

DeKalb County Board of Aviation Commissioners Monthly Meeting

2/16/2007

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

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 – PropWash		
1.3 Property Management – None		
Action items:	Person responsible:	Deadline:
2.0 Treasurer	Stump	10
2.1 Claims		
<ul style="list-style-type: none"> Claims Docket 		
2.2 Budget – None		
2.3 T-Hangars and Tenant Accounts- Late T-hangar tenant has been notified that we will remove his aircraft from the hangar if he is not paid in full by March 10, 2007.		
2.4 Misc. –		
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		
Action items:	Person responsible:	Deadline:
5.0 Maintenance Project Manager	Wappes	15
<p>The following areas are to be reported from Gene’s monthly log</p> <p>5.1 Airport lighting – Usual replacement of bulbs on Taxi/Runway lights and windsock. Installed new timer, and photo-cell for ramp lights on Southwest side of terminal. Installed heating control switch on large hangar door, now when the hangar door opens, the heat is turned off.</p> <p>5.2 Fuel Farm – Both pumps froze during cold weather, Gene used heat lamp and tarps to make operational. He will install heat tape this year so that we will not have this problem in the future.</p> <p>5.3 Pavement – No Update.</p> <p>5.4 T-hangars – No Update.</p> <p>5.5 Terminal/Maintenance Hangar Cleaning – No Update.</p> <p>5.6 Plowing - Equipment is performing exceptionally well. Some minor issues with the Plesis blade, Tri-County New Holland has been out and is handling. Brakes on the large truck fail in extreme cold; we will address this in the next weeks. Bob Battig, Gene and I have worked very well together making snow removal very efficient. Gene has spent considerable time this month keeping the equipment in ready condition.</p> <p>5.7 Mowing and ground maintenance- No Update.</p> <p>5.8 Security – No update.</p> <p>5.9 Misc. - Gene worked 132 hours and Bob worked 32 hours. Entry from the ramp to the lobby has been painted and a larger bulletin board installed, Kay’s office is finished.</p>		
Action items:	Person responsible:	Deadline:
Break: Time set by facilitator.		

6.0 Airport Manager	Couchman	25
<ul style="list-style-type: none"> FBO RFP 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 March 16, 2007 at 1:00 PM in Board Conference Room		