

DeKalb County Board of Aviation Commissioners Monthly Meeting

6/22/2007

DeKalb County Airport,
Terminal Building,
Conference Room at 1:00 PM

Agenda

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, Steve McMurray.

1.0 Secretary	Wappes	5
2.0 Treasurer	Stump	10
3.0 Zoning	Stump	10
4.0 Fixed Based Operator	McMurray	15
5.0 Maintenance Project Manager	Wappes	15
6.0 Airport Manager	Couchman	10
7.0 BOAC Member	Rader	20
8.0 Airport Engineer	Shaffer	5
9.0 Attorney	McCanna	10
9.0 President	Mason	5
	Total Meeting Time	1 Hour 45 minutes

1.0 Secretary	Wappes	5
1.1 Previous Minutes Approval		
1.2 Public Relations – PropWash		
1.3 Property Management –		
2.0 Treasurer	Stump	10
2.1 Claims		
<ul style="list-style-type: none"> • Claims Docket 		
2.2 Budget – Approve attached.		
2.3 T-Hangars and Tenant Accounts- We have two empty T-hangars.		
2.4 Bond –		
2.5 Misc. – Sewer reimbursement agreement discussion		
3.0 Zoning	Stump	10
None		
4.0 Fixed Based Operator Reports		15
4.1 Monthly Activity Report: Steve McMurray		
4.2 Century update: Tony Gaerte		
5.0 Maintenance Project Manager	Wappes	15
The following areas are to be reported from Gene’s monthly log		
5.1 Airport lighting – INDOT Normal replacement, Airport Inspector noted three lights INOP, this is the only issue and well within operational norm and this is only because Gene was out sick the day of the inspection.		
5.2 Fuel Farm – Ordered hose, just under \$700.00, should be in soon. Fuel farm needs washed and repainted, I will get quotes.		
5.3 Pavement – Had several contractors out for quotes, ACI will begin work next week. Drive to fuel farm on airside is failing near equipment shelter, this will need to be addressed soon.		
5.4 T-hangars – Had one rolling door issue, Gene fixed the problem.		
5.5 Terminal/Maintenance Hangar Cleaning – Victory folks are slowly working on hangar floor with new floor cleaner.		
5.6 Plowing – Equipment maintained, cleaned and stowed.		
5.7 Mowing and ground maintenance- Mowing is going well and mower maintenance is beginning to take more of Gene’s time. We are building a ramp that will allow us to maintain the blades on the TC35 easier, Gene completed the 300 hour maintenance on the TV145. Kay and Bob are doing a great job working together, Gene has been using the Brushcat to mow rough areas and ditchbanks.		
5.8 Security – Finalizing fence placement with BF&S.		
5.9 Misc. - Gene worked 144.5 hours, Bob worked 52 hours and Kay worked 22 hours mowing and 67.25 working admin. The state inspection went extremely well, we get to be an airport for another year. The Bobcat went in for warranty hydraulic work. Sidewalk to new hangar is in, electrical work has begun, AEP set the pole and transformer for new service. The open house and ceremonial first flight of the ILS was a challenge but seemed to be a nice event. Most of the equipment was cleaned and waxed for the event with lots of help from the VAA 37 folks. Runway, taxiways, ramps have all been swept using the large broom/blower and the Bobcat box sweeper. Gene now has the large sprayer working for the first time since we retrieved the unit and we found a 28’ spray boom (at no cost) to rebuild for next growing season. New hangar door failed, Kinder & Sons worked until 9:00 pm on June 1 getting the door down. Wilson had a representative and replacement motor onsite on June 6 and the door was operational by 10:00 am. We need to order an extra motor for stock to avoid this delay.		
Break: Time set by facilitator.		
6.0 Airport Manager	Couchman	10
6.1 Sewer Lateral motion		
6.2 Mail cluster box purchase and motion		

	<p>6.3 Presentation of gift to ProFlight and Interstate Warehousing</p> <p>6.4 Update – Min Stds and Rules & Regs have been sent in to the FAA for comment, awaiting response</p> <p>6.5 Hangar H-4 issue</p> <p>6.6 Simulator space rental discussion</p> <p>6.7 6202 CR 27 discussion</p>
7.0 Rader	5
8.0 Consultant/Engineer	Shaffer
Discussion:	20
7.1 See BF&S update	
7.2 Motion regarding wildlife security fence approval.	
9.0 Attorney (McCanna)	McCanna
9.1 Spencer update	
9.2 Collections update	
9.3 Road closure update	
10.0 Presidents Report	Mason
Additional Information	
Next Meeting July 20, 2007 at 1:00 PM in Board Conference Room	

BFS Agenda Items for the 6/22/07 DeKalb BOAC Meeting

Action items on the agenda:

Review the wildlife security fence project, and approval to receive bids on July 20, 2007.

