



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

February 21, 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, and airport manager Wade Troth. Others in attendance were Gene Powell airport maintenance, John Harris neighbor, Don Smith BOAC consultant, Guy Bard and Todd McCutchan of Victory Aviation, Dave Skelly and Bill Kearn of Air Direct Charters.

Secretary Report:

The Secretary presented the minutes of the previous meeting. A motion by Mason with a second by Stump to accept the minutes carried when put to vote.

Property Management:

Mason reported that the rents of two tenants were not up to date. Alena Laggner paid all but \$50 of her rent for March and Craig Bard is late on his rent. Alena Laggner has still not paid the late fees from her first three months rental. Troth brought up the issue of Bard paying for the metered electricity of his residence and the old airport terminal. A motion was made by Stump and seconded by Wappes that Stump will meet with Bard and Troth about the proper house rent and to determine the best way to handle any reimbursement for the electric bills Bard has paid, the motion carried. Troth also brought up the issue of water at his residence being hard and rusty. A motion by Mason and seconded by Stump authorized Troth to compare water softener leases and lease a softener for 6197 CR29, the motion carried. The BOAC requested Troth to find out where and what the \$16 bill a month from Mettert's is for. Mason reported the leach bed for 6222 CR 27 needed cleaned and the estimate for \$2,800 was made motion by Mason and seconded by Wappes, the motion carried for cleanup of the sewer system.

Treasurer Report:

Claims:

The Treasurer presented the following claims for the Boards approval. Shaffer indicated that API claims the last payment wasn't sent. Stump and Shaffer will follow up and provide answer for the BOAC in regards to API.

99-1110	Airport Manager Salary		\$32,100.00
1/30/2003	Wade Troth	-\$1,000.00	\$31,100.00
2/12/2003	Wade Troth	-\$1,000.00	\$30,100.00
99-1114	Employee Wages		\$3,640.00
2/12/2003	Board Member's Salaries for January 17 Meeting	-\$260.00	\$3,380.00
99-1210	PERF		\$1,800.00
1/30/2003	2/7/2003 Payroll	-\$50.00	\$1,750.00
2/12/2003	2/21/2003 Payroll	-\$50.00	\$1,700.00
99-1230	Social Security		\$2,100.00

1/30/2003	2/7/2003 Payroll	-\$62.00	\$2,038.00
2/12/2003	2/21/2003 Payroll	-\$62.00	\$1,976.00
99-1240	FICA (actually medicare)		\$500.00
1/30/2003	2/7/2003 Payroll	-\$14.50	\$485.50
2/12/2003	2/21/2003 Payroll	-\$14.50	\$471.00
99-2211	Office Supplies		\$196.75
2/12/2003	Bassetts	-\$155.44	\$41.31
2/20/2003	Transfer from 99-3434 Janitorial Services	\$500.00	\$541.31
99-3282	Legal Fees		\$9,460.00
2/7/2003	Derald Kruse	-\$600.00	\$8,860.00
99-3284	Consultant Fees		\$10,021.00
2/4/2003	Butler, Fairman and Seufert	-\$2,021.00	\$8,000.00
99-3288	Permit Fees		\$2,500.00
2/12/2003	IDEM - NPDES permit	-\$100.00	\$2,400.00
99-3322	Postage		\$300.00
2/12/2003	Auburn Postmaster (for postage stamps)	-\$41.60	\$258.40
2/12/2003	United States Postal Service (for postage meter)	-\$150.00	\$108.40
99-3323	Travel		\$1,476.83
2/12/2003	Wade Troth	-\$91.20	\$1,385.63
2/12/2003	Robert Powell	-\$32.64	\$1,352.99
99-3324	Telecommunications		\$1,167.86
1/30/2003	Ameritech	-\$32.54	\$1,135.32
2/12/2003	Qwest	-\$1.06	\$1,134.26
99-3354	Utilities		\$22,543.29
2/4/2003	Mettert's	-\$16.00	\$22,527.29
2/4/2003	Perkins Septic & Drain Service (service 1/10, 1/17, 1/24)	-\$292.00	\$22,235.29
2/12/2003	Perkins Septic & Drain Service (service 1/31/2003)	-\$160.00	\$22,075.29
2/12/2003	American Electric Power	-\$1,568.35	\$20,506.94
99-3360	Grounds Maintenance		\$13,036.02
2/4/2003	Dan Pfister (Removal of trees and brush for fence).	-\$455.00	\$12,581.02
2/12/2003	Classic City Automotive	-\$178.45	\$12,402.57
99-3367	Building/Structure Repair		\$24,172.90
2/4/2003	Kaufman Well Drilling (service at 6202 CR 27)	-\$415.40	\$23,757.50
2/4/2003	Kone	-\$681.90	\$23,075.60
2/4/2003	The Steamin' Solution (carpet cleaners for 6197 CR 29)	-\$120.00	\$22,955.60
2/12/2003	Robert Powell (Supplies)	-\$77.40	\$22,878.20
2/12/2003	Orkin Exterminating	-\$444.60	\$22,433.60
2/12/2003	Havel Bros. (move conduit)	-\$1,825.74	\$20,607.86

2/12/2003	Lowe's Home Centers, Inc.	-\$9.93	\$20,597.93
2/12/2003	Taylor Rental	-\$49.50	\$20,548.43

99-3433	Contractual Services		\$18,712.50
2/12/2003	Robert Powell	-\$1,022.50	\$17,690.00
2/12/2003	James Mason	-\$305.00	\$17,385.00

99-3434	Janitorial Services		\$3,000.00
1/20/2003	Transfer to 99-2211 Office Supplies	-\$500.00	\$2,500.00

99-4421	Capital Outlay		\$18,561.32
2/3/2003	Additional appropriation	\$90,000.00	\$108,561.32
2/4/2003	American Electric Power Company	-\$27,743.22	\$80,818.10
2/4/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$4,806.15	\$76,011.95

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$2,242.00
1/30/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$1,121.00
1/19/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$2,242.00

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		-\$33,383.35
2/4/2003	B, F & S (Approach Lights Right-Of-Way - invoice 42125)	-\$807.58	-\$34,190.93
2/4/2003	B, F & S (Miscellaneous - T-hangar Site Work - invoice 41978)	-\$85.06	-\$34,275.99

	BIF funds held by Auburn for airport sewer expenses		\$61,119.75
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These invoices to be paid by the City of Auburn

2/4/2003	B, F & S (Sewer Extension - invoice 42037)	-\$3,135.00	\$57,984.75
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A motion by Wappes to accept the claims as presented and seconded by Stump. The motion carried.
T-Hangars and Tenant Accounts:

Stump reported that there was one outstanding T-hangar account however it is currently less than one month behind and he expects it to be paid within the next week. Stump reported that three individuals have signed leases on new T-hangars and are all requesting that they be considered for a heated hangar. One of the leases was submitted by Dave Bohren and it indicated that he wanted an end unit. Mr. Bohren's lease was accompanied by a request that he be allowed to store his horse trailer in the extra space available in the end unit and that he would pay for an overhead-type door to be placed in the opposite side of the hangar. After an extensive discussion on the rules and regulations approved by the County Commissioners, the problems associated with non-aviation storage at other airports such as Smith Field and the concern that, if non-aviation storage were allowed, persons not familiar with airport rules and procedures could cause safety issues when getting onto the airside of the facilities to access their storage. The consensus of the BOAC was that there should not be a deviation from the rules and regulations regarding non-aviation storage.

Zoning:

- Stump reported that there were three zoning requests for residential subdivisions
- Jerry W. & Meredith L. Storer - One-lot Residential Subdivision (Storer's Addition Section II) located approximately 1500' south of the corner of County Roads 63 and 64, Approach Surface, Height limited to 75' unless a variance is first granted
 - Gregory R. & Christina H. Williams - One-lot Residential Subdivision (Williams Estates) located in the NW Quarter of Section 23, Township 33N, Range 12 East on the South Side of CR 60, Conical Surface, Height limited to 75' unless a variance is first granted.

- Wendell W. & Susan K. Snider - Two-lot Residential Subdivision (Snider's Acres) located in the NW Quarter of Section 25, Township 33N, Range 12 East on the West Side of CR 427, Approach Surface, Height limited to 75' unless a variance is first granted. (This request was specifically request was specifically noteworthy as it is directly on the extended centerline of the proposed crosswind runway. The homeowner of the first home to be built has been made aware of this fact and the future potential for increased traffic.)

Stump also reported that there were some procedural problems with the Plan Commission and how zoning requests are to be handled. They have voiced a reluctance to continue making an initial determination to be used as a check for the BOAC's official determination. This issue was discussed at a County Plan Commission meeting and the current Zoning Administrator noted that she did not know how to read the map. It was also stated that the Zoning Administrator had not been verifying that the height on permits for those structures within the airport zone did not extend above the Part 77 surfaces although the ordinance adopted by the County required them to do so. The reasons for this procedure were discussed. The Zoning Administrator and Stump will be working with the County Commissioners to find a resolution to this matter.

FBO Operator Report:

Guy Bard of Victory Aviation presented the Board with a monthly activity report. Since January 1st there were 423 takeoffs/landings. The monthly usage was 8,396 and 12,553 gallons of 100LL and Jet A. There were a total of 6 car rentals.

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 a new windsock was installed and weekly inspections were done by Gene. An area of concern was discussed for the new T-hangar residents using the area to the east of the fence perimeter to access airport property and their T-hangars. Troth and Powell will post this area for no vehicles and keep an eye out for violators. Troth and Powell presented the BOAC with information about a blade to be used for snow and grading, and a John Deere loader for purchase. Mason motioned that the blade for snow and grading be purchased within the parameters discussed and seconded by Wappes, the motion carried. The BOAC also requested more information about other equipment such as a Bobcat with attachments and price quotes.

Management Assistance Consultant Report:

-CIP and 2003 Non-primary Entitlement (AIR-21)

Paul Shaffer reported the PAPI 2 system currently used by the airport meets the FAA guidelines for the ILS system. The PAPI 4 system will not be installed. A motion made by Stump and seconded by Mason, changes the 2004 entitlement dollars for environmental studies and PAPI 4 to all environmental studies, the motion carried.

-Sewer Design

The BOAC is still waiting for a connection price from the city of Auburn. BF & S has provided costs for the different options as requested so the Board is aware of the cost increases that result from the Board's efforts to assist the City of Auburn. Te Board reaffirmed that no decision can be made until the city establishes the cost of connection.

-Land Acquisition

Kruse reported the Dollier Sr. property was settled on a price of 428,115 with an option to buy the balance of 63.30 acres for \$6,569 an acre. Mason made a motion to go ahead with the acquisition and seconded by Stump, the motion carried. Ms. Mettert's property was appraised for \$105,000 and a motion by Mason and seconded by Stump will confirm the go ahead to offer Ms. Mettert \$105,000 for her property, the motion carried. The BOAC requested for Don Smith to be at the presentation offer. Smith reported Mr. Good, an appraiser, is comparing the Wallace property with other comparable land, with the actual appraisal taking place in the next couple of weeks. Misner might review the appraisal.

-ILS/MALSR Grant

Shaffer reported the FAA is in the completion stage of the design, and the AEP is starting the line relocation for the approach.

-Wetland banking

Shaffer reported the easement, seed, and construction cost is \$26,000 for the wetlands that includes 4 acres, provided by Jack Rugar. The BOAC requested Shaffer to double check the 4 acres, as the requirements are only 2 acres, and if the cost included maintaining the wetlands for more than 5 years. George motioned and Mason seconded that Shaffer explore options of reducing the cost of acquiring the wetlands and issued Shaffer consent of buying the initial wetlands after 15 days with consent of a member of the BOAC, the motion carried.

- T-hangar site work

Troth reported 5 of the 6 hangar residents have been notified the T-hangar is open. February will be the move in month, March will be the start of occupancy in which each hangar occupant's deposit will be used, and April will be the first month of billing. A motion to approve paying the rest of payment and retainage fee to Shawnee construction was made by Mason and seconded by Wappes.

-Public Relations:

Other Business:

Troth reported he has become a member of the AAI general aviation committee. The committee promotes general aviation in the state of Indiana. Stump and Troth reported on the AAI legislative luncheon and the interest in the DeKalb County Airport. Senators Bob and Bud Meeks as well as Representative Dennis Kruse were very interested in the growth of the airport.

Another SATS meeting will be March 7th, attending is Troth, Bard, and any interested BOAC member.

Stump inquired to Kruse about setting up a non-reverting account for the Innovative Finance monies. Attorney Kruse stated that he will have an ordinance to Stump for review by mid-week and will be sending it to the County Council for approval at the Council meeting on March 3rd.

Adjournment:

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

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

James Mason Secretary