

DeKalb County Board of Aviation Commissioners Monthly Meeting

4/15/2005

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 April 15, 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 Transfer from runway repairs to petroleum, \$1200		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	5
<p>3.1 – Schoolhouse Enterprises, Inc. – Proposed replacement of existing 190’ tall telecommunications tower with a 270’ tall telecommunications tower to be located on the W side of County Road 55 approx 425’ N of County Road 68, Approach Surface, Height limited to 75’ unless a variance is first granted. Proposed structure height does not impact FAR Part 77 surfaces, recommend BZA grant approval subject to conditions that: 1) Tower be lighted and painted as required by FAA; 2) Applicant file copy of FAA form 7460-1 with BZA; and 3) that BZA table petition until they are in receipt of either FAA’s finding of “no hazard to aerial navigation” or FAA’s conditional approval of project. If a conditional approval is granted then require that applicant comply with FAA’s conditions of approval.</p>		
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 – .Replaced several RWY/Taxiway lights

6.2 Fuel Farm –. Need new cable on 100LL

6.3 Pavement – Usual bumps noted

6.4 T-Hangar / Hangar – Light INOP

6.5 Terminal/Maintenance Hangar –

6.6 Plowing -

6.7 Mowing and ground maintenance- Began mowing for the year, noted that areas along Taxiways and Runway have lips and need filled.

6.8 Security –

6.9 Misc.-

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

20

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

- Discuss and sign option extension on Dollier property.
- Rieke expansion discussion.
- Approve list of projects to be submitted with new bond request.
- Approval of Lake Farms farm rental agreement
- Approval of amendment/addition of sub-contractor runway paint removal bid
- Questions regarding updates previously e-mailed.

Action items:

Person responsible:

Deadline:

Conclusions:

7.0 Management Assistance Consultant

Shaffer

30

Discussion:

7.1 T-hangar Bid opening.

7.2 Questions regarding updates previously e-mailed.

7.3 The sewer reimbursement agreement needs to be approved.

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 May 20, 2005 Immediately following Executive meeting at
12:30 PM at Board Conference Room**