

DeKalb County Board of Aviation Commissioners Monthly Meeting

7/20/2007

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

Agenda

Executive session to be held at 12:00 noon in the DeKalb County Airport Terminal Building 2nd floor Conference Room.

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
<u>1.1 Previous Minutes Approval</u>		
<u>1.2 Public Relations – PropWash</u>		
2.0 Treasurer	Stump	10
<u>2.1 Claims - Claims Docket</u>		
<u>2.2 Budget – See additional appropriation request that was submitted 7/17/07.</u>		
<u>2.3 T-Hangars and Tenant Accounts- We only have one empty t-hangar at this time and we have burned through our waiting list and even revisited old lists. I have no doubt it will lease shortly.</u>		
<u>2.4 Bond – No change since last meeting.</u>		
<u>2.5 Misc. –</u>		
3.0 Zoning	Stump	10
None		
4.0 Fixed Based Operator Reports		15
4.1 Victory Report: Steve McMurray		
4.2 Century Report: Lara Zook Gaerte		
5.0 Maintenance Project Manager	Wappes	15
The following areas are to be reported from Gene’s monthly log		
<u>5.1 Airport lighting – Replaced wind sock, repainted mast and replaces several bulbs. Normal replacement of other lights this month, one cord from the buried transformer to the light needed to be replaced this month.</u>		
<u>5.2 Fuel Farm – Still waiting on new hose.</u>		
<u>5.3 Pavement – ACI has not yet scheduled a start date, I am ready when they are.</u>		
<u>5.4 T-hangars – No issues.</u>		
<u>5.5 Terminal/Maintenance Hangar Cleaning – Main hangar floor is looking better than it has in years.</u>		
<u>5.6 Plowing – Nothing new to report.</u>		
<u>5.7 Mowing and ground maintenance- Very slow mowing month.</u>		
<u>5.8 Security – Moving forward with Wildlife/Security fence project. Pre-bid was on July 17, bids are due and will be opened on July 27, 2007.</u>		
<u>5.9 Misc. - Gene worked 114 hours, Bob worked 13 hours and Kay worked 14 hours mowing and 82.25 working admin. Installed the projector in the conference room. Installed cluster mail box. Ordered secondary containment for MoGas tank, \$763.00 to be paid out of airport vehicle bond fund.</u>		
Break: Time set by facilitator.		
6.0 Airport Manager	Couchman	10
6.1 Airport authority presentation discussion.		
6.2 Property Management – 6202 CR 27 had a leak in their AC unit, called Spade to patch roof where they put in their unit earlier in the year. Gene ultimately fixed the issue, the condensation drain was plugged.		
2564 CR 60 AC also failed, Spade came out several times and finally completely recharged the system, this fixed the problem. 3046 CR 60 is now vacant, we have cleaners working in the home this week. The resident at 6202 CR 27 appears to be interested in the property, we have yet to receive money or sign a lease however.		
Mr. McCanna and I are working on a new residential lease, application and a method of performing background checks.		
The resident at 2564 CR 60 has now slipped to 4 months behind, If I do not receive payment by 7/26/07 I will initiate legal action with Mr. McCanna and inform the resident of our intent.		
The resident at 3070 CR 60 is one month behind at this point with a promise to be current within two weeks, I will keep		

	you advised.	
7.0 Rader		5
8.0 Consultant/Engineer	Shaffer	20
Discussion:		
7.1 See BF&S update		
9.0 Attorney (McCanna)	McCanna	10
9.1 Spencer update – See letter to Neal Blythe of Mefford and Weber		
10.0 Presidents Report	Mason	5
Additional Information		
Next Meeting August 17, 2007 at 1:00 PM in Board Conference Room		

BFS Agenda Items for the 7/20/07 DeKalb BOAC Meeting

Action items on the agenda:

Discuss MKS Retainage release.

Discussion and Information items not included on the 7/20/07 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
- MKS has requested a retainage release. We have indicated that we are not willing to release the retainage until the aircraft claim is settle 100%. They have submitted a letter from the insurance company stating that they will pay the claim when all the work is complete.

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

- Awaiting the appraisal work..
- A discussion was held with the land owner with the preliminary numbers. It was stressed that this number is subject to change with the result of the final appraisal results and BOAC approval. The number of \$154,000 for the 28 acres has been discussed at this point, which is the same price per acre we have paid for previous mitigation easement in the same area.

3. EAA Sewer Connection

- Helping Russ get more quotes.

4. Runway 9-27 Length Justification/EA

- Field work has been completed for the CR 64 alignment ..
- We are ready to go to the commissioners with the road closure.

5. Perimeter Wildlife and Security Fence

- Receive bids on July 27, 2007
- Pre-bid meeting went well, Many questions were asked and answered. An Addendum will be going out Monday morning with further clarification.

6. Capital Improvement Plan (CIP)

- **No Report**

6. Rieke Taxiway Connector

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