

Danville-Boyle County Airport Board

Minutes of Meeting held on 17 May 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 17 May 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)	Gary Chidester

III. Approval of Minutes

The minutes from the 19 April 2018 meeting were reviewed.

Marshall Wilt requested that the April 2018 minutes include a discussion of the compensation changes for staff. Motion by Marshall Wilt to approve the minutes with the addition of the compensation discussion. The motion was seconded by Patti Powell 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	\$253,853.24	\$176,773.39	\$77,079.85
Special Projects	\$1,554,196.48	\$1,744,713.73	(\$190,517.25)
TOTAL	\$1,808,049.72	\$1,921,487.12	(\$113,437.40)

The balance of the Community Trust Account is \$11,059.30

The balance of the First Southern Account is \$23,067.31

Table B provides a list of bills presented for payment.

Table B: Bills to be Paid

Frankfort News Media (Advocate Messenger)	\$226.60
Harris and Leach (DME repair)	\$500.00
Industrial Part Distributors	\$336.96
Lawson Tractor	\$102.10
Lowe's	\$222.12
Rexel (lights)	\$273.85
Sign Depot	\$45.00
Visa (Christian)	\$245.43
Visa (David)	\$755.40
Larry Foreman (electric service work)	\$800.00
Weldquip	\$17.76
TOTAL	\$3,525.22

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: Drive and sidewalks poured. Have started grading. Chad and Christian working thru punch list. Will notify contractor of remaining items to be completed.
- b. T-Hangar Update: Chad and Christian met with contractor to finish cleaning up of area. Contract will come back to finish the job.
- c. Ramp Improvements: Pre-construction meeting held on 5/16. Contractor will replace taxiway connectors to 12-unit T-Hangar complex. Project will also include the replacement of concrete apron and new under drains. Construction begins Sunday 5/22. Completion anticipated June 1st. Contractor is Bluegrass Contracting, Lexington, KY. Airport Manager will begin notifying affected tenants.
- d. Property Acquisition: Harmon and King properties. Phase 1 site assessment will be required. Environmental has come out positive. Appraisals to be completed next month. Project will require a Categorical Exclusion (CATx) and update to Exhibit A Property Map. Chad will attempt to contact FAA MEM ADO to provide update on project status.
- e. Tree Removal: Bid opening held on 5/17 for removal of trees on Galloway et al properties. Property owner has agreed for trees to be removed. Two bids received. Low bidder is Preston Hubel \$9,500. Second bid 22,250.

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. April 2018 Fuel Sales: AvGas: 3,429 gallons, Jet A: 10,157 gallons.

- i. As of May 15th, the Airport has sold 621.4 gallons from the AvGas truck and 1,145 gallons from the fuel pump.
 - ii. The presence of a new AvGas truck at the Airport is a welcomed amenity among our fuel customers. The Airport Manager anticipates a continued increase in its use.
- b. State Safety Inspection: The Kentucky Department of Aviation conducted their annual state airport inspection on May 8, 2018. A copy of the State's findings were provided to the Board via email for review.
- c. Airport Fly-in: The Airport had a large turnout for the May 12th fly-in. More than 100 youth were given free airplane rides to promote youth interest in aviation. Airplane rides were provided by the EAA's Young Eagles program.
- d. Equipment Maintenance Log: Airport staff has begun development of an airport equipment maintenance log. The staff will continue adding equipment to this list and monitor maintenance needs moving forward.
- e. Job duties: The Airport Manager is working with staff to develop a list of job duties for each staff member. The manager has also begun cross training staff to perform airport manager duties in case of absence.
- f. Educational Training: The Airport Manager is continuing to make progress on the completion of the AAIE Certified Member program. He anticipates taking the test during the summer of 2018.

4. Airport Community Auxiliary Board Update

- a) ACAB Meeting: Meet on 5/17. Airport manager provided update to Board on behalf of ACAB. Discussed results from Airport Fly-in. Overall, May Fly-in was huge success! ACAB made decision to separate future Fly-in's into three separate events including Youth festival EAA Young Eagles, Civil Air Patrol encampment, and car show. Next meeting 6/21@4PM EDT. Steve Dryman to attend and present aviation mechanic program. Jake Bell serves as ACAB Chair.

5. Marketing Discussion

- a. Airport Marketing: Board discussed preparing a presentation describing airport funding needs for City and County budget requests. Bart Gover to assist in preparing presentation. Patti Powell continues to work with Airport Manager to update social media (Facebook) postings and improve airport website. An ad hoc committee of three individuals (Dave Caldwell, Patti Powell and Airport Manager) was organized to work collectively to update website.

6. Other Business/Miscellaneous Items

- a) No other business discussed.

7. Adjourn

Motion by Bart Gover to adjourn at 7:18pm. The motion was seconded by Patti Powell with all present voting in the affirmative.

Minutes submitted by: Barton F. Gover

Minutes approved by: TBD