

DeKalb County Board of Aviation Commissioners Monthly Meeting

9/16/2005

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	10
4.0 Fixed Based Operator	McCutchan	15
5.0 Maintenance Project Manager	Wappes	15
w6.0 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		
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Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	10
2.1 Claims		
• Claims Docket –		
2.2 Budget		
• Requested appropriation of \$82,000 in Public Airport Cap Improvement fund to cover hwy truck purchase and part of Rieke ramp costs		
• Notice of Execution and Approval of Lease was published Sept 1. Bond sale could occur on or after Monday, October 3.		
2.3 T-Hangars and Tenant Accounts		
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2.4 Misc -		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	10
3.1 – Zoning request: Franklyn Sechler – A one-lot residential subdivision (Pickle Estates Sec II) located on the S Side of CR 56 approx 539’ E of SR 1, Approach Surface, Height limited to 75’ unless a variance is first granted.		
3.2 – Zoning request: Thomas A & Patricia J O’Conner – A one-lot residential subdivision (O’Conner Place Sec III) located on the S Side of CR 68 approx 490’ W of CR 19, Conical Surface, Height limited to 75’ unless a variance is first granted.		
3.3 – Zoning request: Garton Properties LLC – A three-lot residential subdivision (Baron Estates) located at the NE Cor of CR 35 and CR 60, Horizontal and Approach Surfaces, Height limited to 75’ unless a variance is first granted. Noise-Sensitive and Non-Remonstrance Waivers required.		
3.4 – Zoning request: Robert P Hall – A one-lot residential subdivision (D & B Acres) located on the W side of CR 427 approx 2700’ N the northernmost intersection of CR 427 and CR 60, Horizontal Surface, Height limited to 75’ unless a variance is first granted. Non-Remonstrance Waiver required.		
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 – report needed on effects of last year’s decision to lower prices on 100LL and to drop BOAC fuel surcharge		
4.2 Operating issues:		
Flight school		
Avionics shop		
Shells signage update, permits, examples.		
• Action items:	Person responsible:	Deadline:

5.0 Maintenance Project Manager	Wappes	15
<p>The following areas are to be reported from Gene's monthly log</p>		
<p>6.1 Airport lighting – .Replaced several RWY/Taxiway lights, including one broken taxiway light.</p>		
<p>6.2 Fuel Farm –. Very small leak on Jet-A tank, Gasoline Equipment will be out when they can find the time.</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 Cleaning Hangar floor was started but never finished, looks bad.</p>		
<p>6.6 Plowing - Still working with Russ on winter operations plans and equipment.</p>		
<p>6.7 Mowing and ground maintenance- JD AC unit is again failing, appears to be a leak. Mowing is slowing down. Jol has been deployed to the Katrina disaster area.</p>		
<p>6.8 Security – Fixing several fence and gate issues this month.</p>		
<p>6.9 Misc.- Action items:</p>	<p>Person responsible:</p>	<p>Deadline:</p>
<p>Break: Time set by facilitator.</p>		
6.0 Airport Manager	Couchman	25
<ul style="list-style-type: none"> • Open High Speed Broom/Blower proposals, take under advisement. Motion to allow Mason to accept the bid that the Board agrees is the best fit for our Airport ahead of the next meeting and as soon as funds are available. • Sign Rieke Land Lease. • Hunting update – DNR, hunting privilege cards, removal of tree stands, do we want to press charges. 		
<p>Action items:</p>	<p>Person responsible:</p>	<p>Deadline:</p>
<p>Conclusions:</p>		
7.0 Consultant/Engineer	Shaffer	30
<p>Discussion:</p>		
<p>7.1 Sign Terminal Apron Ph II change order #3.</p>		
<p>7.2 Sign change order #5 for Sewer project.</p>		
<p>7.3 Sign pay request #7 (additional work to tie two laterals into one on Terminal building.</p>		
<p>7.4 Discuss whether we want to sign acceptance documents for the sewer prior to or after our meeting with the City of Auburn on September 29th.</p>		

Action items:	Person responsible:	Deadline:
8.0 Presidents Report		5
8.1 Miscellaneous-		
Conclusions:		
Action items:	Person responsible:	Deadline:
Additional Information		
<p>Observers:</p> <p>Resource persons:</p> <p>Special notes: Next Meeting October 21, 2005 Immediately following Executive meeting at 12:30 PM at Board Conference Room</p>		