

Danville-Boyle County Airport Board

Minutes of Meeting held on 21 June 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 21 June 2018 at the Airport.

II. Attendance

The following persons were present:

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

Others Present - Christian Barker Glenn Ball
Chad Smith (Stantec) Bill Hammond

III. Approval of Minutes

The minutes from the 17 May 2018 meeting were reviewed. Motion by Patti Powell to approve the minutes. The motion was seconded by David Caldwell 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	\$275,236.78	\$191,612.28	\$83,624.50
Special Projects	\$1,554,196.48	\$1,906,456.04	\$(352,259.56)
TOTAL	\$1,829,433.26	\$2,098,068.32	\$(268,635.06)

The balance of the Community Trust Account is \$23,028.37

The balance of the First Southern Account is \$26,772.57

Table B provides a list of bills presented for payment.

Table B: Bills to be Paid

AirNav (subscription)	\$80.00
Appliance Wize (AC repair)	\$199.37
Lawson Tractor Supply (Hydraulic Fluid)	\$48.75
Lowe's (supplies for youth event)	\$45.53
VISA (Christian)(Spill Kits for fuel trucks)	\$65.68
VISA (David)	\$185.08
Flight Aware (Subscription)	\$95.00
Go Daddy (Internet Website fee)	\$90.08
Special Purpose Gov't Entity (registration: annual budget)	\$500.00
Kerbaugh, Rodes & Butler (two months accounting fees)	\$1,480.00
Stantec (consulting fee)	\$11,681.46
Blue Grass Contracting (contractor fee)	\$149,836.05
TOTAL	\$164,307.00

Motion by Bart Gover 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)

Stantec's Chad Smith provided the Board with an update on the following projects:

- a. Corporate Hangar Update: The contractor has installed new drain and down spout, reseeded dirt areas around the hangar, and put up a new fence post. The contractor has ordered splash blocks for each of the down spouts and remote controls for the garage door. A representative from Sherwin-Williams examined the paint damage to the corporate hangar floor and determined it was a result of new airplane tires rubbing against the floor.
- b. T-Hangar Update: Chad and the Airport Manager met with the contractor to discuss the remaining punch list items to be completed. The contractor has poured the concrete pad and has patched damage areas of the asphalt near the T-Hangar. The final grading around new T-hangars has not yet been completed. Chad anticipates final grading will be completed in August 2018. The Airport is withholding \$10,000 in retainage to ensure all work is complete.
- c. Tree Removal: The Airport received two bids for tree removal project. Preston Hubble was the low bidder. Chad will send out an award letter to the low bidder.
- d. Property Acquisition: Chairman Caldwell has been in touch with the FAA regarding the property acquisition project. The FAA grant application for the property acquisition is due July 15, 2018. Chairman Caldwell will complete the property acquisition purchase agreement. The purchase agreement will reflect the Airport's Danville mailing address. The property appraisals have been completed. Motion made by David Caldwell to authorize Board Chairman to sign purchase agreement for property acquisition so long as funding source is committed by the FAA. The motion was seconded by Marshall Wilt with all

present voting in the affirmative. Both the purchase agreements and property appraisals will be signed, scanned and sent to the FAA via email by 6/27.

3. Airport Manager's Report

Airport Manager Christian Barker submitted the June 2018 FBO Report via email on 20 June 2018. A summary of this report is provided below:

- a. May 2018 Fuel Sales: AvGas: 3,430 gallons, Jet A: 8,394 gallons.
 - i. As of June 20th, the Airport has sold 1,248 gallons from the AvGas truck and 2,182 gallons from the fuel pump.
 - ii. Bruce Robins has moved his CJ2 to the Airport and paid the remainder of 2018 hangar rent in advance.
- b. T-Hangar Construction: The construction on the T-Hangar apron and Jet Pad have completed, four tenants wanted to fly during the construction, so we were able to relocate them into the corporate hangars during that time. All the tenants are very happy with the improvements.
- c. Brass Band Balloon Race: The balloon race had the largest turn out that they have had and much larger than it was expected due to it being on Sunday night which was great, but the large crowd did create some problems with people being in areas of the airport they shouldn't have been in due to lack of parking attendants and crowd control. I have suggested to the radio station that they involve the Community Board in planning the event for next year to help fix those problem areas.
- d. Equipment Maintenance Log: Airport staff has begun keeping maintenance logs and routine inspections on airport owned vehicles.
- e. Educational Training: Christian continues to prepare for AAAE CM examine.
- f. Miscellaneous: Our AC went out after this last round of storms due to a blown capacitor, Craig Bell was able to get it fixed the same day. The Airport had another issue with our tug breaking the bolt holding on the alternator belt tensioner, but the staff was able to fix the problem.

4. Airport Community Auxiliary Board Update

- a) ACAB Meeting: The ACAB meet on June 21st. Bill Hammond provided update to Board on behalf of ACAB. The ACAB is promoting a high school education program in the Danville-Boyle and Lincoln County which focuses on aircraft maintenance certification. The Louisville FISDO and UPS have shown interest in supporting the program and may provide some funding for startup. Also, the ACAB discussed need for map and procedural document for next year's balloon race. This document will address logistical challenges experienced during the 2018 balloon race.

5. Marketing Discussion

- a. Airport Marketing: No new update. Patti Powell will continue to work with the Airport Manager on marketing efforts on behalf of the Airport.

6. Spending Limits

- a. Guidelines: The Board discussed the need to establish spending limits for Airport Manager. The purpose of this initiative is to provide the Airport Manager with guidelines and a budget for expenses associated with Airport operating activities. The Airport Manager will review previous month's activities and report back to the Board with a recommend spending level for the Board's consideration and approval.

7. Other Business/Miscellaneous Items

- a) Eastern Kentucky University is interested in exploring opportunities to expand their aviation program at an additional airport for the purpose future growth. Specifically, ECU is interested in a large hangar capable of storing aircraft and space for a classroom. The preparation of an airport master plan is the next step in exploring this opportunity. Additional details regarding this initiative will be provided at future Board meetings.

8. Adjourn

Motion by Bart Gover to adjourn at 7:30pm. The motion was seconded by David Caldwell with all present voting in the affirmative.

Minutes submitted by: Barton F. Gover

Minutes approved by: KDVK Airport Board on July 19, 2018