

**Minutes of the Board of the
Dubois County Airport Authority
September 12, 2011**

The regularly scheduled monthly meeting of the Board of the Dubois County Airport Authority was held at the Huntingburg Airport on Monday, September 12, 2011, at 5:30 p.m. Members present were: Raymie Eckerle, David Drake, Harvey Berger, Mike Cummings (until 6:04), and Bob Duncan. Also present were Travis McQueen, Airport Manager, and Phil Schneider, Airport Attorney.

Minutes: The minutes of the August 8, 2011, meeting of the Board were reviewed. Raymie found an error in the Engineer's Report. Instead of Larry Feldmeyer representing OFS Brands, it should be Jim Huebner. With that correction he made a motion to approve the minutes. Harvey seconded the motion, and all approved.

Airport Manager's Report:

Shovel-Ready Site. Travis continues to work with Mike, DCADC, and Huntingburg Chamber of Commerce on the application for the "Shovel Ready" designation. A big part of this application process is a Phase 1 Environmental Assessment of the land being applied for. Per Chris, this includes a land title search, wetland delineation, and flood plain analysis. The wetland portion can be reimbursed by the FAA. Some of the property being considered is already included in a Phase 1 Assessment for the new runway. Travis described the "Shovel Ready" designation as a marketing tool for the Airport. Chris feels it is a good program and said not too many airports are currently in the program. This would put HNB out front to potential interested parties needing access to an airport. The property chosen in the application was picked because of its access to utilities. Bob was concerned about choosing land that will be affected by the runway expansion. Woolpert's fees for the Phase 1 are \$8,000, including the wetland delineation fees of \$3720. IEDC and DCADC will reimburse up to \$10,000. Mike made a motion to authorize completion of the application for the "Shovel Ready" designation by September 23. David seconded the motion. All approved. Mike then made another motion to accept Woolpert's professional services agreement, amended to remove the wetland portion, for \$4,280. Harvey seconded this motion, and all agreed. Mike left the meeting at this point, 6:04.

Fuel Report. Travis noted that there was a significant drop in fuel sales due to the crop dusters. Also, DCFS reported to Travis that 100LL will be having a price increase due to supply side issues.

Ground School. Travis spoke with DCFS about their ground school. They are finishing up with 2 students in the first class and hope to start a second class sometime in October.

Plan for Signs at Airport. DCFS and DCAA have come up with a plan for new signs at the Airport that will assist pilots not familiar with the Airport by directing them to the location of the FBO, fuel, restrooms, etc. Expecting to have signs up by the end of the week.

Hasenour Note Payment. Travis spoke with them today. They hope to be in to make September payment in the next couple of weeks to get back on schedule.

OshKosh Follow-up. Travis has exchanged multiple emails with a contact he made at OshKosh who is looking for a site in North America for an assembly plant. They will begin their search after the first of the year. He also continues to work with Jim Dinkle of DCADC, Eric Schue, and Tom Krodel on finding funding sources. He also continues to work with Purdue and VU on advanced manufacturing schooling opportunities, and with Purdue on a possible research park designation.

AAI. Travis has been requested by the executive director of the AAI to give testimony on September 20 at the Indiana House Committee Hearing regarding dedicated aviation funding. In 2007, DCAA paid in \$88,000 in fuel taxes. In return, we got about \$1,200 back. AAI would like these funds to be funneled into a dedicated aviation fund controlled by INDOT's aviation department. Their idea is to use these funds for projects that might be low priority for the FAA but higher priority for Indiana aviation. The money goes to the General Fund now. The first step is to establish that there is a need for the fund. Travis also reminded the board that the AAI's annual conference is coming up in October at Plymouth, which he will be attending. He extended an invitation to all board members.

Brunsmann Lease. Per an agreement made in 1995 with Bob Brunsmann, he was allowed to lease certain airport property for \$1/year. At his death earlier this year, the lease terminated. The estate was notified by letter from Phil. Raymie suggested returning the property to safety zones and leave in the airport's care for now, at least until the new runway configuration is decided on.

Airport Website. The committee created a RFP and distributed to possible vendors. Six of these responded with proposals ranging from \$700 to \$15,000. The committee recommended going with Idea Fusion Media for \$700. David had some questions about the software to be used and whether it would be a commonly used software that could be maintained easily. He then made a motion to approve the expenditure of up to \$1,000 leaving the final choice to the committee after feeling comfortable with the software to be used. Harvey seconded the motion. All approved.

SBOA Audit. Christie Wessel of SBOA started an audit of DCAA on September 7. She plans to be finished by the end of the month. The audit period covers 2007 - 2010.

Aviation Economic Impact Survey. Travis has received 6 responses so far. He continues to send emails trying to get more in. The format of the survey is different from those in the past.

Public Engagement Report. Travis is working with HNB Terminal to bring a group of Boy Scouts into the airport. A webinar will be viewed on the big screen TV on Wednesday and is open to the public. An Aviation Awareness Day is being planned for late October. Travis is working to secure Brown's Flying Service to give plane rides to the public.

Engineer's Report:

Last month Woolpert had presented a draft agreement to go along with the grant application to finish the Environmental Assessment. The FAA requested some changes to the agreement. Chris first reviewed the scope of the completion work, then asked for the board's approval of the new agreement. Following Phil's recommendation to approve the contract, Raymie made a motion to do so. Harvey seconded the motion. Everyone approved. Chris then reviewed the three alternatives (#15, #16, and #17) that were decided on for further study.

Report of Committees: None.

Other Business: None.

Attorney's Report:

Budget Hearing. Tonight was the advertised time and place for the public hearing on the 2012 Budget. There were no comments from the public. Harvey made a motion to close the public hearing. David seconded the motion, and all agreed to it.

Introduction of 2012 Salary Ordinance. Travis distributed copies of the proposed salary ordinance. Changes made were reflective of the 2012 budgeted salary and wages. David made a motion to introduce Ordinance #2011-04. Harvey seconded the motion. All approved.

Introduction of 2012 Budget Ordinance. David made a motion to introduce Ordinance #2011-05. Raymie seconded. All agreed.

Fixed Base Operator's Report: None.

Public Comments: None.

Claims: The claims register was approved by a motion from Harvey, seconded by David, and approved by all.

Adjournment: David moved that the meeting be adjourned. Harvey seconded the motion, and all agreed. The meeting was adjourned at 7:10 p.m.

Guests: Guests present were David Pund, Mike Schmidt, Leroy Bartelt, Terry Tanner, Mel Menke, Russell Friedman, Elizabeth Elshoff, Chris Snyder, Luke Reynolds, Mike Evans, Leroy Frick, Rob Begle, Casey Abell, and Lynk Kordes.

Respectfully submitted,

Secretary

Approved:

Presiding Officer

2011 Resolutions and Ordinances:

Resolution 2011-01 Execution of Contract with City of H'burg for Police, Fire, etc. Protection

Resolution 2011-02 Transfer to Rainy Day Fund

Resolution 2011-03 Authorization to Transfer Funds to German American Bank

Ordinance 2011-04 Salary Ordinance for 2012

Ordinance 2011-05 Budget 2012