



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

March 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 except Jim Mason were present; Mason attended the meeting at 2pm. 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, and Todd McCutchan of Victory Aviation.

Secretary Report:

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

Property Management:

Troth reported the property rentals are all current with rent except Alena Laggner whom owes late fees of \$116.25 from previous late payment charges. Kruse will send a letter of collection demanding payment within 30 days.

Treasurer Report:

Claims:

The Treasurer presented the following claims for the Boards approval.

99-1110	Airport Manager Salary		\$30,100.00
2/27/2003	Wade Troth	-\$1,000.00	\$29,100.00
3/13/2003	Wade Troth	-\$1,000.00	\$28,100.00
99-1114	Employee Wages		\$3,380.00
2/27/2003	Board Member's Salaries for February 21 Meeting	-\$260.00	\$3,120.00
99-1210	PERF		\$1,700.00
2/27/2003	3/7/2003 Payroll	-\$50.00	\$1,650.00
3/13/2003	3/20/2003 Payroll	-\$50.00	\$1,600.00
99-1230	Social Security		\$1,976.00
2/27/2003	3/7/2003 Payroll	-\$62.00	\$1,914.00
3/13/2003	3/20/2003 Payroll	-\$62.00	\$1,852.00
99-1240	FICA (actually medicare)		\$471.00
2/27/2003	3/7/2003 Payroll	-\$14.50	\$456.50
3/13/2003	3/20/2003 Payroll	-\$14.50	\$442.00
99-2211	Office Supplies		\$41.31

2/20/2003	Transfer from 99-3434 Janitorial Services	\$500.00	\$541.31
3/17/2003	Bassetts	-\$38.75	\$502.56

99-3282	Legal Fees		\$8,860.00
3/17/2003	Derald Kruse	-\$800.00	\$8,060.00

99-3284	Consultant Fees		\$8,000.00
3/17/2003	Butler, Fairman and Seufert (Jan, Feb & extra time end of Jan.)	-\$1,599.68	\$6,400.32

99-3323	Travel		\$1,352.99
3/17/2003	Aviation Assoc. of Indiana	-\$50.00	\$1,302.99

99-3324	Telecommunications		\$1,134.26
3/6/2003	SBC	-\$139.73	\$994.53
3/18/2003	Qwest	-\$3.59	\$990.94

99-3354	Utilities		\$20,506.94
3/17/2003	Craig Bard (reimbursement for electricity for the old terminal)	-\$246.30	\$20,260.64
3/17/2003	Perkins Septic Service service 2/7, 3/14, 3/7 & at 6222 CR 27	-\$523.00	\$19,737.64
3/18/2003	American Electric Power	-\$1,438.80	\$18,298.84

99-3360	Grounds Maintenance		\$12,402.57
3/17/2003	Seiler Excavation (Snow Plowing Services 1/20, 1/27, 1/29)	-\$1,830.00	\$10,572.57
3/17/2003	Liechty Farm Equipment	-\$1,211.15	\$9,361.42

99-3367	Building/Structure Repair		\$20,548.43
3/17/2003	Auburn City Hardware	-\$29.23	\$20,519.20
3/17/2003	Kone Inc.	-\$147.60	\$20,371.60
3/17/2003	Robert Powell (Supplies)	-\$8.97	\$20,362.63
3/17/2003	Len's Lock Service	-\$103.50	\$20,259.13
3/17/2003	Metterts's Water Care	-\$97.80	\$20,161.33
3/17/2003	Fulfab, Inc. (Trollys for hangar doors)	-\$690.34	\$19,470.99
3/17/2003	Blueglobes Inc. (Windsock)	-\$141.51	\$19,329.48
3/17/2003	Havel Bros. (Work on pumps at fuel farm).	-\$169.60	\$19,159.88
3/17/2003	Edglo Laboratories	-\$70.00	\$19,089.88

99-3433	Contractual Services		\$17,385.00
3/17/2003	Robert Powell	-\$1,022.50	\$16,362.50
3/17/2003	James Mason	-\$430.00	\$15,932.50

99-4421	Capital Outlay		\$76,011.95
3/17/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$7,676.66	\$68,335.29

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$2,242.00
2/28/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$1,121.00
3/4/2003	Quietus of rental receipts to cover loan repayment	\$521.00	\$1,642.00

3/	Quietus of rental receipts to cover loan repayment	\$600.00	\$2,242.00
3/20/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$1,121.00

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-5000	Non-Budgeted Expense		\$0.00
4/7/2003	Additional appropriation (appropriation of IF funds)		\$671,000.00

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		-\$34,275.99
2/24/2003	Shawnee Construction and Engineering, Inc. (invoice #105)	-\$540.00	-\$34,815.99
2/24/2003	Shawnee Construction and Engineering, Inc. (invoice #106)	-\$15,973.50	-\$50,789.49
3/17/2003	API Construction (invoice #5 - final)	-\$13,302.93	-\$64,092.42
3/17/2003	API Construction (invoice for retainage)	-\$8,281.44	-\$72,373.86
3/17/2003	B, F & S (Approach Lights Right-Of-Way - invoice 42202)	-\$2,793.52	-\$75,167.38
3/17/2003	B, F & S (Approach Lights Right-Of-Way - invoice 42392)	-\$2,007.06	-\$77,174.44
3/17/2003	B, F & S (Miscellaneous - T-hangar Site Work - invoice 42144)	-\$511.03	-\$77,685.47
3/17/2003	B, F & S (Miscellaneous - T-hangar Site Work - invoice 42318)	-\$283.53	-\$77,969.00
	BIF funds held by Auburn for airport sewer expenses		\$57,984.75

These invoices to be paid by the City of Auburn

3/17/2003	B, F & S (Sewer Extension - invoice 42201)	-\$2,644.43	\$55,340.32
3/17/2003	B, F & S (Sewer Extension - invoice 42391)	-\$266.56	\$55,073.76

A motion made by Stump to accept the claims as presented and seconded by Wappes carried. Stump informed the Board that he had submitted a request to the County Council to appropriate \$671,000 of the funds deposited in the Public Airport Capital Improvement fund into an account to be used for land purchases.

T-Hangars and Tenant Accounts:

Stump reported the T-hangar tenant accounts were up to date with billing beginning the month of March for the new T-hangar tenants. Current tenants Rieke and Fox moved into the new T-hangars allowing new tenant Chuck Enea to move into Rieke's old hangar and Paul Pryzabella to move from D-7 into Fox's. Hangar D-7 is now available for rental.

Zoning:

Stump report three zoning requests as follows:

- Robert E & Erin C. Schmitt - One-lot Residential Subdivision (Schmitt's Retreat) located on the W side of CR 427 approximately 1300' south of the corner of County Roads 60 and 427, Approach Surface, Height limited to 75' unless a variance is first granted.
- Bruce W. Custer & Teresa Tallon - Two-lot Residential Subdivision (Schmucker's Farm Sec IV) located on the W side of CR 51 approximately 2640' north of the corner of County Roads 51 and 68, Transitional Slope Surface, Height limited to 75' unless a variance is first granted
- Larry W. & Donna M. Seiler - Six-lot Residential Subdivision (Seiler Preserves) located at the SW corner of County Roads 47 and 56, Transitional Slope Surface, Height limited to 75' unless a variance is first granted

FBO Operator Report:

Todd McCutchan reported Victory Aviation for February sold 1,511 gallons of AvGas and 9,070 gallons of Jet fuel. Aircraft rental totaled 55.1 hours and there were 7 car rentals, four by U-Save and three by Enterprise. McCutchan also reported a fuel spill occurred while replacing the fuel pump from a fuel truck near hangar D and they have cleaned the spill of less than 20 gallons. Victory aviation will end FBO services April 30, 2003 at Smith Field.

Airport Manager Report:

Troth reported there were two new tenants for the field, Chuck Enea and Wayne Porter. Enea will move into B-5 and Porter into G-1. The current tenant of G-1, Don Wallace, sold his aircraft and was looking for a tenant to take over his lease although he still wants to be considered for a space in a future hangar when we build more new hangars. Troth also reported one of the tenants on the field Bob Boone didn't have insurance and Troth requested the Board for help. The Board told Troth to consult the Indiana Code and DeKalb County Airport Minimum Standards and explain this to Boone.

Troth reported the Hoosier Warbirds have their fish fry on May 16th and Sept. 12th, and their Cruise-in, Fly-in on Aug. 10th. A motion by Stump and seconded by Wappes gave Troth permission to sign for license for Warbirds to have Cruise-in, Fly-in.

Troth noted new signs on the terminal doors and a new trash-can/cigarette receptacle in front of the entrance to denote a smoking area.

As requested by the Board in the February meeting, Troth has determined the \$16 monthly bill from Mettert's comes from a rental water softener located at 6222 CR 27 (Huffman house).

Troth reported SBC Ameritech is the party cutting across the grass at the end of the fence of G hangar in order to reach a telephone pedestal located near the vacated portion of CR 27. Kruse will draft a document to be signed by SBC Ameritech denoting as liable for a key and the actions of their crews if they want a key for perimeter fencing and agreeing that their personnel will abide by applicable federal, state and local rules.

Troth attended the March 7th SATS meeting in Ft. Wayne and will attend the AAI quarterly meeting April 17, 2003 at Purdue. Troth also reported due to a possible conflict he may not be able to attend the April 18, 2003 BOAC meeting. Layden Rieke made a Declaration that the meeting be moved to the 25th of April.

Troth will contact Eric Patton to help spec out a skid loader and contact Jim Patton to figure out where the GMC plow truck came from.

Troth last reported an Air Safety Foundation meeting and safety seminar would cost \$2,000 in the event the airport would want one.

Maintenance Project Manager Report:

George Wappes reported the Maintenance report noting the grading of the fuel farm and asked if Techtron was done grading. Troth will contact Techtron and find out the status with the fuel farm. Wappes noted the need for asphalt for the drive going to A through D T-hangars and employee parking area. Quotes will be sought when the asphalt near G hangar is filled-in. Wappes also reported the new blade is on the John Deere and Powell is able to make good use of it.

Management Assistance Consultant Report:

-Sewer Design

The BOAC is still waiting for a connection amount from Auburn. Dave Wolff indicated the city will have a fee by the April meeting in a conversation with Paul Shaffer on 3/20/03. Shaffer noted the need to start the paperwork for the 2 easements, Ms. Hubbard and Mrs. Gaskill.

-Land Acquisition

The Mettert property appraisal was presented last meeting. Paperwork was forward to Derald to prepare an offer letter. Don Smith with Troth will present offer. The Wallace property is appraised at \$625,000 for 162 acres. A motion was made by Stump and seconded by Mason that County prepare an offer to Wallaces, subject to the County having sufficient funds in the CIP, the motion carried. Troth and Smith will make offer after Buskirk contacts Smith. Shaffer will turn in the Dollier Sr. property to the FAA for reimbursement in order to pay for their land.

-ILS/MALSR Grant

Shaffer reported the final EA was submitted to the FAA March 14. The 30-day public comment period will expire April 22. Expect approved EA by the end of April. Shaffer reported the FAA has completed their design. AEP has completed the power line relocation. J.F. New started the wetland mitigation plan on the property of Jack Ruger. The easement document has been presented to Kruse for his review. Expect Corps permit submittal by the end of the month.

-Innovative Finance opportunity

First payment from the FAA was received and has been deposited in the Public Airport Capital Improvement fund.

-T-hangar Site Work

Shaffer reported he had a meeting with Wayne of API regarding the surface coat of asphalt and installing the turn around. The work can be scheduled at anytime. Aircraft need to be very cautious of the damaged sections of pavement in the meantime.

-AWOS

A motion by Mason and seconded by Wappes to accept the location of option 2 presented by Shaffer for the AWOS carried. The location is necessary so Shaffer can submit frequencies to the FCC. It is anticipated the location will also allow the airport to utilize the same power source the FAA is using for parts of the ILS equipment. Shaffer presented the basic differences of AWOS and indicated the minimum AWOS needed is a IIIIP, in which Mason motioned and Stump seconded the bidding process for a minimum AWOS IIIIP, the motion carried.

Other Business:

Due to the State budget shortfall the State matching Federal funding for airports of 5% is in jeopardy. The BOAC requests Troth to write a letter to Senator Meeks to persuade him of the importance of the State matching Federal monies.

Adjournment:

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

**Next meeting – April 25, 12:30 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary