



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

November 30, 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 lease of real property. Present were BOAC members Rieke, Mason, and Stump, Airport Manager Russ Couchman and BF&S Engineer Paul Shaffer. The BOAC discussed issues related to the lease of real property and property acquisition. 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, and Stump were present. Also attending was Airport Manager Russ Couchman, Paul Shafer and Tobias Steffen from Butler, Fairman, & Seufert, Don Smith (BOAC consultant), Airport Project Manager Gene Powell, Todd McCutchan from Victory Aviation, and Bill Gisel from the Auburn Evening Star.

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- Property at 6197 County Road 29 has been rented and property at 6202 County Road 27 is ready to be rented.

Treasurer Report:

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

99-1114	Employee Wages		\$9,590.00
10/21/2004	Russ Couchman	-\$1,275.00	\$8,315.00
11/4/2004	Russ Couchman	-\$1,275.00	\$7,040.00
11/18/2004	Russ Couchman	-\$1,275.00	\$5,765.00
99-1080	Other Pay		\$1,495.00
10/21/2004	Board Member's Salaries for October 15 Meeting	-\$260.00	\$1,235.00
99-1210	PERF		\$568.30
10/21/2004	10/29/2004 Payroll	-\$66.94	\$501.36
11/4/2004	11/12/2004 Payroll	-\$66.94	\$434.42
11/18/2004	11/26/2004 Payroll	-\$66.94	\$367.48
99-1220	Insurance		\$1,611.42
11/4/2004	11/12/2004 Payroll	-\$734.18	\$877.24
99-1230	Social Security		\$881.60
10/21/2004	10/29/2004 Payroll	-\$79.05	\$802.55
11/4/2004	11/12/2004 Payroll	-\$74.83	\$727.72

11/18/2004	11/26/2004 Payroll	-\$74.83	\$652.89
99-1240	FICA (actually medicare)		\$168.32
10/21/2004	10/29/2004 Payroll	-\$18.49	\$149.83
11/4/2004	11/12/2004 Payroll	-\$17.50	\$132.33
11/18/2004	11/26/2004 Payroll	-\$17.50	\$114.83
99-2211	Office Supplies		\$173.08
10/28/2004	Bassett Office Furniture and Supply Co	-\$4.19	\$168.89
11/23/2004	Bassett Office Furniture and Supply Co	-\$21.93	\$146.96
99-2221	Petroleum Prod & Supplies		\$420.68
10/19/2004	S & S Oil	-\$417.62	\$3.06
99-3239	Drain/Real Estate Taxes		\$12,596.56
11/4/2004	2003 Real Estate Taxes Pay 2004	-\$11,755.62	\$840.94
99-3282	Legal Fees		\$2,941.50
10/19/2004	Derald Kruse	-\$400.00	\$2,541.50
99-3284	Consultant Fees		\$2,637.64
11/5/2004	Butler, Fairman and Seufert (Mgmt & Planning Mtg)	-\$1,629.83	\$1,007.81
99-3323	Travel		\$2,586.27
10/20/2004	George Wappes (AAI Conference)	-\$537.31	\$2,048.96
10/22/2004	Brad Stump (AAI Conference)	-\$338.58	\$1,710.38
11/3/2004	AAI conference registration (Couchman, Stump, Wappes)	-\$735.00	\$975.38
99-3324	Telecommunications		\$490.47
11/10/2004	Qwest	-\$4.83	\$485.64
99-3351	Electric		\$3,328.01
11/5/2004	American Electric Power	-\$1,612.98	\$1,715.03
99-3354	Utilities		\$2,102.11
10/19/2004	Perkins Septic Service (service 9/27, 9/28, 9/30, 10/4)	-\$791.82	\$1,310.29
10/19/2004	Taylor Rental Center (portable restrooms).	-\$150.00	\$1,160.29
10/29/2004	Perkins Septic Service (service 10/14, 10/22)	-\$465.12	\$695.17
11/9/2004	Taylor Rental Center (portable restrooms).	-\$150.00	\$545.17
11/9/2004	Perkins Septic Service (service 10/30)	-\$437.38	\$107.79
11/18/2004	Northern Indiana Fuel and Light	-\$74.76	\$33.03
99-3360	Grounds Maintenance		\$2,695.74
10/19/2004	Classic City Lawn Care (svc 9/1, 9/9, 9/15, 9/29 & rentals)	-\$1,200.00	\$1,495.74
10/20/2004	DeKalb Co. Highway	-\$60.24	\$1,435.50
11/4/2004	Leichy Farm Equip.	-\$591.33	\$844.17
11/12/2004	Seiler Farms	-\$430.00	\$414.17
99-3367	Building/Structure Repair		\$3,953.27

10/19/2004	Auburn City Hardware	-\$82.67	\$3,870.60
10/19/2004	Kendall Electric	-\$60.75	\$3,809.85
10/22/2004	Kendall Electric	-\$50.39	\$3,759.46
10/28/2004	G3 Technology Partners	-\$431.54	\$3,327.92
10/29/2004	Home Depot Credit Services	-\$451.35	\$2,876.57
10/29/2004	Priority 1	-\$320.00	\$2,556.57
11/3/2004	Discount Carpet Cleaning	-\$2,500.00	\$56.57
11/3/2004	Transfer from 0600.99 3369 - Runway Repairs	\$3,810.00	\$3,866.57
11/4/2004	Priority 1	-\$280.00	\$3,586.57
11/11/2004	Kendall Electric	-\$5.97	\$3,580.60
11/12/2004	Andrew Powell	-\$2,686.34	\$894.26
11/17//2004	Robert E Powell (Supplies)	-\$7.99	\$886.27
11/17/2004	Home Depot Credit Services	-\$40.68	\$845.59
11/23/2004	Auburn City Hardware	-\$76.89	\$768.70
11/23/2004	Otis Elevator Service	-\$75.00	\$693.70

99-3369	Runway Repairs		\$4,490.00
10/29/2004	ICOM	-\$618.98	\$3,871.02
11/3/2004	Transfer to 0600.99 3367 - Building/Structure Repair	-\$3,810.00	\$61.02
11/12/2004	ICOM	-\$60.56	\$0.46

99-3433	Contractual Services		\$4,018.31
11/12/2004	Robert Battig (repair to 6202 CR 27)	-\$63.75	\$3,954.56
11/17/2004	Robert Powell	-\$1,685.00	\$2,269.56
11/17/2004	James Mason	-\$625.00	\$1,644.56

99-4421	Capital Outlay		\$25,361.83
11/5/2004	Butler, Fairman, and Seufert (AWOS)	-\$928.25	\$24,433.58
11/5/2004	Butler, Fairman, and Seufert (Gen Svcs - Runway Painting)	-\$1,026.06	\$23,407.52

99-5000	Non-Budgeted Expense		
11/17/2004	Eric Boyer (return sec. deposit & ½ mo. rent - 6222 CR 27)	-\$1,200.00	not applicable

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$15,907.34
10/21/2004	Quietus of rental receipts to cover loan repayment	\$5,921.00	\$21,828.34
10/22/2004	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$20,707.34
10/22/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$15,256.40
11/11/2004	Quietus of rental receipts to cover loan repayment	\$4,238.40	\$19,494.80
11/23/2004	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$18,373.80
11/23/2004	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$12,922.86

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$333,703.32
11/5/2004	Land Construction Corp (sewer invoice#3 - partial payment)	-\$52,806.83	\$280,896.49
11/5/2004	City of Auburn (sewer tap fees for Terminal)	-\$1,520.00	\$279,376.49

11/19/2004	City of Auburn (area assessment fees for N side of airport)	-\$8,622.04	\$270,754.45
11/23/2004	Land Construction Corp (Asphalt for electronic gate relocate)	-\$1,330.00	\$269,424.45
11/23/2004	Johnson Electric (Power for electronic gate relocation)	-\$830.00	\$268,594.45

INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET

	Bond		\$44,670.30
11/5/2004	Land Construction Corp (sewer invoice#3 - partial payment)	-\$44,670.30	\$0.00

Mason moved and Stump seconded that the claims be accepted, the motion carried. Stump noted that the Airports budget has been reduced by close to \$3000.00 for fiscal year 2005.

