



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

October 17, 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. Vice-President Wappes called the meeting to order for the absent President Rieke. President Rieke later attended the meeting during the Treasurer’s report. BOAC members Mason and Stump were also present. Also attending were engineer Paul Shaffer and Don Manley from Butler, Fairman, & Seufert, Airport Manager Wade Troth. Others in attendance were Todd McCutchan of Victory Aviation, Don Smith (consultant to the BOAC) and his wife Gretel Smith, Gene Powell (project manager), BOAC attorney Derald Kruse, and John Harris neighborhood liaison to the airport.

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 that Alena Laggner of 6202 CR 27 has paid her late fees and they are up to date.

Mason also reported the Coffey residence (6278 CR 27) wanted \$140,000 for their house and land or \$1,100 a month in contract. A motion by Mason to direct Butler Fairman & Seufert to obtain appraisals and authorize attorney and treasurer to pursue financing was seconded by Wappes and carried. Tim and Amy Coffey’s residence is a 3 bedroom 1 full bath that sits on 5 acres.

Mason presented the cost to fix up the Wallace farm house. The total cost to fix is \$9,430. A motion by Stump and seconded by Wappes instructed the treasurer and airport manager to investigate demolition or having Jackson township fire dept. burn it down within a dollar coverage of \$7,500. The motion also authorizes the treasurer to sign any necessary agreements for demolition, the motion carried.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$11,225.00
10/9/2003	Wade Troth	-\$1,250.00	\$9,975.00
99-1114	Employee Wages		\$1,755.00
10/9/2003	Board Member’s Salaries for September 26 Meeting	-\$260.00	\$1,495.00
99-1210	PERF		\$751.25
10/9/2003	10/17/2003 Payroll	-\$62.50	\$688.75
99-1230	Social Security		\$822.04
10/9/2003	10/17/2003 Payroll	-\$75.77	\$746.27
99-1240	FICA (actually Medicare)		\$201.13
10/9/2003	10/17/2003 Payroll	-\$17.72	\$183.41

99-3282	Legal Fees		\$3,540.00
10/15/2003	Derald Kruse	-\$1,201.00	\$2,339.00
99-3284	Consultant Fees		\$1,978.39
10/15/2003	Butler, Fairman and Seufert	-\$583.33	\$1,395.06
99-3323	Travel		\$2,216.99
10/15/2003	Brad Stump (AAI Conference and ICLEF registration fees)	-\$319.00	\$1,897.99
10/15/2003	Robert Powell	-\$15.26	\$1,882.73
10/15/2003	Wade Troth (AAI Conference registration fees)	-\$234.00	\$1,648.73
10/15/2003	Wade Troth	-\$56.00	\$1,592.73
99-3324	Telecommunications		\$374.65
10/2/2003	SBC	-\$85.89	\$288.76
10/14/2003	Qwest	-\$7.26	\$281.50
10/15/2003	SBC (Payphone)	-\$51.38	\$230.12
99-3354	Utilities		\$9,371.62
10/14/2003	American Electric Power	-\$1,523.71	\$7,847.91
10/15/2003	Mettert's	-\$35.00	\$7,812.91
10/15/2003	Perkins Septic & Drain Service (service 9/17, /27, 10/7)	-\$345.01	\$7,467.90
99-3360	Grounds Maintenance		\$5,352.78
10/15/2003	Classic City Lawn Care	-\$1,259.00	\$4,093.78
10/15/2003	Liechty Farm Equipment	-\$533.63	\$3,560.15
10/15/2003	Wade Troth (Reimbursement for supplies)	-\$20.96	\$3,539.19
10/15/2003	Robert Powell (Reimbursement for supplies)	-\$35.75	\$3,503.44
99-3367	Building/Structure Repair		\$13,563.54
10/15/2003	Kendall Electric	-\$57.99	\$13,505.55
10/15/2003	Nucor Building Systems	-\$24.96	\$13,480.59
10/15/2003	Indiana Trane Parts Center	-\$67.68	\$13,412.91
10/15/2003	Classic City Automotive	-\$7.54	\$13,405.37
10/15/2003	Robert Powell (Supplies)	-\$20.60	\$13,384.77
10/15/2003	Lowe's Home Centers, Inc.	-\$90.68	\$13,294.09
10/15/2003	Auburn City Hardware	-\$20.64	\$13,273.45
99-3369	Runway Repairs		\$4,597.30
10/15/2003	Blueglobes Inc.	-\$15.66	\$4,581.64
99-3433	Contractual Services		\$7,527.50
10/15/2003	Robert Powell	-\$1,175.00	\$6,352.50
10/15/2003	James Mason	-\$355.00	\$5,997.50
99-4421	Capital Outlay		\$59,763.74
10/15/2003	Butler, Fairman & Seufert (Corporate hangar/ramp - Design)	-\$2,435.00	\$57,328.74
10/15/2003	Butler, Fairman & Seufert (AWOS - Engineering Services)	-\$1,865.89	\$55,462.85

