



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

April 25, 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:

Mason 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 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. Mason also reported Robin and Kim Beekley will move from 3070 CR60 on May 15, 2003, utilities will revert to the airport until new tenants are found.

Treasurer Report:

Claims: Item of note: Dollier Sr. was issued a check for his property. The treasurer presented the following claims for the Boards approval:

99-1110	Airport Manager Salary		\$28,100.00
3/27/2003	Wade Troth	-\$1,000.00	\$27,100.00
4/10/2003	Wade Troth	-\$1,000.00	\$26,100.00
4/24/2003	Wade Troth	-\$1,125.00	\$24,975.00

99-1114	Employee Wages		\$3,120.00
3/27/2003	Board Member's Salaries for March 21 Meeting	-\$260.00	\$2,860.00

99-1210	PERF		\$1,600.00
3/27/2003	4/4/2003 Payroll	-\$50.00	\$1,550.00
4/10/2003	4/18/2003 Payroll	-\$50.00	\$1,500.00
4/24/2003	5/2/2003 Payroll	-\$56.25	\$1,443.75

99-1220	Insurance		\$8,000.00
3/27/2003	4/4/2003 Payroll	-\$281.80	\$7,718.20
4/10/2003	4/18/2003 Payroll	-\$281.80	\$7,436.40
4/24/2003	5/2/2003 Payroll	-\$281.80	\$7,154.60

99-1230	Social Security		\$1,852.00
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3/27/2003	4/4/2003 Payroll	-\$60.27	\$1,791.73
4/10/2003	4/18/2003 Payroll	-\$60.27	\$1,731.46
4/24/2003	5/2/2003 Payroll	-\$67.80	\$1,663.66

99-1240	FICA (actually medicare)		\$442.00
3/27/2003	4/4/2003 Payroll	-\$14.09	\$427.91
4/10/2003	4/18/2003 Payroll	-\$14.09	\$413.82
4/24/2003	5/2/2003 Payroll	-\$15.85	\$397.97

99-2211	Office Supplies		\$502.56
4/15/2003	Upbeat Inc.	-\$263.34	\$239.22

99-3282	Legal Fees		\$8,060.00
4/15/2003	Derald Kruse	-\$800.00	\$7,260.00

99-3324	Telecommunications		\$990.94
4/10/2003	SBC	-\$103.33	\$887.61
4/15/2003	Qwest	-\$4.99	\$882.62
99-3354	Utilities		\$18,298.84
4/15/2003	American Electric Power	-\$1,256.07	\$17,042.77
4/15/2003	Craig Bard (reimbursement for electricity for the old terminal)	-\$255.00	\$16,787.77
4/17/2003	Perkins Septic & Drain Service (multiple service dates)	-\$1,160.00	\$15,627.77

99-3367	Building/Structure Repair		\$19,089.88
4/15/2003	Restroom World	-\$158.43	\$18,931.45
4/15/2003	Len's Lock Service	-\$72.50	\$18,858.95
4/15/2003	Robert Powell (Supplies)	-\$3.22	\$18,855.73
4/15/2003	Mettert's Water Care	-\$35.00	\$18,820.73
4/15/2003	Kendall Electric	-\$68.80	\$18,751.93
4/15/2003	Edglo Laboratories	-\$82.00	\$18,669.93
4/15/2003	S.S. & E. Entreprise	-\$44.00	\$18,625.93
4/16/2003	Auburn City Hardware	-\$60.23	\$18,565.70

99-3433	Contractual Services		\$15,932.50
4/15/2003	Robert Powell	-\$1,022.50	\$14,910.00
4/15/2003	James Mason	-\$237.50	\$14,672.50

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$1,121.00
4/16/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$2,242.00
4/24/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$1,121.00

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$0.00
4/7/2003	Additional appropriation (Innovative Finance funds)		\$671,958.00
4/14/2003	Lloyd & Barbara Dollier and James McCanna	-\$428,115.00	\$243,843.00

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

Bond		-\$77,969.00
4/25/2003	B, F & S (Miscellaneous - T-hangar Site Work - invoice 42558)	-\$812.81
		-\$78,781.81
4/25/2003	B, F & S (Approach Lights Right-Of-Way - invoice 42559)	-\$3,003.96
		-\$81,785.77

A motion made by Wappes to accept the claims as presented and seconded by Mason carried.

T-Hangars and Tenant Accounts: Stump reported the T-hangar accounts were up to date with billing beginning the month of April. Bob Bockius will be taking hangar D-8 starting May 1st.

Zoning: There were no zoning requests for the month of April.

FBO Operator Report: Todd McCutchan reported for Victory Aviation. McCutchan requested the Board vote to amend the FBO lease to raise the fuel flowage fee from \$.055 to \$.06. Mason motioned the Board accept the request to amend the fuel flowage from \$.055 to \$.06 on May 1, 2003 and Stump seconded the motion with the motion carrying. McCutchan also reported there were 2,698 gallons of 100 LL and 8,502 gallons of Jet A sold for March, and 73.4 hours of flight instruction and 8 car rentals.

Airport Manager Report: Troth reported the airport inventory is near completion and needs to be reviewed by Guy Bard.

The Board approved the go ahead to update the SPCC fuel plan with Stump making the motion and Mason seconding. Troth will make the necessary contact.

Troth reported Tim Fox's proposal to add lighting and painted floor to his hangar. The board directed Powell to review the lighting citing worries about additional loads on the hangar circuit. **Powell stated that power for the three T-hangars on the east side of the hangar building is on a single circuit as is power for the three on the west and the lighting for all T-hangars is on a third circuit. He felt that it would be best if the power for each T-hangar was on its own circuit and believes that this can be done using the existing electrical panel and conduits. Powell was directed to investigate this further.** The board also directed Troth to get estimates on all hangar floors for the new hangars, noting the board may be willing to pay for the cost depending on funding and affordability. **In order to incorporate lessons learned from construction of the first hangar the Board discussed the possibilities of making it standard during construction of the next hangars to seal the floor, properly separate circuits during construction and possibly increase the service to a 200-amp service per building which would require modifications to the main distribution panel serving all the buildings.** Troth was given by Kruse the license agreement for the Hoosier Warbirds for their Spring Chicken and Fish dinner and their Summer fly-in, drive-in, Troth will have Niles Walton sign the agreement on behalf of the Hoosier Warbirds.

Maintenance Project Manager Report: Wappes reported the maintenance report noting Tecton was done grading. Wappes reported Powell spent time on hangar B-5 fixing the doors and winch since it was between tenants. Quotes were opened for mowing from Harlow Enterprises and Classic City Lawn Care. Classic City Lawn Care came in at \$246 per mowing for up to 22 cuttings and Harlow was \$250 per cutting for up to 30 cuttings. Mason motioned the quote be accepted for the cuttings from Classic City Lawn Care and exclude item 2 that Classic City spray grass and weed control, Wappes seconded and the motion carried. **Powell felt it would be better if spraying were done using the same method Jeff Lane uses to spray around the taxiway lights.** Wappes reported electrical work done by Powell on 6222 CR 27 in order to close out an old building permit. Wappes also reported the leach bed work on 6222 CR 27 is finished. Wappes then reported the request from Powell for an allotment of \$6 per day for 16 days a month for usage of his tools and vehicle for a total of \$96 a month. Stump altered the allotment and motioned for a \$100 month allotment with Wappes seconding, the motion carried.

Management Assistance Consultant Report:

-Sewer Design- Shaffer reported the need to start the paperwork for the 2 easements of Ms. Hubbard and Mrs. Gaskill. There was no connection fee yet proposed to the board.

-Land Acquisition- Shaffer reported the closing date for the Dollier Sr. property. A motion by Stump and seconded by Mason to have the President sign for the board the option and collateral carried. Shaffer then discussed the discrepancy of the Wallace property of the total acres of the land. Shaffer will have the property surveyed. **Stump is to get quotes for the survey from a couple of local surveying firms and forward them to Shaffer.**

A motion by Wappes and second by Mason to have the President sign the purchase agreement for the Mettert property for \$105,000 carried.

-ILS/MALSR Grant- Shaffer reported the FAA has completed their design on the ILS. A motion by Stump and second by Wappes gave authority to have the President sign the ILS lease pending attorney review. Shaffer mentioned that the FAA is now telling us that construction will not begin until October 2003 therefore commissioning will also be moved back

-Innovative Finance opportunity- When the Dollier property is closed then a reimbursement request would be turned in to the FAA.

-T-hangar Site Work- Shaffer presented the quotes from API for the surface coat of asphalt and installing the turn around (options 1 & 2) as well as options for asphalt near the terminal and old hangars (options 3 & 4). A motion by Stump and second by Wappes to approve options 1&2 and skip options 3&4 carried. Shaffer reported 6 people are signed up for new T-hangars. A motion by Mason and second by Stump authorizing BF&S make plans and bid new T-hangars with an option of 3 new rows of T-hangars carried. The Board discussed financing issues for the new hangars. **Because the hangar specifications will change based on the experience gained during the construction of the first hangar, the cost of the next hangar or hangars will likely increase. Initially there was money appropriated from the bond to offset the cost of construction of the first hangar and allow for a lower monthly rent fee. Since money from the bond will not be available to offset construction costs for the future buildings, the Board discussed financing the hangars for a longer period of time (15 years instead of 10) in order to keep the monthly rental fee in the same range as the first building. Shaffer recommended that we use a number of \$170,000 per building for planning purposes. A motion was made by Mason and seconded by Wappes to authorize Derald at the appropriate time to proceed with developing the application to the State Board of Tax Commissioners and the loan documents and authorizing the President or Treasurer to sign on behalf of the Board.**

-AWOS- Shaffer reported they are waiting for airspace finalization before the application for UHF and VHF, and should receive the frequencies by November. Shaffer then reported we are still on track to bid the project late May or June depending on when the grants look like they will be available. The AWOS will then be constructed the month following the bid opening then wait on frequencies.

Other Business:

A motion by stump and seconded by Wappes to have closeout documents for taxiway 'A' lighting signed for by the President carried.

Shaffer reported Don Manley will attend the next BOAC meeting as Shaffer will be on vacation the week of May 12 through the 16th.

Adjournment:

A motion by Mason and seconded by Wappes to adjourn carried.

**Next meeting May 16, 12:30 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary