



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

May 21, 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 and leasing. Present were BOAC members Rieke, Mason, Wappes, and Stump, Airport Manager Wade Troth, and BOAC attorney Derald Kruse. 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 conference 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 Paul Shaffer from Butler, Fairman, & Seufert, Todd McCutchan of Victory Aviation, BOAC attorney Derald Kruse, airport manager Wade Troth, Don Smith (BOAC consultant) and neighborhood liaison John Harris. Others in attendance included Joe Ireland, neighbor of the airport.

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.

Public Relations: Stump noted the county now has a laser printer capable of printing the newsletters and will try using it for next month's Prop Wash.

Property Management: Notice that Alena Laggner of 6202 County Road 27 is late with rent by 3 months resulted in Stump recommending inspection of the residence for any damage inside the premises. Stump then motioned requesting Kruse to submit proceedings for eviction on Alena Laggner for the residence of 6202 County Road 27, Wappes seconded and the motion carried. Mason will also remind Laggner again that she is behind in rent. Mason will also remind the Beck residence of 3070 County Road 60 that they are behind in rent.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$22,950.00
4/22/2004	Wade Troth	-\$1,275.00	\$21,675.00
5/6/2004	Wade Troth	-\$1,275.00	\$20,400.00
5/20/2004	Wade Troth	-\$1,275.00	\$19,125.00
99-1114	Employee Wages		\$2,990.00
4/22/2004	Board Member's Salaries for April 16 Meeting	-\$260.00	\$2,730.00
99-1210	PERF		\$1,264.48
4/22/2004	4/30/2004 Payroll	-\$66.94	\$1,197.54

5/6/2004	5/14/2004 Payroll		-\$66.94	\$1,130.60
5/20/2004	5/28/2004 Payroll		-\$66.94	\$1,063.66
99-1220	Insurance			\$3,372.80
5/6/2004	5/14/2004 Payroll		-\$281.80	\$3,091.00
99-1230	Social Security			\$1,681.44
4/22/2004	4/30/2004 Payroll		-\$79.05	\$1,602.39
5/6/2004	5/14/2004 Payroll		-\$77.32	\$1,525.07
5/20/2004	5/28/2004 Payroll		-\$77.32	\$1,447.75
99-1240	FICA (actually medicare)			\$355.36
4/22/2004	4/30/2004 Payroll		-\$18.49	\$336.87
5/6/2004	5/14/2004 Payroll		-\$18.08	\$318.79
5/20/2004	5/28/2004 Payroll		-\$18.08	\$300.71
99-3282	Legal Fees			\$6,300.00
5/11/2004	Derald Kruse		-\$542.00	\$5,758.00
99-3284	Consultant Fees			\$6,878.92
4/13/2004	Butler, Fairman and Seufert		-\$583.33	\$6,295.59
99-3323	Travel			\$1,234.07
5/18/2004	Robert Powell 72 miles @ .32 = 23.04		-\$23.04	\$1,211.03
99-3324	Telecommunications			\$1,064.12
5/11/2004	SBC		-\$51.38	\$1,012.74
5/11/2004	Qwest		-\$9.32	\$1,003.42
99-3351	Electric			\$12,991.36
5/11/2004	American Electric Power		-\$1,526.98	\$11,464.38
99-3354	Utilities			\$3,269.34
5/13/2004	Perkins Septic Service (service 4/16, 4/28, 5/6)		-\$486.09	\$2,783.25
5/18/2004	Mettert's Water Care		-\$114.95	\$2,668.30
5/20/2004	Perkins Septic Service (service 5/14)		-\$146.87	\$2,521.43
99-3360	Grounds Maintenance			\$9,140.49
5/13/2004	Classic City Lawn Care (service 4/22 & 4/28)		-\$510.00	\$8,630.49
5/13/2004	Robert Battig (liability insurance for mowing)		-\$299.00	\$8,331.49
99-3367	Building/Structure Repair			\$19,720.94
5/13/2004	Morris Sheet Metal Corp.		-\$198.95	\$19,521.99
5/13/2004	Kendall Electric		-\$175.34	\$19,346.65
5/18/2004	Auburn City Hardware		-\$44.78	\$19,301.87
99-3433	Contractual Services			\$10,464.56
5/18/2004	Robert Powell		-\$1,227.50	\$9,237.06
5/18/2004	James Mason		-\$372.50	\$8,864.56

5/18/2004	Robert Battig (runway & area mowing)	-\$165.00	\$8,166.49
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99-4421	Capital Outlay		\$53,678.40
5/13/2004	Butler, Fairman, and Seufert (ILS)	-\$107.18	\$53,571.22
5/13/2004	Butler, Fairman, and Seufert (AWOS)	-\$789.85	\$52,781.37
5/13/2004	Butler, Fairman, and Seufert (Gen Svcs - T-hangar)	-\$2,258.42	\$50,522.95
5/13/2004	Butler, Fairman, and Seufert (Gen Svcs - T-hangar)	-\$54.52	\$50,468.43

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$2,993.00
4/23/2004	T-Hangar Construction Loan Repayment	-\$1,121.00	\$1,872.00
4/19/2004	Quietus of rental receipts to cover loan repayment	\$2,744.00	\$4,616.00
5/11/2004	Quietus of rental receipts to cover loan repayment	\$2,559.00	\$7,175.00
5/11/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.95	\$1,724.05
5/20/2004	T-Hangar Construction Loan Repayment	-\$1,121.00	\$603.05

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$687,502.53
	Receipts of Loan funds/ Fed reimbursement for Ruger wetlands	\$724,226.00	\$1,411,728.53
4/19/2004	Robert, Orval & John Wallace	-\$434,208.63	\$977,519.90
5/13/2004	JFNew	-\$465.00	\$977,054.90
5/13/2004	Butler, Fairman, and Seufert (Gen Svcs - Page and Coffey)	-\$2,347.16	\$974,707.74
5/18/2004	Receipt of INDOT reimbursement for Ruger wetlands	\$2,192.49	\$976,900.23
5/20/2004	Brooks Construction Company, Inc.	-\$100,267.39	\$876,632.84

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

Budget: Stump reported the County Commissioners will be approving budgets after July 1st and therefore the Board of Aviation will need to approve a budget for the County Commissioners. Stump and Troth will prepare the budget one week before the June scheduled BOAC meeting and submit to each BOAC member.

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

Capital Improvements Plan (CIP): Stump reported the hangar construction/residential property acquisition loan has been received and monies have been appropriated by the Council. The remaining balance and interest on the Wallace property acquisition has been paid however the Wallace's had concerns about the attorney fees they were charged and the fact that the house has not yet been torn down. Derald explained the attorney fee issue to the Wallaces. Wade noted the difficulties he is having in getting the property removed due to slow progress by the Jackson Twp Fire Department.

Stump and Shaffer reported that 86% of general fees, 72% of site-work, 32% of electrical, and 100% of building work is complete for T-hangar row F with asphaltting yet to do. The complete project is \$187,193 with \$49,000 already paid. A motion by Stump and seconded by Mason to pay invoice by Michael Kinder and Sons, if the engineer approves the amount in invoice, for T-hangar row F carried when put to vote. The balance to finish T-hangar row F is \$25,713.

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

Additional business: Dean Cornell submitted a letter acknowledging noise from the airport at such location he applied for a building permit for a barn. Kruse acknowledged the letter as fulfilling to the BOAC.

Stump reported that he has been researching airport compatible land use for the Comprehensive plan of DeKalb County. A motion by Mason and seconded by Wappes to authorize Stump to work with Kruse on zoning issues for the comprehensive master plan of DeKalb County carried when put to vote.

FBO Operator Report: Todd McCutchan presented the FBO report. McCutchan reported that he did not have a normal breakdown for the month of April. However McCutchan reported that there has been 155 ½ hours labor from maintenance and 90.8 hours airplane rental with the Certified Flight Instructors working 57.4 hours. McCutchan also reported that Tom Gorlesky has left Victory's DeKalb County operations for Victory's Ft. Wayne operations. The previous facilities manager of Ft. Wayne left and Gorlesky will fill his spot. McCutchan also reported that he is still looking into fixing the broken vending machine.

Airport Manager Report:

Troth presented the Airport Manager's report.

T-Hangar Issues: Troth presented quotes from Arrow fence and R&C fence for an electric sliding gate at the new T-hangar sites. Arrow fence quoted \$4,225 and \$350 a piece for 4" bumper posts for key pad. R&C fence quoted \$3,482 for just a gate controller. Troth noted that the quotes appeared to have a couple dissimilarities and would like to pursue the two quotes further. A motion by Mason and seconded by Stump to authorize Troth to investigate and pursue an electric gate not to exceed \$4,500 carried.

Insurance Renewal: Troth informed that the insurance provided by Insurance Trustees Inc premium will be increasing from \$3,300 last year to \$3,465 this year. Troth also noted that Insurance Trustees Inc is offering Terrorism coverage for an additional cost of \$5,000 a year. A motion by Wappes and seconded by Stump to decline the Terrorism coverage and accept the \$3,465 insurance carried. Troth will inform Insurance Trustees Inc of the decision.

Insurance coverage for independent contractors: Troth reported a new independent contractor will be using airport equipment for mowing. Bob Battig will be replacing Jeff Lane for mowing of large areas using airport equipment and helping Troth and Powell with simple maintenance. Troth reported that contracts for Powell and Battig need to be updated and signed. Troth will update Powell's contract and help prepare Battig's contract. A motion by Wappes and seconded by Mason to authorize Stump to prepare a contract, sign the contract, and pay for insurance for Bob Battig carried when put to vote.

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 worked 65 hours from mid-March to mid-April.

Management Assistance Consultant Report:

-Discussion- Airport of the year award – Letter from the commissioners was signed. Shaffer indicated that the airport of the year award program may be in jeopardy as there are some conflicts as to how the donation process from the winner is to be handled.

CIP and Non-primary entitlement – Shaffer reported that the airport needs to get the scope of the Wetland Mitigation study and the scope of the traffic study nailed down so BF&S can submit the FY 2004 grant application. The data collection portion of the traffic study was discussed with the Commissioners and the County Highway Department on 5/17 and needs BOAC approval by the June regular scheduled BOAC meeting. The County has selected five locations for traffic counts in addition to the nineteen originally planned by BF&S. Shaffer also reviewed the issues of the wetland mitigation study. The proposed FY 2004 grant application includes \$10,000 for administration for Wetland Master Plan/Delineation/Mitigation site, \$22,000 for meetings (1 a month for 9 months with county plus 1 a month for 9 months with JF New, \$25,000 for survey assistance for wetland delineation(s)/Mitigation Site(s), \$8,000 for AutoCAD Assistance for Wetland Delineations/Graphics/Permits/Reports, \$2,100 for Mileage (Meetings/Survey), \$5,000 for Right-of-Way engineering, \$60,000 to JF New, and \$25,000 for the traffic study for a total of \$157,100. The agreement for the traffic study and wetland study will be emailed or sent to all BOAC members before the next regular scheduled meeting on a 8 1/2" by 11" format.

Sewer Design – Shaffer indicated that the Auburn City Engineer should be able to give us the final number for connection fee in writing in the next couple of months. Their attorney is preparing some documents the BOW need to approve before the final number can be established. Dave Wolff will keep reminding the City Attorney that this needs completed. Easements have been sent to the property owners on Auburn Easement Documentation. The airport easement will still need to be coordinated with the city. City review is complete Easements have been signed. Shaffer also indicated that the construction should start around the first of July. Stump indicated that the Donation agreement (Easements) will be recorded and a copy sent to BF&S. A motion by Wappes and seconded by Mason for the BOAC members to sign the Agreement between owner and contractor (DeKalb County Board of Aviation Commissioners and Land Construction Corp.) carried when put to vote.

ILS/MALSR Grant – Shaffer indicated the Wetland construction has begun. Drainage control structure is in place and the site needs to dry a bit to get seeding equipment into the wetland.

Land acquisition- Shaffer indicated that the appraiser is to appraise the Hill parcel in the next couple of weeks.

T-Hangar Site Work – Shaffer updated that the base layer of asphalt at the new T-hangar site is damaged a little more than expected. Shaffer met with API (the paving company who laid the asphalt base) and they inspected the damaged areas which were within the specifications given to API. Michael Kinder and Sons quoted \$3,900 to repair the asphalt. A motion by Mason and seconded by Stump to spend \$3,900 to repair and correct the asphalt drives at the T-hangar site payable to Michael Kinder and Sons carried when put to vote.

AWOS – Shaffer indicated that Michiana will move the foundation to the correct location per the plans. Shaffer also indicated that the relocation will cost 3 additional days however, the project is expected to be completed well within the contract time.

Corporate Hangar Location- Shaffer reported the apron is poured and the electrical vault will be completed at additional expense to BF&S and Michiana.

Other Business: George Wappes noted that he will be absent for the June regular scheduled BOAC meeting.

Adjournment:

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

Next meeting June 18, 2004

Executive Session at 12:30 PM followed immediately by Scheduled Meeting

DeKalb County Airport

Glenn Rieke Terminal Building.

James Mason Secretary