

DeKalb County Board of Aviation Commissioners Monthly Meeting

2/18/2005

Immediately after Executive Session at 12:30 PM
DeKalb County Airport, Terminal Building, Conference Room

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

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	Wappes	5
2.0 Treasurer	Stump	20
3.0 Zoning	Stump	5
4.0 Fixed Based Operator	McCutchan	15
5.0 Maintenance Project Manager	Wappes	15
6.0 Airport Manager	Couchman	20
7.0 Airport Engineer	Shaffer	30
8.0 President	Mason	5
	Total Meeting Time	1 Hour 55 minutes

Additional Information

Observers:

Resource persons:

Special notes:

Next Meeting March 18, 2005 12:30 PM in Board Room

1.0 Secretary			Mason			5		
1.1 Previous Minutes Approval								
1.2 Public Relations								
1.3 Property Management								
<ul style="list-style-type: none"> Update on 6202 CR 27. Status of rent owed. Received \$200.00 from tenants at 3046 CR 60.. 								
Action items:						Person responsible:		Deadline:
2.0 Treasurer			Stump			20		
2.1 Claims								
<ul style="list-style-type: none"> Claims Docket – Snow removal was again fairly substantial due to the harsh weather. 								
2.2 Budget								
<ul style="list-style-type: none"> 								
2.3 T-Hangars and Tenant Accounts								
<ul style="list-style-type: none"> 								
2.4 Misc								
<ul style="list-style-type: none"> Discussion and approval of BOAC attorney. Update on legislation allowing 5th Board member 								
Action items:						Person responsible:		Deadline:
3.0 Zoning			Stump			5		
3.1 – Zoning request: Joseph A & Cindy K Lee – One-lot Residential Simple Division of Land (Jarrett Estates) located on the S side of County Road 56 approx 3300’ E of County Road 427, Horizontal Surface & Airport Vicinity Waiver, Height limited to 75’ unless a variance is first granted.								
3.2 – Zoning request: Roger C & Kathryn J Hoversland – One-lot Residential Subdivision of Land (KT’s Acres) located on the E side of County Road 51 approx 2646’ N of County Road 64, Approach, Height limited to 75’ unless a variance is first granted.								
3.3 - Zoning request: Steve & Karen L. Palumbo – Replat of a one-lot Residential Simple Division of Land to a two-lot residential subdivision of land (Re-Plat of Lot 1 Palumbo Acres) located on the W side of County Road 27 approx 2000’ S of County Road 64, Horizontal Surface & Airport Vicinity Waiver, Height limited to 75’ unless a variance is first granted.								
Action items:						Person responsible:		Deadline:
4.0 Fixed Based Operator Report			McCutchan			15		
4.1 Monthly Activity Report:								
Aircraft activity								
Rental car activity								
Fuel sales								
4.2 Operating issues:								
Flight school								
Avionics shop								
Shells signage update, permits, examples.								

<ul style="list-style-type: none"> Action items: 	Person responsible:	Deadline:
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5.0 Maintenance Project Manager	Wappes	15
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<p>The following areas are to be reported from Gene's monthly log</p>		
6.1 Airport lighting – Several runway lights replaces., Repaired REIL system on RWY 27.		
6.2 Fuel Farm –.		
6.3 Pavement – Noted the usual bumps and dips.		
6.4 T-Hangar / Hangar –		
6.5 Terminal/Maintenance Hangar – Noted that Terminal building is not being cleaned.		
6.6 Plowing -		
6.7 Mowing and ground maintenance-		
6.8 Security -		
6.9 Misc.-		
Action items: Break: Time set by facilitator.	Person responsible:	Deadline:

6.0 Airport Manager	Couchman	20
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<ul style="list-style-type: none"> Capital Improvements Plan (CIP) – discussion about CIP committee findings. 		
<ul style="list-style-type: none"> Update on ILS. New bond discussion MALSR Lighting concern, possibly offer blinds to residents along CR 31. Update on consultant RFQ process. Discuss any questions which need Board clarification before answers sent to firms. New T-hangars, brief on bid process. Discuss changing Executive Session time or Regular meeting time to avoid leaving folks waiting for us to finish Executive Session. 		
Action items:	Person responsible:	Deadline:

Discussion:

7.1 CIP

- Final Document were set up for Brads signature

7.2 Sewer Design –

- Some minor changes on fencing items occurred at the direction of Gene.
- The sewer reimbursement agreement was submitted to the city for comments. They city's major comment was why the 5% increase on future development connections. They suggested using the CPI. We feel this is to low and would not discourage residential development around the airport, which was the intent of the agreement. The city has used percentages as high as 20% in there own sewer ordinances. This issue needs further discussion amongst the BOAC and the city.
- The easement documents that will donate the easement to the city was submitted to the city for review. We have received no comment back on those easement documents at this time.

7.3 ILS/MALSR and Wetland Grand

- ILS status defer to Russ.
- Leo Espino the FAA design engineer who designed the system expressed disappointment to BFS in a phone call on 2/15 that the system was not working yet. Leo promised to make some more phone calls to FAA supervisors to press the issue more.
- Preparing closeout documents for the grant per Rich Pur.

7.4 T-Hangars –

- New list was compiled for a hangar recruitment mailing.
- Draft letter was supplied to Russ for his use at his discretion

Russ asked BFS to be prepared to advertise another building to provide good budget numbers for the board. BFS provided via email to Russ the fees to proceed with the advertisement under the existing general services agreement

7.5 .AWOS –

- Commissioning is complete and the system will be publish in the March publications.
- Fencing the site still remains to be done. Jeremy Brooks of BFS is obtaining quotes from Arrow and R &C.

7.6 Corporate Hangar –

- Rich Pur has indicated that the amendment to include partial reimbursement for the construction is going to be denied do to drastic of a scope change. We knew this was a possibility when we requested it but it was worth a shot. Rich did say if you want to use this years NPE money to reimburse the airport for this construction and put the Environmental Assessment on hold this would be acceptable. This project is under the same grant as the AWOS so we will need to proceed with the closeout documents now that we have received an answer from Rich.

7.7 DBE Plan –

- No Report

7.8 Update Emergency Plan –

- BFS has spoke with Captain Grant of the FWA ARFF. He is still interested in providing a 2 to 3 hour training seminar in the evening at the DeKalb County airport for local Police, Fire, and EMS. Captain Grant indicated that they now include a brief TSA segment to the training that would be slightly different than the last time we had the training.
- Following the training day we recommend we revisit the emergency plan for the airport and make the necessary updates to the plan.

7.9 EA for the runway extension –

- Traffic data is complied. Review the data gather with the BOAC.

- 10 year forecasts will now be generated with typical forecasting percentages per INDOT's design manual.
- Drawing has been prepared with the wetland info. JF NEW is reviewing to ensure the points were picked up correctly.
- 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
- 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

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8.1 Miscellaneous-

Conclusions:

Action items:

Person responsible:

Deadline:

Additional Information

Observers:

Resource persons:

Special notes:

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