



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

September 17, 2004

BOAC Executive Session:

The DeKalb County Aviation Board met in Executive Session at the DeKalb County Airport 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, BOAC attorney Derald Kruse, Airport Manager Russ Couchman and BF&S Engineer Don Manley. 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 DeKalb County Airport 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 BOAC attorney Derald Kruse, Airport Manager Russ Couchman, Don Manley from Butler, Fairman, & Seufert, Don Smith (BOAC consultant), airport project manager Gene Powell, Todd McCutchan from Victory Aviation and neighborhood liaison John Harris.

Secretary Report:

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

Property Management: Wappes, Mason and Powell looked at the residence at 6202 CR 27 the day before the meeting. Mason noted the pool is gone as planned but there needs to be some new carpet installed and some work done on the cabinetry. He estimates that it will take less than \$5000 to do the work. Stump motioned that the Secretary and Vice-President be authorized to accept quotes to do the work with a not-to-exceed figure of \$5000. Mason seconded the motion and it carried. Powell reported that he has inspected the outside of the home and feels he can repair the problems discussed last month.

Treasurer Report:

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

99-1080	Other Pay		\$2,015.00
8/26/2004	Board Member's Salaries for August 20 Meeting	-\$260.00	\$1,755.00
99-2211	Office Supplies		\$52.37
9/15/2004	Bassett Office Furniture and Supply Co	-\$10.49	\$41.88
9/15/2004	William H Willennar Genealogy Cntr (Airport history items)	-\$5.10	\$36.78
9/15/2004	Gretel Smith (Airport history items)	-\$7.00	\$29.78
99-3239	Drain/Real Estate Taxes		\$796.56
9/15/2004	Transfer from 0600.99 3286 - Engineering Fees	\$7,300.00	\$8,096.56

99-3282	Legal Fees		\$3,541.50
9/15/2004	Derald Kruse	-\$600.00	\$2,941.50
99-3284	Consultant Fees		\$3,804.30
8/23/2004	Butler, Fairman and Seufert	-\$583.33	\$3,220.97
99-3286	Engineering Fees		\$7,384.86
9/15/2004	Transfer to 0600.99 3239 - Drain/Real Estate Taxes	-\$7,300.00	\$84.86
99-3322	Postage		\$63.00
8/26/2004	Brad Stump (reimbursement for mailing Grant Agreement)	-\$13.65	\$49.35
99-3323	Travel		\$1,086.27
9/10/2004	Transfer from 0600.99 3369 - Runway Repairs	\$1,500.00	\$2,586.27
99-3324	Telecommunications		\$506.21
9/10/2004	Qwest	-\$4.86	\$501.35
9/10/2004	SBC	-\$6.85	\$494.50
99-3351	Electric		\$6,727.11
8/24/2004	American Electric Power	-\$64.85	\$6,662.26
9/10/2004	American Electric Power	-\$1,602.43	\$5,059.83
99-3354	Utilities		\$3,681.04
8/24/2004	Perkins Septic Service (service 8/5)	-\$193.80	\$3,487.24
8/31/2004	Perkins Septic Service (service 8/13, 8/14)	-\$453.95	\$3,033.29
9/10/2004	Perkins Septic Service (service 8/21, 8/25)	-\$448.50	\$2,584.79
9/10/2004	Mettert's Water Care	-\$35.00	\$2,549.79
9/15/2004	Mettert's Water Care (Purchase of rental softeners)	-\$1,100.00	\$1,449.79
9/16/2004	Perkins Septic Service (service 9/4)	-\$232.56	\$1,217.23
99-3360	Grounds Maintenance		\$3,653.27
9/15/2004	Classic City Lawn Care (svc 8/5, 8/11, 8/21 & residences)	-\$839.00	\$2,814.27
99-3367	Building/Structure Repair		\$5,583.90
8/24/2004	Gasoline Equipment	-\$173.28	\$5,410.62
8/31/2004	Orkin (3070 CR 60)	-\$55.00	\$5,355.62
9/15/2004	Auburn City Hardware	-\$127.49	\$5,228.13
9/15/2004	Seiler Farms	-\$625.00	\$4,603.13
9/15/2004	Otis Elevator Service	-\$75.00	\$4,528.13
99-3369	Runway Repairs		\$12,990.00
9/10/2004	Transfer to 0600.99 3323 - Travel	-\$1,500.00	\$11,490.00
99-3433	Contractual Services		\$7,040.81
9/15/2004	Robert Battig (runway & area mowing)	-\$382.50	\$6,658.31
9/15/2004	James Mason	-\$285.00	\$6,373.31
9/15/2004	Robert Powell	-\$1,602.50	\$4,770.81

99-3434	Janitorial Services		\$700.00
9/15/2004	A-1 Carpet Cleaning	-\$150.00	\$550.00

99-4421	Capital Outlay		\$29,775.01
8/23/2004	Butler, Fairman, and Seufert (Gen Svcs - Hill Acquisition)	-\$1,250.00	\$28,525.01
9/15/2004	Michiana Contracting Inc. (AWOS invoices #2 & #3)	-\$19,744.52	\$8,780.49
10/4/2004	Additional appropriation	\$20,000.00	\$28,780.49

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$19,237.22
8/23/2004	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$18,116.22
8/24/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$12,665.28
8/31/2004	Quietus of rental receipts to cover loan repayment	\$6,055.00	\$18,720.28
9/10/2004	Quietus of rental receipts to cover loan repayment	\$2,484.00	\$21,204.28

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$380,523.29
9/15/2004	JFNew	-\$725.25	\$379,798.04

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		\$166,096.57
9/15/2004	Land Construction Corp (sewer invoice#1)	-\$118,153.88	\$47,942.69

Stump noted that we had a couple of larger than normal claims. We purchased the water softeners for the homes at 6197 CR 29 & 6222 CR 27 as was approved last month. A motion made by Stump to accept the claims as presented and seconded by Wappes carried. The Board also received the second invoice for sewer construction as shown on the claims docket. Stump motioned and Mason seconded that we pay the invoice from the Bond funds as previously discussed and the motion carried.

Budget: We are requesting a fund transfer from the Engineering Fees account to the Property Tax account as property tax bills for 2003 pay 2004 should be mailing shortly. Also, a \$20,000 additional appropriation has been requested for the Capital Outlay account to replace funds used to pay Michiana's invoices #2 & #3 for the AWOS. Wappes asked if we had any indication from the County Council on the status of our proposed 2005 budget. Stump noted that the Council met Monday and Tuesday to discuss the budget however we will not know anything until October or November.

T-Hangars and Tenant Accounts: Stump reported that most accounts are current however a couple tenants are still behind more than 30 days. Stump and Attorney Kruse will present a revised hangar lease and a proposed rate fee for 2005 including late fees and possibly a discount for significant prepayment of fees in advance. New leases will be signed the first of the year.

Zoning: Stump noted that since the last meeting he has signed one zoning request and a related noise sensitive waiver. The zoning request and noise sensitive waiver are for an addition to a home on CR 60 east of County Road 31.

FBO Operator Report: Todd McCutchan reported the FBO Operator Report. McCutchan reported that Avgas sales were again up a little but Jet A was about the same as the median for the year. Only 997.9 gallons of 100LL were sold to t-hangar tenants in August which is very low, especially for a month in which there is traditionally a higher amount of private pilot activity. Victory has conducted a fuel pricing survey covering airports in a 100-mile radius and has priced their fuel competitively. It was \$3.28 for 100LL and \$3.25 for Jet A (neither including fuel flow). It's now \$2.90/\$2.98 for based customers and \$2.75/\$2.72 for tenants in Victory's hangars. They are still asking for a waiver on the fuel flow fees for 100LL and would like it to be effective as of their latest delivery on 9/11. Don Smith and Jim Mason have a concern about totally dropping fuel fees because when it is off it may be hard to get back in the future. Stump noted that it would be administratively difficult to track flowage on fees for transient customers because we technically charge for fuel delivery not actual flowage because of problems tracking it based on point of sales flowage (verification problems in past).

Rieke noted that to change this would eventually require amending the lease to state that Victory will collect the fuel flow fee as set by the Board instead of using a specific price per gallon. We can do that after the trial period is reviewed and the adjustment for Victory renting the old Board room to Mid-America without it being part of Victory's lease. McCutchan stated that the grass-roots aviation people are already here at the airport and don't need the longer runway and better services so really the fees are more of a user fee for the corporate clients. John Harris noted that with competitive fuel rates you will also help the airport in other ways such as number of operations, increased use of other services, etc. Mason wants a way to track local fuel sales and compare it to either previous months or to the same period last year. McCutchan noted that Victory can do that. We are to notify the tenants of this situation and stress Victory's efforts to also drop fuel prices. Stump moved and Wappes seconded to temporarily suspend the fuel flowage fee on 100LL starting with sales as of 9/11 and reviewing it at the December meeting for purposes of stimulating fuel sales to local T-hangar tenants. It was discussed that if fuel sales to airport tenants are not improved then the fee should be reinstated so as to not lose revenue from transients and others. The motion passed by a three to one vote w/ Mason dissenting. McCutchan also noted that the FBO in Huntington has left to pursue opportunities in Cincinnati so the City has taken over the FBO services. Activity at the Flight school is up a little bit over last month. The mechanics completed 27 of 28 jobs however one will soon be off for 6 weeks for medical reasons. Mid-America's Avionics shop continues to do well completing 25 of 25 jobs. McCutchan will have his check ride for certification on the Cessna 182 on 9/20 so he will be able to operate as chief pilot at that time. They hope to add a larger aircraft in the next 60-90 days. Victory brokered four part-135 trips in the month of August and several more in September. Victory did research the value of the boom truck and reduced their offer to \$3,500. Rieke noted there was still concern over the transmission problem. Powell noted he will do some research on the type of lifts he feels would work best for maintenance items at the airport. Rieke noted that the issue of the County possibly providing the cable service to the airport is still under investigation. McCutchan noted the incident involving Howard Cline's aircraft on September 11. It was noted that Cline could not get his gear down and belly-landed his aircraft on the runway. Mr. Cline put it down safely with no injuries to anyone and minimal damage to the aircraft. Rieke noted there was some confusion on the part of Victory personnel as to what steps needed to be done. McCutchan noted it is actually in their manual under the counter but the line persons didn't know about it. Victory has had some remedial training on this matter and will conduct more next week. Manley noted BF&S has updated contact info in the emergency plan and has posted the numbers on the bulletin board at the FBO station. Manley and Powell determined that the small gouges in the runway from the propeller are small enough that they shouldn't need patched.

Airport Manager Report:

Stump presented the Airport Manager's report.

Courtesy Phone in Terminal: Stump noted that the old pay phone in the terminal had not yet been replaced with a new phone. The FAA requires a public phone to be available to pilots. Powell will get a phone installed shortly.

Farm Services Agency Programs: Stump noted that Farm Services Agency needs something showing who is authorized to sign documents on behalf of the Board. They will accept a signed copy of the meeting minutes. Stump motioned and Mason seconded that the Airport Manager, BOAC Secretary and BOAC Treasurer be authorized to sign on behalf of the Board. The motion passed.

Phones and networking in new conference room: Stump noted that G3 has been contracted to install the cabling for the phones and network wiring in the conference room and Airport Manager's office at a cost of \$628. Powell has one more outlet box to install before G3's staff comes on site. During the site review with G3 and the County IS Department it was discovered that we apparently have the wrong kind of network cable. Our cold air returns are not ducted but instead run in the dead space above the ceiling tile therefore the G3 representative noted that fire code requires that we use "plenum" cable which apparently is slower to burn and gives off less toxic fumes when burned rather than the "riser" cable currently in place. Powell confirmed that the law had been in effect since he began installing network cable in the mid-1980s. The G3 representative said the Fire Marshall will generally give us some leeway if we are working to correct the problem. The IS Department has mentioned that it may be a good idea to have the County manage the internal network connectivity and provide it as a service to the tenants. We need to set up a meeting between the Board, the IS Department and the FBO to discuss this issue.

Sewer Connection: We have a couple of issues regarding sewer connections for residences in the neighborhood. The first is that a realtor selling one of the homes along the north side of County Road 60 is requesting a letter from the Board stating that the home will not need to connect to the new sewer line. Stump told her that we cannot write that letter as connection to a municipal system is required by state law when the building line is

within 300 feet. Stump will send a letter stating that the line is not yet complete and that establishing a date for when the residents will be required to connect is the responsibility of the County Health Department, possibly in conjunction with the Auburn City Engineer's Office. We need to set up a meeting between the Board, the County Health Department and the Auburn City Engineer's Office to discuss this issue. The second issue to address is that the Board needs to decide what additional tap fees, if any, are required to tie into the system. Developers who install utilities are typically allowed to recover some of their costs through tap fees for a period of years after the utilities have been installed. We need something in place before we start receiving requests to tie in to the sewer. If possible we should offer a reduced rate to existing residences but a higher rate for new development. Attorney Kruse stated that the Board can charge different rates for existing and new developments without it being discrimination. President Rieke asked Don Manley to have BF&S work something up prior to next meeting.

Lake Farms: The bales stored along the south side of the airport have finally been removed as requested by the Board. The Board previously discussed terminating Lake Farms lease and determined that it took a 90 day notice so if that is still a point of discussion then the Board needs to act now as the lease renews on January 1st. The Board decided that since Lake Farms had removed the bales the Board would continue their lease but would monitor the situation and discuss it again next year if necessary. The President doesn't want bales stored on the site in the future.

Neighbor's request to hunt on Airport property: Airport neighbor Chris Geiser (6340 CR 27) has requested a license to hunt deer on the Airport's property. Mason and Airport Manager Couchman were very concerned from a safety standpoint. It was noted that hunting could decrease the types of wildlife that are more dangerous to aircraft such as deer and geese. Hunting pressure can however cause deer to run onto the runway just as they run into roads. After discussion the Board decided that they would like to consider eventually prohibiting all hunting on airport property. Couchman will look into the FARs to see what is recommended.

Non-Aviation Use of Terminal Facilities: As reported by former Airport Manager Wade Troth at the last meeting the Board has received a request to allow a group doing scrapbooking. Attorney Kruse stated that we should still have a signed license agreement to protect the County from liability but that we could waive the insurance requirements. Stump also noted that Troth had mentioned a conflict with Victory personnel wanting to clean up the area just prior to quitting time but the group wasn't done and felt rushed. The agreement should read that the group will finish their activity and leave 30 minutes prior to Victory's scheduled closing time. This flexible wording would allow for schedule changes by Victory as approved by the Board.

Maintenance Project Manager Report: Wappes stated that Powell replaced the leaking pressure gage on the 100LL tank at the fuel farm. Powell also replaced a seal on the hose nozzle and replaced a bad solenoid on the Jet A tank. Powell also fixed several problems at the old T-hangars. Even with Bob Battig doing much of the mowing, Powell is still doing a considerable amount of mowing. Powell questioned if the area along the MALS-R lights needed to be seeded to grass and mowed or if crops could be grown there. Manley stated that unless the lease prohibits crops then they could be planted however access to the towers needs to be guaranteed for maintenance purposes and a clear area should be maintained a minimum of 10' in all directions around each tower. Wappes noted that Powell has spent a considerable amount of time around the residences. The pool at the LaTurner home has finally been removed.

Management Assistance Consultant Report:

Airport of the year award – Manley noted that the results have not been announced yet however another airport has won the Airport of the Year award. DeKalb was a very close second and actually had more airport construction activity but the other airport's public outreach programs put them over the top. The award will be given out at the AAI conference in October. Manley suggests that we resubmit as he feels we deserve it.

CIP and Non-primary entitlement – We are still awaiting word from the FAA on the grant. BF&S will work to amend the grant description to include maintenance of the wetland mitigated during the ILS project. Paul Shaffer tried to work some wetland mitigation into the grant description so it was not strictly a planning grant however it is not clear that the FAA accepted it. Our current grant appears to be solely a planning grant (wetland mitigation, traffic study) therefore the amount of the grant is not amendable as it stands. Working in the wetland maintenance would include a construction item rather than being solely planning so the amount of the grant could possibly be amended.

Sewer Design – Manley gave a construction report on the sewer project. The contractor is in the deepest part of the cut and is slowed down to around 120' per day. It appears the contractor will be finished by mid-October. Powell brought to the Board a request from Phil Allison that we not put up the perimeter fence along the road in

front of the Rieke and MTI hangars since we now have the secondary fence connecting the hangars. This would be similar to the fencing arrangement for the Golf-Papa hangar. BF&S will see what cost savings we should expect by not reinstalling the fence.

ILS/MALSR Grant – The outer marker is presently being installed. The test flight will be conducted in October and commissioning should take place in January if the test flight goes well. Manley was not sure if the area within the fence will need to be mowed or not however the FAA was apparently willing to seed the land. Russ asked if the runway markings are sufficient. Manley noted that the touchdown markings are the only thing needed on Runway 27 but the FAA is not requiring that the markings be done right away. All

T-Hangar Site Work – The work is complete. Paul has taken up Wade Troth's task of working to secure additional T-hangar leases arranged so we can build the next building. A few minor items still exist on F hangar but Powell is working with the contractor to resolve them.

AWOS – The AWOS is still in test mode and awaiting scheduling for the commissioning. The FAA schedules the commissioning which should take place within a month. There is still some bleeding of frequencies with the hand-held radios on the ramp but the signal can be received in the air from about 55 miles away. Smaller, older aircraft also have had some problems when on the ramp. They may have older radios that are more susceptible to the problem. Powell mentioned that Scott Pica put a notched filter which did reduce the majority of the problem. BF&S will look into it to see if more can be done to reduce the problem. The FAA would also like a warning sign on the AWOS because the laser that points directly upward to measure cloud cover is unshielded and is not eye-safe. Manley noted that is why the David Nguyen of the FAA often likes to see them fenced in. Powell feels something needs to be done now because the civil air patrol marches up and down the taxiway. There is nothing to prevent one of the cadets from wandering over to the AWOS site and looking into the laser.

Corporate Hangar Location- We are processing the amendment and incorporating some of the costs for the apron construction. The vault is complete but there is still some straw on the floor so BF&S will ask Michiana to come back and finish cleaning inside. Manley noted that the new Airport Manager needs to be shown how to use the cutoff to switch the regulators to maintain the runway lights and sacrifice the taxiway lights if one regulator fails.

AAI Economic Impact Survey: The economic impact study has been turned in to AAI.

DBE: The Airport's disadvantaged business enterprise goals are due for 2005. We don't anticipate any projects of over \$250,000 next year so goals are not required but Paul Shaffer will work up goals for submittal so we are prepared for any eventuality.

Emergency Plan: It has been updated and Paul will discuss it with Russ.

AAI Legislation: Manley asked if we were working with Bart Gisler of AAI on the board member legislation.. Stump noted he had asked President Rieke and Attorney Kruse for guidance on how to handle it since we are looking at possibly moving to an airport authority. It would not be good to change legislation to add a fifth BOAC member then switch to an authority and have to remove a member from the Board. The President and Attorney had suggested we work toward changing the laws to allow both to add a fifth member should they so choose. Stump will send Bart Gisler an email and let him know. Manley will also discuss it with Bob Duncan.

Other Business: It was mentioned that the Warbirds Fish and Chicken Dinner was from 4:00-7:00 this evening.

Adjournment:

Rieke calls the meeting to adjourn.

Next meeting October 15, 2004
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.

James Mason Secretary