

**NEW CASTLE/HENRY COUNTY BOARD OF AVIATION COMMISSIONERS**  
**Board Meeting Minutes**  
**Monday, February 25, 2013**

**Call to Order and Roll Call**

The meeting of the Board of Aviation Commissioners was called to order at 5:30 pm by President Joe Wiley in the City Community Center. In attendance were Board of Aviation Commissioners Maurie Goodwin, Ed Hill, Christy York, Gene Clark, Brad Crowe, Airport Manager John Marlatt, Mayor Greg York, County Commissioner Ed Yanos, Woolpert Consultant John Baer, and Courier-Times reporter Sarah Kovach. Joe announced there was no executive meeting and a quorum was present for the public board meeting.

**Approval of Minutes**

Gene made a motion to approve the previous minutes as presented, second by Maurie. Motion carried.

**President Report**

No report

**Vice-President Report**

No report

**Financial Report**

Christy stated she would prepare an expense report from 2008 through 2012 of city/county contributions. She has received information from the county and will use city contribution figures to determine the county contribution amounts.

**Secretary Report**

Minutes submitted

**Airport Manager's Report**

No report

**Committee Reports**

Solar Development: Gene reported that solar development was becoming more feasible and pointed out the solar project now taking place on the Indianapolis International Airport grounds as a positive sign for future developments.

**Engineering Report**

- The final draft of the Manager's Agreement dated 12/08/11 was presented and discussed. The document had been reviewed in Dec. of 2011 and changes noted. It was unclear if the presented document reflected those changes. Mr. Baer will locate the "red-lined" copy and verify the changes. It was noted that the negotiations on the agreement had stopped due to lack of funds to pay the cost of the agreement. It was further noted that negotiations has revealed the lack of liability insurance coverage for work currently being performed, and any work covered under the agreement. Brad recommended an ordinance be prepared creating a non-reverting fund, thereby securing dedicated funds for the Manager's Agreement. Christy stated a non-reverting fund would allow the city's match of funds to provide one-half the obligation to the agreement and with revenue generated through land leases, county contributions, etc. would provide a way to build funds for capital improvements in the future. The consensus of the board is to have the city

prepare an ordinance to create a non-reverting fund and present it to the county for review. It was also recommended that any final comments be presented to John Baer promptly in order to finalize the Manager's Agreement.

- The lease agreement documents for the airport farm ground were presented for discussion. A sample agreement for the EDC farm land was suggested as a framework. The board felt that a two year agreement was more appropriate and it was suggested that the EDC agreement and the city's two year agreement be reviewed by Mr. Millikin (EDC agreement author). Mayor York said he would deliver the documents to Mr. Millikin. The advertisement was changed to reflect the board's desire for a two year agreement with no additional options. A motion was made by Brad to move forward with the farm land lease with the understanding the lease would be limited to two years, the language of the agreement and advertisement would be changed to clarify the terms of the lease, and that it be reviewed by the board and delivered to Joe by the 10<sup>th</sup> of March to meet statutory requirements for publication. Seconded by Ed. Motion passed.
- Two press releases were prepared and presented to the board; an announcement on the completion of Phase I of the Airport Runway Project, and a report on the Economic Impact Study. John Baer asked that release be reviewed by the board and any comments or additions be forwarded to him so that he may release them to the press.
- The 2013 CIP was submitted successfully on February 1, 2013 to INDOT. Currently awaiting INDOT response.
- Two options for the upcoming land acquisitions were discussed. The first option would follow the previous path, requiring higher upfront costs that are reimbursable, but there are no guarantees on grant approval. The risk is that the upfront costs (appraisals, reviews, etc.) would expire before grant approval. The second option is to take a more informal approach, securing a broader long term agreement and finalizing the agreements after it is assured grant money will be available. Brad made a motion to take the second option approach, Maurie seconded. Motion approved.
- John Baer announced that the FAA had not officially closed out AIP 11&12, but expected it in the near future.
- John also reported INDOT's reluctance to consider in-kind work in lieu of money for the new construction. Although there is a possibility inspections on portions of the project would qualify as in-kind work.
- It was announced that the FAA has released the new AIP handbook.

#### **Old Business**

None

#### **New Business**

None

#### **Comments from the Public**

No comments

#### **Adjournment**

Joe adjourned the meeting at 6:47 pm

**Next meeting is March 25, 2013 at 5:30 pm at the Community Center.**