

DeKalb County Board of Aviation Commissioners Monthly Meeting

6/16/2006

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"> 		
2.3 T-Hangars and Tenant Accounts		
<ul style="list-style-type: none"> 		
2.4 Misc -		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	10
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:		
<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 – No update.		
6.3 Pavement – Beginning to get quotes on Pavement Maintenance Plan year 1.		

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- Performed more rolling with small tractor and triple roller unit. Infield is starting to really smooth out. Gene has spent much of his time this month maintaining equipment. Between sharpening blades, cleaning, lubing and fixing various issues he has had time for little else. The early growing season is just about over however and things should start to slow down unless someone applies more fertilizer...

6.8 Security – No update.

6.9 Misc.- Gene noted that the retention area across from Meese Chapel has had geese after it rains. Had some drain issues at 2564 CR 60, handled with chemicals, had A/C issue at 6202 CR 27 that was handled with just a service call. Gene and Russ researched the cost of a mower blade sharpener and found that for around \$500.00 we could not only sharpen our own but balance them as well. Currently we have three sets of blades for the GrassHopper and we pay \$12.00 per set to sharpen per 8 hours of use. Received a total of three bids for compact tractors, at this point it appears that the John Deere may be the best value.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- VAA37 Update
- RFP Consultant Selection

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 July 21, 2006 at 1:00 PM in Board Conference Room