

# DeKalb County Board of Aviation Commissioners Monthly Meeting

3/17/2006

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

<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> <li>Update on 6278 CR 27 (Coffey), Powell should have preliminary estimates for repair. Update from Stump/Couchman regarding flooding.</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>No update</li> </ul>		
<b>2.3 T-Hangars and Tenant Accounts</b>		
<ul style="list-style-type: none"> <li>Leased C-7 but now have C-3 vacant, Tim Sunderland is moving his aircraft to Smith Field.</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 – None		
Action items:	Person responsible:	Deadline:
<b>4.0 Fixed Based Operator Report</b>	<b>McCutchan</b>	<b>15</b>
<b>4.1 Monthly Activity Report:</b>		
Victory Aviation presentation		
Aircraft activity		
Rental car activity		
Fuel sales		
<b>4.2 Operating issues:</b>		
Update regarding status of WSI Weather services for pilots.		
<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 – Replaced several Runway/Taxiway bulbs and windsock bulbs.		
6.2 Fuel Farm – Drive still mud covered from drive expansion work in front of equipment shelter.		
6.3 Pavement – Powell noted bumps and humps on East end of Runway. The broom has really helped already in removing loose aggregates (FOD) from runway and parallel taxiway, it doesn't do as well on connecting taxiways, we need to ultimately purchase a		

box sweeper for the Bobcat (\$2,500.00). I continue to look for street sweepers with the GSA.		
6.4 T-hangars – Working on installing locks on East side D-row for secure equipment storage.		
6.5 Terminal/Maintenance Hangar Cleaning -		
6.6 Plowing -		
6.7 Mowing and ground maintenance- Will be ordering “Weed and Feed” and two different types of grass seed within the next few weeks. This will be our growing season project.		
6.8 Security –		
6.9 Misc.- Took delivery of base material for expanded drive at equipment shelter, worked into place with Bobcat. Working on equipment maintenance/upgrades, changing oil, filters, plugs and cosmetically cleaning to avoid possible corrosion etc. Have been working on 6278 CR 27 (Coffey) basement had flooded again, reworked sump, pumping flooded area in front for weeks. Most of our residential drives need maintenance this spring, we are hoping that the new county truck will be useful with the under-belly blade.		
Action items:	Person responsible:	Deadline:
<b>Break: Time set by facilitator.</b>		

<b>6.0 Airport Manager</b>	<b>Couchman</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Presentation of 2005 Performance Data.</li> <li>• Discussion regarding hiring a temporary service or part time office assistant.</li> </ul>		
Action items:	Person responsible:	Deadline:
Conclusions:		

<b>7.0 Consultant/Engineer</b>	<b>Shaffer</b>	<b>30</b>
Discussion:		
7.1 See BF&S update		
7.2 Presentation of plans for Terminal Hangar Expansion, motion to accept and sign.		
Action items:	Person responsible:	Deadline:

<b>8.0 Presidents Report</b>	<b>5</b>
8.1 Miscellaneous-	
Conclusions:	
Action items:	Person responsible: Deadline:

**Additional Information**

Observers:
Resource persons:
Special notes:
<b>Next Meeting April 21, 2006 at 1:00 PM in Board Conference Room</b>