



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

September 26, 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), Gene Powell (project manager), and BOAC attorney Derald Kruse.

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 that Alena Laggner of 6202 CR 27 has not paid her late fees. A motion by Stump to proceed for eviction if the fees are not paid was seconded by Wappes the motion carried. Mason reported the residence on the Wallace property (purchased Sept. 12th) is in need of maintenance. Mason would like Powell and Troth to get estimates to repair the residence so the BOAC can decide what to do with the residence.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$14,975.00
8/28/2003	Wade Troth	-\$1,250.00	\$13,725.00
9/11/2003	Wade Troth	-\$1,250.00	\$12,475.00
9/25/2003	Wade Troth	-\$1,250.00	\$11,225.00

99-1114	Employee Wages		\$2,015.00
8/28/2003	Board Member's Salaries for August 22 Meeting	-\$260.00	\$1,755.00

99-1210	PERF		\$938.75
8/24/2003	9/5/2003 Payroll	-\$62.50	\$876.25
9/11/2003	9/19/2003 Payroll	-\$62.50	\$813.75
9/25/2003	10/3/2003 Payroll	-\$62.50	\$751.25

99-1220	Insurance		\$6,591.00
8/24/2003	9/5/2003 Payroll	-\$281.80	\$6,309.20
9/25/2003	10/3/2003 Payroll	-\$281.80	\$6,027.40

99-1230	Social Security		\$1,049.35
8/24/2003	9/5/2003 Payroll	-\$75.77	\$973.58
9/11/2003	9/19/2003 Payroll	-\$75.77	\$897.81
9/25/2003	10/3/2003 Payroll	-\$75.77	\$822.04

99-1240	FICA (actually medicare)		\$254.29
8/24/2003	9/5/2003 Payroll	-\$17.72	\$236.57
9/11/2003	9/19/2003 Payroll	-\$17.72	\$218.85
9/25/2003	10/3/2003 Payroll	-\$17.72	\$201.13

99-2221	Petroleum Prod & Supplies		\$0.00
9/17/2003	S & S Oil (Diesel for mowing equipment)	-\$321.60	-\$321.60
10/6/2003	Additional Appropriation	\$1.00	-\$320.60
10/6/2003	Transfer from 99-3434 Janitorial Services	\$325.00	\$4.40

99-3282	Legal Fees		\$2,390.00
9/17/2003	Derald Kruse	-\$850.00	\$1,540.00
10/6/2003	Transfer from 99-3369 Runway Repairs	\$2,000.00	\$3,540.00

99-3284	Consultant Fees		\$2,561.72
9/9/2003	Butler, Fairman and Seufert	-\$583.33	\$1,978.39

99-3323	Travel		\$1,053.79
9/17/2003	Robert Powell	-\$36.80	\$1,016.99
10/4/2003	Transfer from 99-3434 Janitorial Services	\$1,200.00	\$2,216.99

99-3324	Telecommunications		\$463.76
8/27/2003	SBC	-\$80.98	\$382.78
9/9/2003	Qwest	-\$8.13	\$374.65

99-3354	Utilities		\$7,614.88
9/9/2003	Mettert's	-\$35.00	\$7,579.88
9/9/2003	American Electric Power	-\$1,669.51	\$5,910.37
9/9/2003	Perkins Septic & Drain Service (service 8/16, /29)	-\$341.52	\$5,568.85
9/17/2003	American Electric Power	-\$1.41	\$5,567.44
9/17/2003	Perkins Septic & Drain Service (service 9/4)	-\$195.82	\$5,371.62
10/6/2003	Transfer from 99-3369 Runway Repairs	\$4,000.00	\$9,371.62

99-3360	Grounds Maintenance		\$4,363.78
9/9/2003	Classic City Lawn Care	-\$1,626.00	\$2,737.78
9/17/2003	Seiler Farms	-\$5,250.00	-\$2,512.22
10/6/2003	Transfer from 99-3369 Runway Repairs	\$8,000.00	\$5,487.78
9/17/2003	Dan Cameron mowing 18 hours	-\$135.00	\$5,352.78

