

Danville-Boyle County Airport Board

Minutes of Meeting held on 19 April 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 19 April 2018 at the Airport.

II. Attendance

The following persons were present:

Air Board Members -	Marshall Wilt	Rob Caldwell
	David Caldwell	Patti Powell
	Bart Gover	King Pruitt

Others Present -	Christian Barker	Donald Hare
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III. Approval of Minutes

The minutes from the 15 March 2018 meeting were reviewed.

Marshall Wilt identified three revisions to March 2018 meeting minutes. The additions included a statement clarifying that a 0.20 cent per gallon charge for fuel sold from the new fuel truck. The remaining revisions were editorial in nature.

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	\$225,312.58	\$160,067.15	\$65,245.43
Special Projects	\$1,554,196.48	\$1,743,763.73	(\$189,567.25)
TOTAL	\$1,779,509.06	\$1,903,830.88	(\$124,321.82)

The balance of the Community Trust Account is \$16,337.76

The balance of the First Southern Account is \$32,167.46

Table B provides a list of bills presented for payment.

Table B: Bills to be Paid

Harris and Leach (NAVAIDS)	\$2,250.00
Frankfort News Media (Advocate Messenger advertising)	\$934.80
Danville Industrial Distributors, Inc.	\$52.50
VISA (KDVK David Caldwell)	\$95.00
VISA (KDVK Christian Barker)	\$445.87
Locknet	\$10.35
JA Storage and Sales	\$4,000.00
WeldQuip	\$296.03
TOTAL	\$8,084.55

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

2. Consultant's Report (Stantec)

Stantec's Chad Smith was not in attendance but provided Chairman Caldwell with a written update on the following projects.

- a. Corporate Hangar Update: The contractor met with the Airport Manager to coordinate drilling holes in the hangar door rails for water to drain water and avoid freezing during winter conditions. The contractor is also working to address other leaks in the corporate hangar. The contractor is waiting on dry weather to complete the project.
- b. T-Hangar Update: Chad spoke to Jave LLC's Ron Pfaff who has agreed to regrade the areas that were too wet to grade earlier in the spring and clean up the area where the temporary construction road crossed the Airport's driveway. In addition, Jave will put down number 2 size stone to close out the grant.
- c. Ramp Improvements: Chad spoke with Kentucky Department of Aviation's Craig Farmer about the grant for the ramp. Chad is waiting on the grant amendment to be approved. Chad noted that the ramp project will be constructed as bid but will not include the crack sealing around the T-Hangars. Chad anticipates that the grant amendment will be approved later in the week and that the project will be awarded within a few days of approval.
- d. Property Acquisition: Chad is still waiting to receive a response back from the State Historic Preservation Office (SHPO). No progress can be made until receiving the SHPO's response. Chairman Caldwell contacted Joe Ball with First Southern National Bank about the status of property appraisals. Joe Ball indicated that appraisals will be completed within two weeks.
- e. Tree Removal: The letting was originally scheduled for April 19th; however, the letting has been postponed because one of the property owners has decided not to allow their trees to be removed. Two qualified bidders have expressed interest in the project. Both bidders have attempted to access the site to examine the trees but were asked to leave by the

property owner. Chairman Caldwell will attempt to speak with the property owners again to discuss the matter further. If the property owners agree, the letting will be rescheduled by addendum with Chad's assistance.

3. Airport Manager's Report

Airport Manager Christian Barker submitted the April 2018 FBO Report via email on April 18, 2018. A summary of this report is provided below:

- a. March 2018 Fuel Sales: AvGas: 3,445 gallons, Jet A: 6,286 gallons. As of April 19th, the Airport has had a strong month for fuel sales. Approximately 5,185 gallons of jet fuel has been sold from the fuel truck alone.
 - i. Since the Airport has started invoicing Lafayette Transit for fuel sales, the Airport has saved \$406.12 in credit card fees over a 23-day period. At the current rate, this will average a savings of \$537.08 per month or \$6,444.97 per year. In addition, Lafayette Transit has notified the Airport Manager they intend to base their second aircraft (CJ2) at the Airport soon. The addition of a second based Lafayette Transit aircraft is anticipated to increase fuel sales.
 - ii. The new AvGas truck is anticipated to arrive on April 20th.
- b. New Forklift: The new forklift was used the day it was delivered and is meeting the Airport's needs.
- c. Ramp Congestion: Centre College held a board meeting this past week and flew into the Airport using their Global Express. Because of its size, the Global Express can safely taxi on the ramp when it is the only aircraft on the ramp. However, when another large jet is parked on the ramp, the presence of a second large aircraft creates congestion on the ramp. The Airport Manager expressed his interest in providing a second taxiway connection to the ramp to avoid future congestion.
- d. State Safety Inspection: The Kentucky Department of Aviation will conduct their annual state airport inspection in May 2018. A copy of the State's findings will be provided to the Board for review and discussed during the May 17, 2018 Airport Board meeting.
- e. Corporate Hangar Project Punch List: The Airport Manager provided the Board (via email) with an updated corporate hangar punch list of complete and noncomplete items. The full list is provided below, with completed items identified with strike through text.
 - General Site Clean-Up
 - ~~Removal of trailer and equipment~~
 - Clean-up of gravel lot (Ensure there are no hazards to vehicle tires)
 - ~~Cleaning dirt off interior structure~~
 - ~~Fix Insulation on door~~
 - ~~Gray duct tape on ceiling insulation~~
 - ~~Dirt on ceiling insulation~~
 - ~~Floor Caulking in front of door~~
 - ~~Split in caulking on side of building~~
 - ~~Back door key pad not working~~
 - ~~Gap in rubber on big door~~
 - ~~Gap under walk through door~~
 - ~~Heaters Fluttering~~
 - Rough exterior grading
 - ~~Low Garage door rails~~
 - Big door top railing not lining up
 - Motion light on back of hangar turns on and off every 9 seconds
 - Label Breaker Box
 - Leak by outlet on left side of building
 - Water coming in around back garage and walk-through door

- f. Aircraft Operation Counts: The board discussed options for collecting airport operation counts to be used for submitting FAA Form 1050-1. This form is submitted annually to FAA for purposes preparing the National Aerospace Forecasts. The Airport Manager will contact Air Evac to determine operation counts and coordinate with the Board on collecting future operation counts before submitting to FAA.

4. Airport Community Auxiliary Board Update

- a) ACAB Meeting: Meet on April 19th. Chairman Caldwell spoke with Jake Bell about his interest in leading the ACAB. Jake agreed and lead the April 19th meeting.
- b) Airport Fly-in: The Airport will host a fly-in event on Saturday May 12th from 11AM-2PM. The event will be attended by EAA pilots who will provide free airplane rides for up to 100 children. Up to six EAA aircraft will provide these rides. Fuel for these aircraft will be provided via donations by Eastern Aviation, Bill Hammond, and Chairman Caldwell. This event will include a static airplane display, a classic car display, games/activities for kids, and food for purchase. The National Guard has volunteer troops to park cars. An air boss and wing walkers will be on hand to coordinate air traffic. Admission to the event is free. The ACAB will meet again on May 3rd to finalize plans for the fly-in.

5. Marketing Discussion

- a. Airport Marketing: Board member Patti Powell spent time with the Airport Manager discussing future marketing opportunities for the Danville-Boyle County Airport. Patti will continue to work with the Airport Manager to identify specific plans to increase the Airport's outreach within the surrounding community.

6. Other Business/Miscellaneous Items

- a) Scarlett Cup Theater: Chairman Caldwell was contacted by a member of the Scarlett Cup Theater to inquire on the use of the airport terminal building to put on a play. The theater is interested in holding a play during the first and second weekends of October 2018. The play will be based on a person's experience in an airport terminal. Approximately 30-40 people are expected during each night of the play. The Airport Manager will check on insurance and crowd capacity requirements before committing use of the facility to the Theater. The Board discussed the matter and is supportive of the Scarlett Cup Theater's request.
- b) City of Danville Funding: Chairman Caldwell had a conversation with Danville City Manager Ron Scott to discuss annual funding for the Airport. Initially, the City Manager expressed concern about the City's 2018 contribution of \$15,000 for the Airport. However, after sperate discussions with the City Manager and current Major Mike Perros, both realized the importance the City's contribution made for airport improvements. The Chairman is satisfied the City will contribute the requested amount.
- c) Administrative Policies: The Board discussed the need for administrative policies to provide clarification on several employee related issues including employee growth, educational training opportunities, compensation, health insurance, and job responsibilities. Chairman Caldwell will speak with the Airport Manager to discuss these matters and report back to the Board.

7. Adjourn

Motion by Bart Gover to adjourn at 8:45pm. The motion was seconded by King Pruitt with all present voting in the affirmative.

Minutes submitted by: Barton F. Gover

Minutes approved by: TBD