



# 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

January 30, 2004

#### **BOAC Executive Session:**

The DeKalb County Aviation Board met in Executive Session at the DeKalb County Airport, in the boardroom of the Glenn Rieke Terminal, immediately before their regularly scheduled meeting for purposes of discussing matters relating to property acquisition. Present were BOAC members Wappes, Stump, and Mason. Also present as advisors to the Board were BOAC attorney Derald Kruse, Airport Manager Wade Troth, Gene Powell (project manager), and engineer Paul Shaffer from Butler, Fairman, & Seufert. The Board members and others present discussed matters relating to property acquisition. No other topics were discussed during the executive session.

#### **BOAC Regular Scheduled Meeting:**

The DeKalb County Aviation Board met at the DeKalb County Airport, in the boardroom of the Glenn Rieke Terminal, for their 12:30 PM, after executive session, scheduled meeting. Vice-President Wappes called the meeting to order. BOAC members Wappes, Stump, and Mason were present. Also attending were engineer Paul Shaffer from Butler, Fairman, & Seufert, and Airport Manager Wade Troth. Others in attendance were Tom Gorlesky of Victory Aviation, Gene Powell (project manager), BOAC attorney Derald Kruse, and neighborhood liaison John Harris.

#### **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 noted airport property #19-3b (2564 CR 60) is rented for \$550 a month on a 12 month lease. Mason also reported the residence to be rented is nearly completed with some small electrical detail to be finished. Mason reported the tenant is an electrician and the tenant proposed to finish the electrical work for a reduction in his first months rent. A motion by Stump and seconded by Mason to reduce the rent to \$350 for one month in return for the tenant finishing the electrical work to the satisfaction of the airport Project Manager, said reduction being allowed only after the work has been approved by the project Manager, the motion carried.

Mason also reported residence 3070 CR 60 (Beck's) are late for rent. Mason will check into the situation.

#### **Treasurer Report:**

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

99-1110	Airport Manager Salary		\$33,150.00
1/1/2004	Wade Troth	-\$1,275.00	\$31,875.00
1/15/2004	Wade Troth	-\$1,275.00	\$30,600.00
99-1114	Employee Wages		\$3,900.00
1/1/2004	Board Member's Salaries for December 19 Meeting	-\$260.00	\$3,640.00
99-1210	PERF		\$1,800.00

1/1/2004	1/9/2004 Payroll		-\$66.94	\$1,733.06
1/15/2004	1/23/2004 Payroll		-\$66.94	\$1,666.12
99-1220	Insurance			\$4,500.00
1/1/2004	1/9/2004 Payroll		-\$281.80	\$4,218.20
99-1230	Social Security			\$2,300.00
1/1/2004	1/9/2004 Payroll		-\$93.18	\$2,206.82
1/15/2004	1/23/2004 Payroll		-\$93.18	\$2,113.64
99-1240	FICA (actually medicare)			\$500.00
1/1/2004	1/9/2004 Payroll		-\$21.78	\$478.22
1/15/2004	1/23/2004 Payroll		-\$21.78	\$456.44
99-2211	Office Supplies			\$259.16
1/14/2004	Bassett Office Furniture and Supply Co		-\$30.06	\$229.10
1/14/2004	Wade Troth		-\$23.69	\$205.41
1/14/2004	Auburn City Hardware		-\$55.78	\$149.63
1/14/2003	Robert Powell		-\$5.75	\$143.88
2/2/2004	Transfer from 0600.99 3434 - Janitorial Services		\$300.00	\$443.88
99-3282	Legal Fees			\$9,400.00
1/14/2004	Derald Kruse		-\$850.00	\$8,550.00
99-3284	Consultant Fees			\$9,416.67
1/14/2004	Butler, Fairman and Seufert		-\$583.33	\$8,833.34
99-3324	Telecommunications			\$1,300.00
1/14/2004	Qwest		-\$5.83	\$1,294.17
1/14/2004	SBC		-\$51.38	\$1,242.79
99-3333	Legal Notices			\$400.00
1/14/2004	Kendallville Publishing Company, Inc.		-\$51.65	\$348.35
99-3351	Electric			\$20,000.00
1/14/2004	American Electric Power		-\$1,861.38	\$18,138.62
99-3354	Utilities			\$5,668.93
1/14/2004	Mettert's Water Care		-\$35.00	\$5,633.93
1/14/2004	Perkins Septic Service (service 12/9, 12/19)		-\$250.24	\$5,383.69
1/14/2004	Northern Indiana Fuel and Light		-\$56.29	\$5,327.40
99-3360	Grounds Maintenance			\$16,604.00
1/14/2004	Seiler Farms		-\$1,701.08	\$14,902.92
1/14/2004	Dan Cameron		-\$157.50	\$14,745.42
1/14/2004	Classic City Automotive		-\$120.81	\$14,624.61
1/14/2004	Wade Troth (reimbursement for wind sock)		-\$65.85	\$14,558.76
99-3367	Building/Structure Repair			\$25,373.98

1/14/2004	Keith Beck		-\$90.90	\$25,283.08
1/14/2004	Lowe's		-\$45.78	\$25,237.30
99-3394	Dues			\$325.00
1/14/2004	Aviation Association of Indiana		-\$315.00	\$10.00
99-3433	Contractual Services			\$18,429.56
1/14/2004	Robert Powell		-\$1,250.00	\$17,179.56
1/14/2004	James Mason		-\$430.00	\$16,749.56
99-3434	Janitorial Services			\$3,000.00
2/2/2004	Transfer to 0600.99 2211 - Office Supplies		-\$300.00	\$2,700.00
99-4421	Capital Outlay			\$36,953.24
1/14/2004	Johnson Electric		-\$3,300.00	\$33,653.24
1/14/2004	Butler, Fairman and Seufert (Gen Svcs - Corporate Hangar)		-\$10,189.60	\$23,463.64
1/14/2004	Butler, Fairman and Seufert (Gen Svcs - T-Hangar)		-\$970.12	\$22,493.52
1/14/2004	Butler, Fairman and Seufert (Gen Svcs - Land Acquisition)		-\$145.74	\$22,347.78
1/14/2004	Butler, Fairman and Seufert (Gen Svcs - T-Hangar)		-\$296.00	\$22,051.78
1/14/2004	Butler, Fairman and Seufert (Gen Svcs - Corporate Hangar)		-\$410.62	\$21,641.16
1/14/2004	Butler, Fairman and Seufert (ILS)		-\$249.69	\$21,391.47
1/14/2004	Butler, Fairman and Seufert (AWOS)		-\$1,039.41	\$20,352.06
2/2/2004	Additional appropriation		\$50,000.00	\$70,352.06

#### FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay			\$367,705.30
1/14/2004	Michiana Contracting, Inc. (Vault relocation for Golf-Papa)		-\$53,674.00	\$314,031.30

#### INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	BIF funds held by Auburn for airport sewer expenses (to be paid by Auburn)			\$55,073.76
1/14/2004	B, F & S (Sewer Extension - invoice 43965)		-\$1,000.78	\$54,072.98

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

Stump made motion to authorize BOAC attorney Kruse to draft a resolution authorizing the Airport Manager to sign the claims and payroll on behalf of the BOAC and to present the resolution to the County Commissioners for their approval. The motion was seconded by Mason and was carried.

Budget: Stump reported encumbrances from 2003 to 2004 and a request to the County Council to appropriate received funds to Capital Outlay account (\$50,000 received in 2003).

T-Hangars and Tenant Accounts: Stump reported Don Wallace (hangar H-3) is requesting to insulate and heat his hangar. Troth presented the plans prepared by Wallace for insulation and heat of the hangar. A motion by Stump and seconded by Mason to authorize the Airport Projects Manager approve the plans subject to Mr. Wallace using metal sheeting in place of drywall and Troth to notify Wallace the improvements will be made at no expense to the BOAC or the County, will not extend the term of his lease, and that electrical utility fees for the hangar will be the expense of the tenant and not the BOAC. The motion passed.

Stump reported there are 5 hangar tenants late with their rent. Four of the tenants are just marginally late and one tenant is several months behind (Jerry Hess). Troth informed the BOAC that he had spoken with Hess earlier and Hess promised to catch up in rent immediately.

Stump also noted that a new lease design is needed to impose late fees or address prepayment of hangar space. Stump will work with Troth and Kruse for a new lease design.

**Update:** Stump updated the BOAC about the legislative luncheon at Indianapolis that Troth and Stump attended. Stump noted talking with Representative Kruse and other distinguished guests about the airport. Stump also noted that there might be a chance that legislation can still be introduced that would allow for adding a fifth BOAC member at DeKalb County. Stump also reported the Airports' history book sponsored by the AAI is done and presented a copy. Troth will work on getting copies for each BOAC member and who ever wants one.

**FBO Operator Report:** Tom Gorlesky of Victory Aviation presented the FBO report. Gorlesky reported that 14,735 gallons of Jet A and 2,269 gallons of 100LL were sold in December. Gorlesky also reported there were 2 rental cars rented, 131 hours of airplane rental, 98.7 hours of maintenance work, and 129.1 hours of avionics work.

**Maintenance Project Manager Report:** Wappes presented the Maintenance project manager report. Wappes noted Powell's weekly inspections are up to date. Wappes also noted that a large portion of Gene Powell's time was dedicated to snow removal and residential repair.

### **Vice-President Wappes called for a ten minute break.**

(After the break President Rieke joined discussion from his home in Georgia via telephone conference call. His participation was limited to discussion only as current state law does not allow Board members to vote when joining a meeting via telephone.)

### **Airport Manager Report:**

**Capital Improvements Plan (CIP):** Troth reported the CIP committee has met for the update of the CIP. Stump and Shaffer presented the findings and recommendations of the CIP committee. Stump motioned for approval of the CIP update and authorized the Treasurer to sign the update to send into the state, the motion was seconded by Mason and the motion carried.

Troth reported a T-hangar tenant complained about snow removal after the first ice storm. Troth indicated the tenant would like his rent pro-rated for the days he couldn't use his share in an airplane stored in a T-hangar. Stump noted that the tenant had not contacted the Airport Manager in advance to inform him of a need to get out by a certain date/time. Stump also noted that the hangar tenant lease states that the removal of snow is the tenant's responsibility if he/she needs out before the airport can have the snow removed. The BOAC determined that the rent will not be refunded or pro-rated.

Troth indicated that Victory Aviation is late with their rent. Victory was late for December by 39 days and is currently late for their January rent.

Troth indicated the BOAC officers need to be elected. Mason motioned that the BOAC officer remain the same the motion was seconded by Stump and carried.

Troth reported the airport water that was infected with total coliform has been sanitized and water testing is negative for the bacteria.

Troth reported that Mid-America Avionics were considering DeKalb Airport for a possible expansion.

However, Troth spoke with the owner earlier that morning and Mid-America decided not to move to DeKalb Airport. The owner (Rick Morris) thanked the BOAC for their efforts.

Troth brought up the AWOS payment for the equipment that Michiana took delivery on. A motion by Stump and seconded by Mason authorized the AWOS equipment to be paid for from the public airport capital improvement fund, and that fund be reimbursed by the federal and state share of the AWOS grant. The motion carried.

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

***-Sewer Design-*** Shaffer indicated that the easements are verbally secured for the sewer and the paper work was mailed to each property owner. The city is reviewing the plans. A motion by Stump and seconded by Mason to amend contract with Butler, Fairman, and Seufert to include sewer connection to other services provided carried.

### ***Land acquisition-***

**ILS/MALSR and Wetland Grant** – Shaffer reported that the wetland property needs paid and the contract with J.F. New to create and maintain the mitigated wetland needs signed. Mason motioned with Stump seconding to receive delivery and record grant of easement for the wetland parcel from Jack and Retha Ruger for \$42,500 plus two hours of attorney fees of \$270, the motion carried.

Stump motioned for Vice-President Wappes to sign and initial the J.F. New Professional Services contract and change payment due date from 30 to 60 days, the motion was seconded by Mason and carried.

A motion by Stump to have payment requests be paid out the Capital Improvement Fund for wetland maintenance and signed by any BOAC member was seconded by Mason and carried.

A motion by Mason to direct treasurer to discuss alternate wetland techniques (buying property to convert into a park and using the park to mitigate wetland as the need arises) with the County Commissioners was seconded by Stump and the motion carried.

***T-Hangar Site Work*** – The next T-hangar building is now underway (Hangar F).

A bid opening for financing (2) rows of T-hangars (option 1) and another bid for (2) rows of T-hangars and property acquisition (option 2) were opened. One bidder provided a bid out of seven that received notification for solicitation of bids. Two other bidders wanted to bid but were unable due to various reasons. Hicksville Bank bid 5% interest on \$376,000 for 15 years on the first option. The second option was for 5% interest for 15 years for \$686,000 with a monthly payment of \$5,424.84. The offer is valid until April 30, 2004.

A motion by Mason to accept and have attorney and treasurer pursue County Council, County Commissioners' and State approval to authorize a loan contract with Hicksville bank for \$686,000 and have a BOAC member sign loan contract was seconded by Stump and carried.

***AWOS-***

***Corporate Hangar Location-***

**Other Business:** Wappes noted that previous meeting minutes would be appreciated at the next BOAC meeting and Mason asked if they could be punched and ready to be inserted in the Board members' binders.

**Adjournment:**

A motion by Mason and seconded by Stump called for the meeting to adjourn and the motion carried.

**Next meeting February 20, 2004  
Executive Session at 12:30 PM followed immediately by Scheduled Meeting  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**James Mason Secretary**