

DeKalb County Board of Aviation Commissioners Monthly Meeting

5/20/2005

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, Todd McCutchan.
Please read:
Please bring: Board members bring their information binder.

Agenda

1.0 Secretary	Wappes	5
2.0 Treasurer	Stump	10
3.0 Zoning	Stump	15+
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 June 17, 2005 12:30 PM in Board Room

1.0 Secretary	Wappes	5
1.1 Previous Minutes Approval		
1.2 Public Relations – Couchman - MALSR update, PropWash		
1.3 Property Management		
<ul style="list-style-type: none"> Update on 6202 CR 27. 		
Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	10
2.1 Claims		
<ul style="list-style-type: none"> Claims Docket – 		
2.2 Budget		
<ul style="list-style-type: none"> County road truck purchase, \$13,000, how will we fund this, budget is getting tight. 		
2.3 T-Hangars and Tenant Accounts		
<ul style="list-style-type: none"> Update from Couchman on mailing to prospective t-hangar tenants 		
2.4 Misc - Sign sewer agreement, sign Bond resolutions and petition.		
Zoning presentation.		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	15+
3.1 – Zoning request: Adam L. & Dustie L. Seiler – Three-lot Residential Subdivision of Land (Adam L. & Dustie L. Seiler Subdivision) located at the NW Corner of County Roads 45 and 60, Approach Surface, Height limited to 75’ unless a variance is first granted.		
3.2 – Zoning request: LaMar Dietsch – Four-lot Residential Subdivision of Land (Dietsch Acres) located on the S side of County Road 60A approx 750’ W of State Road 101, Approach Surface, Height limited to 75’ unless a variance is first granted.		
3.3 – Zoning request: Renee Kreischer – a one-lot residential simple division (SR Farms) located on the E Side of CR 47 approx 1100’ N of CR 60, Approach Surface, Height limited to 75’ unless a variance is first granted.		
3.4 – Zoning request: Merlin & Lori Ehmke – Eight-lot Residential Subdivision of Land (Silverado Section IV) located at the NW Corner of County Roads 29 and 60, Transitional, Approach and Horizontal Surfaces, Height limited to 50’ unless a variance is first granted.		
3.5 – Zoning request: Stuart M. & Tamra S. Stier and Marvin G. & Marjorie J. Woebeking – a ninety-four lot residential subdivision (Diamond Lake Estates) located on the S Side of CR 64 approx 1030’ E of CR 427, Horizontal Surface, Height limited to 75’ unless a variance is first granted.		
3.6 – Plan Commission’s request for BOAC concerns and recommendations on proposed developments of Silverado Sec IV and Diamond Lake Estates		
3.7 – Airport Land Use Compatibility Zoning proposal to be taken before the County Commissioners		
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
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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, signs faded (Victory has some new signs and will install soon)		
6.3 Pavement – Usual bumps noted will be working on this next week		
6.4 T-Hangar / Hangar –		
6.5 Terminal/Maintenance Hangar –		
6.6 Plowing -		
6.7 Mowing and ground maintenance- Going well, John Deer needs some basic maintenance, parts have been ordered.		
6.8 Security – Fencing is back up		
6.9 Misc.- Working several homes, septic etc. Have contacted Marx services and will be receiving quotes on several issues on rental homes. Update on septic at 6222 CR 27.		
Action items:	Person responsible:	Deadline:
Break: Time set by facilitator.		

6.0 Airport Manager	Couchman	20
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<ul style="list-style-type: none"> Appraisal discussion. Winter Operations Manual County truck discussion. Lease/option to purchase agreement for Case Rieke drainage request. Rieke Land Lease Discussion. Sign engineering agreement for Rieke ramp project. AFFF purchase for Jackson Township Fire Department Discussion. Lake Farm discussion. Mr. Kennedy of 3070 CR 60 would like to install wood burning heater Sign professional services agreement for Hilliard Lyons (Bond) ILS Update. T-hangar solicitation letters went out this week, I currently have two commitments. Dollier property update. Wage rate hearing update.
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Action items:	Person responsible:	Deadline:
Conclusions:		

7.0 Management Assistance Consultant	Shaffer	30
Discussion:		
7.1 Sign Apron design agreement, Motion to have Brad sign AIP 12 if it is available prior to meeting.		
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