

DeKalb County Board of Aviation Commissioners Monthly Meeting

12/5/2008

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, Brad Moore, Jim McCanna, Russ Couchman, Paul Shaffer, Tony Gaerte, Gene Powell.

1.0 Public Comments	Public Comments	15
2.0 Secretary	Wappes	5
3.0 Treasurer	Stump	10
4.0 Zoning	Stump	10
5.0 Fixed Based Operators	Century	15
6.0 Maintenance Project Manager	Wappes	15
7.0 Airport Manager	Couchman	5
8.0 Airport Consultant/Engineer	Shaffer	10
9.0 Attorney	McCanna	10
10.0 BOAC Members	Members	20
11.0 President	Mason	5
	Total Meeting Time	2 Hours

1.0 Public Comments	Public	15
2.0 Secretary	Wappes	5
2.1 Previous Minutes Approval		
2.2 Public Relations – PropWash		
3.0 Treasurer	Stump	10
3.1 Claims - Claims Dockets		
3.2 Budget – See attached.		
3.3 T-Hangars and Tenant Accounts- One empty hangar, currently have gate operators stored in it to keep them out of the weather until installation.		
3.4 Misc. - SBOA Audits – Went well, they recommended some things that we need to do better from a bookkeeping standpoint and we are implementing them, may have some issues with property taxes		
4.0 Zoning	Stump	10
4.1 – Airport Zoning – At a regional conference the FAA used DeKalb County Airport as an example of how to be proactive and do airport zoning the right way.		
5.0 Fixed Based Operator Reports		15
5.1 Century Report: Tony Gaerte		
6.0 Maintenance Project Manager	Wappes	15
The following areas are to be reported from Gene’s monthly log		
6.1 Airport lighting – Normal bulb replacement routine. Several fixtures were replaced at the new T-hangars along with several photo cells.		
6.2 Fuel Farm – No update.		
6.3 Pavement –No update.		
6.4 T-hangars – No update.		
6.5 Terminal/Maintenance Hangar Cleaning – Hangars look absolutely fantastic.		
6.6 Plowing – All equipment serviced and in operation. The Jeep had brake issues and we learned that due to other major mechanical problems, we may only have the remainder of this year to use it. I would suggest looking at a replacement by next spring. Two snow events recently required brooming and plowing. We have had some ice but have not required sand thus far.		
6.7 Mowing and ground maintenance- All equipment serviced and stored for the winter.		
6.8 Security – Wildlife/Security fence project is not complete with December 2, 2008 as the contract deadline. Brad, Paul and Russ will brief further.		
6.9 Misc. –		
Break: Time set by facilitator.		
7.0 Airport Manager	Couchman	5
7.1 New BOAC member – Welcome Brad Moore, express our appreciation of Phil Rader’s service.		
7.2 Jessica’s status – Working in Kay’s absence as a paid contractor (Jan – March and maybe misc projects and times as budget will allow) and will still intern next semester.		
7.3 Discuss residential write-offs for outstanding debt of past tenants - What is still outstanding, what is the status, what do we want to do about it.		
7.4 Rental Car arrangement – Need to get Avis licensed, should consider changing policy from \$5 per car to a reasonable annual flat fee to minimize bookkeeping chores for everyone. Do we want to offer a short term (1 year) discount if they place/leave a vehicle at the Airport as a trial.		
7.5 – Discuss bid from Lakeland for cell phone amplifiers in Terminal.		

8.0 Consultant/Engineer	Shaffer	50
8.1 See BF&S Update:		
9.0 Attorney (McCanna)	McCanna	10
9.1		
10.0 BOAC Members	Members	20
11.0 Presidents Report	Mason	5
Additional Information		
Next Meeting January 16, 2009 at 1:00 PM in DeKalb County Airport BOAC Boardroom, Second floor.		