



DeKalb County Airport

Board of Aviation Commissioners

DeKalb County
P.O.Box 4 – Auburn, IN 46706

Layden Rieke, President
George Wappes, Vice President

Derald Kruse, Attorney

James Mason, Secretary
Brad Stump, Treasurer

MINUTES

January 17, 2003

The DeKalb County Aviation Board met at the DeKalb County Airport, in the boardroom of the Glenn Rieke Terminal, for their 12:30 PM scheduled meeting. The President called the meeting to order. All Board members were present. Also attending were BOAC Attorney Derald Kruse, Engineer Paul Shaffer from Butler, Fairman, & Seufert. Others in attendance were Gene Powell airport maintenance, John Harris neighbor, Don Smith BOAC Consultant, Guy Bard of Victory Aviation, Steve Woodrum concerning hangar lease and Bill Gisel of the Evening Star paper. Also in attendance was the newly hired Airport Manager Wade Troth.

Secretary Report:

The Secretary presented the minutes of the previous meeting. There were some minor grammar corrections. A motion by Stump with a second by Mason to accept the minutes carried when put to vote.

Property Management:

Mason reported that all the rents were up to date on the rental properties. It was noted that Alena Laggner property had still not paid the late fees for the first three months of rental. He also reported that the property at 6202 CR 27 had a well problem and that he had contacted Koffman Well Drilling. The well was repaired in a timely manner. Also the newly acquired property at 6197 CR 29 has been rented to the Airport Manager Wade Troth for \$500 per month.

Treasurer Report:

Claims:

The Treasurer presented the following claims for the Board's approval. The Board discussed the Bond Management fee for Wells Fargo. The fee was invoiced a second time so there was some question as to whether payment had been processed for the first claim. It was decided that the Attorney would need to check to see if this claim had been previously paid. The Treasurer noted that we did not have the amounts for the benefits portion of the Airport Manager's salary therefore those items were left blank on the claims docket at this time.

99-1110	Airport Manager Salary		\$32,500.00
1/16/2003	Wade Troth	-\$400.00	\$32,100.00
99-1114	Employee Wages		\$3,900.00
12/20/2002	Board Member's Salaries for December 20 Meeting	-\$260.00	\$3,640.00
99-1210	PERF		\$1,800.00
1/16/2003	1/16/2003 Payroll		\$1,800.00
99-1220	Insurance		\$8,000.00
1/16/2003	1/16/2003 Payroll		\$8,000.00
99-1230	Social Security (actually FICA)		\$2,100.00
1/16/2003	1/16/2003 Payroll		\$2,100.00
99-1240	FICA (actually Medicare)		\$500.00

1/16/2003	1/16/2003 Payroll		\$500.00
99-2211	Office Supplies		\$300.00
1/14/2003	Bassetts	-\$103.25	\$196.75
99-3282	Legal Fees		\$10,000.00
1/13/2003	Derald Kruse	-\$540.00	\$9,460.00
99-3284	Consultant Fees		\$12,042.00
1/13/2003	Butler, Fairman and Seufert	-\$2,021.00	\$10,021.00
99-3323	Travel		\$1,500.00
1/14/2003	Robert Powell	-\$23.17	\$1,476.83
99-3324	Telecommunications		\$1,200.00
1/7/2003	Ameritech	-\$32.14	\$1,167.86
99-3354	Utilities		\$24,624.00
1/13/2003	American Electric Power	-\$1,704.71	\$22,919.29
1/13/2003	Mettert's	-\$16.00	\$22,903.29
1/13/2003	Perkins Septic & Drain Service (service 11/22, /30, 12/6, /13)	-\$360.00	\$22,543.29
99-3360	Grounds Maintenance		\$16,800.00
1/14/2003	Seiler Excavation (Snow Plowing Services 12/25, 1/3, /6, /7, /8)	-\$3,728.00	\$13,072.00
1/14/2003	Classic City Automotive	-\$35.98	\$13,036.02
99-3367	Building/Structure Repair		\$24,795.62
1/13/2003	Kendall Electric	-\$24.86	\$24,770.76
1/13/2003	Lowe's Home Centers, Inc.	-\$113.49	\$24,657.27
1/14/2003	Carter Lumber	-\$120.01	\$24,537.26
1/14/2003	Robert Powell (Supplies)	-\$66.87	\$24,470.39
1/14/2003	Morris Sheet Metal	-\$226.67	\$24,243.72
1/14/2003	Auburn City Hardware	-\$70.82	\$24,172.90
99-3369	Runway Repairs		\$19,775.00
1/14/2003	Blueglobes Inc.	-\$408.78	\$19,366.22
1/14/2003	Michiana Contracting	-\$234.00	\$19,132.22
99-3394	Dues		\$300.00
1/14/2003	Aviation Association of Indiana (AAI)	-\$300.00	\$5.00
99-3433	Contractual Services		\$20,000.00
1/14/2003	James Mason	-\$265.00	\$19,735.00
1/14/2003	Robert Powell	-\$1,022.50	\$18,712.50
99-4421	Capital Outlay		\$23,968.01
1/14/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$2,831.81	\$21,136.20
1/14/2003	Shawnee Construction and Engineering, Inc. (pt. invoice #104)	-\$2,574.88	\$18,561.32
FUND 0605 LOAN REPAYMENT ACCOUNT			
99-5000	Non-Budgeted Expense		\$0.00
1/16/2003	Quietus of rental receipts to cover loan repayment	\$2,242.00	\$2,242.00

	Bond			-2,250.00
1/13/2003	B, F & S (Miscellaneous - T-hangar Site Work - invoice 41852)		-\$793.87	-\$3,043.87
1/13/2003	B, F & S (Approach Lights Right-Of-Way - invoice 41897)		-\$263.73	-\$3,307.60
1/13/2003	Wells Fargo (2003 Bond Management Fee)		-\$2,000.00	-\$5,307.60
1/14/2003	Shawnee Construction and Engineering, Inc. (pt. invoice #104)		-\$28,075.75	-\$33,383.35
	BIF funds held by Auburn for airport sewer expenses			\$63,209.75
	These invoices to be paid by the City of Auburn			
1/13/2002	B, F & S (Sewer Extension - invoice 41896)		-\$2,090.00	\$61,119.75

A motion by Mason to accept the claims as presented with exception to the Wells Fargo claim pending the Attorney's approval was seconded by Stump. The motion carried.

T-Hangars and Tenant Accounts:

Stump reported that there were two outstanding T-hangar accounts however they are typically tenants that paid multiple months at a time and they are currently less than one month behind. Stump has talked to two individuals that are interested in signing leases on new T-hangar. That would bring the total to four wanting new hangar space. The next new hangar may be heated do the fact that three of the interested individuals want a heated hangar. The tenants in the new T-hangar have been contacted about leasing heated space. Not all tenants have responded.

Zoning:

Stump reported that there were no zoning requests for this month.

FBO Operator Report:

Guy Bard of Victory Aviation presented the Board with a new monthly activity report. The report tracks takeoffs and landings by piston and turbine planes. The report started January 1 and was reported through January 16. In the first sixteen days there were a total of 180 takeoffs and landings. There were 58 total fuelings, eight ramp fees collected and six car rentals. The monthly fuel usage was 2240 gallons of 100 LL and 10,594 gallons of Jet A. There were a total 47.6 hours of aircraft rental. Guy stated that he needed to get with Stump to discuss the ramp fees since they are to be split with the County much like the County splits the auto rental fees with Victory Aviation.

Maintenance Project Manager Report:

Wappes reported that the snow removal had required a considerable amount of Gene's time in the past month. He also reported that Gene had been coordinating the electrical hook up at the new T-hangar as well as cleaning up get the hangar ready for occupancy. Gene reported that he had to raise the electrical conduits at the fuel farm due to the new containment installation. The turn-around area at the fuel farm needs to be looked into because there isn't enough room. The new T-hanger identification will be designated Hangar G. Gene reported that Perkins have been signing in when they pump the tank. He also reported that he had to replace the pressure tank in the old terminal building for the residence. It was reported that the new fence for the corporate hangars and the residence has been completed. There will be additional fencing from the main terminal building to the new T-hangar areas and from the retention pond to CR 427 and south to the woods along CR 427. This fencing should be completed in January. Gene suggested that the Board remit a portion of the heat bills for the old terminal building because we keep the office portion of the building heated to keep pipes from freezing. It was decided to look at last year's bills and compare to this year and then decide how much would be remitted to the tenant for heat. Wade will look into this for the Board.

Management Assistance Consultant Report:

-CIP and 2003 Non-primary Entitlement:

Paul Shaffer reported that the CIP Entitlement for 2003 would have about \$21,000 surplus and suggested that the Board look at using that money for snow removal equipment. Shaffer also reported that we could change our 2004 and 2005 entitlement money and do the apron expansion in 2005 and the wetland environmental study and update our PAPI (Precision Approach Path Indicator) in 2004. We could leave the 2006 plans for installing a south taxiway to the T-hangar as is.

-Sewer Design:

We are still waiting for a connection price from the city of Auburn. A letter from the City of Auburn was presented to the Board requesting an engineering change in the route of the sewer. Originally the sewer was to

run primarily on Airport property however Auburn wants to run the sewer across two properties at the southeast corner of CR 60 and CR 427 that do not belong to the Airport. This will require gaining easements on these properties. The additional cost will be \$5,000 to \$10,000 per property. They also requested that the depth be increased to serve as far to the east as Meese Chapel. This change in depth will cost about \$30,000 additional. The total cost for these engineering changes is \$60,500. A motion by Stump to table this issue until further information is available on the total cost of the project and that BF&S and the City of Auburn provide the total package cost was seconded by Wappes. The motion carried.

-Land acquisition:

A meeting is set for January 27 on the Lloyd Dollier property. If an agreement is not reached at this meeting it is recommended that condemnation proceedings be started on the parcel needed for the light lane. This process must be started in February in order to meet our commitment by May. It was discussed that it might take as much as \$445,000 to purchase the entire parcel. It also was reported that a meeting with the Wallace family was set for January 18 on the purchase of their property. An appraisal is being prepared for Ms. Mettert's property.

-ILS/MALSR Grant:

The FAA is done with their design except for establishing the final elevation for the LOM. The topo has been ordered. AEP has been instructed to start the power line relocation at a cost of \$27,743.22. J.F. New continues to work to resolve the wetland issue. The wetland permit is likely to be a Regional General Permit. Which will require mitigation. There is approximately \$50,000 available for the report and any mitigation required.

-Innovative Finance opportunity:

A new account needs to be set up where the money can be placed and kept separate from the aviation un-appropriated fund. This money can only be spent on land and capital improvement for the airport. The need for the new account was discussed however no action was taken.

-Wetland banking:

Mr. Craig Smith was contacted for information on his land. We may use his land for the ILS relocation to see how well it works or we may perform the mitigation on the Jack Ruger property.

-T-hanger Site work:

The new building is up and finishing touches are being completed. AEP has hooked up the main power and at this time we are waiting on the county final inspection. We are preparing a punch list for the contractor. All money has been released except for the retainage. The pavement is broken in spots and aircraft will need to use extreme caution when entering or leaving the area until API can come back in the spring to complete the paving project.

-Public Relations:

The Prop Wash newsletter is available for the month.

-Spill Prevention and Countermeasure Plan:

This project is complete.

Other Business:

An amendment to ground lease agreement was presented to the Board in relation to the additional land needed by the Hoosier Air Museum for their addition. A motion by Stump to approve the amendment was seconded by Wappes. The motion carried.

A discussion on the Board members terms resulted in the following:

- Brad Stump's term will end Dec 31 2003
- George Wappes' term will end Dec 31 2004
- Layden Rieke's term will end Dec 31 2005
- James Mason's term will end Dec 31 2006

The insurance company that insures the Airport quoted the cost of a rider on the policy for terrorism insurance. The insurance agent acting on behalf of the County suggested that we probably do not need the rider. A motion by Stump with a second by Mason to not purchase the rider passed when put to vote.

A motion by Wappes to use the State for water testing was seconded by Stump. The motion carried.

The AAI meeting is to be held in Indianapolis. The Board approved sending Stump and Wade Troth to represent DeKalb Airport.

A motion asking the DeKalb County Council to appropriate an additional \$90,000 from the Airport un-appropriated was made by Mason with a second by Wappes. The motion carried.

Adjournment:

There being no further business, a motion to adjourn was made by Wappes and seconded by Stump. The motion carried. The President adjourned the meeting.

**Next meeting –February 21, 12:30 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary