

Danville-Boyle County Airport Board

Minutes of Meeting held on 15 March 2018

I. Call to order

Chairman Robert Caldwell called to order the regular meeting of the Danville-Boyle County Airport Board at 06:00pm on 15 March 2018 at the Airport.

II. Attendance

The following persons were present:

| | | |
|----------------------------|------------------------|------------------|
| Air Board Members - | Marshall Wilt | Rob Caldwell |
| | David Caldwell | Patti Powell |
| | Bart Gover (via Skype) | King Pruitt |
| Others Present - | Chad Smith | Christian Barker |
| | Glen Ball | |

III. Approval of Minutes

The minutes from the 15 February 2018 meeting were reviewed.

David Caldwell identified one addition to the February 2018 meeting minutes. The addition included a statement that Stuart Powell Ford had donated a Ford Taurus to the Airport for its use as a crew car.

Motion by Patti Powell to approve the minutes with revisions. The motion was seconded by King Pruitt with all present voting in the affirmative.

1. **Finance Report / Pay Bills**

The **Table A** provides a breakdown of revenue and expenditures for FY 2017/2018:

Table A: FY2017-2018 Revenue and Expenses

| Operation | Revenues | Expenditures | Net |
|------------------|----------------|----------------|----------------|
| Board | \$ 201,787.72 | \$143,815.34 | \$ 57,972.38 |
| Special Projects | \$1,527,510.37 | \$1,743,537.13 | \$(216,026.76) |
| TOTAL | \$1,729,298.09 | \$1,887,352.47 | \$(158,054.38) |

The balance of the Community Trust Account is \$15,618.94.

The balance of the First Southern Account is \$19,260.33.

Table B provides a list of bills presented for payment.

Table B: Bills to be Paid

| | |
|----------------------------------|-----------------|
| Danville Industrial Distributors | \$180.70 |
| Kerbaugh, Rodes & Butler | \$737.50 |
| | |
| TOTAL | \$918.20 |

Motion by Marshall Wilt to accept the finance report and approve the bills. The motion was seconded by Patti Powell with all present voting in the affirmative.

2. Consultant's Report (Stantec)

- a. Corporate Hangar Update: Chad Smith reported that the new corporate hangar door will be raised to a height of 20',1" to meet design specifications. Work on the hangar door is expected by March 31st.
- b. Airport Capital Improvement Plan (ACIP): Chad Smith distributed a copy of the KDVK 2018 ACIP. The board discussed the list of projects to be included in 2018 ACIP for FAA submittal. Years 2019 and 2020 are allocated for grant repayment to West Liberty Airport. Year 2019 also includes land acquisition for the King and Harmon properties. Year 2021 is designated for the design and construction of the Runway 30 end taxiway turnaround. Year 2022 is designated for the preparation of an Airport Master Plan. Year 2023 includes the construction of a parallel taxiway for the primary runway. Motion made by David Caldwell to approve the ACIP, seconded by Marshall Wilt. Motion passed unanimously. Chad Smith will submit to FAA on behalf of Airport Board.
- c. Aircraft Apron Project Update: Chad Smith stated that the apron project was now out for bid. This project will include drainage improvements for Airport. Bids open March 29, 2018.

3. Airport Manager's Report

- a. Airport Crew Car: The board discussed quotes received for auto insurance on the crew car. David Caldwell made a motion authorizing the Airport Manager to secure a \$1M liability automobile insurance policy for the crew car. The motion was second by Marshall Wilt. Motion passed unanimously.
- b. Fuel Truck (Avgas): The board discussed the need for a second fuel truck to meet customer demand and reduce congestion near the fuel farm. Current fuel provider Eastern Aviation, has agreed to provide a second fuel truck at \$400 per month. The board agreed by consensus to charge a fee of 0.20 cents per gallon for fuel sold from the new fuel truck. Motion made by Marshall Wilt to delegate the decision to enter a short-term lease with Eastern Aviation for a second fuel truck to Chairman Caldwell and the Airport Manager before the April 2018 board meeting. Patti Powell seconded the motion. Motion passed unanimously. Board Chairman Rob Caldwell instructed the Airport Manager to inquire on the costs other airports charge for aircraft refueling via fuel truck. The manager will report his findings during the April 2018 meeting.

- c. IT Equipment Needs: The board discussed the need for a multi-purposes scanner and document shredder to perform routine airport duties. Patti Powell will explore the donation of a document shredder to the Airport. Motion made by King Pruitt to authorize purchase of scanner. Patti Powell seconded the motion. Motion passed unanimously.
- d. Airport Employee Job Descriptions: Board tasked Airport Manager with developing job descriptions for staff/employees. Focus of job descriptions shall align duties performed with actual services staff/employees provide. Airport Manager will provide draft job descriptions to board for review/comment. In addition, the board ask Airport Manager to begin tracking all overtime each pay period.
- e. Forklift: The existing airport forklift is no longer operational. Board discussed options for replacement. The Airport Manager was ask to gather additional information from Crown Lift Trucks regarding forklift costs, delivery options, and lifting capacity. Chairman Caldwell stated that any new forklift purchased by the Airport could only be used by airport employees. Motion made by Marshall Wilt to authorize board Chairman Caldwell to make decision on purchase of forklift before April 2018 meeting. Patti Powell seconded motion. Motion passed unanimously.

4. Tree Removal Project

Chad Smith provided drawing to Chairman Caldwell depicting location of trees identified for removal. Chad will provide draft bid documents and newspaper advertisement to Chairman Caldwell within one week from meeting date and determine a bid opening date for the project.

5. King-Harmon Property Acquisition Update

Owners of King-Harmon properties have contacted Chairman Caldwell indicating their willingness to proceed with property acquisition. Stantec's Chad Smith stated he is awaiting a response from coordinating agencies with respect to environmental review. Chad anticipates that a FAA Categorical Exclusion (CATx) with a Phase One site assessment will be required. The estimated cost for both properties is \$105,000 with \$50,000 for King property and \$55,000 Harmon property, respectively. Chad stated that an appraisal, review appraisal, and signed seller's agreement are required before close. Deadline to apply for grant funds with FAA is July 1, 2018. Grant payments are anticipated by September 1, 2018. Appraisals are needed by June 30, 2018. The board discussed moving forward with conducting appraisals. Motion made by King Pruitt to start the appraisal process, seconded by Patti Powell. Motion passed unanimously. Chairman Caldwell will contact both owners with an update on the acquisition process and anticipated timing for property transfer (closing).

6. Aerobatic Box

Airport tenant (Nate Hamon) is seeking the board's approval to establish an aerobatic box near the Airport. Coordination with FAA FISDO in Louisville is required. The board discussed the responsibilities associated with an aerobatic box. An example of the previous acrobatic box was distributed via email prior to the meeting. Chairman Caldwell will request that Nate Hamon provide information in writing identifying the details of the acrobatic box as well as the specific support he is seeking from the board. The board will review all paperwork before giving its approval.

7. Airport Community Auxiliary Board Update

- a) Auxiliary Board Mission Statement: The Airport Community Auxiliary Board met on Thursday March 18, 2018 and approved the auxiliary board mission statement. Chairman Caldwell notified the board that he shared the mission statement with the Kentucky Department of Aviation's Steve Parker and Todd Block. Both expressed their support of the mission statement.
- b) Aviation Training Opportunity for High School Students: Chairman Caldwell discussed an email provided by Bill Hamon which identified an opportunity to promote education and training of aviation mechanics in Kentucky high schools. Students in Bardstown and Lebanon-Springfield are participating. The purpose of this email is to inform the board of the initiative and seek opportunities to partner with local schools. Glenn Ball has provided this information to staff at Danville Schools.
- c) KDVK Airport Fly-in Event: Auxiliary board member Glenn Ball is working with EAA to organize a fly-in event at the Airport scheduled for May 12, 2018, 11-3PM. Glenn will provide updates to the auxiliary board in future meetings.

8. Miscellaneous Items

- a) Staffing: Board discussed employee performance, employee health insurance, and compensation. The board discussed the need for an employee handbook. Rob Caldwell will contact Rob Barnette (Bowling Green Airport) to inquire about employee handbook to use as a guide.
- b) City of Danville: Rob Caldwell discussed his meeting with the City to discuss future growth opportunities at the Airport. Future meetings are anticipated.

9. Adjourn

Motion by King Pruitt to adjourn at 7:05pm. The motion was seconded by Patti Powell with all present voting in the affirmative.

Minutes submitted by: Barton F. Gover

Minutes approved by: Patti Powell