10/15/2003	Butler, Fairman & Seufert (Corporate hangar/ramp - Eng. Svcs)	-\$1,182.86	\$54,279.99
10/15/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$815.12	\$53,464.87
10/15/2003	Butler, Fairman & Seufert (T-Hangar Site - Eng. Services)	-\$1,970.86	\$51,494.01

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$2,061.00
9/8/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$3,182.00
9/19/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,061.00
10/17/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$3,182.00

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$489,249.50
10/15/2003	Auburn Abstract Company (title work for Mettert property)	-\$510.00	\$488,739.50

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		-\$89,490.09
9/12/2003	Robert, Orval and John Wallace (J. Wallace property)	-\$484,899.00	-\$574,389.09
9/12/2003	Robert, Orval and John Wallace (2002 & pro-rated 2003 taxes)	-\$3,116.00	-\$577,505.09
10/6/2003	Auburn Abstract Company (title work for Dollier Sr. property)	-\$1,150.00	-\$575,539.09

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

Budget; Status of Accounts: Stump reported that the accounts were in good standing and should have enough funds to last through the end of the budget year.

T-Hangars and Tenant Accounts: Stump and Troth reported that all accounts were current.

Capital Improvements Plan (CIP): Stump informed the BOAC of a preliminary discussion with County Council President Bob Wilder and BOAC Council Liaison Dave Yarde about the possibility of using a second airport bond to fund the next steps in implementing the CIP. Stump indicated that Bob Wilder thought that piggy backing bond issuances or having more than one bond issue active at a time would not pass through the Council unless it could be demonstrated that the County would not need other bonds to fund other non-airport projects within the same time frame covered by the second bond. Council President Wilder directed the BOAC to continue researching this and make a report to the Council when ready.

FBO Operator Report: Todd McCutchan of Victory Aviation presented the FBO report. McCutchan reported that 20,552 gallons of Jet A and 4,590 gallons of 100LL were sold in September. The airplane rental was at 99 hours for September and the maintenance worked a total of 278 hours.

Airport Manager Report: Troth reported the manager report. Troth discussed the requests to hunt on airport property and how many requests for licenses there are. The BOAC indicated that only those whom have direct contact with airport can have a hunting license for airport property (i.e. someone who has sold land to the airport). Troth indicated that there is a good chance that another 6 people may be signed up for new T-hangars by the November meeting. Troth wanted to know what site selection the BOAC wanted to build the next hangar on. The site to the immediate west was indicated to leave room for larger hangars on the ends of the selected area. Troth noted that the immediate projects on the field, ILS, Electrical Vault, and T-hangars, are all going fairly smooth.

Maintenance Project Manager Report: Wappes presented the Maintenance project manager report. Wappes noted Powell's weekly inspections are up to date. Wappes also noted from Powell's documents the roof leaks were repaired by Art Albert's and the exhaust fans in the Maintenance hangar needed work.

Management Assistance Consultant Report:

-**Sewer Design**- - Still have not received the connection fee as of 10/14/2003

Land acquisition- Paul Shaffer and Don Manley reported Ms. Mettert is closed with moving expenses yet to pay. Shaffer indicated the former owners of the Huffman house (6222 CR 27) have an issue with the relocation

benefits. The Huffmans indicated that they think they should be compensated for a shed on their current property since the property the airport bought had a shed.

A motion was made by Stump and seconded by Mason to approve and sign by the BOAC resolution 2003-1 to justify the difference in price between the appraisals for the Wallace property and what the BOAC paid. The signed copy is to be turned over to Butler Fairman and Seufert to be turned into the FAA. The motion carried.

T-Hangar Site Work –Shaffer indicated the foundations for the T-hangar are done and the slab is currently being worked on. Asphalt work will begin 10/20/03. The building is to be delivered the 1st or 2nd week of November.

Shaffer also indicated work should be completed by Christmas.

AWOS- Shop drawings were reviewed and the equipment is on order. The FCC license for UHF and VHF frequencies are being processed by the Feds.

Corporate Hangar Location- Shaffer indicated work has begun on the vault relocation. No word on airspace from the FAA. The Golf Papa hangar design team has not yet established a finish floor elevation. The engineer's estimate for 6" Portland cement concrete pavement at the corporate hangar location would cost \$68,000 and 8" would cost \$88,000. Shaffer requested a motion for design criteria of the Corporate hangar apron. Stump commented that he favored the increase in specifications but was concerned about cost because of currently available funds and cost of other projects to which the BOAC has committed. Mason motioned with a second by Wappes for 8" of cement the motion passed 3-0 with Stump abstaining.

Other Business:

Gretel Smith gave a presentation on archiving the history of the Auburn/DeKalb County Airport. Mrs. Smith has been archiving the airport history at her time and cost. A motion by Stump and seconded by Wappes to use money from the contractual account to provide for the airport history passed.

Adjournment:

The President called to adjourn.

**Next meeting November 21, 12:30 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary