



# 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

October 15, 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 and the lease of real property. Present were BOAC members Rieke, Mason, Wappes, and Stump, Airport Manager Russ Couchman and BF&S Engineer Paul Shaffer. The BOAC member's present discussed matters relating to real property rehabilitation and the lease of real property. 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 12:30 PM scheduled meeting. President Rieke called the meeting to order. BOAC members Rieke, Mason, Wappes, and Stump were present. Also attending was Airport Manager Russ Couchman, Paul Shafer 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 Mason with a second by Stump to accept the minutes carried when put to vote.

Property Management: The residential rehabilitation at 6202 CR 27 will be complete in approximately two weeks. The BOAC will soon have two homes available for rent at 6197 CR29 and 6202 CR27. They will both be advertised in the local paper in the near future.

#### **Treasurer Report:**

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

99-1114	Employee Wages		\$11,475.00
9/23/2004	Russ Couchman	-\$509.76	\$10,965.24
10/7/2004	Russ Couchman	-\$1,275.00	\$9,690.24
10/7/2004	Transfer to 0600.99 1220 - Insurance	-\$100.00	\$9,590.24
99-1080	Other Pay		\$1,755.00
9/23/2004	Board Member's Salaries for September 17 Meeting	-\$260.00	\$1,495.00
99-1210	PERF		\$662.02
9/23/2004	10/1/2004 Payroll	-\$26.78	\$635.24
10/7/2004	10/15/2004 Payroll	-\$66.94	\$568.30
99-1220	Insurance		\$2,245.60
9/23/2004	10/1/2004 Payroll	-\$734.18	\$1,511.42
10/7/2004	Transfer from 0600.99 1114 - Employee Wages	\$100.00	\$1,611.42
99-1230	Social Security		\$983.83

9/23/2004	10/1/2004 Payroll	-\$43.28	\$940.55
10/7/2004	10/15/2004 Payroll	-\$77.32	\$863.23
99-1240	FICA (actually medicare)		\$192.23
9/23/2004	10/1/2004 Payroll	-\$10.12	\$182.11
10/7/2004	10/15/2004 Payroll	-\$18.08	\$164.03
99-2211	Office Supplies		\$29.78
10/7/2004	Transfer from 0600.99 2221 - Petroleum Prod & Supplies	\$250.00	\$279.78
10/7/2004	Bassett Office Furniture and Supply Co	-\$75.44	\$204.34
10/8/2004	Brad Stump (envelopes)	-\$11.26	\$193.08
99-2221	Petroleum Prod & Supplies		\$650.68
10/7/2004	Transfer to 0600.99 2211 - Office Supplies	-\$250.00	\$400.68
99-3239	Drain/Real Estate Taxes		\$8,096.56
10/7/2004	Transfer from 0600.99 3369 - Runway Repairs	\$4,500.00	\$12,596.56
99-3284	Consultant Fees		\$3,220.97
10/8/2004	Butler, Fairman and Seufert	-\$583.33	\$2,637.64
99-3324	Telecommunications		\$494.50
10/7/2004	Qwest	-\$4.03	\$490.47
99-3351	Electric		\$5,059.83
10/7/2004	American Electric Power	-\$1,731.82	\$3,328.01
99-3354	Utilities		\$1,217.23
10/7/2004	Perkins Septic Service (service 9/9, 9/17)	-\$465.12	\$752.11
10/7/2004	Taylor Rental Center (portable restrooms).	-\$150.00	\$602.11
10/7/2004	Transfer from 0600.99 3369 - Runway Repairs	\$1,500.00	\$2,102.11
99-3360	Grounds Maintenance		\$2,814.27
9/28/2004	McMahon Tire	-\$28.50	\$2,785.77
10/7/2004	Classic City Automotive	-\$90.03	\$2,695.74
99-3367	Building/Structure Repair		\$4,528.13
9/30/2004	Kendall Electric	-\$169.82	\$4,358.31
10/7/2004	Orkin (3070 CR 60)	-\$55.00	\$4,303.31
10/8/2004	Robert E Powell (Supplies)	-\$271.99	\$4,031.32
10/8/2004	Kendall Electric	-\$78.05	\$3,953.27
99-3369	Runway Repairs		\$11,490.00
10/7/2004	Transfer to 0600.99 3354 - Utilities	-\$1,500.00	\$9,990.00
10/7/2004	Transfer to 0600.99 3239 - Drain/Real Estate Taxes	-\$4,500.00	\$5,490.00
10/7/2004	Transfer to 0600.99 3433 - Contractual Services	-\$1,000.00	\$4,490.00
99-3433	Contractual Services		\$4,770.81
10/7/2004	Transfer from 0600.99 3369 - Runway Repairs	\$1,000.00	\$5,770.81
10/8/2004	Robert Battig (runway & area mowing)	-\$67.50	\$5,703.31
10/8/2004	Robert Powell	-\$1,685.00	\$4,018.31

