



# 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

March 19, 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/leasing. Present were BOAC members Rieke, Mason and Stump. The Board members present discussed matters relating to property acquisition and the leasing of County property by Victory Aviation. No other topics were discussed during the executive session.

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

After the executive session 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 scheduled meeting. President Wappes called the meeting to order. BOAC members Rieke, Mason, Stump and Wappes were present. Also attending were engineers Ken Minett and Tobias Steffen from Butler, Fairman, & Seufert, Todd McCutchan of Victory Aviation, Gene Powell (project manager), BOAC attorney Derald Kruse, and neighborhood liaison John Harris. Glenn Liechty and Jeff Bassett representing the Hoosier Warbirds arrived mid-way during the meeting to present a report to the Board.

#### **Secretary Report:**

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

#### **Property Management:**

Mason noted 2564 CR 60 (Koogler residence) is not current with rent and has had a check returned for non-sufficient funds. Mason will contact the Kooglers and get the situation resolved.

#### **Treasurer Report:**

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

99-1110	Airport Manager Salary		\$26,775.00
3/11/2004	Wade Troth	-\$1,275.00	\$25,500.00
99-1114	Employee Wages		\$3,445.00
3/11/2004	Board Member's Salaries for February 27 Meeting	-\$195.00	\$3,250.00
99-1210	PERF		\$1,465.30
3/11/2004	3/19/2004 Payroll	-\$66.94	\$1,398.36
99-1220	Insurance		\$3,654.60
3/11/2004	3/19/2004 Payroll	-\$281.80	\$3,372.80
99-1230	Social Security		\$1,913.40

3/11/2004	3/19/2004 Payroll	-\$77.32	\$1,836.08
99-1240	FICA (actually medicare)		\$409.60
3/11/2004	3/19/2004 Payroll	-\$18.08	\$391.52
99-2211	Office Supplies		\$410.55
3/9/2004	Brad Stump (conference phone)	-\$23.42	\$387.13
3/9/2004	Bassett Office Furniture and Supply Co	-\$57.98	\$329.15
3/17/2004	Bassett Office Furniture and Supply Co	-\$19.49	\$309.66
3/17/2004	Brad Stump (Staples)	-\$22.56	\$287.10
3/17/2004	New Pig Corporation	-\$132.82	\$154.28
3/17/2004	Robert Powell	-\$20.99	\$133.29
99-3282	Legal Fees		\$7,400.00
3/9/2004	Derald Kruse	-\$700.00	\$6,700.00
99-3284	Consultant Fees		\$8,250.01
3/9/2004	Butler, Fairman and Seufert	-\$583.33	\$7,666.68
3/17/2004	Butler, Fairman and Seufert	-\$204.43	\$7,462.25
3/17/2004	Butler, Fairman and Seufert	-\$583.33	\$6,878.92
99-3288	Permit Fees		\$2,400.00
3/9/2004	Indiana Dept. of Fire and Building Services	-\$120.00	\$2,280.00
99-3323	Travel		\$1,250.07
3/17/2004	City of Auburn (Mayor's Roundtable @ Warbirds Facility)	-\$16.00	\$1,234.07
99-3324	Telecommunications		\$1,183.42
3/17/2004	SBC	-\$51.38	\$1,132.04
3/17/2004	Qwest	-\$7.38	\$1,124.66
99-3351	Electric		\$16,213.89
3/17/2004	American Electric Power	-\$1,692.98	\$14,520.91
99-3354	Utilities		\$4,730.05
3/9/2004	Perkins Septic Service (service 1/15, 2/2, 2/12, 2/24/2004)	-\$615.43	\$4,114.62
3/9/2004	Mettert's Water Care	-\$35.00	\$4,079.62
99-3360	Grounds Maintenance		\$10,934.81
3/9/2004	Farm Plan	-\$752.97	\$10,181.84
3/9/2004	Seiler Excavation	-\$180.00	\$10,001.84
99-3367	Building/Structure Repair		\$22,535.73
3/9/2004	Kendall Electric	-\$80.33	\$22,455.40
3/9/2004	Morris Sheet Metal Corp.	-\$2,186.00	\$20,269.40
3/17/2004	Auburn City Hardware	-\$19.08	\$20,250.32
99-3433	Contractual Services		\$13,637.06
3/17/2004	Robert Powell	-\$1,415.00	\$12,222.06

