

DeKalb County Board of Aviation Commissioners Monthly Meeting

9/22/2006

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, Jim McCanna, 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 – Coffey house update, late rents update		
Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	10
2.1 Claims		
<ul style="list-style-type: none"> Claims Docket 		
2.2 Budget – Letter from Ben Smaltz		
2.3 T-Hangars and Tenant Accounts- None		
2.4 Misc - None		
Action items:	Person responsible:	Deadline:
3.0 Zoning	Stump	10
None		
Action items:	Person responsible:	Deadline:
4.0 Fixed Based Operator Report	McCutchan	15
4.1 Monthly Activity Report: Victory Aviation presentation		
4.2 Operating issues: DeKalb County Airport sign		
<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		
5.1 Airport lighting – Usual replacement of bulbs on Taxi/Runway lights and windsock, also had to replace rotating beacon light, this is rare.		
5.2 Fuel Farm – After a safety audit by Shell we have been asked to replace the Jet-A hose and there are several other issues with the system that we will have Gasoline Equipment handle for us before we go into the cold season.		
5.3 Pavement – Parking lot and fuel farm have been re-sealed, the crack filling on the runway will begin Monday September 25 th and will hopefully be complete by the end of day on the 27 th . We will completely close the runway for this maintenance. I have coordinated with all corporates and issues a NOTAM. I will be out on the Airport at all times we have crews on the active surfaces.		
5.4 T-hangars – We need to look at sealing the pavement at the East end t-hangar as soon as possible; it is really starting to deteriorate.		
5.5 Terminal/Maintenance Hangar Cleaning – None		
5.6 Plowing - TV145 and Plesis snow blade have been repaired, we should not have the excessive wear we had last year, looking forward to putting it into service, the warranty on the blade has been extended an additional year and we have replacement parts for all wear items through the process. We received MU meter and will be installing soon. It requires very precise mounting and we will also need to disable the ABS during testing. Ordered new clutch for truck, will have County garage install in a week or so. Also doing heavy maintenance on truck getting ready for cold season.		
5.7 Mowing and ground maintenance- With all the rain we have had mowing continues to be a challenge. Starting to mow non-primary Airport, Wallace farm etc.		
5.8 Security – Fence is still down for construction, main gate and west gate both failed, after some work the main gate is working again but we called for help from Arrow Fence on the west gate and it was fixed with the replacement switch, also added a lightning arrestor. Ordered new keypads for main gate and west gate, ordered cipher locks for A-hangar and new maintenance hangar man		

doors.

5.9 Misc.- Gene worked 126.5 hours and Bob worked 51.5 hours. All fire extinguishers have had their annual maintenance. Electrical vault cooling/exhaust motor failed and was replaced, trailer has been painted and is awaiting installation of deck, ordered compact tractor from New Holland. A-hangar has been a challenge; Messer construction has had multiple issues slowing the project down.

Action items:

Person responsible:

Deadline:

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

25

- Airport Authority discussion.
- Update on Minimum Standards, Rules and Regs and RFP process. Vote to proceed pending any changes. (Action)
- Review of Indiana public meeting/open door rules.
- Runway length discussion.
- Deer control discussion

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 October 20, 2006 at 1:00 PM in Board Conference Room