99-4421	Capital Outlay		\$28,780.49
10/8/2004	Butler, Fairman, and Seufert (AWOS)	-\$2,478.01	\$26,302.48
10/8/2004	Butler, Fairman, and Seufert (Gen Svcs - Corporate Hangar)	-\$940.65	\$25,361.83

**FUND 0605 LOAN REPAYMENT ACCOUNT**

99-5000	Non-Budgeted Expense		\$21,204.28
9/23/2004	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$20,083.28
9/23/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$14,632.34

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

99-4421	Capital Outlay		\$379,798.04
10/7/2004	City of Auburn (sewer tap fees for Gaskill & Hubbard)	-\$5,676.23	\$374,121.81

Stump noted that we had several internal transfers between accounts. In the 2005 budget monies were reallocated to help minimize transferring funds in the future. He also noted that Fund 0610 in the Docket of Claims represents the sewer tap cost that the Board agreed to pay on behalf of the residents along the South side of CR60 in return for their grant of easement for the sewer project. Mason moved and Stump seconded that the claims be accepted, the motion carried.

T-Hangars and Tenant Accounts: Stump reported that he was out of town at the AAI conference last week and therefore he is unable to give a report on the status of the T-hangar accounts. Russ Couchman presented research results from a hangar cost survey indicating that DeKalb County Airport is one of the lower priced airports in the region. This prompted a discussion amongst board members resulting in the following proposed hangar lease rate changes:

Hangar D from \$75.00 raised to \$85.00

Hangar D-2 from \$89.00 raised to \$100.00

Hangar C from \$89.00 raised to \$100.00

Hangar B from \$105.00 raised to \$115.00

In addition, there will be a \$10.00 late fee charged and if payment is made one year in advance the Board will reduce the monthly rental by \$5.00 per month.

Mason motioned to increase the rates and adopt late and prepay policy as discussed and Stump seconded, the motion carried.

The board agreed to revisit the rental fee structure next October to ensure the Airport is in line with other similar airports within the Northeastern Indiana region.

Zoning: There were no zoning requests.

FBO Operator Report: Todd McCutchan from Victory Aviation (FBO) reported that Avgas sales were up 1.26 percent while jet fuel sales were down 1.04 percent. The increase in Avgas is primarily due to an increase in fuel sales to transient aircraft. Local tenant jet sales also increased but not enough to offset the decrease in transient sales. McCutchan stated that the aircraft that have been visiting DeKalb have been taking on more fuel yet there have been fewer transient operations this year. Also reported was an increase in car rentals of over 500%. Due to a knee injury the maintenance shop is down to two mechanics until at least January. It is anticipated that completing jobs may take a little longer but Victory has borrowed some help from Mid-America Avionics in the interim. Hoosier Wings had five trips in September and on November 1, 2004 they will officially become the Victory Aviation Part 135 charter operator. Stump asked if Victory had actually run out of Jet-A recently. McCutchan replied that they were out for approximately fourteen hours and the only impact was on MTI where they were shorted 37 gallons from what they would have liked. The incident did not appear to cause any operational impediment to MTI flight ops. McCutchan explained that they try to time the fuel orders when there is approximately 1500 gallons left in the tank. This is because he feels fuel left in the tank that does not turn over is lost revenue and that this time they simply were caught short. McCutchan also stated that victory is in the process of selecting a new fuel supplier; the decision will be made November 1, 2004. Victory also changed their insurance policy recently. A copy of the policy will be forthcoming. McCutchan also mentioned that they have lost a total of four aircraft recently that were hangared in both the heated and unheated facilities. Rieke asked how many square feet are allocated to Mid-America and how many square feet are remaining to rent. McCutchan stated that five thousand are leased to Mid-America and five

thousand remain for Victory to lease. Victory hopes to soon fill all available space with aircraft. Wappes mentioned that at the AAI conference the comment was made that pilots now have more options in their flight planning due to the internet. McCutchan replied that while these capabilities do affect pilots and their planning, some of the unknowns are the age of the cheaper fuel, does the FBO have a courtesy car, is the airport/FO staffed, and is there an AWOS or ILS. For pilots of smaller aircraft many of these are non-issues, but for the corporate customer these are very important issues and it is very important to compare similar airports with similar services. This led to a discussion regarding customer service and the FBO having conversations on the CTAF with aircraft on the ground. McCutchan stated that the FBO does have a discrete frequency (131.1) for communicating service requirements but that pilots rarely use it. McCutchan mentioned that starting November 1, 2004 there will be a full time line manager/facilities manager on the airport. Mason asked for an organizational chart just as soon as one is available, McCutchan agreed to supply one in the near future. He also mentioned that he would like to organize a larger event in conjunction with the Warbirds fly-in breakfast that might include an aircraft auction, airshow and maybe even a spot landing contest. Stump mentioned that DeKalb County Airport came in a close second in the AAI Airport of the Year Contest. Elkhart came in first. While DeKalb had them beat on capital improvements, Elkhart had a more robust public outreach program which pushed them into first place.

### **Airport Manager Report:**

Russ Couchman presented the Airport Manager's report.

Hangar H-3 meter addition and G-Hangar electrical upgrade: Couchman presented a bid from S&S Electric to install a meter on hangar H-3 and upgrade the wiring in the G-hangars. The meter addition is required due to the tenant's installation of heaters in the hangar and the upgrade in G-hangar wiring simply brings this hangar up to the specifications of the newer two hangar buildings. This issue was deferred from the August BOAC meeting. After some discussion Mason moved to accept the entire quote including the meter addition and the hangar upgrade, Wappes seconded. The motion carried.

MTI gate operator donation to County: Couchman stated that a letter of thanks has been drafted for board Presidents signature. He will hand carry to Rieke within the next week and subsequently present it to MTI.

Possible CRP violation on USDA farm #55082: Couchman has been in contact with Mr. Jeff Beerbower of the FSA and will keep the board advised.

Phones and network wiring in conference room and Airport Manager's office: Most of the wiring has been completed and Couchman has moved into new office. Powell has been very busy with the current residential rehabilitation and will complete the last few items in the near future.

Installation of Mid-America sign: Couchman stated that it would be very nice to see the sign currently against the terminal on the South-side installed. After some discussion it was decided that this should be put on hold until after November 1, 2004 due to possible changes in other signage on the airport. The board will revisit this issue in November.

Neighbor's requests to hunt on Airport property: Airport neighbor Chris Geiser (6340 CR 27) has requested a license to hunt deer on the Airport's property. Mr. Ryan Wiedenhoeft and Mr. Justin Haiflich have also requested hunting privileges. After some discussion the board decided to issue no more hunting licenses unless the requesting party has either sold land to the Airport or is a Board Member or is an employee of the County Airport. Stump moved to accept this policy, Wappes seconded and the motion carried.

Radios for Airport Manager and Airport Maintenance Worker: Couchman presented research he had done regarding pricing on various aviation band radios to be used while on the AOA. Currently the Airport does not have adequate capabilities to communicate on the CTAF. After some discussion Stump moved to purchase two ICOM IC-A5 radios with various accessories and Mason seconded the motion. The motion carried.

Cell phone for Airport Manager: Couchman presented research regarding pricing for several different cell phone companies to the Board. After some discussion it was agreed that more research should be done and the matter revisited in November.

Discussion on resolution to allow Manager to sign claims and payroll: This item was deferred to the November meeting.