3/17/2004	James Mason	-\$482.50	\$11,739.56
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99-4421	Capital Outlay		\$59,699.40
3/9/2004	Arrow Fence Company Inc.	-\$3,973.00	\$55,726.40
3/9/2004	Butler, Fairman and Seufert (Gen Svcs - Land Acquisition)	-\$5,000.00	\$50,726.40
3/9/2004	Butler, Fairman and Seufert (Gen Svcs - T-Hangar)	-\$82.12	\$50,644.28

**FUND 0605 LOAN REPAYMENT ACCOUNT**

99-5000	Non-Budgeted Expense		\$2,151.00
3/11/2004	Quietus of rental receipts to cover loan repayment	\$1,121.00	\$3,272.00

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

99-4421	Capital Outlay		\$271,531.30
4/5/2004	Additional Appropriation	\$485,457.08	\$756,988.38

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 now at \$174,000 which is still below the Board's goal of maintaining a balance sufficient to fund next year's budget of the airport (1 year is around \$198,000). Stump also gave a report on the balances of the funds available to the BOAC. The BOAC discussed the loan for the two T-hangars and the acquisition of the Page and Coffey residential properties. Attorney Kruse noted that the Indiana Department of Local Government Finance had approved the loan however the approval letter contained a typographical error he will work to correct (letter stated the loan term was approved for 10 year, not 15 as proposed). The IDLGF's may have used of a previous approval letter from a project where the term was 10 years and simply didn't make all the necessary corrections relating to this project. Mason moved and Stump seconded that the Treasurer be authorized to sign the appropriate paperwork for the loan on behalf of the Board. The motion carried when put to a vote.

**T-Hangars and Tenant Accounts:** Stump reported the accounts appear in good standing with exception of one individual who moved his aircraft into the hangar in January and has not yet paid the BOAC. Wade is aware of the situation and will contact this individual to get it resolved.

**Zoning:** Stump noted that since the last meeting he has signed eighteen zoning requests and/or requests to sign the BOAC's portion of Waivers of claim. He explained that the large number was due to several factors (Plan Commission not forwarding them for review for several months, Plan Commission capturing more permit types, the number also includes several waiver of claim forms). The Zoning Administrator has turned the approval of these forms over to her First Deputy. Stump is working with the First Deputy to explain how the forms are to be filled out and how height determinations are made using the airport zoning map.

**FBO Operator Report:** Todd McCutchan presented the FBO report. McCutchan reported for the month of February there were 3,139 gallons of 100LL pumped and 10,256 gallons of Jet A pumped. The flight school rented a total of 45.2 hours of aircraft rental, and maintenance worked 190 hours. Todd does not have quotes on the cost to run three-phase power to the hangar at this time although during discussion it was noted that the cost would likely be in the neighborhood of \$50,000. Todd has done some research into the power issue and feels that we can get by using a rectifier (cost 5-6k) to fulfill the power needs of the maintenance shop at this time. He was asked to determine exactly what was needed, what costs were involved and what we would need to do if the proper power were to be installed. He should coordinate with Gene and Wade as necessary. Todd also noted that he was still pursuing the idea of a cage area in the hangar to allow them to store items that needed to be more secure. Victory and the Avionics shop were collaborating on this issue.

**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 was able to reduce the number of hours he worked last month because he did not have to help plow snow in February and was able to focus on maintenance issues. He is still spending a considerable amount of time working on residences. He is also still having problems with the sliding doors on the old hangars due to frost heave.

**Airport Manager Report:**

Stump presented the Airport Manager's report based on notes left by Troth.

Hangar Rental: Troth's report noted that he would like to see the next row of hangars be able to cash flow themselves based on a 10- or 15-year period. It is important that the hangars be self-supporting so as to not represent a drain on the BOAC's limited budget. The rents should pay for the loan while the BOAC continued to pay for electricity (assuming non-heated hangars) and services such as mowing, snow removal, etc. Larger heated hangars, should they be built, should also be self supporting and the tenants should pay utility costs to heat the structures. The existing hangars should have a regular cycle of rental fee increases established so the tenants will understand that it is coming and so that they don't get the impression that the BOAC raises the rents whenever it feels like it needs the money. We should at least discuss using the CPI to adjust the hangar rents every on a one or two-year cycle. Stump noted that the additional rental fees might also possibly be used to offset higher service costs such as better snow removal. We should determine this summer how to proceed and give the appropriate notice even though the rent increase will not take effect until 2005.

Terminal Remodeling: Quotes were received from Gramling Const. and Michael Kinder and Sons for the proposal to remodel part of the second floor for a Board room and an office for the Airport Manager. Messer Construction has been contacted but has not yet been out to view the site. The Board reviewed the bids and tentatively approved the Gramling proposal. Mason made a motion with a Stump second that the Gramling bid be accepted as the most responsive and responsible quote and as being in compliance with the local County ordinance preferring DeKalb Co businesses and to authorize Wade to proceed unless he receives a lower quote of similar quality and quantity within 30 days.

Facilities Mowing: Only one mowing quote was received (Classic City Lawn Care). Several other firms were contacted and said they would provide a quote however they did not (Chem. Lawn and one other company). Mason asked Stump if the prices quoted by Classic City were comparable with their prices last year. Stump reported that the mowing rates were comparable but that the quote did not include any rate for weed control application. He felt that Gene may have done the majority of the weed control application for us last year anyway. Stump motioned and Mason seconded that the BOAC accept the quote from Classic City Lawn Care as the most responsive and responsible quote and award the work to Classic City.

New T-Hangar Construction: A quote from Shambaugh and Sons was received for pulling electrical power to the new hangar under construction ("F" Hangar). This quote was to pull power from the panel to the building site using the existing conduit previous installed. Mason motioned to accept the quote and authorize S&S to proceed with the construction (Stump Seconded). Gene will coordinate contacting them.

Victory Aviation: The BOAC was provided with a copy of a letter from Troth to Victory regarding an incident whereby a Victory employee was observed fueling an aircraft inside a hangar. The airport's rules and regulations prohibit fueling/defueling aircraft inside an enclosed/partially enclosed space including hangars due to safety considerations. Todd McCutchan noted that the lineman was reprimanded and retrained. He stated that safety is a priority for Victory as well as the BOAC.

Residential Rental Maintenance: Based on a previous request of the BOAC, a draft report was presented on the maintenance costs of the various residential properties the BOAC has acquired. Troth is preparing the report to give the BOAC a better sense of the acquisition and maintenance costs for budgetary and other reasons. Stump noted that he had discussed this with Troth and asked for the information to begin with the period when he houses were first acquired (earliest was in late 2001/early 2002) and to include the initial purchase costs in order to present a true picture of the costs as the years continue. Stump felt that it could also be of a benefit when making presentations to the County Council if the BOAC could document how rental income had offset some portion of the original expense of acquisition. Conversely it could aid the BOAC in determining if it is beneficial to demolish a structure sooner rather than later if maintenance costs exceed income.

Airport Manager Information Survey: Stump passed out "surveys" to the BOAC members and consultants on behalf of Troth. Troth is looking to collect individual responses as to what the BOAC members think about needs, goals and guidelines for the airport. He feels there is a need to clarify/solidify the Board's overall plan for the airport beyond the guidance provided by the ALP. The plan would allow us to work more efficiently toward achieving the goals. It also will provide a blueprint as to what we expect so continuity can be maintained as BOAC members change, FBO's change, etc. This should also provide some continuity regarding the facts behind BOAC policies (the what and the why). By asking for individual confidential responses Wade is hoping to get everyone to give their own opinion rather than follow the opinion of others. Once Wade has received the responses he will coalesce them into a single document/set of documents for us to discuss. In order to show the thinking behind the document he will still provide all BOAC members with a complete set of the answers he received however he will not divulge to protect the confidentiality of the members. The second part of Wade's survey is an evaluation of his performance. He would like not only general comments (pro and con) but also specific areas where the BOAC would like to see improvement so he can focus on what it takes to improve in

these areas. Wade is not looking for a complete review although he understands the BOAC will be doing one in the future. He is looking more for several specific items that he can address to improve his performance. The BOAC discussed the need to do an overall performance review in April. There is no specific deadline for return of the responses however it would be preferable if they could be returned by the next BOAC meeting.

**Hoosier Warbirds:** Glenn Liechty and Jeff Bassett representing the Hoosier Air museum appeared in front of the BOAC. As was noted in the February meeting it has been quite a while since the Warbirds discussed their overall development plans with the BOAC. None of the current BOAC members were serving when the original Warbirds development proposal was approved so the representatives were present to discuss their plans as originally approved, where they see themselves today and where they hope to be in the near future. They discussed the configuration of the present building and future plans as shown on the proposal given to the BOAC several years ago. Short-term plans would be to add a 100'x100' addition to the south of the current hangar. Long-term plans would be to add a 100'x200' hangar to the east side of the present building. They are starting to get interest in their reception area (hosted the Mayor's roundtable yesterday). They are presently looking into paving the parking area and ramp space but costs are higher than anticipated. Requests were made to the County Hwy for a driveway entrance off of CR 27 south of the building for the caterers, Warbirds staff, busses, etc. in order to allow them to retain more public parking on the north side of the building. They voiced the concerns about how future airport development plans could isolate them depending on what is done with the roads surrounding the airport and want to work with us to find a solution that benefits all parties. Layden recommended that before the Warbirds spend a lot of money on a project we as a whole group need to look at the long-range issue of relocation if possible. The Warbirds would also like to again use the grassy area east of the terminal for overflow parking during their August 22nd fly-in. It was recommended that the use of this area for parking be included in the license agreement they need to obtain to allow them to hold the fly-in. It was also noted that the B-17 would probably be returning to the airport for that event but it was not yet confirmed.

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

**-Sewer Design-** Minett noted that the easements for the Gaskill and Hubbard properties have been obtained on the form required by the City of Auburn. He noted that the airport will also need to donate an easement to the City. The allocation letter has been signed and advertisements for bids have been made. Bids will be received in the April 16<sup>th</sup> meeting. We still need the connection fee cost in writing from Auburn.

**Land acquisition-** Paul Shaffer will be at the airport on the 31<sup>st</sup> to work with Wade in preparing the offers to purchase for the Page and Coffey properties.

**ILS/MALSR and Wetland Grant** – Minett noted that Paul will bring the current pay request for signature when he comes to the airport on 3/31.

**T-Hangar Site Work** – Final seeding will be done on H hangar site when weather allows and retainage will be held until it is complete. State design release for F hangar has been received. The quote for a frost wall on F Hangar came in considerably higher than the BOAC anticipated. It was felt the cost outweighed the benefits so the Board decided to not approve the option of installing a frost wall for this structure. This in effect rescinded their motion on the frost wall made at the February meeting.

**AWOS-** Michiana will proceed with the AWOS now that AEP has completed installation of the power service.

**Corporate Hangar Location-** Brooks has received the bid award and accepted it. They are planning on a 4/1/2004 start date and will coordinate with Golf-Papa's construction manager.

#### **Other Business:**

#### **Adjournment:**

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

**Next meeting April 16, 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**