



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

July 16, 2004

BOAC Executive Session:

The DeKalb County Aviation Board met in Executive Session at the DeKalb County Airport, at the Golf-Papa Corporate Hangar, immediately before their regularly scheduled meeting for purposes of discussing matters relating to property acquisition, lease of real property and personnel. Present were BOAC members Rieke, Mason, Wappes, and Stump, Airport Manager Wade Troth, BOAC attorney Derald Kruse, and BF&S Engineer Paul Shaffer. The BOAC member's present discussed matters relating to property acquisition, lease of real property and personnel as advertised. 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 Golf-Papa Corporate Hangar, in the conference area, for their 12:00 PM scheduled meeting. President Rieke called the meeting to order. BOAC members Rieke, Mason, Wappes, 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), airport project manager Gene Powell, and Bill Gisel from the Evening Star newspaper.

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 reported the residence of 3070 CR 60 is currently vacant but has tenants ready to move into the residence for \$725 a month. Mason noted that 3070 CR 60 needs painted and general cleaning. A motion by Mason and seconded by Stump to approve \$1,197.10 for payment to Andy Powell to paint and fill in small holes in the wall carried when put to vote. Mason reported that the residence of 6278 CR 27 will be rented out by August, 15th. Mason also reported the resident of 6202 CR 27 (Alena Laggner) has moved out. Mason noted the resident painted some of the inside of the residence and the outside needs some work with some of the siding and stone loose. Mason also reported that it may be a great time to fill the in-ground pool with earth to remove the airport from liability of a pool. Troth and Powell will review the loose siding and stone and pursue a quote to fill in the pool. The BOAC discussed the costs of pursuing payment of \$3,875 for back rent from Laggner. The BOAC noted Laggner has no assets or income and cares for 5 children. A motion by Mason and seconded by Stump to keep the security deposit and apply toward the balance owed by Laggner for 6202 CR 27 and not pursue Alena Laggner for cost effective reasons such as costs of attorney fees, carried when put to vote. The BOAC noted due to Laggner's circumstances and the costs involved recovering the monies owed to the BOAC it would not be cost effective to pursue the matter.

Treasurer Report:

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

99-1110	Airport Manager Salary		\$16,575.00
7/1/2004	Wade Troth	-\$1,275.00	\$15,300.00
7/15/2004	Wade Troth	-\$1,275.00	\$14,025.00

99-1114	Employee Wages		\$2,470.00
7/1/2004	Board Member's Salaries for June18 Meeting	-\$195.00	\$2,275.00
99-1210	PERF		\$929.78
7/1/2004	7/9/2004 Payroll	-\$66.94	\$862.84
7/15/2004	7/23/2004 Payroll	-\$66.94	\$795.90
99-1220	Insurance		\$2,809.20
7/1/2004	7/9/2004 Payroll	-\$281.80	\$2,527.40
99-1230	Social Security		\$1,293.11
7/1/2004	7/9/2004 Payroll	-\$77.32	\$1,215.79
7/15/2004	7/23/2004 Payroll	-\$77.32	\$1,138.47
99-1240	FICA (actually Medicare)		\$264.55
7/1/2004	7/9/2004 Payroll	-\$18.08	\$246.47
7/15/2004	7/23/2004 Payroll	-\$18.08	\$228.39
99-2211	Office Supplies		\$94.95
7/14/2004	Bassett Office Furniture and Supply Co	-\$8.84	\$86.11
99-3282	Legal Fees		\$4,980.50
7/15/2004	Derald Kruse	-\$839.00	\$4,141.50
99-3284	Consultant Fees		\$5,712.26
7/14/2004	Butler, Fairman and Seufert	-\$583.33	\$5,128.93
7/14/2004	Butler, Fairman and Seufert	-\$741.30	\$4,387.63
99-3324	Telecommunications		\$644.07
7/14/2004	SBC	-\$51.38	\$592.69
7/14/2004	Qwest	-\$6.67	\$586.02
99-3351	Electric		\$10,000.20
7/14/2004	American Electric Power	-\$1,527.39	\$8,472.81
99-3354	Utilities		\$2,052.00
7/14/2004	Mettert's Water Care	-\$57.80	\$1,994.20
7/14/2004	Perkins Septic Service (service 6/15, 6/23)	-\$398.60	\$1,595.60
7/14/2004	Taylor Rental Center (portable restrooms).	-\$150.00	\$1,445.60
99-3360	Grounds Maintenance		\$6,764.90
7/14/2004	Tri-County New Holland Inc	-\$30.63	\$6,734.27
7/14/2004	Seiler Farms	-\$450.00	\$6,284.27
7/14/2004	Classic City Lawn Care (service 6/2, 6/9, 6/16, 6/23 & 6/30)	-\$1,275.00	\$5,009.27
99-3367	Building/Structure Repair		\$10,953.29
7/9/2004	Ort's Furniture	-\$1,662.82	\$9,290.47
7/14/2004	Lowe's	-\$93.85	\$9,196.62
7/14/2004	Andrew Powell	-\$882.00	\$8,314.62

7/14/2004	Otis Elevator Service	-\$75.00	\$8,239.62
7/14/2004	Rainbow Sky	-\$65.00	\$8,174.62
7/14/2004	Auburn City Hardware	-\$18.27	\$8,156.35
7/14/2004	Kendall Electric	-\$107.65	\$8,048.70

99-3433	Contractual Services		\$7,280.81
7/14/2004	Robert Battig (runway & area mowing)	-\$247.50	\$7,033.31
7/14/2004	James Mason	-\$262.50	\$6,770.81
7/14/2004	Robert Powell	-\$1,040.00	\$5,730.81

99-4421	Capital Outlay		\$43,149.59
7/14/2004	Butler, Fairman, and Seufert (AWOS)	-\$676.02	\$42,473.57
7/14/2004	Butler, Fairman, and Seufert (Gen Svcs - Hill Acquisition)	-\$97.16	\$42,376.41
7/14/2004	Butler, Fairman, and Seufert (Gen Svcs - Corporate Hangar)	-\$8,017.22	\$34,359.19
7/14/2004	Butler, Fairman, and Seufert (Gen Svcs - Corporate Hangar)	-\$976.52	\$33,382.67
7/14/2004			\$33,382.67

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$421.12
6/21/2004	Quietus of rental receipts to cover loan repayment	\$889.00	\$1,310.12
6/21/2004	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$189.12
7/6/2004	Quietus of rental receipts to cover loan repayment	\$3,618.00	\$3,807.12
7/14/2004	Quietus of rental receipts to cover loan repayment	\$3,387.00	\$7,194.12
7/14/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$1,743.18

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$465,047.01
7/14/2004	JFNew	-\$3,516.25	\$461,530.76

A motion made by Wappes to accept the claims as presented and seconded by Stump carried. **Budget;** Stump reported the proposed 2005 budget was turned into the auditor and Troth will present the proposed budget to the County Council on August 11th. Stump also repeated the urgent need for the BOAC budget to be on the county tax levy for year 2005. Stump reported that in the near future the BOAC will need to transfer funds into the Utilities, Grounds Maintenance, Contractual Services accounts. Stump also noted once property tax bills are received we will also need to transfer funds into the Drain/Real Estate Tax account.

T-Hangars and Tenant Accounts; Stump reported that most accounts are current and the only outstanding issues are with residential renters.

Zoning; Stump noted that since the last meeting he has signed four zoning requests and a noise sensitive waiver.

FBO Operator Report; Todd McCutchan reported the FBO Operator Report. McCutchan reported for the month of June that there were 854 operations recorded by Victory Aviation, 5,849 gallons of 100LL pumped, 15,919 gallons of Jet A pumped, 134.6 hours of aircraft rental, and 261.5 hours of maintenance hours billed. Stump asked McCutchan what Victory intends to do with a white Ford Escort parked between hangar A and T-hangar row B since it is an eyesore. McCutchan noted the car is not titled in Victory's name and is titled in Bowman Aviation's name and that Victory is helpless in removing the car. Attorney Kruse suggested to McCutchan to find an officer of Bowman Aviation and to have the title signed over to Victory is possible. At the request of the BOAC, McCutchan will look into the matter and have an answer by the August BOAC meeting.

Airport Manager Report:

Troth presented the Airport Manager's report.

Vending Machines: Troth noted that he has checked out Sam's club for options of buying vending machines for the vending area and presented the BOAC with different options to buy. Troth also presented the BOAC with information from Anthony Wayne Vending Co. Anthony Wayne vending Co. would supply the vending machines as long as the machines produce sales of \$50 a month a machine. The vending supplier would also sell items at a 10% higher cost for profit to the airport. A motion by Mason and seconded by Stump for Troth to pursue vending machines options from a vending supplier and take 10% profit carried when put to vote.

AAI economic impact survey: Troth noted the AAI has sent out their bi-annual economic survey. Troth noted that the survey will be distributed to the users of the airport as soon as possible and the survey will be filled out representing the airport by Troth and Shaffer. The survey is due back to the AAI by August 15th.

INDOT Inspection: Troth noted that INDOT has inspected the airport on June 18th. Troth noted non-compliant items were a faded windsock, taxiway and runway lights too high and indistinguishable paint on the runway for lettering and stripes. Troth noted a new windsock is in his office, the lights are corrected by Powell, and the runway paintings will be cleaned.

Carpet installation for upstairs open area: Troth presented a quote for carpet for the upstairs gathering area and hallway. The quote for the open area is \$2,008.20 and hallway is \$599.50. The BOAC indicated that there is no reason to carpet the upstairs yet but appreciated the quote from Ort's floor covering.

Sewer waste removal: Troth noted that Perkins Septic Service has raised their rates for sewage removal from \$.08 a gallon to \$.095 a gallon.

CIP planning update: Troth updated the BOAC on the CIP update last winter. The CIP Committee felt that the main capital improvement priorities are runway length, GA apron expansion and land purchases to support future development. The Committee understands that the BOAC had already discussed the runway length and land purchase issues but believes that the BOAC needs to discuss more fully the GA apron expansion issues and also the need to expand the terminal and maintenance hangar and their associated parking areas. Troth reported for the apron the committee discussed having a design of additional apron space ready in case the FAA has left over non-appropriated monies at the end of a budget year. If monies are available the FAA looks for projects ready to be started and by having the design ready we increase the airport's chances to receive these monies. The committee discussed increasing the available land in the short term by realigning the future crosswind runway, shortening the future crosswind runway, or mitigating wetlands as soon as possible. The committee also discussed the possibilities of adding on to the existing terminal/maintenance building and adding another door to the maintenance hangar for easier access for maintenance and avionics mechanics.

AAI Quarterly Meeting Update: Troth noted that he attended the AAI quarterly meeting at Indianapolis Executive Airport on July, 15th. Troth noted speakers included representatives from Cessna Pilot center, the Economic Development Corporation of Boone County, SATS, and INDOT.

Corporate Apron Claim: Troth presented the claim for the Golf-Papa Corporate Apron. A motion by Mason and seconded by Stump to have the BOAC members sign the Brooks claim for the Corporate Apron and turn into the auditor for payment carried when put to vote.

Airport Insurance: Troth presented a list from insurance trustees of all improvements covered at DeKalb County Airport. Troth noted that hangar row D and the fuel farm are not on the list and wondered if the BOAC wanted the new AWOS covered? The BOAC informed Troth to insure T-hangar row D for \$50,000 and insure the fuel farm and the AWOS for cost of the system. Information Troth presented did note that for the fuel farm there were also potential issues of insurance from the standpoints of liability and environmental concerns. The BOAC also told Troth to remove the old terminal/house unit from the insured list since it was demolished to allow construction of the new Golf-Papa corporate facility.

Independent Contracts: Troth noted that new independent contracts are ready for Gene Powell (Airport Project Manager) and Bob Battig (Airport Grounds Personnel). A motion by Mason and seconded by Wappes to have attorney Kruse review the contracts and upon his approval have Stump sign the contracts, the motion carried.

Personnel Change: Troth noted that he has taken a job with Pierre Regional Airport in South Dakota. Troth indicated his last day will be the 12th of August. Troth asked for rent reduction for the month of August to \$250 since he will be out by the 15th in which the BOAC members agreed. The Board members wished Troth success in his new job. The Board members also expressed their opinion that his leaving will be a significant loss to the airport and to DeKalb County. A motion by Stump and seconded by Mason thanking Troth for his service as Airport Manager carried.

Maintenance Project Manager Report: Wappes indicated all Maintenance items and airport inspections noted by Powell in his monthly report were normal. Wappes also noted that a quote to rewire hangar G with 200 amp wiring, new fluorescent lighting, and separate electrical panels for each hangar was received. Wappes reported the cost of the proposal is \$13,370. The BOAC discussed the immediate need versus concerns of managing the budget. The BOAC will review the quote again in October or possibly November after we find out if the Airport is included in next year's tax levy.

Management Assistance Consultant Report:

Airport of the year award – Shaffer noted the application for airport of the year was mailed out in the current AAI newsletter and applications must be submitted to AAI by August 1st. Troth and Shaffer were to work together to make sure we get the paperwork filed.

CIP and Non-primary entitlement – Shaffer noted that the FAA's Rich Pur has a concern with the explanation of wetland studies in the entitlement grant. Shaffer noted that some of the wording in the grant may have to be changed.

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 at the Glenn T. Rieke building parking lot (the last 400' of the sewer line to the terminal building). The BOAC by consensus decided not to pursue moving the sewer line to the north.

Land acquisition- Shaffer presented the appraisal for property #21-4. The appraised value was for \$200,000. The BOAC discussed the possibilities of buying the property but feels it is not able to purchase the property at this time due to financial considerations. A motion by Stump and seconded by Wappes to pass on property #21-4 carried. The property is located in what would become an RPZ area should the runway be lengthened to 6400' or longer so the BOAC asked Troth to pass along that, if funds ever do permit, the BOAC is still interested should there be a future opportunity to purchase the property.

T-Hangar Site Work – Shaffer noted punch list items are 90% complete.

AWOS – Shaffer noted a walk through was done earlier in the day and the AWOS was turned on but didn't work. The AWOS most likely has a bad panel which will be replaced by Michiana. The AWOS needs to run for five consecutive days without any problems before commissioning and the commissioning is scheduled for August 12th.

Corporate Hangar Location- Shaffer indicated the corporate apron claim signed earlier had a \$1000 deduct for surface asphalt and poor drainage. Shaffer indicated the amendment/pay request can be submitted. Shaffer also noted that there is no guarantee on the amendment, but typically they are approved. Shaffer also noted the vault resolutions are complete with the exception of the ventilation turn-down.

Other Business: A motion by Wappes and seconded by Mason to authorize President Rieke to sign the addendum to extend the Dollier Sr. purchase agreement to October 30th, 2006 for \$100, carried when put to vote.

Adjournment:

Rieke calls the meeting to adjourn.

**Next meeting August 20, 2004
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary