

DeKalb County Board of Aviation Commissioners Monthly Meeting

2/17/2006

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

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 – Prop Wash				
1.3 Property Management				
<ul style="list-style-type: none"> Update on late rents 				
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"> No update 				
2.3 T-Hangars and Tenant Accounts				
<ul style="list-style-type: none"> Several tenants are one month late. Some claimed they did not get January billings. I anticipate we will be caught up by the next billing. Same two individuals continue to be late on a regular basis but when pressed always get caught up and continue to pay the late fees. 				
2.4 Misc -				
Action items:			Person responsible:	Deadline:
3.0 Zoning			Stump	10
<p>3.1 – Scott Kipfer, A one-lot residential Subdivision of Land to be know as “Schmucker Farms, Sec. V, Lot 5” located in the SE Quarter of Section 30, Spencer Township, 285.00 feet North of the intersection of CR 68 and CR 51, West side of CR 51, containing 3.34 acres more or less. This development lies within the Approach Slope Surface of the DeKalb County Airport and are subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.</p>				
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				
Signage 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				
6.1 Airport lighting –				
6.2 Fuel Farm –				

6.3 Pavement –

6.4 T-hangars -

6.5 Terminal/Maintenance Hangar Cleaning -

6.6 Plowing - Used new broom several times for snow events, plowed with TV145 and used broom to clear sand after last freezing rain event.

6.7 Mowing and ground maintenance-

6.8 Security –

6.9 Misc.- Took delivery of the broom/blower, made drive in front of maintenance facility larger using Bobcat, still attempting to pump out flooded area at 6278 CR 27, installed radios in truck and tractor, had Bobcat serviced for the first time.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- Discussion regarding EAA/VAA proposal and their desire to occupy the A-hangar ASAP.
- Update regarding flooded property on CR 27.
- EPA update.
- Presentation of BOAC duties draft.
- Presentation of GWB Pavement Maintenance Plan and motion to adopt.

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