



# 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

June 18, 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, and Stump, Airport Manager Wade Troth, and BOAC attorney Derald Kruse. The BOAC member's present discussed matters relating to property acquisition/administration settlement/lease. 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, and Stump were present. Also attending was Paul Shaffer from Butler, Fairman, & Seufert, BOAC attorney Derald Kruse, airport manager Wade Troth, Don Smith (BOAC consultant) and airport project manager Gene Powell. A brief appearance by Hoosier Warbirds representative Glenn Liechty was made during the Airport Manager's report.

#### **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.

#### **Treasurer Report:**

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

99-1110	Airport Manager Salary		\$19,125.00
6/3/2004	Wade Troth	-\$1,275.00	\$17,850.00
6/17/2004	Wade Troth	-\$1,275.00	\$16,575.00
99-1114	Employee Wages		\$2,730.00
6/3/2004	Board Member's Salaries for May 21 Meeting	-\$260.00	\$2,470.00
99-1210	PERF		\$1,063.66
6/3/2004	6/11/2004 Payroll	-\$66.94	\$996.72
6/17/2004	6/25/2004 Payroll	-\$66.94	\$929.78
99-1220	Insurance		\$3,091.00
6/3/2004	6/11/2004 Payroll	-\$281.80	\$2,809.20
99-1230	Social Security		\$1,447.75
6/3/2004	6/11/2004 Payroll	-\$77.32	\$1,370.43
6/17/2004	6/25/2004 Payroll	-\$77.32	\$1,293.11

99-1240	FICA (actually medicare)		\$300.71
6/3/2004	6/11/2004 Payroll	-\$18.08	\$282.63
6/17/2004	6/25/2004 Payroll	-\$18.08	\$264.55
99-2211	Office Supplies		\$124.94
6/17/2004	Bassett Office Furniture and Supply Co	-\$29.99	\$94.95
99-2221	Petroleum Prod & Supplies		\$100.00
6/17/2004	S & S Oil	-\$399.32	-\$299.32
7/12/2004	Transfer from 0600.99 3369 - Runway Repairs	\$950.00	\$650.68
99-3282	Legal Fees		\$5,758.00
6/17/2004	Derald Kruse	-\$777.50	\$4,980.50
99-3284	Consultant Fees		\$6,295.59
6/9/2003	Butler, Fairman and Seufert	-\$583.33	\$5,712.26
99-3322	Postage		\$275.00
6/9/2004	Unitd State Postal Service (postage meter)	-\$175.00	\$100.00
6/9/2004	Auburn Postmaster (Roll of Stamps)	-\$37.00	\$63.00
99-3323	Travel		\$1,211.03
6/17/2004	Robert Powell 63 miles @ .32 = 20.16	-\$20.16	\$1,190.87
99-3324	Telecommunications		\$1,003.42
6/9/2004	DeKalb County Treasurer, phone charges billed back from County	-\$303.49	\$699.93
6/9/2004	SBC	-\$51.38	\$648.55
6/17/2004	Qwest	-\$4.48	\$644.07
99-3333	Legal Notices		\$288.07
6/17/2004	Kendallville Publishing Company, Inc. (Rule 5 NOI)	-\$5.92	\$282.15
99-3351	Electric		\$11,464.38
6/9/2004	American Electric Power	-\$1,464.18	\$10,000.20
99-3354	Utilities		\$2,521.43
6/9/2004	Taylor Rental Center (portable restrooms).	-\$150.00	\$2,371.43
6/9/2004	Perkins Septic Service (service 5/24).	-\$144.56	\$2,226.87
6/17/2004	Mettert's Water Care	-\$35.00	\$2,191.87
6/17/2004	Perkins Septic Service (service 6/1).	-\$139.87	\$2,052.00
99-3360	Grounds Maintenance		\$8,331.49
6/9/2004	Classic City Lawn Care (service 5/5, 5/12, 5/19, 5/26)	-\$1,020.00	\$7,311.49
6/17/2004	Seiler Farms	-\$228.00	\$7,083.49
6/17/2004	The Andersons Waterloo Ag Center	-\$163.59	\$6,919.90
6/17/2004	Schowe's Welding	-\$155.00	\$6,764.90
99-3367	Building/Structure Repair		\$19,301.87

6/9/2004	Kendall Electric	-\$67.80	\$19,234.07
6/9/2004	Joesph Messer	-\$8,198.88	\$11,035.19
6/9/2004	Orkin (3070 CR 60)	-\$81.90	\$10,953.29

99-3369	Runway Repairs		\$19,440.00
7/12/2004	Transfer to 0600.99 2221 - Petroleum Prod & Supplies	-\$950.00	\$18,490.00

99-3433	Contractual Services		\$8,699.56
6/17/2004	Robert Battig (runway & area mowing)	-\$318.75	\$8,699.56
6/17/2004	James Mason	-\$262.50	\$8,699.56
6/17/2004	Robert Powell	-\$837.50	\$8,699.56

99-4421	Capital Outlay		\$50,468.43
6/9/2004	Butler, Fairman, and Seufert (AWOS)	-\$1,201.31	\$49,267.12
6/9/2004	Butler, Fairman, and Seufert (Gen Svcs - Hill Acquisition)	-\$297.16	\$48,969.96
6/9/2004	Butler, Fairman, and Seufert (Gen Svcs - Corporate Hangar)	-\$5,820.37	\$43,149.59

#### FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$1,992.05
6/11/2004	Quietus of rental receipts to cover loan repayment	\$3,880.00	\$5,872.05
6/9/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$421.11
6/21/2004	Quietus of rental receipts to cover loan repayment	\$889.00	\$1,310.11
6/21/2004	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$189.11

#### FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$876,632.84
6/3/2004	Auburn Abstract Company (Coffey Purchase)	-\$580.00	\$876,052.84
6/3/2004	Auburn Abstract Company (Page Purchase)	-\$634.00	\$875,418.84
6/3/2004	DeKalb Financial Credit Union (Page Property)	-\$89,065.13	\$786,353.71
6/3/2004	Todd R Page (remainder on residence)	-\$76,006.68	\$710,347.03
6/3/2004	DeKalb County Treasurer (Mortgage on Coffey residence)	-\$127,114.44	\$583,232.59
6/3/2004	Tim & Amy Coffey (remaining balance)	-\$10,519.83	\$572,712.76
6/9/2004	Michael Kinder & Sons Inc. (T-Hangar F invoice #2)	-\$106,385.75	\$466,327.01
6/17/2004	Shambaugh & Son LLP	-\$1,280.00	\$465,047.01

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

Budget; Stump reported that it would be in the airports interest to pursue avenues for property tax relief on airport residences. Kruse will pursue information on property tax relief for airport rental properties owned by DeKalb County.

Stump proposed the 2005 proposed budget. Stump reported the differences between the 2004 and 2005 budget was basically how much money is allocated to each account to cover expenses. The readjustment is largely due to the airport growing in land area and the addition of a sewer system to reduce the utility expenditures. Stump also reported that the 2005 proposed budget is 4 ½% higher than the 2004 budget. A motion by Stump and seconded by Mason to approve the proposed 2005 budget and present to the County Commissioners carried when put to vote.

Stump reported on tax levy concerns and the need to explore the Airport Authority concept. Stump explained that the DeKalb County Airport has built itself a rainy day fund in which the airport can survive for a year at current budget. However, if the airport isn't incorporated back into the county tax levy the airport will need to use its rainy day fund which would leave very little money for a future cushion. After discussion Stump will draft a letter of concern about the tax levy that is not applied to the airport, with concern to the budget of the airport and introduce the idea of an Airport Authority to the County Commissioners.

T-Hangars and Tenant Accounts: Stump reported the accounts appear in good standing with all hangar tenants' current with rent except for a couple of people that pay their balance every other month.

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

**FBO Operator Report:** Victory Aviation representatives were absent for the BOAC regular scheduled meeting. However, Troth reported the FBO numbers prepared by Victory Aviation as follows: there were 2 part 135 operations in April and 6 in May. There were 853 piston private operations and 97 private turbine operations in April. In May there were 818 piston and 109 private turbine operations. The April fuel totals were 4,473.3 gallons of 100LL and 13,689.3 gallons of Jet A pumped. The May fuel totals were 2,822 gallons of 100LL and 15,943.9 gallons of Jet A pumped. Also reported were 5 enterprise rental cars rented for April and 4 for May.

Also discussed was Victory Aviation's vending machine responsibility. Victory Aviation's candy machine has been broken since January of 2004 and indications seem as it will not be fixed or replaced. At the guidance of the BOAC Troth will pursue options for reliable vending service and draft a letter indicating that the BOAC relieves Victory Aviation from vending machine responsibilities.

**Airport Manager Report:**

Troth presented the Airport Manager's report.

Wallace farm update: Troth noted the Wallace farm is scheduled to be burned down Tuesday June, 22 by the Jackson fire township fire department. Troth will pursue covering the burned down farmhouse with soil.

Pay phone and additional phone line: Troth informed that the County Commissioners approved the airport installing 2 lines to the terminal and invoicing to the County's Centrex phone system account. The first line utilizing call block will replace the pay phone located in the entry way from the ramp to the terminal. The second line will be used for the AWOS modem so weather can be reported to other computers and incoming calls.

Conference room and office update: Troth reported carpet is to be installed in the new conference room and office during the week of the 28<sup>th</sup> of June.

Snow Removal: Troth reported that Seiler farms approached Troth about snow removal policies for the winter of 2004-2005. During the winter of 2003-2004 Troth reported that much of the snow removal was maintained by airport equipment by Troth and Powell. Troth indicated that snow removal must be closely coordinated as more corporate traffic is using the airport during all weather conditions and the trend is likely to increase with weather reporting and the instrument landing system. The BOAC guided Troth to pursue options such as holding Seiler farms on retainer or just using them more. Shaffer suggested modeling snow removal on a retainer such as Delaware County has done.

Hoosier Warbirds request: Glenn Liechty representing the Hoosier warbirds reported that they would like to auction off some of their left over airplane parts from the airport storage shed on CR 427. The auction would be conducted by Little John Auction and the auction would be sometime in July. A motion by Stump and seconded by Mason to have Troth prepare and sign license agreement for an auction on a mutual date for Hoosier warbirds and DeKalb County Airport passed when put to vote. Liechty also reported that the Hoosier warbirds are pursuing funding to install a 178' by 179' (31,000 sq ft) asphalt driveway for the museum. Liechty indicated that the Hoosier Warbirds will keep the BOAC posted of any developments in securing funding for the driveway. Liechty also requested that the Hoosier Warbirds collect a dollar for every car parked on DeKalb County Airport visiting the Hoosier annual fly-in/drive-in on airport property. A motion by Stump and seconded by Mason to approve the Hoosier Warbirds to collect a dollar for each auto parked on DeKalb County Airport Property for the annual event carried when put to vote.

DBE: A motion by Mason and seconded by Stump to instruct the President of the BOAC to sign the DBE agreement with the state carried when put to vote.

**Maintenance Project Manager Report:** Troth presented the project maintenance report. Troth noted that all the weekly inspections were complete. Troth also noted that 6278 CR 27 needs paint inside on three of the rooms and closets. A quote by Andrew Powell for \$882.80 to paint the three room walls, ceilings, and closets was presented. A motion by Mason and seconded by Stump to approve the quote carried.

**Management Assistance Consultant Report:**

*CIP and Non-primary entitlement* – Shaffer presented the wetland mitigation study and the traffic study agreements for signature for the FY 2004 grant application. A motion by Stump and seconded by Mason to have all BOAC members present sign the agreements and Stump sign the grant application to be sent to FAA carried when put to vote.

**Sewer Design** – Shaffer indicated that he is working with Kruse to resolve power pole issue. Shaffer explained the benefits and disadvantages of moving the sewer to the North side of CR 60 past the Golf-Papa Corporate building to the terminal and the cost benefits of keeping the existing rotating beacon. A motion by Stump and seconded by Mason not to exercise option on replacing the rotating beacon tower and to deep the alignment of the sewer line on the south side of CR 60 to the terminal, after considering all available options and evidence, carried when put to vote.

**ILS/MALSR Grant** – Shaffer indicated the wetland site is still too wet to proceed.

**Land acquisition**- Shaffer indicated that the appraiser is completing the review appraisal on property 21-4.

**T-Hangar Site Work** – Shaffer noted that final seeding will happen at the same time for T-hangar F & H. T-hangar F is still being completed as there was discussion upon additional cost for asphalt. BF&S reviewed the request of additional cost and concluded that the contractor should be responsible and Bill Kinder of Michael Kinder and Sons on a phone conversation agreed and no additional funds will be sought. The occupancy permit should be obtained by the week of June 19-23.

**AWOS** – Shaffer indicated that Michiana has moved the AWOS foundation. The meter base was not allowed by AEP to be mounted to the equipment foundation as requested therefore the meter base was relocated and will continue to be a stand alone mount. Michiana is now awaiting AEP to reconnect the power. Michiana is still expected to be complete within the contract time. A walk through to develop the punch list is to be scheduled by the end of the month.

**Corporate Hangar Location**- The asphalt transition was reported by BF&S to be potted and drains poorly. The cost of re-top coating the area is \$1,000. After discussion of either re-topping the asphalt or keeping the money the BOAC has elected to keep the money.

**Other Business:**

**Adjournment:**

Rieke calls the meeting to adjourn.

**Next meeting July 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**