

MINUTES
Hamilton County Airport Authority
January 11, 2017
Commissioners' Courtroom
Hamilton County Government and Judicial Center
One Hamilton County Square
Noblesville, Indiana

Public Session

President Bill Frye called the public session to order at 6:32 p.m. Kristin Grinstead took roll. A quorum was declared with Bill Frye, Alan Albright, Michael Lewis, and Kent Erb present.

Approval of Minutes

Erb moved to approve the December 14, 2016 meeting minutes. Lewis seconded. Motion carried unanimously. (4-0)

Election of Officers

President

Lewis moved to nominate Frye for President. Albright seconded. Motion carried unanimously. (4-0)

Vice-President

Frye moved to nominate Albright for Vice-President. Erb seconded. Motion carried unanimously. (4-0)

Secretary/Treasurer

Erb moved to nominate Lewis for Secretary/Treasurer. Frye seconded. Motion carried unanimously. (4-0)

Frye moved to name Grinstead as signatory for all bank and financial transactions. Albright seconded. Motion carried unanimously. (4-0)

President's Report

No report.

Public Comments

No report.

Airport Director's Report

Brad Cozza reported:

Last month

- 12/14-The County ordered a 2017 Chevrolet 3500 HD from Hare Chevrolet. Discussions are still in progress upon delivery with respect to hazard lighting and a snow plow. They are anticipating the delivery of the truck to the airport by the end of January.
- 12/20-Sean White, Cody Horn, both of Montgomery Aviation (MA), and Cozza conducted some initial runway condition assessments along with reporting training. The Federal Aviation Administration (FAA) has done a nationwide overhaul of how

airports assess, issue, and how pilots receive information, especially during winter conditions and on field condition assessments. White and Horn have been trained. Additional line staff have also expressed an interest in being familiar with that system.

- 12/21-The County hosted a Wellness Event for all County employees.
- 12/23-The 2016 encumbrances were submitted.
- 12/23- A wedding engagement took place in the South Hangar.
- 12/29-Cozza met with Lewis to discuss and refine the financial reports for the Board. Fuel figures will also be included on future reports, but due to contractual deadlines, the reporting will be two (2) months behind.
- Month's end- Forty (40) tenants, ranging from MA tenants to those who have a business use for their aircraft on the field, were reached out to for the 2016 Airport Economic Impact Study for Indiana aviation. The report is not expected before October 2017.
- Winter operations- Cozza keeps a spreadsheet of the snow, conditions, and how they plowed. In regards to training for the new assessments, to date he has completed 95 assessments in which he looks at the conditions of the runway, taxiway, and apron if necessary and reporting those conditions to pilots. That resulted in 75 winter Notice to Airmen (NOTAMS) whether that was a work in progress because we are in the process of removing contaminants, or the actual conditions reporting themselves. The chart in his report breaks down the snow date, quantity, type, and time (hours) for removal for everyone involved.

This month

- 1/6-MA hosted their Christmas/Holiday Party.
- Mid-January-Annual maintenance is anticipated to be completed on the 1973 International 5050. Delivery and plating will follow. Insurance has been taken care of.
- 1/25-Aviation Indiana will have their Quarterly Meeting and Legislative Luncheon. Cozza invited State Representative Schaibley and State Senator Hershman to share lunch and discuss aviation items at the State Legislative level. Board members may also attend for \$45. If interested, contact Cozza. Chris Snyder, of Woolpert Engineering, highly encourages the Board to attend especially with Legislators being present to talk about the local project needs that Hamilton County Airport Authority (HCAA) has that the FAA cannot support. It is adamant because the State is looking at a fuel tax for roadways which has already been announced, but there is a bill currently being proposed for aviation that would be a part of the sales tax which would be specifically to fund the State's old like 50/50 program so they can still fund projects, or increase the amount that they would fund towards Federal projects because they had fallen behind. To clarify, if we could get the State more money, we could do more maybe local funded share projects, or they would increase their share lowering the local share. The number one thing said is that the Legislators have not heard enough from their constituents that the airports actually have projects that need this money. They want to hear the projects that the local people need.
- This week- Joel Thurman, Hamilton County Engineer, and Cozza will set a date to train for the fee analysis review for our consultant regarding the wildlife fencing project.
- As soon as next Wednesday-Cozza will be working with MA Customer Service Representatives on NOTAM/radio training.

Future Months

- Focus areas for 2017-Safety, whether in policy and procedure or conduct itself; reliability/preservation in a sense of infrastructure; and outreach to municipalities.
- 2/8-Next HCAA meeting.
- Additional items being addressed- sewage pump quotes narrowed, house lease, credit accounts, priority identification, water pressure, hangar door inspections, and others.
- Treasurer's report-Contains December numbers which are the final numbers for 2016. This report will be helpful at budget time, especially the percentage used column.

