



# 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

November 21, 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. President Rieke called the meeting to order. BOAC members Wappes and Stump were present and Secretary Mason was absent. Also attending were engineer Paul Shaffer from Butler, Fairman, & Seufert, Airport Manager Wade Troth. Others in attendance were Todd McCutchan of Victory Aviation, Don Smith (consultant to the BOAC), Gene Powell (project manager), BOAC attorney Derald Kruse, John Harris neighborhood liaison to the airport, and Bill Gisel of KPC news.

#### **Secretary Report:**

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

#### **Property Management:**

Troth noted that he is in contact with the Jackson County fire dept. about burning down the old Wallace Farmhouse. A hold harmless agreement is signed and the fire dept. anticipates burning down the house in January and February. Due to the absence of Mason, Troth will establish a rental value with Mason for the Mettert property at 2564 CR 60. The airport took over possession of the Mettert house on 11/18/2003.

#### **Treasurer Report:**

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

99-1110	Airport Manager Salary		\$9,975.00
10/23/2003	Wade Troth	-\$1,250.00	\$8,725.00
11/6/2003	Wade Troth	-\$1,250.00	\$7,475.00
11/20/2003	Wade Troth	-\$1,250.00	\$6,225.00
99-1114	Employee Wages		\$1,495.00
10/23/2003	Board Member's Salaries for October 23 Meeting	-\$260.00	\$1,235.00
99-1210	PERF		\$688.75
10/23/2003	10/31/2003 Payroll	-\$62.50	\$626.25
11/6/2003	11/14/2003 Payroll	-\$62.50	\$563.75
11/20/2003	11/28/2003 Payroll	-\$62.50	\$501.25
99-1220	Insurance		\$6,027.40
11/6/2003	11/14/2003 Payroll	-\$281.80	\$5,745.60
99-1230	Social Security		\$746.27
10/23/2003	10/31/2003 Payroll	-\$77.50	\$668.77
11/6/2003	11/14/2003 Payroll	-\$75.77	\$593.00
11/20/2003	11/28/2003 Payroll	-\$75.77	\$517.23

99-1240	FICA (actually Medicare)		\$183.41
10/23/2003	10/31/2003 Payroll	-\$18.13	\$165.28
11/6/2003	11/14/2003 Payroll	-\$17.72	\$147.56
11/20/2003	11/28/2003 Payroll	-\$17.72	\$129.84
99-2211	Office Supplies		\$101.69
11/12/2003	Bassetts	-\$28.94	\$72.75
99-3282	Legal Fees		\$2,339.00
11/7/2003	Derald Kruse	-\$968.00	\$1,371.00
99-3284	Consultant Fees		\$1,395.06
11/12/2003	Butler, Fairman and Seufert	-\$583.33	\$811.73
99-3322	Postage		\$108.40
11/7/2003	United States Postal Service (for postage meter)	-\$100.00	\$8.40
99-3323	Travel		\$1,592.73
11/12/2003	George Wappes (AAI Conference registration fees)	-\$290.00	\$1,302.73
11/12/2003	Aviation Assoc. of Indiana (conf fees for Layden Rieke)	-\$230.00	\$1,072.73
11/12/2003	Robert Powell	-\$24.32	\$1,048.41
11/12/2003	Wade Troth (Mileage & toll fees for travel to/from SPCC class)	-\$194.71	\$853.70
99-3324	Telecommunications		\$230.12
10/27/2003	SBC	-\$78.72	\$151.40
11/12/2003	Qwest	-\$8.06	\$143.34
11/12/2003	SBC (Payphone)	-\$51.38	\$91.96
99-3354	Utilities		\$7,467.90
11/12/2003	American Electric Power	-\$1,426.77	\$6,041.13
11/12/2003	Perkins Septic & Drain Service (service 10/14, /27)	-\$325.88	\$5,715.25
11/12/2003	Mettert's	-\$100.00	\$5,615.25
11/13/2003	Perkins Septic & Drain Service (service 11/06)	-\$144.53	\$5,470.72
99-3367	Building/Structure Repair		\$13,273.45
11/12/2003	Kendall Electric	-\$76.93	\$13,196.52
11/12/2003	Robert Powell (Supplies)	-\$153.93	\$13,042.59
11/12/2003	Broadview Lumber Company	-\$118.75	\$12,923.84
11/12/2003	Albert's Roofing	-\$1,450.00	\$11,473.84
11/12/2003	Gibson's Heating and Plumbing	-\$424.00	\$11,049.84
11/12/2003	Four Alarm Construction	-\$1,540.50	\$9,509.34
11/13/2003	Gasoline Equipment	-\$187.46	\$9,321.88
99-3369	Runway Repairs		\$4,581.64
11/12/2003	Blueglobes Inc.	-\$414.44	\$4,167.20
99-3433	Contractual Services		\$5,997.50
11/12/2003	Robert Powell	-\$1,385.00	\$4,612.50
11/12/2003	James Mason	-\$355.00	\$4,257.50

99-4421	Capital Outlay		\$51,494.01
11/12/2003	Butler, Fairman & Seufert (Corporate hangar/ramp - Design)	-\$2,397.60	\$49,096.41
11/12/2003	Butler, Fairman & Seufert (AWOS - Engineering Services)	-\$792.54	\$48,303.87
11/12/2003	Butler, Fairman & Seufert (Corporate hangar/ramp - Eng. Svcs)	-\$1,042.47	\$47,261.40
11/12/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$1,154.34	\$46,107.06
11/12/2003	Butler, Fairman & Seufert (T-Hangar Site - Eng. Services)	-\$200.67	\$45,906.39
11/13/2003	Shambaugh & Son L.P.	-\$1,280.00	\$44,626.39

**FUND 0605 LOAN REPAYMENT ACCOUNT**

99-5000	Non-Budgeted Expense		\$3,182.00
10/24/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,061.00
11/19/2003	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$3,182.00
11/19/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,061.00

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

99-4421	Capital Outlay		\$488,739.50
10/23/2003	Marsha Mettert (Closing Cost Reimbursement)	-\$2,011.31	\$486,728.19
10/23/2003	Marsha Mettert (Residential Moving Reimbursement)	-\$3,650.00	\$483,078.19
10/31/2003	Harlan & Wendy Huffman (Closing Cost Reimbursement)	-\$961.00	\$482,117.19
11/3/2003	Appropriation (INDOT reimbursement)	\$59,188.46	\$541,305.65

A motion made by Stump to accept the claims as presented and seconded by Wappes 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 the money the airport has available for purchase of property and improvements. Because the estimated connection sewer fee is lower than anticipated the Board has approximately \$200,000 available for other uses such as property acquisition or changes the City of Auburn has requested to the sewer design. A motion by Stump and seconded by Wappes authorized the BOAC Treasurer and Airport Manager to secure a loan for two sets of hangars and houses owned by Coffey's (6278 CR 27) and Page (6242 CR 27). In the event the two houses are a problem for the bank then just pursue a loan for 2 new sets of hangars. The motion carried. Troth will check into Airport Development LLC as an alternate financing source if banks will not finance the houses.

FBO Operator Report: Todd McCutchan of Victory Aviation presented the FBO report. McCutchan reported that 17,146 gallons of Jet A and 4,965 gallons of 100LL were sold in October. The airplane rental was at 76 hours for October and the maintenance worked a total of 223 hours. McCutchan also reported 9 car rentals 5 by Enterprise and 4 by U-Save Auto. The Avionics shop worked a total of 202 hours.

Airport Manager Report: Troth reported the manager report. Troth reported that there is an aircraft engine overhauler interested in locating at DeKalb Co. Airport. The overhauler is Magnum engines from Ohio. Magnum engines overhauls around 100 aircraft engines each year and would bring six to eight technical jobs to the county. Troth indicated that Magnum engines would like to erect a steel building on airport property of about 8,000 sq ft. and would like a ground lease of 25 years. The BOAC would like Troth to review the minimum standard for hangar specs and figure the cost of sq. ft. ratio verses the number of years in the lease. Troth informed that the DeKalb Co. Airport will need to comply with phase II of the storm water pollution prevention plan. Phase II will be added to phase I which was put together by Butler Fairman and Seufert (Don Manley). Troth will work with Shaffer on phase II. Troth noted the airport identifier will likely become GWB. The identifier request of ACD was turned down due to being assigned to a nav-aid in Colorado. The FAA indicated that changing the identifier now would likely put the ILS project behind schedule. Troth discussed the next row of T-hangars and who is signed up for a hangar. Sanderson and Cline will be in the larger hangars and

Ditton, Auburn Aero, McDaniel, and Troth will be in the smaller hangars. The BOAC and the County Council discussed putting Troth into the new T-hangar and both passed the issue unanimously.

