

DeKalb County Board of Aviation Commissioners Monthly Meeting

1/21/2005

Immediately after Executive Session at 12:30 PM

DeKalb County Airport, Terminal Building, Conference Room

Meeting called by: George Wappes Type of meeting: Regularly Scheduled Monthly
Facilitator: George Wappes Note taker: Jim Mason
Timekeeper: Jim Mason

Attendees: George Wappes, Jim Mason, Jeff Turner, Brad Stump, Russ Couchman, Paul Shaffer, , Derald Kruse, Todd McCutchan.
Please read:
Please bring: Board members bring their information binder.

Agenda

1.0 Secretary	Mason	15
2.0 Treasurer	Stump	20
3.0 Zoning	Stump	5
4.0 Fixed Based Operator	McCutchan	20
5.0 Maintenance Project Manager	Wappes	15
6.0 Airport Manager	Couchman	35
7.0 Airport Engineer	Shaffer	35
8.0 President		5
	Total Meeting Time	2 Hours 30 Minutes

Additional Information

Observers:

Resource persons:

Special notes:

Next Meeting January 21st, 2004 12:30 PM in Board Room

1.0 Secretary	Mason	15
1.1 Previous Minutes Approval		
1.2 Public Relations		
1.3 Property Management		
<ul style="list-style-type: none"> • Update on 6202 CR 27. • Discuss payment due date 6197 CR 29. • Status of rent owed. 		
Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	15
2.1 Claims		
<ul style="list-style-type: none"> • Claims Docket – Snow removal was fairly substantial due to the harsh weather, we also had three loads of sand delivered, we are back up to just over 25 (approx) tons on hand. • 		
2.2 Budget		
<ul style="list-style-type: none"> • Appropriation of received funds to Cap Outlay account and Capital Improvement Fund 		
2.3 T-Hangars and Tenant Accounts		
<ul style="list-style-type: none"> • Discuss late tenants 		
Action items: Update about the Legislative luncheon at Indianapolis.	Person responsible:	Deadline:
3.0 Zoning	Stump	5
3.1 - Zoning request: Matthew S. & Tressa J. Redinger – One-lot Residential Subdivision of Land (Redinger’s Addition) located in the SE ¼ of the SE ¼ of Section 18, Jackson Twp at the NW Corner of County Roads 51 and 60, Approach Surface, Height limited to 75’ unless a variance is first granted.		
3.2 –		
3.3 –		
Action items:	Person responsible:	Deadline:
4.0 Fixed Based Operator Report	McCutchan	20
4.1 Monthly Activity Report:		
Aircraft activity		
Rental car activity		
Fuel sales		
4.2 Operating issues:		
Flight school		
Avionics shop		
Action items:	Person responsible:	Deadline:
5.0 Maintenance Project Manager	Wappes	15

The following areas are to be reported from Gene's monthly log

6.1 Airport lighting – Repaired taxiway light A-11, replaced 5 runway lights, replaced several wind sock lights.

6.2 Fuel Farm – Replaced batteries in the high level alarms, noted that ground cables and or reels need to be replaced.

6.3 Pavement – Noted the usual bumps and dips.

6.4 T-Hangar / Hangar – Building D is in need of further repair, the hangar doors have no further adjustment. Bob and Russ plan on addressing after the first of the month.

6.5 Terminal/Maintenance Hangar – Looks good.

6.6 Plowing - The big snow plow and Victory's pickup were stuck several times clearing the ramp I front of the terminal.

6.7 Mowing and ground maintenance-

6.8 Security -

6.9 Misc.- The automated gate a the new T-hangars is fully operational. Supplied locks and chains to FAA so we all can have access through daisy-chaining. Purchased torch for ice removal from chains on automated gates, works well. Genes surgery went well, he is getting around very well on a walker, stitches came out Thursday, he is looking forward to getting rid of the walker and using a cane and he is very anxious to start driving again.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

35

- **Capital Improvements Plan (CIP)** – discussion about CIP committee findings.

- Update on ILS.
- BOAC appointments
- Airport well water testing.
- Mower analysis
- Desk research, advice and opinions from members.
- Lease addendum
- Rieke hangar addition, what does this mean for D-building. Will we need to build the ramp out as we did for GP.
- Moved Mid-America storage from D-9 to B-6.
- Port-a-john update.
- Received a call from Jack Smith (County IS), they are contracting with a company in FW for web page hosting for the Airport.
- FAA AWOS MOA for signature.
- Signature on minutes to replace missing minutes.
- Vintage Aircraft Association would like to use the viewing area on February 23, 2005 and the Alert Cadets would like to use the area on February 19, 2005. I will draft license agreements for both.
- Discuss purchase of acoustical aircraft counter using entitlement funds, in support of RWY 9/27 expansion.

Action items:

Person responsible:

Deadline:

7.0 Management Assistance Consultant**Shaffer****35**

Discussion:

7.1 Discuss CIP revisions for FY2006. Due March 1st.

7.2 Sewer Design – Project was winterized. Final seeding and grading and fence repairs will take place inn the spring.

7.3 ILS/MALSR and Wetland Grand – ILS status defer to Russ. Preparing closeout documents for the grant per Rich Pur.

7.4 T-Hangars – New list was compiled for a hangar recruitment mailing. Review draft letters for distribution February 1st.

7.5 .AWOS – Commissioning has been completed with David Nguyen. The BOAC can release the retainage. We will proceed with the close-out documents for the grant.

7.6 Corporate Hangar – We are requesting partial reimbursement on the construction of the apron with an amendment request, which has been submitted. This project is under the same grant as he AWOS so we will prepare the closeout documents and include the amendment letter.

7.7 DBE Plan – Accomplishments were reported to Nancy Cibic of the FAA.

7.8 Update Emergency Plan – Select a date for the emergency seminar. Suggest mid March.

7.9 EA for the runway extension – Traffic data is still being compiled. Expect a summary report in the February meeting. The surveyors have the field data. The drawing is being prepared. The EA document will be prepared and submitted with the 2005 NPE money. The remaining funds will go to construct the necessary wetland mitigation. Need to work on securing the light lane property.

Conclusions:

Action items:

Person responsible:

Deadline:

8.0 Presidents Report**5**

8.1 Miscellaneous-

Conclusions:

Action items:

Person responsible:

Deadline:

Additional Information

Observers:

Resource persons:

Special notes:

Next Meeting February 18, 2005 Immediately following Executive meeting at 12:30 PM at Board Conference Room