

# DeKalb County Board of Aviation Commissioners Monthly Meeting

1/19/2007

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

<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 – PropWash</b>		
<b>1.3 Property Management – 6197 CR 29 and 6242 CR 27 are both leased</b>		
Action items: <b>Vote in new officers for 2007.</b>	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 – None</b>		
<b>2.3 T-Hangars and Tenant Accounts- None</b>		
<b>2.4 Misc –</b>		
Action items:	Person responsible:	Deadline:
<b>3.0 Zoning</b>	<b>Stump</b>	<b>10</b>
None		
Action items:	Person responsible:	Deadline:
<b>4.0 Fixed Based Operator Report</b>	McCutchan	<b>15</b>
<b>4.1 Monthly Activity Report: Victory Aviation presentation</b>		
Action items:	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		
5.1 Airport lighting – Usual replacement of bulbs on Taxi/Runway lights and windsock.		
5.2 Fuel Farm – Gasoline equipment has ordered all the parts we need and will return to finish repairs.		
5.3 Pavement – No Update.		
5.4 T-hangars – No Update.		
5.5 Terminal/Maintenance Hangar Cleaning – No Update.		
5.6 Plowing - Only had the equipment out once this year.		
5.7 Mowing and ground maintenance- No Update.		
5.8 Security – Fencing has been returned at the hangar expansion worksite.		
5.9 Misc.- Gene worked 101.5 hours and Bob worked 5 hours. Had 6197 CR 29 painted prior to leasing and made several other small repairs. Several heaters in the main hangar needed repairs this month and on needs replaced. A motor on one of the HVAC rooftop units needed replaced this month, another is making strange sounds and may need to be replaced soon, we ordered another. Several doors panic hardware and levers have failed and were replaced this month.		
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>• Discussion regarding Seiler Excavating septic issue at 6222 CR 27. Direct McCanna to draft a letter.</li> <li>• Open RFP’s</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 CIP Review and approval (Action Item)		

Action items:	Person responsible:	Deadline:
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<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: **Next Meeting February 16, 2007 at 1:00 PM in Board Conference Room**