

DeKalb County Board of Aviation Commissioners Monthly Meeting

4/21/2006

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. Update on 6278 CR 27 (Coffey), we currently do not have any loans or leans on the home. We could at this point move forward with removal, or, we do have an offer by Marx services where he would rehab the home at no cost to us and manage it and pay us a fee for the privilege. He assumed we had a mortgage on the home and he tentatively offered to pay the mortgage. 		
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"> We now have three hangars vacant, B1, C3 and C5. I'm thinking that we should move as many D row tenants to these hangars as possible. BOAC to decide how this should be done. 		
2.4 Misc -		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	10
<p>3.1 – Utah C. & Helen M. Rowe, A one-lot residential Subdivision of Land to be known as “Shook’s Acres, Sec II,” located in the SE Quarter of Section 10, Jackson Township, approximately 2200.00 ft West of intersection of CR 39 and CR 56, North side of CR 56, containing 2.01 acres, more or less. This development lies within the Conical Zone of the DeKalb County Airport and is 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:		
Victory Aviation presentation		
Aircraft activity		
Rental car activity		
Fuel sales		
4.2 Operating issues:		
Lease negotiation 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 – Replaced several Runway/Taxiway bulbs and windsock bulbs. Replaced several lamps and ballasts in terminal.

6.2 Fuel Farm – Made repairs to overfill alarm and replaced both batteries.

6.3 Pavement – Powell noted bumps and humps on East end of Runway appear to be getting worse. We have limited broom speed to 25mph in this area due to the violent bouncing that occurs at faster speeds. Used broom/blower during dry weather as counter FOD measure. This was extremely effective so we will continue to do this monthly through the non-snow season.

6.4 T-hangars – No update.

6.5 Terminal/Maintenance Hangar Cleaning - No update.

6.6 Plowing - No update.

6.7 Mowing and ground maintenance- Purchased 1700 pounds of weed and feed and 12/12/12 and City/Park grass seed so that we can begin beautification efforts on the North side of the taxiway. We plan on focusing on erosion repair South of the taxiway this year and a reseeded campaign beginning next growing season. Took delivery of large rollers, have worked most of the Airport using both large and small rollers. Installed hitch on Grasshopper ZTR to pull spreader and roller.

6.8 Security – Performed annual gate maintenance at all rolling/electric gates.

6.9 Misc.- Dug a trench with the Bobcat to drain the flooded lot at 6278 CR 27, this seems to be working. As the ground dries out we will work this trench into a swale and relocate the excess dirt to the low spot that floods. Continue to work on vehicle maintenance and repairs and getting all the equipment ready for the growing season. The trailer has been stripped and is ready for paint. Bob Battig has worked just about 40 hours so far this season and has helped Gene with preparing equipment and mowing/rolling. County road truck is with W.A. Jones to have the blade installed and the roller/leg system to remove the spreader. Repairs on 6202 and 6222 have both been finished by Marx services.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- Rieke Corp would like to install a façade on the front of their older hangar so that it better matches the newer hangar roof line. They have been advised that if the BOAC approves such a façade it cannot extend any higher than the apex of the older hanger.
- CRP update.

Action items:

Person responsible:

Deadline:

Conclusions:

7.0 Consultant/Engineer

Shaffer

30

Discussion:

7.1 See BF&S update

7.2 Open hangar bids.

7.3 IDEM ruling 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 May 19, 2006 at 1:00 PM in Board Conference Room