



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

February 27, 2004

BOAC Executive Session:

The DeKalb County Aviation Board met in Executive Session at the DeKalb County Airport, at the upstairs meeting area 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 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, at the upstairs meeting area 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 Todd McCutchan 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 3070 CR 60 (Beck residence) is not current with rent. Troth noted that Tracy Beck phoned him and reported that they will be late with March's rent as well.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$30,600.00
1/29/2004	Wade Troth	-\$1,275.00	\$29,325.00
2/12/2004	Wade Troth	-\$1,275.00	\$28,050.00
2/26/2004	Wade Troth	-\$1,275.00	\$26,775.00
99-1114	Employee Wages		\$3,640.00
2/12/2004	Board Member's Salaries for January 30 Meeting	-\$195.00	\$3,445.00
99-1210	PERF		\$1,666.12
1/29/2004	2/6/2004 Payroll	-\$66.94	\$1,599.18
2/12/2004	2/20/2004 Payroll	-\$66.94	\$1,532.24
2/26/2004	3/5/2004 Payroll	-\$66.94	\$1,465.30

99-1220	Insurance		\$4,218.20
1/29/2004	2/6/2004 Payroll	-\$281.80	\$3,936.40
2/26/2004	3/5/2004 Payroll	-\$281.80	\$3,654.60
99-1230	Social Security		\$2,145.36
1/29/2004	2/6/2004 Payroll	-\$77.32	\$2,068.04
2/12/2004	2/20/2004 Payroll	-\$77.32	\$1,990.72
2/26/2004	3/5/2004 Payroll	-\$77.32	\$1,913.40
99-1240	FICA (actually medicare)		\$463.84
1/29/2004	2/6/2004 Payroll	-\$18.08	\$445.76
2/12/2004	2/20/2004 Payroll	-\$18.08	\$427.68
2/26/2004	3/5/2004 Payroll	-\$18.08	\$409.60
99-2211	Office Supplies		\$443.88
2/12/2004	Bassett Office Furniture and Supply Co	-\$33.33	\$410.55
99-3282	Legal Fees		\$8,550.00
2/11/2004	Derald Kruse	-\$1,150.00	\$7,400.00
99-3284	Consultant Fees		\$8,833.34
2/11/2004	Butler, Fairman and Seufert	-\$583.33	\$8,250.01
99-3286	Engineering Fees		\$10,350.00
2/11/2004	Butler, Fairman and Seufert (SWPPP Update)	-\$2,965.14	\$7,384.86
99-3288	Permit Fees		\$2,500.00
2/11/2004	IDEM NPDES annual fee	-\$100.00	\$2,400.00
99-3323	Travel		\$1,489.31
2/11/2004	Wade Troth (AAI Conference fees - Indianapolis)	-\$136.36	\$1,352.95
2/11/2004	AAI legislative luncheon registration	-\$60.00	\$1,292.95
2/11/2004	Robert Powell 134 miles @ .32 = 42.88	-\$42.88	\$1,250.07
99-3324	Telecommunications		\$1,242.79
2/11/2004	Qwest	-\$7.99	\$1,234.80
2/11/2004	SBC	-\$51.38	\$1,183.42
99-3351	Electric		\$18,138.62
2/11/2004	American Electric Power	-\$1,924.73	\$16,213.89
99-3354	Utilities		\$5,327.40
2/11/2004	Northern Indiana Fuel and Light	-\$333.91	\$4,993.49
2/11/2004	Mettert's Water Care	-\$125.90	\$4,867.59
2/11/2004	Perkins Septic Service (service 1/2/2004)	-\$137.54	\$4,730.05
99-3360	Grounds Maintenance		\$14,558.76
2/11/2004	Classic City Automotive	-\$557.59	\$14,001.17
2/11/2004	Broadview Lumber Co.	-\$20.40	\$13,980.77

2/11/2004	S&S Oil Co.	-\$57.35	\$13,923.42
2/11/2004	DeKalb Co. Highway	-\$178.40	\$13,745.02
2/11/2004	Seiler Farms	-\$2,778.00	\$10,967.02
2/11/2004	Leichty Farm Equip.	-\$32.21	\$10,934.81

99-3367	Building/Structure Repair		\$25,237.30
2/11/2004	Discount Carpet Cleaning	-\$125.00	\$25,112.30
2/11/2004	Kendall Electric	-\$149.64	\$24,962.66
2/11/2004	Andrew Powell	-\$1,620.20	\$23,342.46
2/11/2004	Robert E Powell (Supplies)	-\$199.49	\$23,142.97
2/11/2004	Lowe's	-\$520.47	\$22,622.50
2/11/2004	Auburn City Hardware	-\$86.77	\$22,535.73

99-3433	Contractual Services		\$16,749.56
2/11/2004	Robert Powell	-\$2,780.00	\$13,969.56
2/11/2004	James Mason	-\$332.50	\$13,637.06

99-4421	Capital Outlay		\$70,352.06
2/12/2004	Butler, Fairman and Seufert (ILS)	-\$1,100.00	\$69,252.06
2/12/2004	Butler, Fairman and Seufert (Right of way management)	-\$1,200.00	\$68,052.06
2/12/2004	Butler, Fairman and Seufert (Gen Svcs - T-Hangar)	-\$3,292.34	\$64,759.72
2/12/2004	Butler, Fairman and Seufert (Gen Svcs - Corporate Hangar)	-\$2,728.40	\$62,031.32
2/12/2004	Butler, Fairman and Seufert (AWOS)	-\$2,331.92	\$59,699.40

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$3,272.00
1/30/2004	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,151.00
2/19/2004	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$3,272.00
2/20/2004	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,151.00

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$314,031.30
2/12/2004	Jack V & Retha Ruger	-\$42,500.00	\$271,531.30

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

Budget; Stump reported the status of the budget and noted the general fund from the county is down to \$166,000. Stump reminded the BOAC that the airport's goal is to maintain 1 year's worth of money to fulfill the budget of the airport (1 year is around \$198,000). Stump also indicated that the Bond the Airport has with Hillard-Lyons may contain more money than previously anticipated. Stump then presented his monthly report on the balance of funds in the various funding sources available to the BOAC and noted that funds were committed from several of the Public Airport Capital Improvement Fund to cover the sewer construction project, a portion of the corporate apron project and the paying the outstanding balance owed for the purchase of the Wallace property.

T-Hangars and Tenant Accounts: Stump reported the accounts appear in good standing with exception of one or two late payers of rent and Victory Aviation with their late rent.

Additional Reports: Glenn Liechty and Jeff Bassett representing the Hoosier Air museum appeared in front of the BOAC to update and inform of event planning and events at the new annexation at the museum. Bassett and Liechty informed to the BOAC that the annex at the museum will be used for wedding receptions, gatherings, and other events. A motion by Stump and seconded by Mason to allow renting the annex as subject to the specific conditions as stated in the Hoosier Warbird Lease Contract and for Attorney Kruse to review the

Hoosier Warbird agreement in regards to events, carried. A motion by Mason and seconded by Stump to authorize any officer of the BOAC or the Airport Manager to issue event agreements in regards to the fly-in drive-in or fish and chicken dinners for the Hoosier Warbirds, carried.

FBO Operator Report: Todd McCutchan presented the FBO report. McCutchan reported for the month of January there was 2,730 gallons of 100LL pumped and 11,314 gallons of Jet A pumped. The flight school rented a total of 40.7 hours of aircraft rental, and maintenance worked 116 hours.

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 Powell has spent a considerable amount of time working on residences. Troth presented, as requested by the BOAC, a total for the repairs for the residence of 2564 CR 60. The total cost of repairs is \$4,633.83 and the house rent after the monthly residential fee is \$500. Thus, the residential repair will take 9 months and one week to recoup the BOAC investment in repairs in the property.

Vice-President Wappes called for a seven 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:

Troth reported Victory Aviation paid their current rent and last months late rent before the meeting. However, for FBO issues a meeting is to be set up including Troth, Stump, Rieke, and Don Smith and a representative for Victory Aviation before the next BOAC meeting. Troth reported Mid-America avionics is now occupying the old conference room at the Glenn Rieke Terminal and employing 7 people. Troth then introduced the Owner and operator of Mid-America avionics Rick Morris. Morris indicated how nice the facility at DeKalb Airport is and how easy everyone is to get along with. Morris also commended the BOAC for surrendering the conference room so his business could be accommodated. Morris also stated "I look forward to being at DeKalb for a long time". The BOAC directed Troth to obtain quotes for a new conference room and separate office for the airport manager. The location for the proposed new conference room and office will be at the upstairs gathering area. Troth also reported that AirDirect charter operators will be leaving DeKalb Airport. In a letter addressed to Victory Aviation, AirDirect notified with 30 days that they will be canceling their office and hangar lease. McCutchan responded that Victory will make their best efforts to fulfill their obligations as stated in their lease with DeKalb County Airport.

Management Assistance Consultant Report:

~Discussion- Shaffer reported that DeKalb County Airport has been nominated for airport of the year. Shaffer indicated that there are 4 – 5 other airports also nominated.

-Sewer Design- Shaffer indicated that the easements for the Gaskill and Hubbard properties are verbally secured. Paper work was mailed to each property owner and signed, but needs to be redone on the form the City of Auburn requires for easement documentation. The airport will also need to donate an easement to the City, which is reviewing the plans. The allocation letter is expected to be signed March 11th and Bids will be received in the April 16th meeting. A motion by Mason and seconded by Stump to approve an amendment to the sewer services contract for Butler, Fairman, and Seufert to utilize remaining funds from the city for the connection fee and authorize Troth to take the contract to the three BOAC members present (Mason, Wappes, and Stump) when a hard copy is available to sign, the motion carried.

Land acquisition-

ILS/MALSR and Wetland Grant – Shaffer noted the wetland construction will begin in May of 2004.

T-Hangar Site Work – Final seeding will happen in the spring on the 2nd building. The retainage will be held until seeding is complete. Shaffer indicated the 3rd building is now underway and the state design release has been obtained.

AWOS- Still waiting on AEP to supply power for the ILS.

Corporate Hangar Location- Shaffer indicated that the FAA needs the tail height of the airplane to respond to the airspace since the ramp is in the primary surface of the ILS, then he can complete the airspace. A motion by Stump and seconded by Mason to authorize Stump to sign appropriate contract documents awarding Brooks Construction notice to proceed to be delivered and Butler Fairman and Seufert to notify Brooks, carried when put to vote.

Other Business: Troth indicated that the BOAC should consider a frost wall for the new row of T-hangars. A motion by Mason to add a frost wall to hangar F was seconded by Stump and the motion carried.

Adjournment:

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

**Next meeting March 19, 2004
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary