

Kentland Airport Board

MINUTES

To: Jim, Debby, Mike, Pat, IN Dept. of Aviation
From: Jim Butler
Subject: Airport Board Meeting, Wednesday, November 3, 2021

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. This month's meeting was held on the third due to allow Chuck to put together the month end numbers.

Board members present were Jim Butler, Terry Deiter, Jake Shufflebarger, Terry Hafstrom, and Jerry Carlson. Chuck Classen, Airport Manager and FBO, Joe Worley, and Randy from Hanson Professionals 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 will contact Dennis Richey to ask for a quote.

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.

New Business:

1) Fuel sales for October were \$1,804.20. Year to date fuel sales in dollars was

\$19,963.96.

2) Chuck's written report indicated the amount of AvGas on hand as of the end of October was 5,415 gallons. The amount of Jet-A was 716 gallons.

3) There were 38 observed or evidenced aircraft movements for the month of October. It should be noted that of the 1036 aircraft movements for the year, 330 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 40 flights so far this year for people flying here to do business off the airport in the community. Another 188 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.

At the October meeting Chuck informed the board that he is retiring from being the Airport Manager and FBO and his last day will be the January, 2022 Airport Board meeting. The board discussed the need for someone to manage the airport and take care small maintenance items and coordinate larger items. Jerry made a motion for Terry Hafstrom to take on these duties and for Jim to discuss this with the Town Council and ask them to pay Terry what has been paid to Chuck each month once Chuck retires. Terry Deiter seconded the motion, which passed unanimously. Chuck will still assist Terry with the technical items such as NOTAM filing, fuel pricing, etc.

Chuck's written report indicated the airport misc. income for the month of October was \$588.00 from Townsend Aviation for aerial applicator usage of the airport, excluding hangar rents.

Chuck's written report also indicated the expenses for October were \$8.38. These expenses were for distilled water for the golf car batteries and batteries for the door lock. Terry Deiter made a motion to approve these monthly expenses, Jerry seconded the motion which passed unanimously.

At the October meeting Chuck reported that the hangar door cables for Hangar #1 are fraying and need to be replaced. This is a safety item because if the cables break the

door will fall and could injure someone or damage an aircraft. Jake made a motion to authorize Chuck to have the cables replaced. Terry Deiter seconded the motion which passed unanimously.

Chuck reported that Invisible Intelligence offers a traffic count monitor for \$6,000, total, one-time expense. This will be reimbursed by INDOT. The traffic count is need for future grant applications. Joe Worley is going to further research this system to determine if it is the correct one for Kentland.

One pay request with a resolution was presented for the Storm Water/West Ramp project in the amount of \$282,334.83 with a local match of -\$0.17. Jake made a motion to approve the pay request, seconded ty Terry Deiter. The motion passed unanimously. Jim circulated the resolution to all board members for their approval. The pay request was then dropped off in the Drop Box at the Town Hall by Chuck for review and approval by Judy. Once we receive Judy's approval a notice to submit will be given to Ken Ross/ Joe Worley so he can submit the pay requests to the FAA for funding.

The Capital Improvement Plan for the next 20 years is due to be updated and submitted to the FAA no later than February 1, 2022. Joe Worley and Hanson Professionals will begin work on updating the plan with discussions with the Airport Board.

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

Sincerely,

Jim