, and John Secor will meet with them on Monday, June 1, to discuss this and report back to the Board.
- Requested Board Approval to have the center lines of the taxiways repainted with glass beaded paint for reflectivity. He has quotes from TSI, B&G Paving, Lancaster, and Todd Hatfield.
- Will meet with Greater Clark County Schools regarding possible partnering opportunities on June 3rd.

Motion to Approve obtaining quotes for repainting of taxiways and center lines with reflective paint from TSI, B&G Paving, Lancaster, and Todd Hatfield by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.

AIRPORT OPERATIONS REPORT:

William Happel presented the Airport Operations Report. Items of note were:

- The #2 on Runway 32 has been repainted.
- Runway markings on 14/32 could use repainting. Before the Air Race in June.
- Cracks in the runways are growing as well as the crass in the cracks will need addressed.

PUBLIC COMMENTS:

- Doug Bramer commented that the new entrance sign looked very good.

AIRPORT CONSULTANT'S REPORT:

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

- Sent an updated ALP regarding hangar development at the end of Runway 14. Will get Crider & Crider involved.
- Corrective Action Plan has been prepared for the of Accounts regarding the new Roles and Responsibilities – Grant Oversight process and the management and distribution of Grant funds. Requested Approval to move forward with the Policy to Approve Grant Claims.
- AIP-18 – submitted final Pay Request
- AIP-22 – FAA requires a letter of Final Substantial Completion and Punch List. Requested JTL to prepare this for submission to the FAA. Mike Harris, JTL, stated that the Town of Sellersburg wishes to have a vactor truck available as a backup during the

tie in of the water main as they shut down the pumps one at a time in order to utilize the tie in. This should only take a day to complete. AIP-22 – Request for Payment presented for Board Approval. As it is over 97-1/2%, it is at the FAA's discretion to pay. The FAA may release partial payment without the Substantial Completion letter.

- AIP-23 – Final closeout is close pending an updated appraisal from O.R. Colan of the donated parcel and completion of the Purchase Agreement and Closing documents. Will work with Greg Fifer to complete.
- AIP-27 – Notice to Proceed given to Crider & Crider on Monday, May 18th. Woolpert coordinating with Crider & Crider, Excel, and the FAA. Bean Road closure shouldn't happen until June 11th. FAA has requested weekly updates.
- AIP-27 – Ohio University sent their final report, studied with the Vectren fence and the final grading that was revised, and it was all within acceptable tolerance. Reviewed with the FAA and they have no objections.
- Held a 100% Design Review meeting on May 20, 2015, and received some comments regarding the treatment plant. There is more cleanup to do.
- The FAA wants all Grant applications received by July 2nd. Requested Board to start bidding process to align with a bid opening for June 17th, with possible extension to June 24th. Mr. Galligan stated could hold a special meeting if necessary to accommodate the bid opening process.
- AIP-26 – Presented Request for Payment in the amount of \$55,716.53 for Board Approval, which includes invoices for Woolpert and Excel.
- AIP-24/26 - Have coordinated with Redwing and have everything needed on the MALS. No contractor impact.
- Mr. Snyder reminded the Board of the need for the Local Share for the upcoming grants.

Motion to Approve Policy to Approve Grant Claims by Jim Baker; Seconded by Dan Gregory. All Approve and Motion carried 5-0.

Motion to authorize Woolpert to begin Bid Process for Phase 2 Design Project with a June 17th Bid Opening Date with a week's extension if necessary by John Secor; Seconded by Dan Gregory. All Approve and Motion carried 5-0.

Motion to Approve AIP-26 Request for Payment in the amount of \$55,716.53, including invoices from Excel and Woolpert by Jim Baker; Seconded by Dan Gregory. All Approve, and Tom Galligan abstained. Motion carried 4-0 with 1 abstention.

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:

- AIP-22 – Requested payment of Pay Application #14 for Excel in the amount of \$32,000 upon completion of the letter of Substantial Completion.
- Submitted revised construction schedule from Mike Flynn, Excel, moving the date back from mid-June to mid-July due to rain delays.
- Tom Galligan reported that the poles are going to be moved and the railroad work will be done by the end of May/first of June. (Newton) is moving the poles.

- Asphalt should start going down within the next two weeks, weather depending. He also reported that there had been an increase in the price of the asphalt from the subcontractor. After preliminary calculations, based on the index of \$28,000, there may actually be a deduct. He will advise the Board as soon as possible.
- Presented a summary of Pay Applications.
- Mitigation work will have to be put on hold due to weather.
- There was a brief discussion regarding the tie in of New Bean Road to Utica-Sellersburg Road. It was determined that the design would be looked at before the next meeting and an update will be given at the June 17th meeting.

ATTORNEY’S REPORT:

Greg Fifer with Applegate, Fifer & Pulliam presented an update regarding current litigation.

Items of note were:

- Will be meeting with Phil McCauley on May 21st and will update the Board on the results of the meeting.

COMMENTS FROM BOARD MEMBERS:

Tom Galligan, President – Commented that John Secor had been doing a very good job as Acting Airport Manager. Doug Bramer Seconded that.

Jim Baker, Vice President – None

Dan Gregory, Secretary – None

J. Greg Dietz, Member – Flag pricing was given and it was determined that a Board Room flag will be purchased as well as purchasing in bulk at a price of \$68.00 each.

John Secor, Member - None

NEW BUSINESS:

There was no new business presented.

ADJOURNMENT:

There being no further business to come before Board, the meeting was adjourned at 6:15 pm.

NEXT MEETING:

The next scheduled meeting of the South Central Regional Airport Authority is June 17th, 2015.

John Secor
Approved by:

Kris Brutscher
Prepared by: Kris Brutscher

(Original signatures on file at SCRAA Office)

