

DeKalb County Board of Aviation Commissioners Monthly Meeting

5/26/2006

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"> Present 2007 proposed budget for approval 		
2.3 T-Hangars and Tenant Accounts		
<ul style="list-style-type: none"> We have a couple of late tenants. Russ is actively working to resolve these issues. We need to review how to address those instances when rent is not paid for several months (Tow out to ramp area? Change locks on hangar? etc) Specifically address the current situation. 		
2.4 Misc -		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	10
<p>3.1 Thomas & Karen Graves, A one-lot residential Subdivision of Land to be known as “Graves Estates, Sec. II,” located in the NW Quarter of Section 30, Spencer Township, approximately 2350.00 ft East of intersection CR 47, South side of CR 64, containing 5.00 acres, more or less. This development lies within the Transitional Approach Slope of the DeKalb County Airport and is subject to certain limitation and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height of 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> <p>3.2 The County is still progressing towards updating its zoning ordinances. Also, I have been getting repeated requests from other airports for information relating to zoning issues.</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 and sign bulbs.

6.2 Fuel Farm – No update.

6.3 Pavement – No update.

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 Have been rolling as conditions permit. Have spread several thousand pounds of fertilizer and weed & feed and have been seeding baron areas. Filled in most of the eroded light and sign bases. Bob has been doing most of the mowing but starting this week Jol will begin the ZTR mowing with Bob in the tractor.

6.8 Security – No update.

6.9 Misc.- Kaufman Well Digging repaired the Terminal well, it was leaking. At this point we need to fill the hole and reseed. Repaired the well at the wash area. 6202 and 6222 CR 27 have both been repaired by Marx Services. Gene has been spraying weed killer around buildings and fences and sign bases (big job). Brakes on trailer are rebuilt, now we need to paint and figure out what we want to use as a deck. Expect this project to be complete in the next few weeks.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- Update on Marx services and Coffee house. (Action Item)
- Discuss JF New additional remediation for wetlands that did not meet performance standards last year.
- Discuss tree removal issue. (Action Item)
- Discuss tractor purchase. (Action Item)
- Discuss Airport Authority process.
- A-Hangar rehab. and bids presentation (Action Item)
- Discuss the possibility of volunteers such as EAA members driving equipment and performing some tasks on the airport (including liability, insurance and safety issues)
- CIP update. (Action Item)

Action items:

Person responsible:

Deadline:

Conclusions:

7.0 Consultant/Engineer

Shaffer

30

Discussion:

7.1 See BF&S update

7.2 Award hangar bid.

7.3 Sign FY 2006 NPE grant application for wetland mitigation purchase agreement.

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 June 16, 2006 at 1:00 PM in Board Conference Room