

MINUTES
Hamilton County Airport Authority
February 8, 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 6:40 p.m. Kim Rauch took roll. A quorum was declared with Bill Frye, Allyn Beaver, Alan Albright, Michael Lewis, and Kent Erb present.

Approval of Minutes

Albright moved to approve the January 11, 2017 meeting minutes. Lewis seconded. Motion carried. A. Beaver abstained. (4-0-1)

Executive Session Memoranda

Albright moved to approve the February 8, 2017 Executive Session Memoranda. Lewis seconded. Motion carried unanimously. (5-0)

President's Report

Frye requested the title of the President's Report on the agenda be changed to Board Report with any member of the Board being able to make a comment during this portion of the meeting. Mr. Cozza is now providing a detailed airport operations report.

Public Comments

No comments.

Airport Director's Report

Brad Cozza reported:

I. January

- A. 1/17: Fee analysis training & review (Thanks to Interim Hamilton County Highway Engineer Joel Thurman) in regards to the fencing project. Thurman provided feedback on this proposal as well as guidance as to what to look for in future proposals.
- B. 1/18: Radio communication, field condition reporting, and weather station training with Montgomery Aviation's Customer Service Representatives (Thank you to Sean, Erin, and Pat)
- C. 1/23: "Coaching Employees for Maximum Performance" training (Thank you to Hamilton County Human Resources Department)
 - i. 1/23: Celebrated Sean White's birthday
- D. 1/24: Exploratory meeting with hangar developer and White
- E. 1/25: Aviation Indiana's Quarterly Meeting & Legislative Luncheon (Thanks to Rep. Schaibley, Chris Snyder, and White for joining)
- F. 1/26: Sewage and sump pump finalization meeting with Snyder and Tyler (2/1: finalized pump quote received (~\$6,130) and awaiting coordination with septic company. It was advised that commercial septic tanks should be emptied every three (3) to six (6) months. There is a question if this has ever been done.

- G. 1/27: Met with Frye to update and plan.
- H. 1/30: Semi truck tried to do a U-turn in the entry and became stuck in the grass requiring a wrecker. In discussions with the responding Sheriff's deputy it was discouraged to install signs as it will not deter those wanting to turn around. His best recommendation was installation of cameras. White is aware of the issue and will keep it in mind for future camera installations.

II. February

- A. Online performance appraisal training with Frye and Hamilton County Human Resources Department
- B. Maintenance completed on 1973 International (1/27 – title and registration paperwork mailed to BMV; TBD: Transportation by Garner's (~\$1,095.50))
- C. 2/3-2/11 – Kristin Grinstead out of the office
- D. 2/10: Webcast with developer of software for airport notification by drone operators. The requirement to track drones is a new Federal Aviation Administration (FAA) rule. At this point in time the requirement for airport owners is notification and document.
- E. 2/16: Waterline meeting with Snyder
- F. TBD:
 - i. Sample house leases with additional considerations to be given to Mike Howard
 - ii. Research of office furniture purchase to be completed upon Grinstead's return (Six (6) conference room chairs, two (2) guest chairs, and bookcases that will serve as dividers in the conference room)
 - iii. Preparation of internal projects list and comparison of local projects with budgets. Cozza will be working with the Auditor's office for training on the county's financial software. He will be inputting the invoices as part of the county's new internal control policy.
 - iv. Continued work on Treasurer's Report. Lewis discussed the report –
 - 1. Looking at variances, if we are within 5% of budget it is not worthy of discussion.
 - 2. Cozza is still unsure of how he is going to track the expenses based the accounting he does not have access to. Lewis was concerned as to why we are so far ahead on expenses, is there deferred maintenance not being addressed or a deferred project? Frye added expenses are not linear. Cozza added for this report the expenses were assumed to be linear. Cozza will be working with Grinstead to see what the annual budget amount which differs from the revenue and there is some work to be done to get accurate numbers. The -84% in expenses is from the challenge of pulling specifically FAA grant funds, we only want to account for the local match (6% the HCAA is contributing to the projects). We are not concerned about the FAA or State portions for this report. In the county's accounting reports he is not sure what is state, local, and FAA. Lewis said as it relates to the budget this suggests we have a deficit cash flow in the budget, is that true? Cozza does not think it is and why more work needs to be done.
 - 3. Lewis discussed the fuel report – he would like to see Beck's and Montgomery split out on revenue and gallons. Lewis asked as going through this year, will Cozza drop off the earlier months so

we are just looking at the calendar year? B. Beaver would like to see the history as a comparison. Lewis confirmed there would be four lines - previous year, current year, gallons, and dollars (flowage fee). It was suggested to change Fuel Sales to Fuel Flow.

4. Lewis preferred the title of the report be changed from Treasurer's Report to Budget Report.
- v. Delivery of 2017 Chevrolet 3500HD (Future: Snowplow and light bar via Hamilton County)

III. Future Months (2017: Safety, reliability/preservations, and outreach)

- A. 3/8: Purdue Road School Aviation Day and Aviation Indiana Board Meeting
- B. 3/8: HCAA monthly meeting
- C. 3/28 – 4/1: Cozza out of town
- D. Credit Accounts, hangar door inspections, and other

Montgomery Aviation Report

No report.

Woolpert Engineering Report

Chris Snyder reported:

FAA AIP-26 Land Acquisition, Engineering, Mitigation and Wildlife

Contractor has responded with an action plan to remediate seeding issues in late February/early March (over seeding and fertilizer in areas). Then come back in April to put down crabgrass preventions. Information has been provided to Howard.

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

Cozza reviewed the original fee proposal and contract with Joel Thurman as an independent reviewer. They submitted a series of questions back to Woolpert. Woolpert has worked through these questions including agreeing to changes. At this time, they have finished their review and Snyder requested approval of the design contract for the airport perimeter fence approximately 29,000 linear feet in an amount not to exceed \$99,656.19. Services include Grant Administration (\$6.7k), DBE Goal Development (\$6.7k), Survey with utility locates (\$16.5k), Design/Engineering including new electrical gates with permitting (\$56.1k) and bidding (\$13.4k). Construction is estimated at \$1.1 million with the county's share at 6% (approximately \$66,000). The grant should be awarded in September with construction in 2018. Lewis moved to approve. A. Beaver seconded. Motion carried unanimously. (5-0)

Local Projects

INDOT (Indiana Department of Transportation) CIP has been submitted to the state. Minor changes were made in discussion with Cozza.

Test results of the flowable fill on the Taxiway A Repair came back exceeding the minimum required strength requirements. They all look like they are still holding well.

Old Business

No report.

New Business

No report.

Legal Counsel Report

Mike Howard reported:

- Indianapolis Executive Airport, LLC Account has been closed. This was the operating account used by the previous manager. Monies have been deposited into the current airport operating account with claims from those funds included for approval this evening.
- Shelburn property closed Monday. We are waiting on the Title Insurance Policy and copy of the stamped recorded deed which will then be forwarded to Snyder. This will also be provided to Cozza for future farming acres.
- Resolution No. HCCA 02-08-17-1, A Resolution of the Board of the Hamilton County Airport Authority Authorizing the Execution of Checks and Other Documents. The Resolution designates signatories for financial documents and maintenance of the Airport Authority's records to Robin M. Mills, Hamilton County Auditor; Kimberly R. Rauch, Administrative Assistant to Auditor; and Kristin Grinstead Administrative Assistant Deputy. Lewis moved to approve Resolution No. HCAA 02-08-17-1. A. Beaver seconded. Motion carried unanimously. (5-0)

County Council Liaison

No report.

Secretary's Report

Approval of Vendor Claims

- A. Beaver moved to approve vendor claims in the amount of \$27,382.58. Lewis seconded. Motion carried unanimously. (5-0)

Approval of Payroll Claims

- Lewis moved to approve payroll claims. A. Beaver seconded. Motion carried unanimously. (5-0)

Frye adjourned the meeting.

Others Present

Brad Cozza, Airport Director
Chris Snyder, Woolpert Engineering
Mark Thomas, Beck's Hybrids
Brad Beaver, County Council Liaison
Mike Howard, Legal Counsel
Kim Rauch, Recording Secretary

APPROVED

William Frye, President
Allyn Beaver, Member
Dr. Kent W. Erb, Member
Alan Albright, Vice-President
Michael E. Lewis, Secretary-Treasurer

ATTEST

Kristin Grinstead, Authorized Signatory

Date approved: March 8, 2017