

DeKalb County Board of Aviation Commissioners Monthly Meeting

10/20/2006

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, Jim McCanna, 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
6.0 Airport Manager	Couchman	25
7.0 Airport Engineer	Shaffer	15
8.0 BOAC Member	Rader	5
9.0 President	Mason	5
	Total Meeting Time	1 Hour 45 minutes

Additional Information

Observers:

Resource persons:

Special notes:

1.0 Secretary	Wappes	5
1.1 Previous Minutes Approval		
1.2 Public Relations – None		
1.3 Property Management – Coffey house update (Spencer Agreement), late rents update		
Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	10
2.1 Claims		
<ul style="list-style-type: none"> Claims Docket 		
2.2 Budget – None		
2.3 T-Hangars and Tenant Accounts- None		
2.4 Misc – Presentation of report from Phil Gutman		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	10
None		
Action items:	Person responsible:	Deadline:
4.0 Fixed Based Operator Report	McCutchan	15
4.1 Monthly Activity Report: Victory Aviation presentation		
4.2 Operating issues: Mid-America Avionics Update		
<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		
5.1 Airport lighting – Usual replacement of bulbs on Taxi/Runway lights and windsock, also had to replace rotating beacon light, this is rare.		
5.2 Fuel Farm – Still need to have Gasoline Equipment out to perform maintenance and repairs as required by the recent safety audit. I am hoping to include that in next years budget cycle by scheduling the maintenance for mid December.		
5.3 Pavement – Crack sealing was completed on October 19 th , less than the estimated 35,000 linear feet were required but the exact distance has not been measured yet.		
5.4 T-hangars – No Update.		
5.5 Terminal/Maintenance Hangar Cleaning – Victory crew has been working on further cleaning of themaintenance hangar floor.		
5.6 Plowing - Snow removal equipment is ready for the season. A new clutch has been installed in the dump truck and the vehicle has gone through extensive maintenance. We still need to install the MU meter in the Jeep, we have been collecting all the misc. parts required and should be able to accomplish the installation next week.		
5.7 Mowing and ground maintenance- With all the rain we have had mowing continued to be a challenge up until the last couple of weeks. With snow in the forecast all next week Gene and Bob have stowed the mowing equipment and have installed the sand spreader and blade on the dump truck and the blade on the tractor. We hope we won't need to use them for at least another month however.		
5.8 Security – Fence is still down for construction. The locks are installed on the A-hangar and work extremely well. The VAA will now be able to issue a code to each member and should that member leave they can simply delete his/her code. This will save us money over time in key duplication, lock changing and increase building security.		

5.9 Misc.- Gene worked 119 hours and Bob worked 81 hours. The office within the maintenance hangar is well underway, framing is done, electrical is close to being done, the walls are up on the outside and once the phone line is installed on Monday and the electrical is done we will install and interior walls and paint. Gene will be installing a heating/air conditioning unit in the West wall also. The trailer is complete, the deck was installed last week and faulty lighting replaced. The A-hangar is substantially complete and the VAA will occupy the building on November 1, 2006. Migratory Geese are now leaving the area, resident Geese are still a problem. Turkey Vultures have not started to migrate yet and seem to be grouping more, possibly getting ready to head South. Starting next year we have depredation permits to remove 20 Geese and 10 Turkey Vultures. Gene has identified that some of our gates need numbered which leads to a larger signage project I expect to kick off next year.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- Airport Authority discussion (Update from Jim McCanna).
- Hangar extension update (progress and budget).
- AAI Conference synopsis.
- Runway length discussion.

Action items:

Person responsible:

Deadline:

Conclusions:

7.0 Consultant/Engineer

Shaffer

30

Discussion:

7.1 See BF&S update

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