Secondary containment for oil/waste drums: Couchman noted that several drums in the FBO hangar and at least one in the county maintenance facility that belongs to the FBO need secondary containment. McCutchan agreed to have the new facilities manager look into rectifying the problem.

High speed traffic along CR60: Couchman noted that traffic along CR60 does not follow posted 30mph limits and that this is a very hazardous condition. The Board recommended he contact Eric Patton of the County Highway Department for guidance.

Runway Painting Quotes: There were four quotes presented to the Board for Runway Painting as required by the last INDOT inspection and as part of the new ILS system. A motion was made by Stump to authorize the

Board President to accept the most responsive and responsible bid; the motion was seconded by Wappes. The motion carried.

AAI Conference overview: Due to the length of the meeting thus far, Couchman simply stated that the conference was very productive and informative.

Hoosier Warbirds request to pave their parking lot: Mr. Niles Walton and Mr. Jeff Bassett from the Hoosier Warbirds Museum presented a proposal, including technical specification, to pave their parking lot. After a brief discussion and review, Wappes moved to approve the paving project, Stump seconded and the motion carried.

**Maintenance Project Manager Report:** Wappes stated that Powell has been working on Airport lightning, T-hangars maintenance, plumbing issues in the terminal and residential rehabilitation. In addition, there have been numerous wild animals relocated from airport property. He has also been monitoring the Sanitary Sewer Project and has assisted in restoring utilities when they were inadvertently cut. The power has been run to the gate entrance at the East T-hangar facilities in preparation for the electronic gate operator installation early next month. Powell has also finished electrical and data cabling in the Managers office and the BOAC board room. He also coordinated with Roland Seiler to cultivate, smooth and plant ground cover around the ILS approach lighting system East of CR29. Powell also suggested that the Board talk about the removal of tree fence lines on the South side of the Airport to reduce wildlife attractants and in preparation for further revenue generating farming activities. The Board asked if Powell would get prices and present results at the November meeting.

**Management Assistance Consultant Report:**

ILS: Shaffer stated that the ILS grant will be amended to include runway painting.

WETLANDS MASTER PLAN AND CR29 TRAFFIC STUDY: Phase I: The wetland delineators will be contacting the Airport Manager within the next couple of weeks to begin Phase I of the Wetlands Master Plan. The stakes that they place will need to be preserved so that the work will not need to be repeated. This will give the Airport an idea of how much land will need to be mitigated during future construction projects and how much money the mitigation will take. Phase II: The Wetlands study will then find a site for relocating the required wetlands. The traffic study can begin at the Board's discretion. This will include nineteen monitoring locations. Four locations can be monitored at a time and therefore monitoring will take several months. Community Representative John Harris recommended that a representative time frame be used in the placement of monitors so that an accurate study can be expected. Shaffer replied that he feels this is important and that the study will be performed to state highway standards.

Sanitary Sewer Project: There have been three incidents when the Airport has been out of power. One was planned for AEP to move the power pole. One of these was a dump truck getting tangled in the power line and the other was when the backhoe operator cut the power line. The onsite inspector has documented the incidents. Shaffer presented a proposed sewer connection agreement to the Board that included a fee for existing businesses on the Airport of approximately \$750.00 and a higher fee for new business or non-Airport entities of approximately \$2500.00 per acre. This permit will need to be in place by the next meeting and the end of construction efforts.

AWOS: The AWOS is ready for commissioning; we are simply waiting for FAA scheduling.

AAI Economic Impact Survey: The AAI economic impact report shows DeKalb County Airport responsible for over 16.8 million dollars in local economic impact, up from just over 10.3 million in 2001.

**Other Business:** Stump requested Board approval to participate in a proposed study by the Purdue Department of Forestry and Natural Resources in coordination with the USDA and INDOT. The study will take over a year, once it commences, and will study wildlife hazards and make recommendations for the abatement thereof. It will include approximately ten focus airports in the state of Indiana and it will require a participation fee of up to \$5,000.00. Mason motioned to approve participation, Stump seconded and the motion carried.

**Adjournment:**

Rieke calls the meeting to adjourn.

**Next meeting November 19, 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**