

DELPHI MUNICIPAL AIRPORT
BOARD OF AVIATION COMMISSIONERS
JULY 13, 2023
MINUTES

The Board of Aviation Commissioners meeting was called to order by President Larry Gruber at 7:00 PM in the Delphi Municipal Airport conference room, July 13, 2023.

Members participating were Larry Gruber, Ronda Cassens, Jim Yost

Ethan Beery and Brent Flory were absent

Guests were Ed Nagle, Ken Ross and Dr. Thomas Brodar

The order of the agenda was changed to allow Dr. Thomas Brodar to make a presentation concerning the establishment of a Community Watch Program for the southwest area of Carroll County. He is working with the sheriff's department on this project and would like the airport to possibly provide a meeting place for the organization. The board indicated support for the program and that the use of the airport for meeting would be possible if it did not involve aircraft and aviation security areas.

APPROVAL OF MINUTES

The minutes of the June Meeting were reviewed, corrected and approved by the board.

REVIEW FINANCIAL REPORT

The financial reports were reviewed and discussed.

ENGINEERS REPORT:

Ken Ross reported that the application for the reimbursement grant for the fuel farm from the FAA is in process. Because of the way that the FAA listed the grant the reimbursement will be over a three year period.

Ken is continuing to work on the construction documents for the replacement tank.

Additional quotes for the repainting of the runway to reflect the fact that there is now is an instrument approach are being solicited.

MANAGERS REPORT

It was reported that the RNAV instrument approach for the Delphi Municipal Airport was published on June 15, 2023, so we officially have an instrument approach.

We have received a letter for INDOT that they have approved the requests for reimbursement for the the Fuel Farm. As reported earlier this will be a three year grant.

INDOT performed an inspection of the airport on July 5, 2023 and found no faults and have issued a Certificate of Approval.

Work has continued to correct the notation on the sectional charts removing the reference to a

right hand traffic pattern for ultralights.

A proposed 2024 budget was presented and was discussed. It was indicated that the large increase in the budget was the addition of a new category "Airport Grant Match". This category has not been in the past budgets because with Covid FAA was funding at 100%. This is no longer being done so it was necessary to add this category into the budget once again.

PROPOSED 2024 BUDGET

<u>Acct No</u>	<u>Account Name</u>	<u>2023 Budget</u>	<u>Proposed Budget</u>	<u>+/-</u>
3100	Manager Contract	\$16,000.00	\$16,000.00	0
3110	Mowing Contract	\$ 5,500.00	\$ 5,500.00	0
3111	Snow Removal	\$ 3,000.00	\$ 3,000.00	0
3220	Office Supplies	\$ 1,000.00	\$ 1,200.00	+ \$200.00
3221	Airport Fuel	\$ 1,000.00	\$ 1,000.00	0
3230	Airport Lighting	\$ 2,000.00	\$ 2,000.00	0
3311	Airport Marketing	\$ 1,000.00	\$ 1,000.00	0
3340	Airport Bldg Insurance	\$ 7,150.00	\$ 7875.00	+\$725.00
3341	Airport Liabil Insurance	\$ 2,500.00	\$ 2,750.00	+ \$250.00
3350	Airport Telephone	\$ 2,000.00	\$ 2,000.00	0
3351	Airport Electric	\$ 6,250.00	\$ 6,250.00	0
3352	Airport Propane	\$ 2,500.00	\$ 2,500.00	0
3360	Airport Maintenance	\$ 20,000.00	\$ 20,000.00	0
3420	Airport Upgrade	\$ 16,000.00	\$ 16,000.00	0
3440	Airport Lease	\$ 0.00	\$ 0.00	0
3451	Airport Grant Match	\$ 0.00	\$ 25,000.00	NEW
		\$85,900.00	\$112,075.00	

OLD BUSINESS

President Gruber presented a draft amendment of the Hanger 2 lease agreement. After discussions a motion was made by Jim Yost and seconded by Larry Gruber to approve the amendment and present it to Gary Wolfelt for signatures and filing. Motion was approved by the board.

NEW BUSINESS

The airport manager requested approval to continue the maintenance agreement with SynTech for the Fuelmaster system. Because of the excellent service received from them in the past it was agreed to continue the maintenance agreement.

OTHER BUSINESS

Board Member Jim Yost asked to revisit the estimates for the driveway repairs. He felt that there was some misunderstanding of just what work was going to be done. It was pointed out that along the drive an area of 25' X 10' was going to be removed, the sub-grade repaired and asphalt replaced. Also at the turn in the drive an area of 17' X 17' was to received the same treatment. After further discussion Ronda Cassens made a motion to repair the two damaged areas as per Bluebird Contractors estimate with the funds to pay for these repairs taken from account #3420 Airport Upgrade and account #3360 Airport Maintenance. The motion was seconded by Larry Gruber. The motion passed and the airport manager is to contact Bluebird Contractors to get the repairs made.

There being no further business the meeting was adjourned at 8:30 PM

NEXT MEETING
AUGUST 10, 2023