



# 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

May 16, 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. Also attending were BOAC Attorney Derald Kruse, engineer Don Manley from Butler, Fairman, & Seufert, and Airport Manager Wade Troth. Others in attendance were Gene Powell airport maintenance, Don Smith BOAC consultant, and Guy Bard of Victory Aviation.

#### **Secretary Report:**

Rieke 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 for Mason the property management report. Troth noted the Beekley house (3070 CR 60) is vacant as of May 15<sup>th</sup> and the utilities are now in the airport's name. Troth will contact Mason and find out if there is any prospective tenant for the house. Kruse reported he has sent a letter of collection to Alena Laggner for the \$116.25 on late fees on April 28<sup>th</sup>. Mason will be notified to collect the late payment.

#### **Treasurer Report:**

Claims: The treasurer presented the following claims for the Board's approval:

99-1110	Airport Manager Salary		\$24,975.00
5/8/2003	Wade Troth	-\$1,250.00	\$23,725.00
99-1114	Employee Wages		\$2,860.00
5/8/2003	Board Member's Salaries for April 25 Meeting	-\$260.00	\$2,600.00
99-1210	PERF		\$1,438.75
5/8/2003	5/16/2003 Payroll	-\$62.50	\$1,376.25
99-1230	Social Security		\$1,657.24
5/8/2003	5/16/2003 Payroll	-\$75.77	\$1,581.47
99-1240	FICA (actually medicare)		\$396.46
5/8/2003	5/16/2003 Payroll	-\$17.72	\$378.74
99-2211	Office Supplies		\$239.22
5/14/2003	Wade Troth	-\$98.55	\$140.67
99-3282	Legal Fees		\$7,260.00
5/14/2003	Derald Kruse	-\$600.00	\$6,660.00

99-3284	Consultant Fees		\$6,400.32
5/14/2003	Butler, Fairman and Seufert	-\$583.33	\$5,816.99

99-3323	Travel		\$1,302.99
5/14/2003	Wade Troth	-\$15.00	\$1,287.99
5/14/2003	Wade Troth	-\$127.68	\$1,160.31

99-3324	Telecommunications		\$882.62
4/29/2003	SBC	-\$121.00	\$761.62
5/14/2003	Qwest	-\$9.16	\$752.46

99-3354	Utilities		\$15,627.77
5/14/2003	Perkins Septic Service service 4/11 & 4/22	-\$379.52	\$15,248.25
5/14/2003	American Electric Power	-\$1,311.09	\$13,937.16
5/14/2003	Mettter's	-\$35.00	\$13,902.16

99-3360	Grounds Maintenance		\$9,361.42
5/14/2003	Seiler Excavation (Snow Plowing Services 2/5)	-\$1,020.00	\$8,341.42
5/14/2003	Liechty Farm Equipment	-\$1.00	\$8,340.42
5/14/2003	Classic City Automotive	-\$26.32	\$8,314.10
5/14/2003	McMahon Tire	-\$14.75	\$8,299.35

99-3367	Building/Structure Repair		\$18,565.70
5/14/2003	Lowe's Home Centers, Inc.	-\$69.02	\$18,496.68
5/14/2003	Schowe's Welding	-\$40.00	\$18,456.68
5/14/2003	Auburn City Hardware	-\$24.07	\$18,432.61
5/14/2003	Perkins Septic Service service clean system at 6222 CR 27	-\$2,800.00	\$15,632.61
5/14/2003	Kendall Electric	-\$10.50	\$15,622.11
5/14/2003	Spade Heating and Plumbing	-\$139.64	\$15,482.47
5/14/2003	Robert Powell (Supplies)	-\$1.99	\$15,480.48

99-3433	Contractual Services		\$14,672.50
5/14/2003	Robert Powell	-\$1,122.50	\$13,550.00
5/14/2003	James Mason	-\$245.00	\$13,305.00

99-4421	Capital Outlay		\$68,335.29
5/14/2003	Tecton Corporation	-\$15,924.00	\$52,411.29
5/14/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$6,558.77	\$45,852.52
5/14/2003	Butler, Fairman & Seufert (AWOS - Engineering Services)	-\$2,800.00	\$43,052.52

**FUND 0605 LOAN REPAYMENT ACCOUNT**

99-5000	Non-Budgeted Expense		\$1,121.00
5/8/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$2,242.00

A motion made by Stump to accept the claims as presented and seconded by Wappes carried.  
Budget: Stump noted that only unusual claim was for the bill from Tecton for the spill containment slab and stated this bill was paid for from the capital outlay account within the budget. Stump also noted the need for

diligence for the office supplies account as the account has been replenished once with approval from the County Commissioners and it is again running low.

**T-Hangars and Tenant Accounts:** Stump noted that not all accounts were current but most were just a couple of days overdue. This has normally been the case since the Board began handling hangar rents. One tenant was more than one month behind and he would be reminded when the invoices for the next month's rents are sent out.

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

**FBO Operator Report:** Guy Bard reported for Victory Aviation. Bard reported 11,123 gallons of Jet A sold and 3,292 gallons of 100LL sold with 780 total aircraft movements and 141 aircraft fueled. There were 8 rentals for the rental cars with Enterprise renting 4, U-save renting 3, and Touch-N-Go renting 1. The flight school reported 15 students with a total of 87.7 hours for aircraft rental. Maintenance and avionics each reported 160 and 69.5 hours of billed labor. Charter service reported 21.1 hours of airplane use with one aircraft and 12 orders on the books. Bard's report came in a new format requested by the BOAC.

**Airport Manager Report:** Troth presented the airport inventory with a couple items of question including the airport Unicom. Troth was told to call Insurance Trustees of Garrett regarding the Unicom and to find out if the auditors need dollar amounts with the inventory. Troth reported the floor seal for G hangars would run around \$8,600, and urethane would run around \$15,000. The main hangar attached to the Glenn Rieke terminal would run around \$35,000 to repaint. The Hoosier Warbirds license agreement is signed by Niles Walton for the spring and summer events, the fall event license agreement will be modified from the spring event license and reviewed by Kruse. Troth brought up the issue of experimental and ultralight aircraft noting insurance is required by the state of Indiana for any flying device that navigates the airspace of Indiana. Troth also made notice for the BOAC that currently the airport doesn't allow annual inspections in hangars rented by tenants but allows preventative maintenance. Troth asked the BOAC if they would consider allowing annual inspections on a tenant-by-tenant basis as long as the inspection is held within the minimum standards. The BOAC would like further clarification and research by Troth including finding the area already denoted for annual inspections. Troth reported that Rieke and Troth have met with perspective corporate hangar tenants interested in moving to the airport. Troth noted to the BOAC the need to start finding locations for building sites for corporate hangars in which the BOAC appointed Troth to gather information on hangar sizes and fuel requirements and report to Butler, Fairman, and Seufert (Don Manley) with these specifications. Rieke also brought to the BOAC attention of the different situations that may need to take place in regards of the fuel farm if the airport were to attract certain corporate tenants. Troth will look into these scenarios and report back to the BOAC during the June meeting. Last, Troth presented the brochures that the airport printed with help from a Visitors Bureau grant.

**Maintenance Project Manager Report:** Wappes noted API has started working on the resurfacing and entryway of the new hangar sites. Wappes also noted there were no activities out of the ordinary in Powell's monthly log and inspections. Wappes noted his email address is [wappes@locl.net](mailto:wappes@locl.net).

**Management Assistance Consultant Report:**

-Sewer Design- Manley reported the city has not presented a number for the connection fee for the sewer. Manley reported the need to start the paper work for the 3 easements of Ms. Mettert, Ms. Hubbard, and Mrs. Gaskill.

-Land Acquisition- Manley reported that Ms. Mettert rejected the offer to purchase her land. The BOAC requested Troth to talk to Ms. Mettert about possible considerations as well as Don Pritchard and Dr. Page. Maybe the BOAC could find acceptable housing elsewhere and both parties would be agreeable to an exchange of properties. Manley reported need for closing documents for Dollier Sr. Kruse reported the Wallace's property, of between 150 to 164 acres, presented a price of \$905,010 for the 164 acres and if the acreage is less than 164 acres a minimum of \$900,000 that includes improvements. The Wallace's would accept cash or a contract with 4% to 5% interest with no options. The Wallace's stipulated they would keep all farm proceeds for year 2003 and keep all lumber within 1 year. Stump voiced a concern that some of the lumber is likely to be in wetlands and that it would be best for the County if the lumber is logged off before the County takes title. If wood is logged from any wetlands after the County has taken title to the property then the County, not those taking the lumber, would probably be responsible for getting any permits and liable for any violations. Manley and Stump will check the total acreage. Troth and Manley will check into the regulations that would affect the airport for wetlands as opposed to the Wallace's as property owners.

-ILS/MALSR Grant- Manley reported the FAA is revising their design to locate the Glide Slope 400' off runway centerline. Manley also reported trees off the end of runway 9 may need to be trimmed and, because US

Fish and Wildlife is claiming that trimming the trees will alter the characteristics of the wetland in which they are located, the EPA may want the wetland mitigated. Manley will check into what is needed in order not to have to mitigate the wetland.

-T-hangar Site Work- Manley presented the T-hangar specs for the Board to review. The Board appointed Troth to review the specs. Manley also requested the Board to review asphaltting the whole drive in front of each hangar door to reduce winter snow removal problems and reducing landscaping needs in the summer (mowing and seeding).

-AWOS- Manley reported the airport is still awaiting airspace from the FAA and expect it this month, then we can apply for the FCC license for UHF and VHF frequencies. Manley also presented the preliminary specs for the BOAC to review. Manley reported the AWOS will need a technician that will take care of inspections and emergencies after the first year of commission, the fee starting in the year 2005 will be around \$2,500 a year.

**Other Business:**

A motion to move the June meeting to the 27<sup>th</sup>, due to the President being absent on the 20<sup>th</sup>, was made by Wappes and seconded by Stump the motion carried.

**Adjournment:**

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

**Next meeting June 27, 12:30 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**James Mason Secretary**