



# 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

August 22, 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 engineer Paul Shaffer from Butler, Fairman, & Seufert, Airport Manager Wade Troth. Others in attendance were Todd McCutchan and Tom Gorlesky of Victory Aviation, Don Smith (consultant to the BOAC), John Harris (neighbor), Bill Gisel of KPC news, and Dean Cornell and George Miahvics from the Hoosier Air Museum.

#### **Secretary Report:**

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

#### **Property Management:**

Mason presented the Property Management report. Mason reported that he had someone ready to move into 3046 CR 60 for \$700 a month. Mason indicated the new lessees would be meticulous tenants.

A motion by Stump and seconded by Mason to proceed with a letter from the BOAC attorney giving Alena Laggner, resident at 6202 CR 27, 30 days formal notice that payment be made for the exact amount owed for late fees. The motion carried and Troth will contact attorney Kruse about exact late fees owed.

#### **Treasurer Report:**

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

99-1110	Airport Manager Salary		\$17,475.00
7/31/2003	Wade Troth	-\$1,250.00	\$16,225.00
8/14/2003	Wade Troth	-\$1,250.00	\$14,975.00

99-1114	Employee Wages		\$2,210.00
7/31/2003	Board Member's Salaries for July 18 Meeting	-\$195.00	\$2,015.00

99-1210	PERF		\$1,063.75
7/31/2003	8/8/2003 Payroll	-\$62.50	\$1,001.25
8/14/2003	8/22/2003 Payroll	-\$62.50	\$938.75

99-1220	Insurance		\$6,872.80
7/31/2003	8/8/2003 Payroll	-\$281.80	\$6,591.00

99-1230	Social Security		\$1,200.89
7/31/2003	8/8/2003 Payroll	-\$75.77	\$1,125.12
8/14/2003	8/22/2003 Payroll	-\$75.77	\$1,049.35

99-1240	FICA (actually medicare)		\$289.73
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7/31/2003	8/8/2003 Payroll	-\$17.72	\$272.01
8/14/2003	8/22/2003 Payroll	-\$17.72	\$254.29
99-2211	Office Supplies		\$111.68
8/12/2003	Bassetts	-\$9.99	\$101.69
99-3282	Legal Fees		\$3,740.00
8/14/2003	Derald Kruse	-\$1,350.00	\$2,390.00
99-3284	Consultant Fees		\$3,145.05
8/14/2003	Butler, Fairman and Seufert	-\$583.33	\$2,561.72
99-3286	Engineering Fees		\$6,000.00
8/14/2003	Industrial Safety & Environmental Services, Inc.	-\$1,250.00	\$4,750.00
99-3323	Travel		\$1,146.87
8/19/2003	Wade Troth (AAI Meeting fees)	-\$15.00	\$1,131.87
8/19/2003	Wade Troth	-\$40.96	\$1,090.91
8/19/2003	Robert Powell	-\$37.12	\$1,053.79
99-3324	Telecommunications		\$559.92
7/30/2003	SBC	-\$90.77	\$469.15
8/12/2003	Qwest	-\$5.39	\$463.76
99-3333	Legal Notices		\$99.90
8/14/2003	Kendallville Publishing Co.	-\$48.30	\$51.60
99-3354	Utilities		\$10,105.18
8/12/2003	American Electric Power	-\$1,664.99	\$8,440.19
8/12/2003	Perkins Septic & Drain Service (service 7/14, /21, /28)	-\$540.87	\$7,899.32
8/12/2003	Mettert's	-\$35.00	\$7,864.32
8/19/2003	Perkins Septic & Drain Service (service 8/5, /9)	-\$249.44	\$7,614.88
99-3360	Grounds Maintenance		\$5,316.13
8/14/2003	Classic City Lawn Care	-\$492.00	\$4,824.13
8/14/2003	Liechty Farm Equipment	-\$460.35	\$4,363.78
99-3367	Building/Structure Repair		\$14,518.46
8/12/2003	Wade Troth (Supplies)	-\$22.99	\$14,495.47
8/12/2003	Auburn City Hardware	-\$6.25	\$14,489.22
8/12/2003	Kendall Electric	-\$101.28	\$14,387.94
8/14/2003	Grainger (coupler for fuel farm).	-\$27.14	\$14,360.80
8/14/2003	Seiler Overhead Door	-\$100.00	\$14,260.80
8/19/2003	Classic City Automotive	-\$9.73	\$14,251.07
8/19/2003	Mid-America Avionics	-\$214.34	\$14,036.73
8/19/2003	Len's Lock Service	-\$45.00	\$13,991.73

99-3433	Contractual Services		\$10,320.00
8/19/2003	Robert Powell	-\$1,122.50	\$9,197.50
8/19/2003	James Mason	-\$200.00	\$8,997.50

99-4421	Capital Outlay		\$32,949.71
8/14/2003	Butler, Fairman & Seufert (AWOS - Engineering Services)	-\$10,980.00	\$21,969.71
8/14/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$824.93	\$21,144.78
8/14/2003	Butler, Fairman & Seufert (T-Hangar Site - Eng. Services)	-\$1,696.32	\$19,448.46

**FUND 0605 LOAN REPAYMENT ACCOUNT**

99-5000	Non-Budgeted Expense		\$3,182.00
7/23/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,061.00
8/19/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$3,182.00

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

Budget: Status of Accounts: Stump presented the status of the accounts in the Board of Aviation's budget. A request for an \$80,000 additional appropriation has been made to cover upcoming capital improvement expenses, many of which will be reimbursed by federal and state agencies.

T-Hangars and Tenant Accounts: Stump noted on the status of T-hangar accounts that Terry Wilcox is 4 months behind in payments. Troth added that Wilcox was notified last month of late payment. The BOAC would like Troth to follow up on Wilcox and emphasize the fact that DeKalb Airport has a waiting list of people who would like to pay on time.

Hoosier Warbirds Request: Due to the length of time to be spent on the CIP review the board moved Stump's presentation to the end of the meeting and placed a request by the Hoosier air museum during the treasurer's report. The Hoosier air museum would like to place 2 containers (40' by 8') on site of the current museum on the south side. The containers would be used to store engines, parts, and other museum valuables. A motion by Mason and seconded by Stump allow the 2 containers on site to the south of the current museum as proposed by the Hoosier air museum, pending a letter of approval by the President of the BOAC, Layden Rieke, subject to removal with 30 days written notice provided to the board, and the containers will be painted the same color as the current air museum within 30 days of placement at the museum, the motion carried.

FBO Operator Report: Tom Gorlesky, the new Vice-President of Victory Aviation, presented the FBO Operator Report. Gorlesky reported for the month of July 11,672 gallons of Jet A were sold and 5,161 gallons of 100LL were sold. There were 11 cars rented by Enterprise and 2 by U-save. There are 22 students of which the students flew 94.4 hours and renters 22.4 hours. Maintenance, Charter service, and avionics stats were missing. Victory Aviation asked the BOAC to waive the fuel flow for the B-24 and B-17 since Victory aviation sold Collins foundation fuel at a reduced rate. Wappes moved to waive the fuel flow charge on 570 gallons sold to the Collins foundation and Mason seconded the motion carried. Gorlesky then reported that MAB aviation, the maintenance provider, is leaving on August 31, 2003. Victory will be bringing in 3 mechanics of their own with the lead mechanic being Steve McMurray.

The BOAC also wanted to recognize Guy Bard of Victory Aviation for the great service he provided to the BOAC. A letter will be signed by the BOAC and sent to Bard thanking him.

Airport Manager Report: Troth reported the manager report. Troth indicated that the Airport Minimum Standards need updating and will have recommendations for the September meeting.

Damage to ground radio transmitters and antennas need sorted and paid by the proper owner. Troth will pursue options and recommend to the Board during the September meeting.

A motion by Mason to accept the \$5,000 estimate by Seiler Farms for woodland removal, contingent upon the Army Corps release, was seconded by Stump the motion carried.

Troth indicated that license agreements are needed for the United way day of caring breakfast on September 9<sup>th</sup> and a hunting license for Eric Patton. Wappes motioned for approval of the license agreements pending approval by the BOAC attorney and signed by the BOAC treasurer, Mason seconded and the motion carried.

Maintenance Project Manager Report: Wappes presented the Maintenance project manager report. Wappes noted Gene Powell met with Albert's to get price for fixing leaks on the terminal roof. The total for

fixing the leaks is \$1,700. Stump motioned that the roof be fixed by Albert's roofing seconded by Mason the motion carried.

