

DeKalb County Board of Aviation Commissioners Monthly Meeting

3/18/2005

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. 		
Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	20
2.1 Claims		
<ul style="list-style-type: none"> Claims Docket – 		
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 Update on Bill to allow 5 th Board member.		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	5
3.1 – Zoning request: Larry W. & Donna M. Seiler – Three -lot Residential Subdivision of Land (Deer Track Estates) located on the S side of County Road 52 approx 1970 ' W of County Road 35 , Conical Surface , 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:
5.0 Maintenance Project Manager	Wappes	15
The following areas are to be reported from Gene's monthly log		
6.1 Airport lighting – Several runway lights replaced.		

6.2 Fuel Farm –.Noted grounding cable reels INOP.		
6.3 Pavement – Noted the usual bumps and dips.		
6.4 T-Hangar / Hangar –		
6.5 Terminal/Maintenance Hangar – Noted some work still needs to be done to improve housekeeping.		
6.6 Plowing -		
6.7 Mowing and ground maintenance- Noted that there are significant grade separations between some paved surfaces and the adjacent dirt, this could be a safety issue and will need to be taken care of early spring.		
6.8 Security – Noted unsatisfactory conditions around temporary fencing		
6.9 Misc.- Installed blinds in Managers office and Conference room, worked on finishing electrical and cable in Managers office and Conference room, followed up on G-Hangar updates, received locksmith training kit and key duplicator and have been studying, had septic system pumped at 2564 CR 60, Action items:		
Break: Time set by facilitator.	Person responsible:	Deadline:

6.0 Airport Manager	Couchman	20
<ul style="list-style-type: none"> • Capital Improvements Plan (CIP) – discussion about CIP committee findings. 		
<ul style="list-style-type: none"> • Dollier option vote. Mrs. Dollier is only willing go extend the option one year and wishes to be paid an additional 5% should we exercise that option. • Bond vote. • 3-phase electric discussion and vote. • Rieke expansion discussion. Brief on meeting with state and mayor. • Questions regarding updates previously e-mailed. 		
Action items:	Person responsible:	Deadline:

Conclusions:	
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7.0 Management Assistance Consultant	Shaffer	30
Discussion:		
7.1 Motion to sign FY 2005 Non-Primary Entitlement Grant AIP 3-18-0004-12		
7.2 Motion to approve T-hangar Specifications and run advertisement to receive bids in May Meeting.		
7.9 Questions regarding updates previously e-mailed.		
Action items:	Person responsible:	Deadline:

8.0 Presidents Report	5
8.1 Miscellaneous- Dave Martin Rieke presentation.	
Conclusions:	
Action items:	Person responsible: Deadline:

Additional Information

Observers:

Resource persons:

Special notes:

**Next Meeting April 15, 2005 Immediately following Executive meeting at
12:30 PM at Board Conference Room**