

# DeKalb County Board of Aviation Commissioners Monthly Meeting

1/20/2006

DeKalb County Airport,  
Terminal Building,  
Conference Room at 1:00 PM

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, Phil Rader, Russ Couchman, Paul Shaffer, Todd McCutchan.  
Please read:  
Please bring: Board members bring their information binder.

## Agenda

<b>1.0 Secretary</b>	Wappes	5
<b>2.0 Treasurer</b>	Stump	10
<b>3.0 Zoning</b>	Stump	10
<b>4.0 Fixed Based Operator</b>	McCutchan	15
<b>5.0 Maintenance Project Manager</b>	Wappes	15
<b>6.0 Airport Manager</b>	Couchman	25
<b>7.0 Airport Engineer</b>	Shaffer	15
<b>8.0 BOAC Member</b>	Rader	5
<b>9.0 President</b>	Mason	5
	Total Meeting Time	1 Hour 45 minutes

## Additional Information

Observers:  
Resource persons:  
Special notes:

<b>1.0 Secretary</b>			<b>Wappes</b>			<b>5</b>		
<b>1.1 Previous Minutes Approval</b>								
<b>1.2 Public Relations – Prop Wash</b>								
<b>1.3 Property Management</b>								
<ul style="list-style-type: none"> <li>Update on late rents</li> </ul>								
Action items:						Person responsible:		Deadline:
<b>2.0 Treasurer</b>			<b>Stump</b>			<b>10</b>		
<b>2.1 Claims</b>								
<ul style="list-style-type: none"> <li>Claims Docket</li> </ul>								
<b>2.2 Budget</b>								
<ul style="list-style-type: none"> <li>Stump to give update.</li> </ul>								
<b>2.3 T-Hangars and Tenant Accounts</b>								
<ul style="list-style-type: none"> <li>No update</li> </ul>								
<b>2.4 Misc -</b>								
Action items:						Person responsible:		Deadline:
<b>3.0 Zoning</b>			<b>Stump</b>			<b>10</b>		
3.1 – No zoning requests at the time of publishing								
Action items:						Person responsible:		Deadline:
<b>4.0 Fixed Based Operator Report</b>			McCutchan			<b>15</b>		
<b>4.1 Monthly Activity Report:</b>								
Aircraft activity								
Rental car activity								
Fuel sales –								
<b>4.2 Operating issues:</b>								
Flight school								
Signage update								
<ul style="list-style-type: none"> <li>Action items:</li> </ul>						Person responsible:		Deadline:
<b>5.0 Maintenance Project Manager</b>			<b>Wappes</b>			<b>15</b>		
The following areas are to be reported from Gene’s monthly log								
6.1 Airport lighting – Worked on replacing damaged lighting due to snow removal ops, replace multiple bulbs including on windsock.								
6.2 Fuel Farm – Cage in Maintenance Shelter has been installed limiting FBO access to just Fuel Farm related area.								
6.3 Pavement – Usual bumps noted, fuel access road erosion on west side is getting much worse. In an effort to get ready for the spring erosion control project we are looking at where we might stockpile large and small aggregate.								
6.4 T-Hangar / Hangar – Worked on bi-fold door issues at new hangars, the limit adjuster slipped on H-5. It appears that this will be a common problem as the hangars age.								
6.5 Terminal/Maintenance Hangar Cleaning -								

6.6 Plowing - Have been working with Tri-County New Holland regarding extreme wear on plow wings.

6.7 Mowing and ground maintenance-

6.8 Security – Main gate is still malfunctioning. It will not close completely much of the time.

6.9 Misc.- Finished sand storage area in equipment shelter and received two loads of sand, picked up Airport vehicle with Couchman, worked on various hangar, electrical, lock/hinge and lighting issues. The home at 6278 CR 27 has had some flooding and sewage issues possibly due to the pond that was built next door, currently Stump and Couchman are researching our options. Installed radios in TV145 and county road truck. The home at 6202 CR 27 caught fire, there is fire damage and water damage. Claims adjuster is working with Marx services, we should know more in the next week or so.

Action items:

Person responsible:

Deadline:

**Break: Time set by facilitator.**

## 6.0 Airport Manager

Couchman

25

- See attached Manager Update.
- Hoosier Air Museum presentation.
- Airport Authority vote.
- Vote on update to Minimum Standards and Rules and Regulations documents.
- Vote on BOAC positions.
- Update BOAC regarding EAA.
- Discuss Comp time/OT procedure for Couchman.

Action items:

Person responsible:

Deadline:

Conclusions:

## 7.0 Consultant/Engineer

Shaffer

30

Discussion:

7.1 See attached BF&S update

7.2 Hangar Design agreement.

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 February 17, 2006 at 1:00 PM in Board Conference Room**



PO Box 4, Auburn, Indiana 46706

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January 18, 2006

### DeKalb County Airport Managers Report to BOAC

The equipment delivery is on schedule. At this point the snow total for the year stands at 20.5 inches which is slightly less than half of the expected season total. We have taken delivery of the Bobcat, the bi-directional tractor including the Plesis blade and snow blower. We have also taken delivery of our sand spreader and our new bat wing mower. We used the sand spreader last month and this morning during some severe icing conditions and it worked well. The seed/fertilizer spreader has not been delivered yet and the blade for the truck will be in within three weeks and we will take delivery of the broom/blower next week.

The Plesis blade is showing excessive wear due to what we feel is improper installation/engineering. The wings have been replaced under warranty and New Holland is currently working with Team Storm out of Canada to resolve the issue. The new batwing mower is five feet wider than our previous batwing which should save some time this spring and summer.

Mr. Phil Gutman has expressed concern over available bond funds to complete construction on the new maintenance hangar as has informed me that he will not pay any more bills until we receive firm bids on the project. This unfortunately will take up to four months and we will clearly need to pay for the remainder of the equipment ahead of this. I suggest that we pay for all the remaining equipment out of our 0610 Capital Improvement account and reimburse ourselves just as soon as Mr. Gutman feels comfortable with our ability to execute on the new hangar. We need approximately \$130k to pay for the remaining equipment and currently have \$101k in this account and will have another 38k shortly. The other option may be to secure financing for the broom/blower, which is the most expensive item remaining, but there are costs associated with this option. I might suggest that we ask Mr. Derald Kruse draft a letter on behalf of the BOAC to Mr. Gutman in an effort to resolve this issue.

The ILS should be turned on the week of January 23, 2006 if all goes as planned. The FAA was able to finish their 405 Airspace Study and concluded that the only obstructions are trees on the East end. We have contacted Squires Pallet Company and they have agreed to pay us \$550.00 for the lumber thereby removing the obstructions. I will be monitoring the tree removal operations closely to ensure we accomplish our goals and to ensure the wetlands in the area are not disturbed. The FAA is installing the DME this week and we are told to expect Flight Check next week. I will keep you advised.

Deer hunting season is over for the year. I believe that we succeeded in controlling illegal hunting on Airport property this year with the help of the DNR and through the ability to patrol areas that were previously inaccessible. We have been instructed by the County Commissioners to aggressively post all of our property with No-Trespassing and No-Hunting signs and to look as sun setting the current hunting privileges when they expire in three years. We will need a motion at this next meeting.

Brad and I have a meeting with Jack from County Information Services on Jan 27<sup>th</sup> at 12:00 noon to discuss the network in the Terminal, Internet, WiFi and phone issues. I will update you after this meeting. The intent is to take over the local network, create a WiFi hotspot for Business travelers, to boost cell phone coverage in the building and to upgrade the phone in my office and to place a phone capable of conference calling and speaker phone in the conference room.

Mr. Niles Walton will be addressing the Board this Friday to ask for an extension to their land lease based on recent construction and upgrades. I asked him to provide me with documentation of money spent on recent capital improvements so that we are better able to gauge the value as they relate to lease terms.

An Airport neighbor to the south along CR27, Mr. Tom Spencer, recently constructed a pond. In doing so it appears as though he cut a drainage tile that several lots, including at least two that we own, used to drain excess surface drainage and septic perimeter drains. This has created large areas of standing water on both our property and at least one of our neighbor's properties. In addition, now that water is backing up, it appears that our home located at 6278 CR 27 has sewage/septic issues that is now creating a sewage pond and subsequently draining into Mr. Spencer's newly built pond. Brad is working with the County to ascertain what our next move should be, Gene is fighting a losing battle to keep the standing water drained to the West and he has also called to have the septic system at 6278 CR 27 pumped in an effort to stop the sewage backup while we try and figure out the long-term solution. I will keep you advised.

We now have an Airport Command Vehicle. Gene and I drove to the Argonne National Laboratory to pick it up last month. We acquired the vehicle, a 1994 Jeep Cherokee 4X4 with 34k miles on it from the GSA as a surplus government vehicle. The only cost to us was the gas and driving time to go pick it up. It is in need of some minor work but runs well and will serve us at least in the short term. I will continue to look for other usable vehicles through the GSA.

I spoke with Mr. Bill McCue last week regarding the update of our Minimum Standards and Rules and Regulations. He indicated that we could expect to pay approximately 3k to update these documents and this includes travel for a site evaluation update. We currently have \$10k in consulting fees available.

Mr. McCue drafted the original documents in the 90's. Another option would be to work with BF&S on the re-writes as they are more familiar with the Airport and our intended direction. Either way, I would recommend we proceed immediately after the meeting on Friday. I believe that this will require an official vote.

We will need to vote on new BOAC positions at this meeting. I would prefer that all were present but input ahead of the meeting will suffice. Please advise what your thoughts might be regarding BOAC President, Vice President, Treasurer and Secretary and if you believe that there should be another position created. We will be working on changing the format of the Agenda over the next month as well.

I think that we need to officially decide which direction we want to start going regarding becoming an airport authority. I believe we need an official vote to include directions from the BOAC on how to proceed if at all.

It is my understanding that there has been some concern over the hours for which I am currently compensated. I must say that I am not unhappy with the current situation. I came into this job knowing that 35 hours per week was unrealistic and with the knowledge that only some of the hours worked beyond that would be carried as straight-time comp time. Currently my work week is officially 35 hours. I am to work from 08:30 – 04:30 with an hour lunch Monday – Friday. However, I rarely if ever work just 35 hours. Under normal circumstances I donate several hours per week. However, during incidents and during snow events I work many more than 35 per week. In the past I have logged my time up to 40 hours per week and have been paid the extra 5 hours as straight-time comp time, any additional hours I simply donate. This is primarily due to a standing policy of the County Commissioners to not pay OT or more than 40 hours per week. There is a concern that department heads should not be paid comp time let alone OT. We may want to start some discussions at the Board level to try to ascertain how I should handle these issues in the future.

I am currently working on a year-end wrap up presentation that I hope to share with you at the February BOAC meeting. I will also share it with the County Council and Commissioners just as soon as it is complete.

Very truly,

Russ Couchman  
DeKalb County Airport Manager  
2710 CR 60  
Auburn, IN 46706  
260-927-8876 Office/FAX  
260-927-4501 Cell

## **BFS Agenda Items for the 1/20/06 DeKalb BOAC Meeting**

### **Action items on the agenda:**

1. Sign Hangar Extension Design Agreement

**Discussion and Information items not included on the 1/20/06 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.**

#### **1. Sewer Design**

- BFS provided the airport with the city's approved AS-Built Drawings.
- Project is now considered closed and will be removed from future agendas

#### **2. Wetland**

- A letter has been sent to Mrs. Smith notifying her of the airport's priority system for wetland mitigation.
- In the same letter Mrs. Smith was asked to provide the airport with any particular requests of the airport.
- Making a FAA AIP-11 pay request for \$38,430.00 to reimburse the airport for fees incurred.

#### **3. Emergency Plan Update**

- Russ has requested we start looking at specifics in the plan to see what can be improved. The plan as it stands is rather generic, which may be OK if it is followed. In the past we have had the plan but never preformed any drills. Will be looking to establish a couple mock runs with Jackson Township to see were there is room for improvement.

#### **4. Rieke Expansion**

- A letter was written to Rieke per the BOAC's requested.
- Dave Martin responded on 1/9/06 with no objection and thank the BOAC for their assistance.
- The project can be closed and will be removed from the agenda

#### **5. Jet Blast on the MTI Ramp**

- BFS has not solicited quotes on the blast deflectors, will do so as soon as directed by Russ.

#### **6. Land Acquisition (Executive Session)**

- Will need a new title opinion on the purchase of the remaining Dollier property.

**7. Grant application for the FY 2005 Non Primary Entitlement Grant AIP 3-18-0004-12:**

- Received the check from pay request number 1.

**8. Bond Issue**

- FAA release letter was received – FAA did not approve the general mechanism of using the terminal land as collateral. Verbally the FAA has indicated that it understands that the bonds have been sold and thus making too late to change it for this bond issue. They are requesting a completely different mechanism in the future that does not use any FAA funded land as collateral.
- BFS is preparing a letter on behalf of the BOAC stating that in the future a different method of bonding will be pursued.
- Agreement for the BOAC on the professional services to expand the maintenance agreement. The scope and cost was scaled back to meet the BOAC's budget.
- BFS is prepared to hold invoices until the bids can be received for the hangar extension per Phil Gutman's request.

**9. Pavement Maintenance Plan**

- Cost portion of the plan was revised per Brad's request.

**10. IDEM Rule 6**

- Certificate of No Exposure has been submitted to IDEM for the Airport.

**11. PAPI INFO to FAA**

- FAA has requested info on the airport's PAPI's. BFS will handle this under the 10 hours per month.

**12. ILS**

- A letter was written to Golf Papa per the BOAC's request explaining the delay.
- The survey came back showing some trees to be an issue, but the high tension power lines that the FAA was worried about were no a problem.
- These trees were identified in the ILS Environmental Assessment (EA) report as possibly needing to be trimmed should the FAA require it. They were not trimmed initially because the EA limited the airport to trimming them only if necessary, because some of the trees are located above wetland areas. The FAA has requested that the trees be trimmed so now the airport can trim the trees. The airport will still be required to protect the wetland while trimming the trees.
- Russ was provided with a hand held Abney to monitor the tree trimming to ensure the trees get trimmed below the 50:1 approach surface.
- The system will be turned on with minimums at 280 feet, and  $\frac{3}{4}$  of a mile until the trees are trimmed. When the trees are trimmed the minimums can be reduced back to 200 feet and  $\frac{1}{2}$  of a mile.