

Kentland Airport Board

MINUTES

To: Jim, Debby, Mike, Pat, IN Dept. of Aviation
From: Jim Butler
Subject: Airport Board Meeting, Monday, January 3, 2022

The Airport Board met on the date shown above, at 6:30 PM at the airport. The first Monday of the month is our regular meeting time and we have posted this on the bulletin board at the airport as well as notified the newspaper.

Board members present were Jim Butler, Terry Deiter, Jake Shufflebarger and Terry Hafstrom,. Chuck Classen, Airport Manager and FBO, and Joe Worley, Hanson, were also present.

Old business:

At the May meeting Terry Hafstrom pointed out the skirt boards around the bottoms of several hangars have rotted and need to be replaced. Chuck has received a per foot and per pole cost and will measure and tabulate them to arrive at a budgetary figure.

In the May meeting Chuck submitted bids for replacing the roof on Hangar 4. JAGG Premium Roof Systems submitted the lowest bid for the desired roofing thickness of 26 gauge and 6" downspouts at \$20,842.63. Jim reported that he discussed this with the Town Council and it was their desire to retain our Covid grant money in case it is needed in 2022 as matching funds for phase 3 of the Stormwater/West Ramp project.

At the May July meeting Ken Ross reported that the FAA has advised us that the corn that has been grown in previous years off the west end of the runway is too close and impinges on the safety area. Ken stated that after the soybeans are removed this area will be staked off and planted in grass so that it is protected and kept within FAA regulations. We can probably sell hay from this area as it is a low growing crop.

At the December meeting Chuck reported there are several joints in the runway that need to be resealed. After discussion it was decided that after the first of the year, we will obtain quotes for this repair and hopefully get it done as soon as possible in the spring. Joe Worley will provide a list of contractors who we can contact for quotes.

At the December meeting Jim reported he had been asked by the Kentland Fire Department to install a helipad for medivac access to the airport. After discussion it was decided to discuss this with the engineers and if feasible, install the cabling for lighting under the west ramp prior to paving in the spring. A result of that discussion was to place an illuminated area on the northwest corner of the new west ramp and to make permanent and pave the existing haul road from the entrance drive of the airport to the west ramp. This will allow ready access by ambulance, fire and police department personnel to be in close proximity to where the helicopters will park while not being hindered by general or aerial applicator aircraft traffic. This will be worked into the paving of the west ramp when we are awarded that grant, hopefully in 2022.

New Business:

1) Fuel sales for December were \$1,477.55. The fuel sales for all of 2021 were \$23,238.09, which was \$1,609.57 less than the previous year.

2) Chuck's written report indicated the amount of AvGas on hand as of the end of December was 4,993 gallons. The amount of Jet-A was 2,319 gallons.

3) There were 54 observed or evidenced aircraft movements for the month of December. It should be noted that of the 1136 aircraft movements for the year, 368 were for people flying in to do business at the airport, i.e., purchasing fuel, getting repairs done on their airplanes, etc. There have been 58 flights so far this year for people flying here to do business off the airport in the community. Another 202 aircraft movements for the year were for aircraft based at Kentland flying for business reasons. There have been 336 operations for aerial applicators.

The Board would like to remind all pilots to please register their flights on the form next to the weather computer. These numbers are shown monthly to the Kentland Town Council as well as the people of Kentland so they will know how much their airport is being used and what it means to the economy of the surrounding area. Please indicate if your flight is for business, pleasure, training, etc.

Chuck's written report indicated the airport misc. income for the month of December was \$484.00, from Bi-State Aerial for aerial applicator usage of the airport, excluding hangar rents.

Chuck's written report also indicated the expenses for December were \$266.64 to

Harmon Services for labor and materials to fix leaks in the sink in the men's restroom and remove the sink in the women's restroom pending the installation of a new sink. Terry Deiter made a motion to approve these monthly expenses, Terry Hafstrom seconded the motion which passed unanimously.

Joe Worley presented the board with an application to INDOT for the Motion Information System traffic monitoring system. This system will be provided at no cost and the yearly fee to process the information will be paid by a State of Indiana grant, thereby costing the airport nothing for five years. After five years the board will evaluate the situation and determine if we want to maintain the service or not. There may also be another state grant that will allow the airport to maintain the system without cost. Jake made a motion to apply for the grant and accept the equipment from Motion Information System and to authorize Jim to sign the appropriate documents. Terry Hafstrom seconded the motion which passed unanimously. This system will record all activity at the airport by aircraft who are ADS-B equipped but will not record the activity of aircraft not so equipped. Joe Worley said Hanson will donate the use of trail-type cameras which will allow us to capture video of all aircraft entering or exiting the runway, which will then allow us to have a record of all aircraft utilizing the airport. This is important for grant applications in the future as well as maintaining accurate billing for the aerial applicators.

Jim reported that water was flowing in the swale leading from the concrete area of the entrance road to the stormwater collection system. This is unusual due to the cold weather and a water line leak may be the source. Terry Hafstrom will investigate.

With Chuck's partial retirement getting near, the division of labor has been agreed upon between him and Terry Hafstrom. Terry will take care of the day-to-day maintenance of the airport and Chuck will take care of the FAA side of the airport as far as NOTAMS, fuel pricing etc. The board would like to have some discussion with the Town as far as lowering Chuck's compensation and increasing the contract with Terry make the compensation fair for both.

Chuck reported the weather computer in the pilot's lounge stopped working. Terry Deiter made a motion to authorize Chuck to spend up to \$700.00 to purchase a new computer. The motion was seconded by Jake and passed unanimously.

Chuck reported that the Microsoft software that has been used at the airport is actually his personal software. Jake made a motion to authorize Chuck to spend up to \$150.00 to purchase new versions of the software in the Airport's name. Terry Deiter seconded

the motion which passed unanimously.

To help illuminate the east ramp parking area Chuck would like to turn on the security light located on the southeast corner of hangar 3. The problem is that this light is powered from hangar 3 and that electricity bill is in Tom Suiter's name. Chuck suggested putting one meter to record the power usage for the entire airport and eliminate all of the separate meters, thereby reducing the numerous minimum bills to only one. The board asked Chuck to look into this to see if it is feasible. In the meantime, Jake motioned to proceed with having Tom Suiter's meter placed in the name of the Town and to raise his hangar rent to the same level as all of the other similar hangars where the town provides electricity. Terry Hafstrom seconded the motion which passed unanimously.

Joe Worley of Hanson presented the Engineer's report. He submitted two pay requests for work completed on the stormwater and west ramp project. Jake made a motion adopt the resolutions to pay and to approve the pay requests and authorize Jim to sign the appropriate documents. Terry Deiter seconded the motion which passed unanimously. All board members signed resolutions accordingly.

Joe also reported on the status of the updating of the Capital Improvement Plan (CIP) and grant application. Terry Deiter made a motion to authorize Jim to sign the appropriate documents to apply for the grant. Jake seconded the motion which passed unanimously.

In an effort to streamline the process of preparing the monthly reports, Chuck and Jim will be working together to create a spreadsheet that includes all of the information on various tabs with the Report tab being the only one being printed and presented at the town council meeting. The entire spreadsheet will be emailed to Judy and the Council members prior to the council meeting so they can see all of the supporting documentation for the data on the Report. As we work to perfect this spreadsheet we hope that Judy and/or the council will let us know if they want to see something on the report that isn't there or if there is something on the report that isn't needed.

There being no further business, Terry Deiter motioned to adjourn, seconded by Jake. Motion carried unanimously.

Sincerely,

Jim