### **Management Assistance Consultant Report:**

*-Sewer Design-* - Still have not received the connection fee as of 8/18/03. BFS has tried to contact Elizabeth Clark with Bonar 2 times since the last BOAC meeting, on 7/25 and 8/4 to inquire as to if they needed any further information to establish a connection fee for the airport. Each time detailed messages were left to return our call so that we could establish a conference call with Steve Bruns from the city if questions still exist. On 8/18/03 Elizabeth Clark returned our call and indicated that she had received the developable area maps from Brad Stump via email and processed the information with regard to the sewer construction and returned it to the city. She indicated that she believed that there is no further information required by the airport to establish a fee at this time. She also indicated that any further inquiries to Bonar on this topic were to be directed to Diana Toath at 260-969-8835.

*Land acquisition-* Ms. Mettert has accepted the offer. Margie Stankoven has been working with her to reach an agreement for a new house. Inform the BOAC of the financial obligations that accompany the Mettert Parcel. Wallace Parcel –The reviewer is working on the comparison of the Wallace's appraisal and the airport. Mark Strong is conducting a survey of the parcel to clear up the acreage discrepancy. The discrepancy apparently dates back to the Wallace's 1947 purchase of the land. Based on the Attorney's written comments and his verbal conversations with the Treasurer the Board decided that a quiet-title proceeding would be the most appropriate way to resolve the issue.

Turned in Pay Request for Dollier Sr. Parcel

*ILS/MALSR Grant-* Scott Snyder of the FAA has approved the EA. We have the IDEM permit. We are still waiting on the Army Corps, should be any day.

We started the preliminary Right-of-Way work to satisfy Federal procedures of appraising the land.

Look at quotes for the clearing of the trees in the Localizer critical area. We cannot start until the Army Corps permit comes.

*T-Hangar Site Work* - Construction Contracts were sign and the Notice to Proceed was issued to Michael Kinder and Sons.

State design release was submitted 8/13/03. Hope to receive the design release by the end of the month.

One upgrade that was inadvertently left out of this building that was added to the existing value was the roof insulation to keep condensation off the airplanes in the summer time. Review the quote for this additional work. A motion by Stump and seconded by Wappes to have a change order for \$6,485 to install roof insulation by Ful-Fab signed by the President on behalf of the BOAC board carried. Mason motioned for the President to review quotes by Wells Fargo and Bank One and execute the quote picked by the President the motion was seconded by Wappes and carried.

*AWOS-* Notice of award was issued to Michiana. They are ready to start whenever the Federal Grant arrives. The airspace arrived from the FAA 7/14/03. Stump motioned to have the President sign the Michiana agreement with the last 6 options on the AWOS, Wappes seconded and the motion carried.

Antenna Structure was registered with the FCC and we applied for the FCC license for UHF and VFH frequencies. Expect a long wait before frequencies are issued.

*Corporate Hangar Location-* Electrical vault quote is in. Execute upon getting a sign lease. Michiana has indicated they are beginning to get busy and need to get this job on their schedule if we want a quick turn around.

Airspace was submitted to the FAA on 7/14/03 for the corporate hangar location. We should have an airspace approval in hand before the BOAC can allow construction to begin. Expect 30 to 60 days on the airspace. Demolition of the old terminal can begin before then. Demolition of the vault can begin once the new vault is in place and the equipment has been relocated.

The schedule that was submitted last at the last meeting has already been delayed by at least one month as the lease had not been signed 8/18. Adjust the dates accordingly. There are still a multitude of issues that could still delay this schedule further.

### **Other Business:**

*Capital Improvements Plan (CIP)-* Stump presented a power point presentation explaining our position of where we are as an airport in regards to the CIP. Stump discussed the progress made, reviewed the projects, asked the BOAC board to think about whether there are any projects that need to be added or removed, and discussed future funding possibilities. Rieke asked if there were any recommendations on where to proceed. It was

decided that the Board members should think about what was presented and should revisit the CIP at some point in the next couple of months to see what changes should be made. Airport neighbor John Harris stated that it was a very good presentation and it helped to explain the differences between the long-range CIP as it relates to funding requests from the FAA and the five-year CIP (updated yearly) as it relates to proposed airport projects planned for construction in the short term.

**Adjournment:**

The President called to adjourn.

**Next meeting September 26, 12:30 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**James Mason Secretary**