

DeKalb County Board of Aviation Commissioners Monthly Meeting

2/21/2008

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, Jim McCanna, Russ Couchman, Paul Shaffer, Tony Gaerte.

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

1.0 Secretary	Wappes	5
1.1 Previous Minutes Approval		
1.2 Public Relations – PropWash		
1.3 Remodeling subcommittee report (Wappes)		
2.0 Treasurer	Stump	10
2.1 Claims - Claims Docket		
2.2 Budget – No report		
2.3 T-Hangars and Tenant Accounts- Discussion regarding outside storage/tie-down policy.		
2.4 Bond – No update available from Gutman at H.L.		
2.5 Misc. –		
3.0 Zoning	Stump	10
<p>3.1 – Applicant, Donna Jean Ohning: A one-lot residential Subdivision of Land to be know as “Ohning’s Peaceful Meadows, Section V” located in the SE Quarter of the NW Quarter Section 17, Jackson Township, on the West side of CR 29, containing 20.882 acres, more or less. The certified survey of the above referenced proposed restrictions has been examined and the specific restriction conforms to the provisions of the DeKalb County Airport Zoning Ordinance, except for as follows: This development lies within the Horizontal Surface of the DeKalb County Airport and is subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners. This development also lies within the Noise Sensitive Area and the Non-Remonstrance Area. The standard “Waiver of Claims and Compensation by Landowner within Airport Area” and “non-Remonstrance Agreement for New Residence Within Airport Vicinity” shall be executed and recorded before the issuance of and Improvement Location Permit (The Airport covenants will be placed on the plat that will received secondary approval).</p> <p>3.2 – Applicant, RIJ Holdings, LLC: A Development Plan for the headquarters and annual car auction located in the SE Quarter Section 36, Butler Township, on the North side of CR 72, containing 62.23 acres, more or less. The certified survey of the above reference proposed restrictions has been examined and the specific restriction conforms to the provisions of the DeKalb County Airport zoning Ordinance, except as follows: This development lies within the Conical Zone of the DeKalb County Airport and is subject to certain limitations and restriction as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.</p>		
4.0 Fixed Based Operator Reports		15
4.1 Century Report: Lara Zook Gaerte/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 – Damaged sign has been ordered and damaged lights repaired.		
5.2 Fuel Farm –Becker & Associates did get us the parts required to fix the safety issue and promised to be onsite this month.		
5.3 Pavement –No update.		
5.4 T-hangars – No update.		
5.5 Terminal/Maintenance Hangar Cleaning – No update.		
5.6 Plowing – This has been and continues to be a busy snow removal season. Replaced tires on Kodiak plow, replaced cutting edge and wing shoes on Plesis and we have begun to build replacement broom cartridges for MB. Dump truck had further issues with shifter becoming stuck in low gear, we may have the problem fixed with the help of outside services (the Kodiak dump truck is the weak link in our snow removal operation, this is the third time it has failed this year).		
5.7 Mowing and ground maintenance- Nothing to report.		
5.8 Security – Still waiting for quote to install cipher lock on ped gate to ramp and still waiting on quote for same on doorway from Terminal into West Hangar.		
5.9 Misc. – Fence around AWOS was damaged during snow removal operations, still waiting on quote to fix. Replaced u-joints on Airport Command Vehicle and now have a vibration, will take to shop when able. Oil/water separator failed to handle the recent rains due to a constriction in the piping. The West hangar flooded and we were forced to call a plumber and have the separator serviced.		

Wind damaged South side of B-hangar, when the weather warms up we will need to better secure the building to the concrete to prevent further damage.

Break: Time set by facilitator.

6.0 Airport Manager

Couchman

5

- 6.1 Update on retainage release (Jim McCanna recommended that we release only \$25,000.00) Also see BF&S update
- 6.2 Per County Commissioners, discuss drainage issues at new T-hangars with BF&S.
- 6.3 Establish a standing Airport Security Sub-Committee per TSA recommendation.
- 6.4 Establish an official "Write-off" policy per the State Board of Accounts.
 - 6.4.1 Discuss documenting official BOAC policies
- 6.5 Discuss creating a maintenance account for residences funded by monthly rents (similar to 0605).
- 6.6 Kathy Burner owes us payments for Nov, Dec 07 and Jan, Feb 08 (\$400.00), please advise.
- 6.7 10-Day Pay or Quite has been sent to the residents at 2564 County Road 60. They currently owe for Jan and Feb, \$1,155.00 including late fees.
- 6.8 See letter from Mr. Greg Gentry regarding his desire to lease the East hangar.
- 6.9 See Century Lease.
- 6.9.1 Our next meeting date is March 21, 2008, Good Friday. Do we want to change that meeting date now?

7.0 Rader

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8.0 Consultant/Engineer

Shaffer

10

Discussion:

- 7.1 See BF&S update
- 7.2 Motion to accept most responsive and responsible bid on sewer lateral.

9.0 Attorney (McCanna)

McCanna

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- 9.1 Spencer update

10.0 Public Comments

15

11.0 Presidents Report

Mason

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Additional Information

Next Meeting March 21, 2008 at 1:00 PM in DeKalb County Airport BOAC Boardroom, Second floor.