Frye inquired about the office furniture status. B. Beaver suggested Cozza needing a table, chairs, and whatever else necessary to be fully operational. Frye also asked about the credit card status. Cozza believes the credit card is highly unlikely. Cozza shared about getting dividers in order to split the current conference room into half conference room/half storage room as it is the only heated storage space we have at the airport. Frye told Cozza he has the authority to do that.

Cozza shared that our Boone County Advisory Member, Michael Chambers, has moved out of state.

Indianapolis Executive Airport (IEA) Report

Cody Horn reported in Sean White's absence:

- The new lighting is in place for both the north and south hangars. LED's were installed. Cozza shared there are roughly 45 old incandescent fixtures that MA asked what they may do with them. Cozza spoke with Mike Howard, Legal Counsel, regarding this. The conversion itself to LED was approximately \$24,000 that MA funded. The rebate they will get back from Duke Energy is approximately \$12,000. In talking with Horn and White, the old lights may have a value of about \$25 a piece or \$1,000 in total. Howard suggested in the future discussing this ahead of time so we know what we are doing upfront. Under the lease, MA is responsible for maintenance. This is somewhere between maintenance and capital improvement. Howard's recommendation is that the Board declare the fixtures as excess property and allow MA to dispose of them any way they deem reasonable giving them salvage rights. Cozza and White have discussed that MA made those improvement to the hangar and that those improvements would stay with the hangar. Horn said there are additional places they would like to put up more LED lighting such as under the canopy, ramp lights, add lighting for the parking lot, and also the drive-in to the front of the Fixed Base Operator (FBO). Erb moved to declare the old lighting as depreciated items and allowing MA to sell them for salvage value. Lewis seconded. Motion carried unanimously. (4-0) In going forward, B. Beaver suggested to Horn when MA starts their next lighting project, to have a ballpark figure of what they are going to do before starting the project.
- Frye inquired about negotiation updates with regards to the house. Horn and Cozza have discussed this and they have a few items they are working on with Howard. Spring/summer is Cozza's goal for the house.

Woolpert Report

Chris Snyder reported:

FAA AIP-27 (Future): Fencing Design and Land Acquisition

- The Shelburn land acquisition money has come in and Grinstead is working with that. He is requesting Board approval of an FAA/INDOT pay request in the amount of \$7,803.20 to cover payment and reimbursement of some appraisals, title, and legal work. Lewis moved to approve the pay request in the amount of \$7,803.20. Albright seconded. Motion carried unanimously. (4-0)

2016-2022 Capital Improvement Plan (CIP) for Local Exterior Projects

Last month, Snyder and Cozza presented some of the local work and FAA capital improvement plan along with some discussion of local capital improvements to be considered. A draft was completed and emailed to the Board yesterday. Snyder provided a summary attached to his report of the projects listed for the FAA and local. Snyder turned the explanations over to Cozza:

- The highlights on the first page are the FAA Federal portion. These were discussed in December and we are mainly just moving some items around. This month, Cozza and Snyder have worked on the local exterior projects for capital improvements. Exterior consisting of buildings, airfield infrastructure needs, etc. Frye inquired that these are items that are not reimbursable. Snyder said they are not likely to be reimbursable, thus funding on our own. Getting the projects on paper would allow comparison against our budget. In February, they are wanting to create an interior list at which time they can bring the two lists together and compare them with our budget to see how things play out over the next five (5) years. This will help identify our needs, how we are going to fund them, and provide a plan to do so as effectively and efficiently as we can. This exterior report is a draft and input is welcome.

In the Fiscal Year 2016 section are projects in which we will be using encumbered monies.

In Fiscal Year 2017, one of our biggest projects by need is crack seal and repair, so pavement maintenance and management something that certainly we are required by the State and FAA to do through our grant assurances, but is also a need based on our monthly assessments. We are looking at restriping the parking lot to increase efficiency. Regarding airfield lighting, as the runway extension is undertaken it will add more load to our lighting system. The system has shown some signs of stress, especially the runway circuit. Monitoring this and hoping with some LED conversions, this will help save some electrical and maintenance costs, but also decrease the load on the airfield lighting system and allow for the additional lighting later. This spans over 2-3 years in this local project funding. We believe we can undertake this year the terminal building waterline study and improvements along with the fuel system improvements. Roadway signage improvements are on the list pending available funding. Every year small capital, general maintenance and repairs have been included.

In Fiscal Year 2018, the focus is on pavement repairs for the East Hangar and T-Hangar. The Airport Zone Development Study, in discussion with Zionsville, may be an opportunity for partnership on a study in which we look at compatible land uses around

the airport. Snyder wonders if there is a third party, Westfield, that might have something to say especially about what happens on that side of the facility because an Airport Zone Study encompasses 10,000 ft. to 5 miles.

In Fiscal Year 2019, we move to bigger conversions on the airfield itself to LED to help with the load on the circuit.

In Fiscal Year 2020, in looking back at the parking lot, this may be an opportunity to consider expansion and resurfacing of the existing lot. Frye inquired about the parking lot as a lot of it is dug up/gravel. Snyder said a seal coat would stop some of the aging and oxidization likely giving another 5 years at best in some places. Erb suggested seal coating for appearance purposes as it is the first thing that people see when pulling in along with the striping.

In Fiscal Year 2021, the snow removal equipment building was on the Federal side, however, there is some debate as to whether there is a high enough priority or need in the FAA's fiscal plan that they would be able to fund it, if not, it potentially fits in here. Deicing system upgrades, previously discussed in terms of pumps and secondary containment, could also be included in 2021.

In Fiscal Year 2022, could potentially be the construction of the snow removal equipment building along with the acquisition and installation of a Remote Communications Outlet (ROC) to replace our existing Ground Communications Outlet (GCO) for radio communication with Indianapolis approach.

This rounds out our most wide-ranging needs. Input is welcome. For February, they hope to have an interior list, looking at HVAC systems for example, to then match both lists to the budget.

FAA/INDOT Capital Improvement Plan (CIP)

- Snyder requests a motion for Board approval and signature of the FAA/INDOT CIP to be submitted. Lewis moved to approve the FAA/INDOT CIP and authorize Cozza to sign on behalf of the Board. Erb seconded. Motion carried unanimously. (4-0)

Utility Facilities – Other

- Snyder shared that Mr. McClain appears to be building a pole barn on his neighboring property that not only may be beyond the limits of the prescribed easement, but also is likely to require that the Airport be notified in accordance to Federal and State regulations. Accordingly, Albright moved to have Snyder, Howard, and Cozza investigate this matter further. Lewis seconded. Motion carried unanimously. (4-0)
- B. Beaver inquired about the sewer pumps. Snyder said it is the backup sewer system that they are looking at along with the remediation of extracting the septic tank. Cozza said one of the two pumps failed in the lift station. They are trying to determine the necessary horsepower. They are trying to get all of the information needed in order to stand not only behind the warranty of the manufacture, but the warranty of the work. From the four (4) quotes received, they have narrowed it to two (2): Integrated, out of Zionsville, and SOS, out of Noblesville. B. Beaver suggested that the owner of BBC

Pump and Equipment, of Indianapolis, could lead us in the right direction if needed. He also suggested contacting Powers for the cleaning and removal of the septic.

- B. Beaver inquired about the waterline plan. Snyder said they are going to do an interior assessment along with the line that goes into the building. It is also a cost maintenance issue that they are evaluating.

Old Business

No report.

New Business

No report.

Legal Counsel Report

Mike Howard reported:

- Grinstead notified Howard yesterday of receiving the Shelburn land acquisition money from the FAA. He will get the wire information together so she can send the wire to the title company. He hopes to have this closed before our February meeting.

County Council Liaison

B. Beaver reported:

- He is requesting an Executive Session be scheduled for land acquisition, potential litigation, and personnel.
- He would like to at some point have a discussion regarding a uniform for Cozza. He is aware there are rules for Hamilton County regarding uniforms, which Cozza is looking into. B. Beaver believes Cozza should be wearing the logo of the airport so when meeting him, he represents the airport.

Frye inquired with Cozza about the current coyote situation. The weather has posed some difficulties with the traps. The trapper is going to pull them and wait until the rain passes over the weekend and reset them.

Secretary's Report

Approval of Vendor Claims

Grinstead reported:

- Lewis moved to approve vendor claims in the amount of \$279,656.04. Erb seconded. Motion carried unanimously. (4-0)
- In Grinstead's absence at the February meeting, she will notify those submitting invoices of a deadline request in order to receive/prepare them before the meeting. Kim Rauch will be in attendance.

Approval of Payroll Claims

Albright moved to approve payroll claims. Lewis seconded. Motion carried unanimously. (4-0)

Frye adjourned the meeting.

Others Present

Brad Cozza, Airport Director
Cody Horn, Montgomery Aviation
Carl Winkler, Taft Aviation
Chris Snyder, Woolpert Engineering
Evan Yoder, Av Safety

Mark Thomas, Beck's Hybrids
Brad Beaver, County Council Liaison
Mike Howard, Legal Counsel
Kristin Grinstead, Secretary/Treasurer

APPROVED

William Frye, President
Dr. Kent W. Erb
Alan Albright, Vice-President
Michael E. Lewis

ATTEST

Kim Rauch

Date approved: ____2/8/2017____