

DeKalb County Board of Aviation Commissioners Monthly Meeting

7/19/2005

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

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| 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 | 15 |
| 8.0 President | Mason | 5 |
| | Total Meeting Time | 1 Hour 40 minutes |

Additional Information

Observers:

Resource persons:

Special notes:

Next Meeting August 19, 2005 12:30 PM in Board Room

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| 1.0 Secretary | Wappes | 5 |
| 1.1 Previous Minutes Approval | | |
| 1.2 Public Relations –PropWash | | |
| 1.3 Property Management | | |
| <ul style="list-style-type: none"> Update on 3046 CR 60, 6242 CR 27, 2564 CR 60 (discussion regarding renting this property again). | | |
| 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"> | | |
| 2.3 T-Hangars and Tenant Accounts | | |
| <ul style="list-style-type: none"> | | |
| 2.4 Misc - | | |
| Action items: | Person responsible: | Deadline: |
| 3.0 Zoning | Stump | 15 |
| <p>3.1 – Zoning request: David J. And Janelle L. Liechty – A one-lot residential Subdivision of Land to be known as “Hullinger’s Acres, Section II” located in the SW Quarter of Section 27, Jackson Township, North side of CR 68, approximately 1320 feet east of the corner of CR 35 and CR 68, containing 14,859 acres more or less. This development lies within the Conical Zone of the DeKalb County Airport and is subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.</p> | | |
| <p>3.2 – Zoning request: Timothy W. Maldeney – A one-lot residential Simple Division of Land to be known as “3-T Bar Farms Addition” located in the NW Quarter of Section 11, Concord Township, at the SE corner of CR 52 and SR 1, containing 3.37 acres more or less. This development lies within the Approach Slope Surface of the DeKalb County Airport and is subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.</p> | | |
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| 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. | | |

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| <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> <p>6.1 Airport lighting – .Replaced several RWY/Taxiway lights.</p> <p>6.2 Fuel Farm –. Swivels on both tanks will be replaced later this month along with grounding cable reels.</p> <p>6.3 Pavement – Usual bumps noted, fuel access road has erosion on west side.</p> <p>6.4 T-Hangar / Hangar –</p> <p>6.5 Terminal/Maintenance Hangar –</p> <p>6.6 Plowing - Still working with Russ on winter operations plans and equipment.</p> <p>6.7 Mowing and ground maintenance-</p> <p>6.8 Security –</p> <p>6.9 Misc.-</p> | | |
| <p>Action items:</p> <p>Break: Time set by facilitator.</p> | Person responsible: | Deadline: |

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| 6.0 Airport Manager | Couchman | 20 |
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| <ul style="list-style-type: none"> First monthly and annual Airport performance presentation. Equipment discussion and motion. Motion by Board to approve hiring a third Airport Maintenance Worker. Motion by Board to approve publishing an RFQ for FBO's ahead of lease negotiations. | | |
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| Action items: | Person responsible: | Deadline: |
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| Conclusions: | |
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| 7.0 Management Assistance Consultant | Shaffer | 30 |
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| <p>Discussion:</p> <p>7.1 Corporate Apron Bid Opening.</p> <p>7.2 Change order for fence on AWOS site.</p> | | |
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| Action items: | Person responsible: | Deadline: |
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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 July 15, 2005 Immediately following Executive meeting at 12:30 PM at Board Conference Room