99-3367	Building/Structure Repair		\$13,991.73
9/9/2003	Kone Inc.	-\$147.60	\$13,844.13
9/9/2003	Grainger	-\$8.28	\$13,835.85
9/17/2003	Auburn City Hardware	-\$114.65	\$13,721.20
9/17/2003	Rainbow Sky	-\$145.00	\$13,576.20
9/17/2003	Kendall Electric	-\$12.66	\$13,563.54

99-3369	Runway Repairs		\$18,644.72
9/9/2003	Kendall Electric	-\$47.42	\$18,597.30
10/6/2003	Transfer to 99-3354 Utilities	-\$4,000.00	\$14,597.30
10/6/2003	Transfer to 99-3282 Legal Fees	-\$2,000.00	\$12,597.30
10/6/2003	Transfer to 99-3360 Grounds Maintenance	-\$8,000.00	\$4,597.30

99-3370	Fire Protection		\$750.00
9/9/2003	Fire Protection, Inc	-\$252.50	\$497.50

99-3433	Contractual Services		\$8,997.50
9/17/2003	Robert Powell	-\$1,122.50	\$7,875.00
9/17/2003	James Mason	-\$347.50	\$7,527.50

99-3434	Janitorial Services		\$2,200.00
10/4/2003	Transfer to 99-2221 Petroleum Prod & Supplies	-\$325.00	\$1,875.00
10/4/2003	Transfer to 99-3323 Travel	-\$1,200.00	\$675.00

99-4421	Capital Outlay		\$19,448.46
9/8/2003	Additional appropriation	\$80,000.00	\$99,448.46
9/9/2003	Butler, Fairman & Seufert (T-Hangar Site - Eng. Services)	-\$2,858.62	\$96,589.84
9/9/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$5,362.11	\$91,227.73
9/9/2003	Butler, Fairman & Seufert (Corporate hangar/ramp - Eng. Svcs)	-\$862.32	\$90,365.41
9/9/2003	Butler, Fairman & Seufert (AWOS - Engineering Services)	-\$1,684.39	\$88,681.02
9/17/2003	API Construction (New T-hangar site entrance)	-\$28,917.28	\$59,763.74

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$3,182.00
8/27/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,061.00

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$242,885.00
9/17/2003	Auburn Abstract Company (title work for Wallace property)	-\$2,162.00	\$240,723.00
9/17/2003	Marsha Mettert (Replacement Housing Differential)	-\$36,500.00	\$204,223.00
9/18/2003	EVI (Wallace property survey)	-\$3,407.50	\$200,815.50
10/6/2003	Appropriation (Dollier Sr. reimbursement)	\$393,434.00	\$594,249.50
9/25/2003	Marsha Mettert (2002 & pro-rated 2003 property taxes)	-\$970.00	\$593,279.50
9/25/2003	Marsha Mettert (Balance to payoff existing mortgage)	-\$92,881.00	\$500,398.50
9/25/2003	Marsha Mettert (Remaining balance of purchase price)	-\$11,149.00	\$489,249.50

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		-\$83,205.09
9/9/2003	Lloyd E & Theresa Dollier (housing differential & closing costs)	-\$6,285.00	-\$89,490.09

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

Budget; Status of Accounts:

T-Hangars and Tenant Accounts:

Capital Improvements Plan (CIP): To revise the CIP process a committee is needed to revise the objectives stated during the original draft of the CIP. Thus, BOAC President Rieke appointed Troth to chair a committee

consisting of Jim Mason, George Wappes, John Harris, Phil Allison, Joe Kobiela, and Todd McCutchan. The revised CIP will concentrate on the 5 through 20 year CIP process. The first meeting will be held either late October or early November.

FBO Operator Report: Tom Gorlesky presented the FBO report. Gorlesky reported a total of 5,184 gallons of 100LL and 14,938 gallons of Jet A were pumped for the month of August. The flight school has 37 students and the (2) Cessna 172's flew 143.2 hours. The maintenance dept. provided 114.5 hours of work since Sept. 1st and the avionics provided 140 hours of work. Gorlesky brought to the attention of the BOAC that in paragraph 5 of the lease with Victory Aviation that the airport not the FBO is responsible for the pay phone located next to the line room. Troth will change the phone bill from Victory Aviation to DeKalb Co. Airport BOAC.

Airport Manager Report: Troth reported the manager report. Troth presented updates to the DeKalb County Minimum Standards that included revisions to ordinance 98-8; #21 and #22 that changes the minimum standards for FBO hours from sunrise to sunset to current hours of operation. Troth noted that a ground school for Private pilot training will be held at the DeKalb County Airport that is provided by Tri-State University. Under the recommendation of the BOAC, Troth will put together a license agreement for Tri-State to hold a ground school on DeKalb County Airport property. Troth recommended approval for hunting license for Eric Boyer, Wappes motioned for the airport manager to sign hunting licenses with Mason seconding, the motion carried. Troth brought to attention the issue of two houses for sale along CR 27. The houses are owned by Dr. Todd Page and Mr. Timothy Coffey. The BOAC will review current financials and Troth will find out more information on the houses for the October 17 meeting.

Maintenance Project Manager Report: Wappes presented the Maintenance project manager report. Wappes noted quotes are available from Johnson electric and S & S electric for placement of electrical conduit to each of the new T-hangar sites. Johnson electric quoted \$3,817 and S & S electric quoted \$4,530 to run conduit to each of the new T-hangar sites and electricity to the gate entrance. A motion by Wappes to accept Arrow fence for options A (\$1,485) and B (\$1,988), providing fence along CR 427 and barbwire along the new T-hangar site, and approving Johnson electric to provide conduit to the new T-hangar sites and gate as well as providing wire to the new T-hangar currently being erected, all of the motion is subject to condition preceding approval of the DeKalb Co. Council approving additional appropriations for capital expenditures at their next meeting in October, the motion is seconded by Mason, the motion carried.

Management Assistance Consultant Report:

-Sewer Design- - Still have not received the connection fee as of 9/26/2003

Land acquisition- Ms. Mettert closing is set for September 29, 2003 and October 2nd, 2003 for her replacement home.

ILS/MALSR Grant- The permit from the Army Corps of engineers is received and the trees were cleared for the FAA to start their construction.

T-Hangar Site Work – State design release is received and the local permit granted for the new T-hangars. Completion slated for late November.

AWOS- Michiana and BOAC President Rieke sign construction contracts. Equipment is currently being reviewed for an October delivery. The FCC license for UHF and VHF frequencies are being processed by the Feds.

Corporate Hangar Location- Electrical vault pre-con with Michiana is scheduled for 9/26. Work will begin as soon as the building is in. No word from the FAA for airspace. The Golf-Papa design team has not yet established a finish floor elevation. BF&S provided estimates for apron construction based on a 6" cross-section with an alternate amount for an 8" cross-section. The airport should anticipate some drainage structures to be included in their designed that was not included in the original cost estimates.

Other Business:

A motion by Stump and seconded by Mason to have President Rieke sign environmental checklist for the apron carried. A motion by Mason and seconded by Wappes to draw a new agreement to draw up a new extension to agree to farm two new properties carried. A motion by Stump and seconded by Mason to authorize Troth to execute a farm rental with Gene Clifford carried. A motion by Mason to approve Bank One's offer of a 15-year loan for the new T-hangar at 4.15% was seconded by Wappes the motion carried. A motion by Stump and seconded by Mason to authorize Stump to sign paperwork sent to the state board of tax commissioners, carried. A motion by Wappes and seconded by Mason to authorize Stump to sign agreement with Bank One (for the T-hangar loan for a 15 year note at 4.15%) carried.

Adjournment:

The President called to adjourn.

**Next meeting October 17, 12:30 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary