

MONROE COUNTY BOARD OF
AVIATION COMMISSIONERS
REGULAR SESSION

DATE: February 19, 2019
TIME: 0800 hours
PLACE: Airport Administration Building

MEMBERS:

Dr. William Pugh, President
Mr. Ken Ritchie, Vice President
Mr. Pat Murphy, Secretary

OTHERS PRESENT:

Mr. Bob Burke Sr., BMG Aviation
Mr. Jeff Cockerill, Monroe County Attorney
Mrs. Amy Gharst, Airport Administrative Assistant
Mr. Gerry Harkin, EAA 650 President
Mr. Rex Hinkle, Cook Aviation
Mrs. Nancy Johnson, Airport Secretary
Mrs. Iris Kiesling, Monroe County Citizen
Mr. Josh Lankford, ATCT Manager
Mr. Carlos Laverty, Airport Director
Ms. Susan Zeller, Hanson Professional Services

Dr. Pugh called the meeting to order at 0820, he asked for approval of the January minutes. Mr. Ritchie made the motion to approve the minutes as presented, Mr. Murphy seconded the motion. Minutes unanimously approved.

FINANCIAL REPORT:

The members reviewed the January 2019 financial report. There was no discussion.

NEW BUSINESS:

ATCT OPERATIONS AGREEMENT:

Mr. Laverty provided a copy of the agreement to the members and stated there were no changes. Mr. Josh Lankford, Tower Manager, stated he saw no changes in the agreement. Mr. Laverty requested that Dr. Pugh sign the agreement.

VAN BUREN FIRE DEPARTMENT LEASE:

The Van Buren Fire Department (VBFD) and Van Buren Trustee contacted the airport regarding the possibility of a new, long-term lease as their current lease has 5 years remaining at \$1 per year. Mr. Laverty stated he wanted to discuss this with the members, reminding them that

VBFD is included in the Airport Emergency Plan as a mutual aid agency. Mr. Laverty asked Ms. Susan Zellers if there were any airports, like ours, that have a mutual aid on the property. Ms. Zellers said yes and they pay very little rent due to services provided as mutual aid. Mr. Murphy asked if we could sell the property; Mr. Ritchie replied No, as FAA grants were used to purchase the property. The board instructed Mr. Laverty to proceed with drafting a new lease with VBFD and the Trustee.

Mr. Laverty is working on updating the Airport Emergency Plan and having a tabletop discussion with all agencies involved. He stated he plans to do a full exercise in the future with the agencies listed in the Airport Emergency Plan.

Mr. Laverty informed the members that he received an inquiry regarding the use of the 55 acres thru Bloomington Economic Development. This business would like to remain anonymous, and the use would be non-aviation. They asked about building height and setbacks. He stated he would keep the members informed if anything develops.

OLD BUSINESS:

COOK IU HANGAR LEASE:

Mr. Laverty has been working with Mr. Rex Hinkle, Cook Aviation President, on a new 3 year-lease for Hangar I. Mr. Laverty has requested quotes for hangar improvements which Cook Aviation will be paying for, and the cost will be amortized over the length of the lease. The painting quote is from Building Associates and the HV/AC quote is from Commercial Services and it totals about 70K. Mr. Ritchie made the motion to proceed with the repairs and the new lease. Mr. Murphy seconded the motion. Motion passed.

NTN/NICE HANGAR LEASE:

Mr. Laverty's recommendation is to release the Lessee out of the remaining 5 years of the lease. After assessing the hangar condition, the needed repairs are as follows:

- New west hangar door.
- The walk thru door needs the header repaired.
- Both roofs require replacement.
- Drywall, on the rented side, is falling on the planes due to roof leaking around the skylights.

He informed the members there will be 70K+ in repairs. He recommends the lessee pay 6 months' rent then the airport will take back the hangar. Mr. Ritchie made the motion to discuss taking back the hangar; discussion followed. Mr. Ritchie asked who pays the 6 months' rent, and what does the tenant on the other side pay? Mr. Laverty stated he would obtain a copy of the sub-lease from Great West Casualty. Mr. Laverty stated that he believes the Lessee has no interest, nor the ability, to do the needed repairs and it is in the best interest of the airport to take back the hangar now as the damage will only worsen. The current sub-lease tenant has a willingness to stay if the repairs are made. Dr. Pugh brought up the possibility of the empty side being used as an airport maintenance shop to house equipment that is currently outdoors. Dr. Pugh asked Mr. Burke if he still had his fuel farm as a part of that lease. Mr. Burke said no, the

fuel farm is separate. Mr. Ritchie made the motion to release Dr. Nice from the lease after he pays 6 months' rent. Mr. Murphy's seconded the motion, motion passed.

ASSISTANT DIRECTOR'S REPORT:

Mr. Lavery informed the members that Mr. Siniard is ill today and unable to attend so that he will give the report. Our maintenance team has had snow removal almost every weekend this year, and the maintenance staff is doing a great job. Mr. Siniard has been working on numbering all the gates. The new signage is on order. This will be an improvement as the gates were known by location and will now be known by a number. Mr. Lavery stated he has been conducting airport inspections and noted the REILS (Runway End Identifier Lights) had not worked regularly for 20 years. He feels they need to be repaired by an aviation electrical company.

AIRPORT DIRECTOR'S REPORT:

Mr. Lavery stated he is working with TSD to get the airport up and running with current county technology and Cornwell Communications has completed the wiring the terminal building. The Director of TSD, Mr. Eric Evans, asked that we pay \$2000 toward the wiring as our department generates revenue and is expected. Mr. Lavery stated that the total cost of the wiring would run 17k. When the project is complete, Wi-Fi will be available to pilots from the building to the runway area. He feels this will be a great marketing tool. Mr. Murphy thanked Mr. Lavery for being forthcoming and transparent with all the management information. Mr. Lavery informed the members that he would like to provide the maintenance personnel with county cell phones as they currently use their personal phones for airport business. Being they are on call 24-7; he feels the airport needs to provide them a phone and Otter box. TSD informed him the cost would be approximately \$50 per phone per month and each person would be required to sign an agreement regarding proper use. Mr. Ritchie asked if there was any way to access BOAC minutes, agendas and leases so they could review them anytime they wanted. Mr. Lavery will reach out to the TSD Director and find out if there could be a drop box for the airport after we are on the county server. Mrs. Johnson stated the agenda and minutes could be found on the county website. Mr. Ritchie asked if there has been any contact with the farmers; Mr. Lavery stated not at this time. Mrs. Gharst stated the invoice for the spring installment would go out next week and is due March 1. Mr. Lavery stated he would be reviewing the farm lease soon.

Public Comment:

Mr. Gerry Harkin stated he has missed a few meetings and asked for an update on the sinkhole. Mr. Lavery stated that after conducting an evaluation, it was concluded that the airport would do the repairs. Mr. Cockerill informed the members that he attended the PAC meeting the second week in February and after PAC and the Council reviewed the new jobs descriptions for the Assistant Airport Director and Office Manager, it has been forwarded to WIS for review. He should hear something this week. Mr. Ritchie asked if it would be helpful if a board member attended the next PAC meeting; Mr. Cockerill said it wouldn't hurt. He stated if the salaries change, a salary ordinance amendment will need approval by the Monroe County Council and the BOAC will receive an email if this occurs. Ms. Susan Zeller stated that the weather had

hampered the design work for the 55 acres and as soon as the weather warms up, work will resume. Mr. Josh Lankford spoke about airport traffic so far this year as it is down about 160 and believes it is mainly due to the weather.

The meeting adjourned at 0923. The next meeting is scheduled for March 19, 2019.

Carlos Laverty, Airport Director