Discussion and Information items not included on the 6/22/07 agenda, but are being reported on before the meeting via email. Handouts will be available at the meeting. BOAC questions and concerns can be addressed at the meeting.

1. Hangar Extension

- Punch list progress.

2. Wetlands AIP 11, AIP 12, and Land Acquisition Grant AIP 13

- Appraisal work is underway.

3. EAA Sewer Connection

- Helping Russ get more quotes.

4. Runway 9-27 Length Justification/EA

- Letters were sent out to CR 64 property owners informing them that an environmental study is being conducted for the extension of CR 64 as mitigation to CR 29 and 62 closures, and that field personal may enter their property as part of the environmental study.
- We are ready to go to the commissioners with the road closure.

5. Perimeter Wildlife and Security Fence

- Requesting approval to advertise the project to receive bids on July 20, 2007

6. Capital Improvement Plan (CIP)

- Andy suggested we start considering doing the EA and the first phase of design in 2008.
- We will be working on a draft agreement for your consideration.
- A meeting with Andy Nahrwold of the state indicated that the next project after the security fencing is accomplished will be the runway extension. He tentatively plans to schedule the first phase in FY2009 to do preparation work such as obstruction removal and CR 29 closure mitigation, and design reimbursement. This of course is tentative at his point.

7. Rieke Taxiway Connector

- We prepared plans and specs for this project.
- We have contacted 4 contractor to get quotes on this work.



DeKalb County Airport

PO Box 4, Auburn, Indiana 46706

June 20, 2007

DeKalb County Airport Managers Report to BOAC

Sewer Lateral discussion and motion:

Several months ago I requested bids from three local contractors, Land, Knott and Scheidlemen. Thus far only Land has produced a bid for \$23,954. Toby from BF&S will be assisting in acquiring more bids if we direct him to do so but I need an official motion giving me the authority to spend the bond money and I need your guidance on whether we should continue to work on getting further bids.

Mail cluster box purchase and motion:

Attached is the mailbox that the local Postmaster recommends. We have multiple tenants receiving mail in one mailbox that is normally sorted by Victory Aviation. This will be more and more of an issue as we have various business interests within the terminal. In addition, we will be able to cancel our P.O. box at the post office if we have a secure box on the airport. This will save time and money. The Postmaster and I met several weeks ago and he briefed me on the procedures required for establishing this cluster box and made his recommendation on placement and type. This is something we have been talking about since I arrived at GWB. At this point I need a motion to proceed with the purchase of the box using bond funds.

Presentation of gift to ProFlight and Interstate Warehousing:

Mr. Dan Sheibel will attend our meeting this Friday and I would very much like to have our President or Vice-president present a small gift (the news clipping of the event nicely framed) to Dan and thank him for the support. We will also present him with the same for Interstate Warehousing and he can present it to them at his discretion.

Hangar H-4 issue:

Mr. Brad Hiatt sold his aircraft and does not plan to purchase another so he no longer needs the hangar. As you know, this is one of the newer hangars with a longer term lease. I have a replacement tenant who owns a twin Comanche that would very much like the hangar and assume the existing terms. I would like to assist Mr. Hiatt in this issue but it does represent a departure in policy for the BOAC. We have allowed others to assume these longer term leases on three different occasions in the past but only when there were medical circumstances that prevented the tenant from flying. I would recommend that we proceed with this tenant substitution but I would appreciate discussion and an official motion/vote.

Simulator Space Rental discussion and possible motion:

I have been in contact with an individual that has a fully enclosed link simulator that is IFR capable and he would like to lease space from us and place it at our airport for local flight instructors to use (See attached). This is a for profit venture where he will pre-vet flight instructors, they will have access granted and bring students to our airport and charge them accordingly. These flight instructors will then pay the owner for the use of the simulator.

I'm bringing this to you because we need to collectively establish a square footage price to charge in these instances. The two "FBO" leases can't be used as a guide because they are leasing much more space. I would recommend that we use at least the appraisal lease rate of \$4.00 (.333 monthly) plus utilities as a starting point. We only have room 206 (225 sqr feet) available that will accommodate the size of the simulator.

6202 CR 27 discussion:

The tenants Jol and Misty Gerardot have been informed that we will need to remove the home sometime between the Fall of 2007 and Summer of 2008. Jol will most likely be deploying to the Middle East within the next six months so they are motivated to make any necessary changes prior to that time. They still owe us around \$2,400.00 but wish to move into another Airport owned home if one is available. Are you willing to continue a relationship with them considering their pay history? If they are current when they move? I would like a motion and vote and I think we should officially state our intentions to remove the property because it is an obstruction regardless of fence location and also state that this is why the property was originally purchased.

Very truly,

Russ Couchman
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