



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

April 16, 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, BOAC consultant Don Manley and Airport Manager Wade Troth. The BOAC member's present discussed matters relating to property acquisition/administration settlement. 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 Rieke called the meeting to order. BOAC members Rieke, Mason, Stump and Wappes were present. Also attending was engineer Don Manley from Butler, Fairman, & Seufert, Todd McCutchan of Victory Aviation, Gene Powell (project manager), BOAC attorney Derald Kruse, and airport manager Wade Troth. Don Smith (BOAC consultant) and neighborhood liaison John Harris were absent.

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 that the Becks, residents of 3070 County Road 60, are getting a divorce. Mason reported that he is working closely with the Beck's in order to get them current with rent. Mason also reported that due to the divorce the Becks may be moving out before the lease expires and the Becks may have someone to fill in for the remainder of the lease pending approval of the residents. Mason also indicated that he is having some shingles replaced on 3070 CR 60 due to spring wind.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$25,500.00
3/25/2004	Wade Troth	-\$1,275.00	\$24,225.00
4/8/2004	Wade Troth	-\$1,275.00	\$22,950.00
99-1114	Employee Wages		\$3,250.00
3/25/2004	Board Member's Salaries for March 19 Meeting	-\$260.00	\$2,990.00
99-1210	PERF		\$1,398.36
3/25/2004	4/2/2004 Payroll	-\$66.94	\$1,331.42
4/8/2004	4/16/2004 Payroll	-\$66.94	\$1,264.48

99-1220	Insurance		\$3,654.60
3/25/2004	4/2/2004 Payroll	-\$281.80	\$3,372.80
99-1230	Social Security		\$1,836.08
3/25/2004	4/2/2004 Payroll	-\$77.32	\$1,758.76
4/8/2004	4/16/2004 Payroll	-\$77.32	\$1,681.44
99-1240	FICA (actually Medicare)		\$391.52
3/25/2004	4/2/2004 Payroll	-\$18.08	\$373.44
4/8/2004	4/16/2004 Payroll	-\$18.08	\$355.36
99-2211	Office Supplies		\$133.29
4/15/2004	Bassett Office Furniture and Supply Co	-\$8.35	\$124.94
99-3239	Drain/Real Estate Taxes		\$5,000.00
4/2/2004	2002 Real Estate Taxes Pay 2003	-\$7,203.44	-\$2,203.44
5/3/2004	Transfer from 0600.99 3288 - Permit Fees	\$1,000.00	-\$1,203.44
5/3/2004	Transfer from 0600.99 3434 - Janitorial Services	\$2,000.00	\$796.56
99-3282	Legal Fees		\$6,700.00
4/13/2004	Derald Kruse	-\$400.00	\$6,300.00
99-3288	Permit Fees		\$2,280.00
5/3/2004	Transfer to 0600.99 3239 - Drain/Real Estate Taxes	-\$1,000.00	\$1,280.00
99-3322	Postage		\$312.00
4/8/2004	Wade Troth (reimbursement for postage stamps)	-\$37.00	\$275.00
99-3324	Telecommunications		\$1,124.66
4/8/2004	SBC	-\$51.38	\$1,073.28
4/15/2004	Qwest	-\$9.16	\$1,064.12
99-3333	Legal Notices		\$348.35
4/8/2004	Kendallville Publishing Company, Inc. (sewer extension)	-\$60.28	\$288.07
99-3351	Electric		\$14,520.91
4/8/2004	American Electric Power	-\$1,529.55	\$12,991.36
99-3354	Utilities		\$4,079.62
4/8/2004	Perkins Septic Service (service 3/10, 3/19)	-\$303.05	\$3,776.57
4/8/2004	Mettert's Water Care	-\$80.60	\$3,695.97
4/15/2004	Perkins Septic Service (service 2/29, 3/31, 4/08)	-\$426.63	\$3,269.34
99-3360	Grounds Maintenance		\$10,001.84
4/8/2004	Leichty Farm Equip.	-\$631.35	\$9,370.49
4/15/2004	Seiler Excavation	-\$230.00	\$9,140.49
99-3367	Building/Structure Repair		\$20,250.32
4/8/2004	Schowe's Welding	-\$102.00	\$20,148.32

4/8/2004	Alternative Elevator	-\$75.00	\$20,073.32
4/8/2004	Kendall Electric	-\$20.72	\$20,052.60
4/8/2004	Process Controls (regulator - fuel farm).	-\$232.16	\$19,820.44
4/15/2004	Orkin (3070 CR 60)	-\$81.90	\$19,738.54
4/15/2004	Kendall Electric	-\$17.60	\$19,720.94

99-3433	Contractual Services		\$11,739.56
4/15/2004	Robert Powell	-\$942.50	\$10,797.06
4/15/2004	James Mason	-\$332.50	\$10,464.56

99-3434	Janitorial Services		\$2,700.00
5/3/2004	Transfer to 0600.99 3239 - Drain/Real Estate Taxes	-\$2,000.00	\$700.00

99-4421	Capital Outlay		\$50,644.28
4/13/2004	Michiana Contracting Inc.	-\$51,720.88	-\$1,076.60
5/3/2004	Additional appropriation	\$54,755.00	\$53,678.40

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$3,272.00
3/30/2004	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,151.00
4/8/2004	Quietus of rental receipts to cover loan repayment	\$842.00	\$2,993.00

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$756,988.38
4/15/2004	Michael Kinder & Sons (T-Hangar H invoice #3)	-\$10,092.65	\$746,895.73
4/15/2004	Michael Kinder & Sons (T-Hangar F invoice #1)	-\$47,020.25	\$699,875.48
4/15/2004	Patriot Group (drain improvements for corporate apron)	-\$12,372.95	\$687,502.53

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

Budget: Stump reported the status of the budget and noted the un-appropriated balance in the Aviation General fund 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).

T-Hangars and Tenant Accounts: Stump reported the accounts appear in good standing with all hangar tenants' current with rent.

Sewer Bid Opening: The sanitary sewer extension bid opening took place starting at 1:05 p.m. Don Manley presented two bids for opening. The first bid from Land Construction Corporation included all required documents including form 96, bid form, financial statement, wage stipulation affidavit, addendum acknowledgement, and 5% bid bond. Land Construction Corporation had a base bid of \$440,549.90 with alternate bid number 1 of \$5,935, alternate #2 \$5,989.20, and alternate #3 of \$23,784.20. The second bid from All Star Construction and Excavating included all required documents with a base bid of \$624,935.50, alternate #1 for \$6,825, alternate #2 for \$5,636.50, and alternate #3 for \$36,833. The engineer's estimate from Butler, Fairman, and Seufert was \$463,000 for the base bid, \$7,975 for alternate #1, \$7,506 for alternate #2, and \$18,042 for alternate #3. A motion by Mason and seconded by Stump to award the bid to the most responsible and responsive bidder, subject to the condition that the BOAC engineer examine the documents carefully for compliance and if in compliance then the BOAC authorizes a Board member to sign notice of award, the construction contract, and the notice to proceed, carried when put to vote. Once the notice to proceed is signed the bidder has 150 calendar days for substantial completion and 180 days for final completion.

Zoning: Stump noted that since the last meeting he has signed three zoning requests.

Additional business: Stump motioned for the approval of and signature of the BOAC president on the agreement between the DeKalb County Board of Aviation Commissioners and Derald Kruse for legal services for 1 year at \$100 per hour for services, the motion was seconded by Wappes and carried. The agreement was

signed by Derald Kruse (BOAC attorney), Layden Rieke (BOAC president), and attested by James Mason (BOAC secretary).

FBO Operator Report: Todd McCutchan presented the FBO report. McCutchan reported for the month of March there were 3,270 gallons of 100LL pumped and 9,325 gallons of Jet A pumped. The flight school rented a total of 58.4 hours of aircraft rental, and maintenance worked 189.8 hours. McCutchan noted that Mid-America Avionics seems to be staying busy with 552 hours worked last month on 16 job requests. McCutchan also noted there were 5 car rentals by Enterprise car rental and 394 counted operations for aircraft.

Airport Manager Report:

Troth presented the Airport Manager's report.

T-Hangar Issues: Troth noted that the sliding gate to the new t-hangar sites is getting left open and is hard to unlock from the inside. Troth indicated that he would like the BOAC permission to have quotes prepared for an electric sliding fence for the area. The BOAC agreed to look at quotes for the next scheduled BOAC meeting. Troth also indicated that several t-hangar tenants are requesting a spot-a-john at the t-hangar sites. A motion by Wappes and seconded by Mason to have Troth receive quotes from Big Rigs and Taylor Rental for 2 rental port-a-johns and have Troth select the most prudent, responsive, and responsible quote, with-in reason, carried when put to vote. Troth noted that the restrooms will only be needed during the late spring, summer, and early fall months.

Terminal Remodeling: Troth told the Board that Messer Construction turned in a quote of \$8,499 for the construction of the construction of the conference room and manager office. Troth indicated that he met with Powell (project manager) and together decided that the quality and quantity of the Messer quote was greater than the Grambling quote of \$8,100. Troth noted the Messer quote included more painting, replacement of sill under window, and greater insulation than the Grambling quote.

SWPPP Update: Troth noted copies of the storm water pollution prevention plan (SWPPP) are completed by Butler, Fairman, and Seufert and are in the airport's possession. Troth informed the plan needs signatures from the person in charge at the DeKalb County Airport and a signature from the end user the FBO (Victory Aviation) for DeKalb County Airport. A motion by Mason and seconded by Wappes to approve the SWPPP and have the airport manager sign on behalf of the airport and have Troth obtain the signature necessary from Victory Aviation, passed when put to vote. Troth will mail the signature copy to Butler, Fairman, and Seufert c/o Don Manley when proper signatures are obtained.

Airport projects update: Troth noted the automated weather observation system (AWOS) construction is stopped due to a miscommunication of location of the electrical service and sensing equipment of the AWOS. The delay is indefinite until Butler, Fairman, and Seufert and Michiana contracting receive air spacing by the FAA. The Instrument Landing System (ILS) has not been worked on by the FAA's contractors since the last meeting. The FAA told Troth that they are waiting to receive all parts for the DeKalb ILS at Oklahoma City and at such time as they do they will ship the parts to DeKalb Airport so work can resume. Troth noted the new T-hangar, row F, may be done (according to the contractors on site) by June 1st. Troth noted he is keeping the new tenants aware of the progress. The new corporate building (Golf-Papa LLC) is coming along according to Troth. Troth indicated that the owner's are hoping to occupy by June 1st.

Residential Acquisitions: Troth reported that the Todd Page prepared a counteroffer of \$167,000 plus 15 months free rent and he will waive his relocation and moving expenses for his property (parcel 19-8). The original appraisal for the Page property was \$161,000. Troth also reported that he has sent the Coffey's the offer letter for their property (parcel 19-11) for the appraised value of \$132,000. Troth indicated that the Coffey's will probably sell their property and waive their relocation and moving expenses for around \$140,000 to \$142,000. A motion by Stump and seconded by Wappes to have a purchase agreement prepared by Kruse and authorize the president to sign the appraisal for the Page property and Stump to sign the purchase agreement for the Page property carried when put to vote. A motion by Stump and seconded by Mason to accept the appraisal and authorize the president sign and have Kruse prepare the purchase agreement for the Coffey property to have Stump sign if the counteroffer by the Coffey's is at or below \$145,000 for just compensation, passed when put to vote.

Hoosier Warbirds: Troth noted that the Hoosier Warbirds have obtained the museum displays from the air museum in Huntington and made John Shuttleworth a member of Hoosier Warbirds Board. The Hoosier Warbirds informed Troth, prior to the BOAC regular scheduled meeting, that Glen Lichety is a crossing guard for airplanes on CR 62 as required by the BOAC and FAA to move airplanes across CR62. Troth also noted that the airport has documentation, provided by the Warbirds, that Lichety is appointed by the DeKalb County Sheriff as a crossing guard for airplanes on CR 62 in front of the Hoosier Warbird Museum.

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 spent the majority of his time repairing and adjusting hangars as needed.

Management Assistance Consultant Report:

-Discussion- Manley reported that he has received a letter from the evening star (Bill Gisel) in regards of support for airport of the year award. Manley also noted they need letters from anyone on the field willing to write a recommendation for airport of the year. Manley noted that they would really like a letter from the DeKalb Commissioners as soon as possible as the deadline for submittal is June 17th.

Land acquisition- Appraiser should be visiting the Hill residence in the next couple of weeks to appraise the value of their property.

Wetland Banking- Manley noted that he was contacted by a land owner who has a potential site for possible wetland banking. Manley indicated that the owner wishes to remain confidential at this time. Manley indicated that at such time the BOAC starts the Wetland Master Plan process that contacting the owner to discuss the idea of a wetland bank would be prudent.

T-Hangar Site Work – Final seeding will be done on H hangar site in the next few weeks. Manley indicated that the retainage will be held until seeding is complete. Manley noted the foundations and slab for hangar F are currently being poured with the building due April 20th.

Corporate Hangar Location- Manley reported the preconstruction meeting for the Apron was held April 14, 2004 and Brooks (the contractor) is to submit a construction schedule to Butler, Fairman, and Seufert next week. Manley also noted that the electrical vault built by Michiana contracting is not similar to the previous vault. Powell and Troth have made a punch list of items that need to be complied with before they will accept the electrical vault on behalf of the airport, according to Manley. Members of the Board voiced some concerns that they had expected to see an equivalent building and wanted to know why the differences were not noticed earlier in the project. Manley will find out pricing to bring the electrical vault up to acceptance for the airport by next meeting.

Other Business:

Adjournment:

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

**Next meeting May 21, 2004
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary