

DeKalb County Board of Aviation Commissioners Monthly Meeting

8/19/2005

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

1.0 Secretary	Wappes	5
2.0 Treasurer	Stump	10
3.0 Zoning	Stump	5
4.0 Fixed Based Operator	McCutchan	15
5.0 Maintenance Project Manager	Wappes	15
6.0 Airport Manager	Couchman	25
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:

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 6242 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"> Budget is getting tight, moved all the money from Runway Repairs to other areas. We will watch the budget very closely the remainder of the year. 		
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	5
3.1 –		
3.2		
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, replaced several arms on windsock.

6.2 Fuel Farm –. Swivels on both tanks and reels were replaced by Gasoline Equipment. Noted several small leaks above drip pan on Jet-A, will have Gasoline Equipment out to take a look.

6.3 Pavement – Usual bumps noted, fuel access road has erosion on west side.

6.4 T-Hangar / Hangar –

6.5 Terminal/Maintenance Hangar – Replaced several hinges and door locks in terminal that simply wore out. Removed several birds nests and fixed insulation on maintenance hangar. Had AC in terminal fixed by Havel Bros, condenser bad.

6.6 Plowing - Still working with Russ on winter operations plans and equipment.

6.7 Mowing and ground maintenance- Fixed rear tires on ZTR numerous times, will be looking into puncture sealant chemicals. Worked on JD batwing mower. Leveled/graded West end where there were numerous animal holes so that we could mow this area. Worked on JD tractor AC unit, replaced several parts and also had JD replace the compressor. Maintained all mowing equipment including sharpening blades.

6.8 Security – Main gate took lightning strike, worked at fixing board but finally ordered new and new keypad board.

6.9 Misc.- Graded several drives on residences. Worked on getting three homes ready to rent, numerous issues and lots of time spent. Have been getting rid of many, many wasps nests this year. Marx services was asked to begin several high-priority repairs on several of our residences. Working on removing several trees that are a hazard. Gene put in 176 hours last month partially due to the three homes that were vacant and subsequently leased. We may want to look at ways to limit his/our responsibility regarding these homes. Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- CIP Update and discussion. (T-hangars, maintenance hangar expansion, ramp expansion, equipment, Southside development, wetland mitigation, blast deflector at MTI use of CREDIT money to kick off airshow and to be used as incentive money to help entice business to the Airport)
- Discussion and Motion on equipment purchase per CIP discussion.
- Discussion regarding snow removal equipment RFP - do we want to make it reimbursable through NPE grants. (see statement from Shaffer)
- Sign agreement with JF New
- Discussion and motion regarding drainage at the Rieke addition.
- AAI luncheon discussion.

Action items:

Person responsible:

Deadline:

Conclusions:

7.0 Consultant/Engineer

Shaffer

30

Discussion:

7.1 Sewer update by Land.

7.2 Notice to proceed for Rieke Apron.

7.3 Sign pay request for Corporate Apron Phase 1.

7.4 Jim Mason sign new grant.

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 September 16, 2005 Immediately following Executive meeting at 12:30 PM at Board Conference Room**