



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

June 27, 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 George Wappes 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, Todd McCutchan and Guy Bard of Victory Aviation, Dan Schiebel and Gary Probst of Golf Papa aviation, and Bill Giesel of KPC news.

Secretary Report:

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

Property Management:

Mason reported 3070 CR 60 residence is likely rented pending the credit application. Mason also reported that 3070 CR 60 needs forced air boiler furnace as the repairs on the boiler during the winter were only temporary, and the back deck needs replacement boards. Mason indicated that 6222 CR 27 and 3070 CR 60 both have shingles missing and need replacement. Mason reports the Lloyd Dollier Sr. house to be handed over to the BOAC on July 1st.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$23,725.00
5/22/2003	Wade Troth	-\$1,250.00	\$22,475.00
6/5/2003	Wade Troth	-\$1,250.00	\$21,225.00
6/19/2003	Wade Troth	-\$1,250.00	\$19,975.00

99-1114	Employee Wages		\$2,600.00
5/22/2003	Board Member's Salaries for May 16 Meeting	-\$195.00	\$2,405.00

99-1210	PERF		\$1,376.25
5/22/2003	5/30/2003 Payroll	-\$62.50	\$1,313.75
6/5/2003	6/13/2003 Payroll	-\$62.50	\$1,251.25
6/19/2003	6/27/2003 Payroll	-\$62.50	\$1,188.75

99-1220	Insurance		\$7,436.40
6/5/2003	6/13/2003 Payroll	-\$281.80	\$7,154.60

99-1230	Social Security		\$1,581.47
5/22/2003	5/30/2003 Payroll	-\$77.50	\$1,503.97
6/5/2003	6/13/2003 Payroll	-\$75.77	\$1,428.20
6/19/2003	6/27/2003 Payroll	-\$75.77	\$1,352.43

99-1240	FICA (actually Medicare)		\$378.74
5/22/2003	5/30/2003 Payroll	-\$18.13	\$360.61
6/5/2003	6/13/2003 Payroll	-\$17.72	\$342.89
6/19/2003	6/27/2003 Payroll	-\$17.72	\$325.17
99-2221	Petroleum Prod & Supplies		\$0.00
6/19/2003	S & S Oil	-\$255.92	-\$255.92
7/7/2003	Additional appropriation	\$300.00	\$44.08
99-3282	Legal Fees		\$6,660.00
6/19/2003	Derald Kruse	-\$2,145.00	\$4,515.00
99-3284	Consultant Fees		\$5,816.99
6/16/2003	Butler, Fairman and Seufert	-\$583.33	\$5,233.66
99-3324	Telecommunications		\$752.46
5/28/2003	SBC	-\$90.73	\$661.73
6/16/2003	Qwest	-\$7.81	\$653.92
99-3331	Printing Services		\$0.00
6/19/2003	John Souder	-\$200.00	-\$200.00
6/19/2003	Wolf's Color Graphics, Inc.	-\$545.00	-\$745.00
7/7/2003	Additional appropriation (Grant from Visitors Bureau)	\$500.00	-\$245.00
7/7/2003	Transfer from 99-3434 Janitorial Services	\$300.00	\$55.00
99-3354	Utilities		\$13,902.16
6/16/2003	Mettert's	-\$35.00	\$13,867.16
6/16/2003	Perkins Septic & Drain Service (service 5/3, 5/15)	-\$370.66	\$13,496.50
6/16/2003	American Electric Power	-\$1,299.02	\$12,197.48
99-3360	Grounds Maintenance		\$8,299.35
6/16/2003	The Andersons, Waterloo Ag Center	-\$303.32	\$7,996.03
6/16/2003	Broadview Lumber co. inc	-\$39.90	\$7,956.13
6/16/2003	Schowe's Welding	-\$120.00	\$7,836.13
6/16/2003	Classic City Lawn Care	-\$984.00	\$6,852.13
99-3367	Building/Structure Repair		\$15,480.48
6/16/2003	Kone Inc.	-\$147.60	\$15,332.88
6/16/2003	Grainger (coupler for fuel farm).	-\$75.64	\$15,257.24
6/16/2003	Auburn City Hardware	-\$112.40	\$15,144.84
99-3433	Contractual Services		\$13,305.00
6/16/2003	James Mason	-\$245.00	\$13,060.00
6/16/2003	Robert Powell	-\$1,122.50	\$11,937.50
99-3434	Janitorial Services		\$2,500.00

7/7/2003	Transfer to 99-3331 Printing Services	-\$300.00	\$2,200.00
----------	---------------------------------------	-----------	------------

99-4421	Capital Outlay		\$43,052.52
6/16/2003	Butler, Fairman & Seufert (AWOS - Engineering Services)	-\$1,220.00	\$41,832.52
6/16/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$4,745.54	\$37,086.98

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$2,242.00
5/16/2003	Quietus of rental deposits for "H" hangar	\$790.00	\$3,032.00
5/28/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$1,911.00

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		-\$81,785.77
6/16/2003	B, F & S (Miscellaneous - T-hangar Site Work - invoice 42726)	-\$997.00	-\$82,782.77
6/16/2003	B, F & S (Approach Lights Right-Of-Way - invoice 42727)	-\$422.32	-\$83,205.09

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

Budget: Stump noted on the status of accounts that Terry Wilcox is 2 months behind in payments Troth will contact Wilcox for arrangement of payment. Stump presented the budget estimate for the airport for 2004 a motion by Mason and seconded by Stump carried. The budget estimate will be presented to the County Council for approval.

T-Hangars and Bid Opening: Paul Shaffer opened the sealed bids for new T-hangars. Included in the bid opening Michael Kinder & Sons with a base bid of \$148,900 with a 3% increase every 6 months for additional T-hangars and \$25,000 for alternate 1 (Concrete drives to the hangar) or \$27,000 for alternate 2 (asphalt drives spanning the length of the T-hangar), Shawnee Construction with a base bid of \$158,985 with an increase of 2% every 6 months and \$19,920 for alternate 1 and \$19,450 for alternate 2, and Hampshire Group with a base bid of \$171,000 with a 4% increase every 6 months and \$27,000 for alternate 1 and \$22,000 for alternate 2. A motion by Stump and seconded by Mason approved the President to compare bid proposals and award the bid to the most responsive and responsible bidder. The motion carried.

FBO Operator Report: Guy Bard of Victory Aviation reported a total of 3,933 gallons of 100LL and 13,079 of Jet A were sold for the month of May. The flight school rented the two airplanes a total of 122.3 hours. There were a total of 350 hours reported for billing for the maintenance by MAB Inc., and 80 hours worked for the avionics area. The airplane charter by Air Direct reported 37.9 hours of charter.

Airport Manager Report: Troth presented preliminary terms for the construction of a corporate hangar by Golf Papa Inc. a company headed by Gary Probst. The hangar would sit where the old terminal building and electrical vault are located. The proposed building is 110' by 135' therefore the demolition of the old terminal building and relocation of the electrical vault is necessary. A motion by Stump and seconded by Mason allows the terms of construction of the corporate building consistent with BOAC guidelines and lease negotiation to be approved and signed by the President, the motion carried. The proposed terms are a 25 year ground space lease, in which at the end of the lease the hangar reverts back to the BOAC's control, and the cost of relocation of the electrical vault and demolition of the old terminal not to exceed \$85,000 (provided by Golf Papa Inc.), in return the airport will build a concrete apron to serve Golf Papa Inc. Stump will petition the County Board of Zoning Appeals for the required variance from County zoning regulations since the FAA's Building Restriction Line forces the structure to project into the required setback area from County Road 60.

Troth presented the following license agreements for BOAC approval: Hoosier Warbirds Chicken and Fish fry September event, United way September event, Jade LLC aircraft auction, and the Back 40 flying club (spot landing contest). A motion by Stump and seconded by Mason to approve the events carried.

The Unicom that was struck by lightning will cost between \$500 and \$700 to repair and \$750 to buy new, the insurance deductible is \$1,000. A motion by Mason and seconded by Stump carried to purchase a new Unicom.

Troth reported the wage rate for the construction of the new T-hangars passed on a 3 to 2 vote. Troth also requested clarification on boardroom usage in which the BOAC told Troth the boardroom should be used for BOAC business and should remain locked and discretion left with the Airport Manager. Troth also requested a policy on pets in the terminal building in which Stump made a motion and seconded by Mason to post “no pets” signs on the terminal building except for “guide dogs” the motion carried. Attorney Kruse mentioned that there was specific legal terminology used to refer to “guide dogs” or other animals used for medical assistance. He will get the information to the Board.

Maintenance Project Manager Report: Troth reported in place of Wappes. Troth noted from Powell’s report repairs to the 100LL and Jet A fuel farm. The Jet A tank indicated a leak between the double wall tanks, further investigation by Powell revealed water leaking in by faulty weather stripping surrounding the leak indicator. The water was vacuumed out and weather stripping reapplied. Powell advised Nu-Core, the builders of the terminal building, looked at the leak along the upstairs and advised that caulking will cure the seeping problem. Powell will pursue the problem.

Management Assistance Consultant Report:

-Sewer Design- Still have not received connection fee as of 6/25/03.

-Land Acquisition- Troth will pursue options with Ms. Mettert for her property acquisition. A motion by Mason and seconded by Stump to accept the Wallace offer with the second option to keep crop for airport and pay 7% interest, subject to review and signed by President, carried. Troth will contact John Ritchie and find out if the army corp. of engineers is comfortable with the airport owning the Wallace land while the Wallace’s cut down timber. Troth will also contact fish and wildlife and ask for a letter of condition to keep the wetland classified as forested.

-ILS/MALSR Grant- The FAA is waiting on one internal department before sending the formal EA approval. Shaffer reported a revised mitigation plan of the 1.6-acre area on Jack Ruger’s property that was going to be used to create an emergent wetland, along with a 50’ buffer area around the perimeter. The 1.6-acre area was declared existing wetland by the Corps. Therefore, a new mitigation plan includes enhancement of the existing 1.6-acre wetland area with 1 surrounding acre and a 50’ buffer zone.

-T-hangar Construction- A motion to approve Wells Fargo, authorizing President to sign if rate is lower than the last T-hangars (G-row), was made by mason and seconded by Stump the motion carried. Troth will contact Wells Fargo and pursue options.

-AWOS- Bid Opening- There were two sealed bids for the proposed AWOS. The first bid from Michiana with a base bid of \$81,315 and alternates of \$3,980 for test equipment, \$3,400 for maintenance training, \$124 for suppression board, \$225 modem, \$69 Wind sensing bearing and gasket set, \$720 temperature/humidity probe, \$153 temperature/humidity aspirator fan, and \$2,875 for a gravel maintenance area. The second bid from ASMI was \$96,705 base bid, \$4,975 for test equipment, – \$4,250 for maintenance training, - \$177 for suppression board, - \$321 modem, - \$98 Wind sensing bearing and gasket set, - \$1,028 temperature/humidity probe, - \$219 temperature/humidity aspirator fan, - \$1,750 for a gravel maintenance area. A motion to accept Michiana’s bid with the last 6 options was made by Mason and seconded by Stump, the motion carried.

Other Business:

A motion by Stump to raise fuel flow from 6 cents to 7 cents a gallon on July 1, 2003, pending discussion and agreement by Victory Aviation, was seconded by Mason, the motion carried. Troth will discuss with Victory Aviation since Guy Bard and Todd McCutchan had excused themselves from the meeting earlier.

Jim Mason will be absent at the July 18, 2003 BOAC meeting.

Adjournment:

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

**Next meeting July 18, 12:30 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary