# INDY SOUTH GREENWOOD AIRPORT BOARD OF AVIATION COMMISSIONERS
# DECEMBER 9th, 2021 MEETING MINUTES

**Call Meeting to Order**

Scott Hines, Board President, called the meeting to order at 5:30PM.

**Roll Call**

PRESENT: Commissioners Scott Hines, William Paddack, Jordan Jackson, and Recording Secretary Spencer Schuon were present.

**Approval of Meeting Minutes**

Scott Hines presented the Meeting Minutes for the November 10th, 2021 meeting for approval. Mr. Paddack moved to approve, seconded by Mr. Jackson. All ayes. **Motion carries.**

**Audience Requests**

None.

**Airport Manager Report**

Rick Ferrill highlighted the various items on his report, including fuel sales, turbine operations, and project updates.

Mr. Ferrill requested a motion to approve a bid with Pro Trades to remodel the FBO bathrooms in the amount of $33,775.00. Mr. Paddack moved to approve, seconded by Mr. Jackson. All ayes. **Motion carries.**

Mr. Ferrill requested a motion to approve the 2021 carryover purchase orders. Mr. Jackson moved to approve, seconded by Mr. Paddack. All ayes. **Motion carries.**

Mr. Hines asked Mr. Ferrill to refresh his memory on the carryover purchase order process. Mr. Ferrill and Mr. Jared Duncan explained items related to 2021 and work that happened in 2021 won't be paid until 2022. Mr. Duncan continued by saying we don't want that money getting eaten out of the budget for next year, so we carry it over if we still have excess budget amounts. If you don't carry it over, then you start eating into the 2022 budget for something that was related to 2021. Mr. Ferrill stated the easiest analogy would be the fuel purchases that we make in December won't be due until January, so we carryover some of the 2021 budget to help pay for the fuel we actually bought in 2021. Mr. Hines stated he gets that, but it's just a big chunk of change and doesn't remember it being that big in the past. Mr. Ferrill said that's because we have a big project with Hanson coming up.

**Corporation Counsel Report**

None.

**Controller Financial Report**

Deputy Controller Jared Duncan was present at the meeting. Mr. Duncan highlighted various items on his monthly financial report, including fuel revenue and expenses.

**Engineering Report**

Susan Zellers of Hanson Professional Services, Inc. was present at the meeting. Ms. Zellers highlighted the items on her written report, including apron expansion updates and grants.

Ms. Zellers requested a motion to approve a fee waiver request for Johnson County Pleasant Creek encroachment and outfall permits. Mr. Paddack moved to approve these items. Mr. Jackson seconded. All ayes. **Motion carries.**

Ms. Zellers requested a motion for the approval and submission to the FAA of SF 425 and SF 271 forms for AIP 32, 34, and 36 and SF 425 form for AIP-37 for annual reporting. Mr. Jackson moved for approval, so Mr. Paddack seconded. All ayes. **Motion carries.**

Ms. Zellers requested a motion to approve the Airport Manager signing of CIP forms and submission of CIP to INDOT. Mr. Paddack moved to approve. Seconded by Mr. Jackson. All ayes. **Motion carries.**

Mr. Jackson asked if we don't get the grant do we stay with what we have or replace those anyways. Mr. Ferrill stated we were planning to replace it anyway, then this state-local share came up that we really weren't counting on. If the state's willing to pay 50% as opposed to us paying all, then that would be a good avenue to go about. Ms. Zellers said there is no guarantee of funding. Mr. Ferrill continued saying we were in the budget process with Jared and Greg because our tanks are getting to the point where insurance is getting expensive and is similar to what DPW ran across. If we plan for it a couple years out we can budget and get it taken care of, but this might enable us to get it done a little earlier than planned for. Ms. Zellers stated the other reason is that INDOT asked to include it because it would be making a case there's a need for the grant funding. Mr. Hines then asked if the storage tanks are above ground. Mr. Ferrill stated the tanks are underground. The new tanks would have to go above ground and would be the way to go anyway because they're easier to inspect. Mr. Jackson asked how many years storage tanks are good for before needing replacement. Mr. Ferrill answered by saying our system was installed in 1998.

Ms. Zellers requested a motion to approve the DBE Plan and submission to the FAA subject to addressing any comments received on the plan. Mr. Jackson motioned to approve. Seconded by Mr. Paddack. All ayes. **Motion carries.**

**Board Requests**

None.

**Approval of Claims Docket**

Mr. Hines presented the Claims Docket in the amount of $334,743.57. Mr. Paddack moved to approve, seconded by Mr. Jackson. All ayes. **Motion carries.**

**Mayor/Deputy Mayor Report**

None.

**Adjournment**

Meeting adjourned at 5:55PM.
The next meeting will be held on January 13th, 2022 at 5:30PM.
So approved, this 13th day of January, 2022.

~~Scott Hines, President~~
Vice President

Spencer Schuon, Recording Secretary