### **President Rieke called for a ten minute break.**

**Maintenance Project Manager Report:** Wappes presented the Maintenance project manager report. Wappes noted Powell's weekly inspections are up to date. Wappes also noted the fuel farm is looking ragged and noted possible leaks. Troth indicated that Powell will pressure wash and investigate leaks on the fuel farm. Wappes also noted that parking at the new T-hangar site is rather limited. The BOAC instructed Troth to get quotes for a parking area and automatic gate. Wappes also presented quotes for the ventilation of the maintenance hangar. Wappes noted currently that the existing fans are opening up and letting out heat during the winter when there is a slight breeze. Powell and Shaffer will examine the total area of the maintenance hangar and review codes to come up with a solution.

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

***-Sewer Design-*** - Received an estimated connection fee from Dave Wolf, which seemed very fair. The estimate is between \$20,000 and \$25,000. Shaffer presented a tentative schedule for the project to the board. The tentative schedule would have the sewer proceeding around April, 1<sup>st</sup>. The BOAC discussed the changes to the sewer design requested by the City of Auburn. The City had previously requested that the line be located across the north side of the Gaskill and Hubbard properties along CR 60. A second request was that the sewer be designed and constructed such that it could be extended eastward beyond the terminal to serve land between the terminal and the Meese Chapel property. In conjunction with the City's request to design for the eastward extension the BOAC had also asked BF&S to explore the possibility of designing it so it could be extended further eastward to the future corporate hangar area west of CR 29. Stump noted that per BF&S estimates, the costs for the sewer design changes would likely require commitment of the majority of the funds recovered from the lower than anticipated sewer connection fees. The BOAC felt it was in the best interest of the public to incorporate Auburn's requests into the sewer design and to also provide for possible extension to the corporate hangar area. It was also understood by the BOAC that, due to the way Auburn had structured the connection fees, there would be additional connection fees for those areas not covered in the area along CR 60 if/when those areas developed and connected to the sanitary sewer. A motion by Wappes and seconded by Stump to proceed and go with sewer line straight from CR427 along the south side of CR60 all the way to the current terminal building and designed deep enough for future extension for a gravity fed line to CR29 carried.

***Land acquisition-*** Shaffer indicated Ms. Mettert is moved and still have moving expenses to pay. Wallace Parcel Submitted to the FAA for partial reimbursement. Innovative finance project is done. BF & S will be preparing close-out documents.

***ILS/MALSR and Wetland Grant-*** Appraisal is in for the wetland easement with Jack Ruger. A motion by Stump and seconded by Wappes to have the President extend the offer to Ruger passed. Shaffer explained the construction costs and remaining grant funds. Next month Shaffer will have JF New appear at the BOAC meeting and answer questions about costs associated with wetland creation and maintenance.

***T-Hangar Site Work*** – Shaffer indicated that the electrical work is being wrapped up on the new T-hangars. Shaffer also indicated tenants can move in as soon as the building inspection is complete by the county. There will be some punch list items to complete and the final seeding in the spring. The retainage will be held until those items are complete. A motion by Stump and seconded by Wappes to approve change order #2, exterior light changes for \$908 passed when put to vote. The change order is effective on hangar H and will be looked at for additional new hangars by Shaffer.

Shaffer discussed the start of the next building. Items looked at included increased cost of winter construction vs. waiting until spring. Asphalt work is not allowed with temps below 40 degrees. No local wage rate will be necessary as Kinder is a union shop anyway. Stump made motion to sign contract to build new hangar with condition precedent that funds are available. The motion was seconded by Wappes and the motion carried.

***AWOS-*** Shaffer indicated shop drawings were reviewed and the equipment is on order for the AWOS. The site survey to locate equipment is complete and installation to commence immediately.

Shaffer noted the FCC license for UHF and VHF frequencies are being processed by the Feds.

***Corporate Hangar Location-*** Shaffer presented the documents to approve project for advertisement to receive bids. A motion by Stump and seconded by Wappes to accept the corporate ramp specs and plans carried. Shaffer indicated vault relocation is completed.

No word yet on the airspace from the FAA. The airspace was submitted 7/14/03.

**Other Business:**

Rieke noted that due to the Christmas party at Bridgewater on December 19<sup>th</sup> at 11am that the meeting scheduled for 12:30 should be moved to 1pm. Rieke also indicated that he will be using a new email address [ltrieke@yahoo.com](mailto:ltrieke@yahoo.com). Rieke also requested that the BOAC meeting minutes be available quicker after a BOAC meeting. Troth indicated that he will get the minutes out sooner.

**Adjournment:**

The President called to adjourn.

**Next meeting December 19, 1:00 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**James Mason Secretary**