

# DeKalb County Board of Aviation Commissioners Monthly Meeting

12/1/2006

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

<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 – PropWash</b>		
<b>1.3 Property Management –</b>		
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 – None</b>		
<b>2.3 T-Hangars and Tenant Accounts- None</b>		
<b>2.4 Misc –</b>		
Action items:	Person responsible:	Deadline:
<b>3.0 Zoning</b>	<b>Stump</b>	<b>10</b>
None		
Action items:	Person responsible:	Deadline:
<b>4.0 Fixed Based Operator Report</b>	McCutchan	<b>15</b>
<b>4.1 Monthly Activity Report: Victory Aviation presentation</b>		
Action items:	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		
<b>5.1 Airport lighting – Usual replacement of bulbs on Taxi/Runway lights and windsock.</b>		
<b>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.</b>		
<b>5.3 Pavement – Crack sealing was completed on October 19<sup>th</sup>, we ended up paying for 27,000 linear feet instead of the estimated 35,000.</b>		
<b>5.4 T-hangars – No Update.</b>		
<b>5.5 Terminal/Maintenance Hangar Cleaning – Restroom cleaning has been slipping lately.</b>		
<b>5.6 Plowing - MU meter is installed in the Jeep and is fully functional.</b>		
<b>5.7 Mowing and ground maintenance- Mowing is done for the year. All equipment has been cleaned and put away for the winter.</b>		
<b>5.8 Security – Fence is still down for construction.</b>		
<b>5.9 Misc.- Gene worked 147 hours and Bob worked 47 hours. The office within the maintenance hangar is complete. 6197 CR 29 has been repainted inside and is ready for new tenants. Use the Bobcat and graded several drives on our residences. Work on the hangar expansion project is moving along nicely, we are looking at December 15 as a completion date. With Bobcat further expanded the equipment shelter parking lot, fixed drainage issues. Bi-fold door on A-hangar has been a challenge, we ordered some new parts. Replaced two tires on the Jeep.</b>		
Action items:	Person responsible:	Deadline:
<b>Break: Time set by facilitator.</b>		
<b>6.0 Airport Manager</b>	<b>Couchman</b>	<b>25</b>

- Airport Authority discussion.
- RDA brief.

Action items:

Person responsible:

Deadline:

Conclusions:

### 7.0 Consultant/Engineer

**Shaffer**

**30**

Discussion:

7.1 See BF&S update

7.2 Road Closure Discussion and Motion (Action Item)

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 January 19, 2006 at 1:00 PM in Board Conference Room**