T-Hangars and Tenant Accounts: Couchman presented both the updated T-hangar leases and the updated residential leases and the changes thereto. After some discussion over the pre-payment discount on T-hangar leases (changed from the flat \$5.00 per month if paid a year in advance, to \$5.00 per month if paid 6 months to 11 months and \$10.00 per month if paid 12 months or more in advance) and several other small changes Stump motioned to approve the changes to the T-hangar leases as discussed, Mason seconded, the motion passed. After a very short discussion regarding the updated residential lease Mason moved to accept, Stump seconded, the motion passed.

Zoning: The BOAC reviewed the following zoning requests: Keith A & Margie A. Crow – One-lot Residential Subdivision of Land (Orchard Place Sec II) located on the S side of County Road 56 approx 717’ E of County Road 59, Approach and Transitional Surfaces, Height limited to 75’ unless a variance is first granted; Rex P. Amstutz – A four-lot Residential Subdivision (Amstutz Acres) located at the NE corner of County Roads 62 and 427, Horizontal, Height limited to 75’ unless a variance is first granted.

FBO Operator Report: Todd McCutchan from Victory Aviation (FBO) reported that fuel sales are up slightly to based tenants but overall very consistent with previous years. He stated that this would be a very difficult time to evaluate whether the waived fuel flowage fees have been effective. Mr. Rieke asked McCutchan to explain some recent difficulties in the flight training department. McCutchan stated that on November 21, 2004, 967SA was involved a hard landing incident and prop strike. The aircraft will be returned to Auburn for repairs. He stated that they have added an instructor and an aircraft to the Fort Wayne facility. McCutchan stated that he met with the Hoosier Warbirds and Russ Couchman in an effort to plan an airshow for spring of 2005. A tentative date of May 20-22 has been set. There will be an aircraft auction on the 20th along with practice for the performers. This will also be the day local media is invited out to the Airport. The next meeting will be early January. He asked that if anyone has any ideas or contacts for corporate sponsorship or would like to be involved in helping to please contact him. This event will coincide with the Kruse Auburn Spring event. There will be an Airport open house on December 10th and 11th to introduce folks to the new fuel supplier and allow individuals to sign up for the Shell card. Shell will officially be the new fuel supplier December 1, 2004. Shell will be providing signage in the near future. Victory still intends to donate the existing sign space to Mid-America Avionics and Hoosier Wings. Victory will soon be replacing the current fuel trucks with new Shell trucks. McCutchan stated that he has asked Phil to get with Russ Couchman to begin a comprehensive property inventory. Hoosier Wings, the Part 135 operator, is fully certificated and has had several charters thus far. McCutchan asked what the status of the claim submitted to the sewer contractor for the recent power outages and subsequent loss of revenue. Paul Shafer responded that the claims have been submitted and we are currently waiting for a response form the contractor. McCutchan asked if the BOAC would be interested in purchasing the bucket truck for \$3500.00. The BOAC asked Couchman to have the truck checked-out by the County Highway Department and have a report for the next meeting.

Airport Manager Report:

Russ Couchman presented the Airport Manager’s report.

Supply of sand: The Airport now has a sanding capability for severe weather when immediate traction is needed. The Airport snow removal contractor, Seiler Farms, has the capability of spreading 75 foot swaths.

Update on runway painting: Most of the painting is done. It may be spring before we completely finish. Couchman suggested that we process a change order, if needed, so that the old stripes can be sandblasted rather than ground-off to preserve the runway grooves. The BOAC agreed.

Update on AEP meter reader issue: AEP is replacing all the “inside-the-fence” meters with meters that can be read via radio without accessing the airside of the Airport, at no cost.

Add deep well sink to upstairs closet: Victory Aviation has ask if the County can place a deep well sink in the upstairs utility closet so that they can wash dishes for corporate customers. The sink could be installed for approximately \$250.00. The board asked Couchman to proceed.

Motion to approve Scott Picha as AWOS maintenance contractor: Stump motioned, Mason seconded, the motion carried.

Herb Delagrance would like to know if he can hunt on former Wallace property: After some discussion the board denied these privileges as the Wallaces currently hunt on this property.

Motion on resolution to allow Manager to sign claims and payroll: Stump motioned, Mason seconded, the motion passed.

Cell phone for Airport Manager: Issued deferred until the December meeting.

Airport open house and lease signing: This event will be held December 10-11 in conjunction with the introduction of Victory Aviation's new fuel supplier, Shell Aviation.

2005 Meeting Schedule: After some discussion the BOAC approved the publishing of the 2005 BOAC Meeting schedule. The Board will meet the third Thursday of every month at 12:30 directly after the executive session in the DeKalb County Airport BOAC Board Room.

Fuel farm maintenance: There are several updates and maintenance issues required on the fuel farm, brought to our attention by Shell Aviation during a recent inspection. There will be very little cost involved as Shell will be supplying most of the materials.

Bob Battig wages: After some discussion the Board agreed to raise Mr. Battig's hourly wage. It was also agreed that Gene Powell would have less responsibility to maintain the residential properties and focus more on the Airport. The Board will look into hiring a handyman company to work as needed on the residential properties.

Misc.: The Board discussed the need for an Airport website and agreed that if the County is not ready to supply the resources then the Airport should look at other means. Stump reminded the Board that a fence around the AWOS facility would be prudent as the equipment contains a very strong laser that would damage anyone's eyes that happened to look into the unit out of curiosity. Mason moved to erect a fence around the unit, Stump seconded, the motion carried.

Maintenance Project Manager Report: Russ Couchman presented the Maintenance Report. He stated that there were several runway/taxiway lights replaced and repaired in the last month. One of the lights was damaged by the runway painting contractors. There were several ballasts and lights replaced in hangar H-1. Powell noted in his monthly report that housekeeping in the main hangar has been sub-standard for some time. There are piles of debris, oil and a general disorganization throughout the building. The fuel farm will need some work, grounding cables need to be replaced but no prices have been gathered yet. The new fuel supplier for Victory, Shell Oil, is requiring some updates to signage, connecting nozzles, and fire extinguishers to the fuel farm. Shell oil will be supplying all required supplies but the additional fire extinguisher. Powell noted more Sheriff vehicles patrolling CR60 and giving tickets to speeders. Stump suggested that a letter be drafted thanking the Sheriff for the extra effort in slowing down vehicle traffic in the area. The home at 6202 County Road 27 is ready to show, a lot of effort has been spent on this home but it looks great. Mr. Powell presented a bid for tree removal on the South side of the Airport from Seiler Farms as follows: East end tree row closest to CR27 for \$900.00, Middle tree row for \$600.00 and the West tree row for \$700.00. After some discussion over which tree rows should be removed immediately to facilitate continuity of farming and separation of farming contractors it was decided to remove just the East end tree row closest to CR27 as soon as practical. Stump motioned, Mason seconded and the motion carried. Couchman then informed the BOAC that Mr. Powell will be out after the first of the year for several weeks for hip replacement surgery. Powell will still be available for consultation and will be able to perform non-physical tasks such as the Airport key system update. Mr. Bob Battig has tentatively agreed to perform many of the required tasks during Powell's recovery.

Management Assistance Consultant Report:

CIP – Need to start the CIP revision for FY 2006: Shaffer stated that he will begin the paperwork and get with the Board and staff very shortly. Rieke directed that the CIP review committee be re-formed as soon as possible.

T-hangar mailings: Shaffer produced a rather large list of registered aircraft owners for NE Indiana. The need to gain commitments for two new hangars prompted the production of this list. It was discussed that there should first be letters sent to local airports and a meeting held with Fort Wayne International so that we don't create any ill-will. It is the Boards intention to simply fill any need that exists within the area and not "poach" existing tenants from elsewhere.

AWOS: The AWOS was partially commissioned late November and will be completed December 16th.

Emergency Plan: Shaffer spoke with Fort Wayne ARFF and it was suggested that any emergency exercise/tutorial wait until after the first of the year due to busy holiday schedules.

Traffic Study/Wetland Study: BF&S has ordered more counters to be placed so that the majority of the work can be completed before there is too much snow. The initial map from JF New was presented indicating where wetlands that may need to be mitigated reside on the South side of the Airport.

Consultant RFQ's: Shaffer stated 5 years has elapsed since BF&S was selected as airport management consultant and that it is time to begin soliciting Request for Qualifications from other airport management consultants, as required by the FAA.

Adjournment:

Rieke calls the meeting to adjourn.

**Next meeting December 17, 2004
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary