



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

December 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 and lease of real property. Present were BOAC members Rieke, Wappes, Mason, and Stump, BOAC Attorney Kruse, 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, Wappes, Mason, and Stump were present. Also attending were BOAC Attorney Kruse, Airport Manager Russ Couchman, Paul Shafer and Don Manley from Butler, Fairman, & Seufert, Don Smith (BOAC consultant), Airport Project Manager Gene Powell, Todd McCutchan from Victory Aviation, John Harris airport neighbor liaison and Bill Gisel from the Auburn Evening Star. Also in attendance was Jeff Turner who will replace Layden Rieke as a member of the Board effective January 1st 2005.

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. Mason presented the monthly PropWash newsletter.

Property Management: The property at 6202 County Road 27 is ready to be rented. An ad was run starting December 15th, 2004; there have been several inquiries thus far. The Orkin pest control maintenance agreement at 3070 CR 60 will be re-addressed in the spring of 2005 and continued only if there continues to be a need.

Treasurer Report:

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

Docket of Claims – December 2004 for 2004 Budget Year

99-1114	Employee Wages		\$5,765.00
12/2/2004	Russ Couchman	-\$1,275.00	\$4,490.00
12/16/2004	Russ Couchman	-\$1,275.00	\$3,215.00
99-1080	Other Pay		\$1,235.00
12/2/2004	Board Member's Salaries for November 30 Meeting	-\$195.00	\$1,040.00
99-1210	PERF		\$367.48
12/2/2004	12/10/2004 Payroll	-\$66.94	\$300.54
12/16/2004	12/24/2004 Payroll	-\$66.94	\$233.60
99-1220	Insurance		\$877.24
12/2/2004	12/10/2004 Payroll	-\$734.18	\$143.06
99-1230	Social Security		\$652.89

12/2/2004	12/10/2004 Payroll	-\$74.83	\$578.06
12/16/2004	12/24/2004 Payroll	-\$74.83	\$503.23

99-1240	FICA (actually medicare)		\$114.83
12/2/2004	12/10/2004 Payroll	-\$17.50	\$97.33
12/16/2004	12/24/2004 Payroll	-\$17.50	\$79.83

99-2211	Office Supplies		\$146.96
12/8/2004	Bassett Office Furniture and Supply Co	-\$10.48	\$136.48

99-3322	Postage		\$49.35
12/15/2004	USPS P.O. Box annual fee	-\$38.00	\$11.35

99-3324	Telecommunications		\$485.64
12/3/2004	DeKalb Co Treasurer, phone charges billed back by Auditor	-\$447.42	\$38.22

99-3351	Electric		\$1,715.03
12/8/2004	American Electric Power	-\$1,435.21	\$279.82
12/15/2004	American Electric Power	-\$253.97	\$25.85

99-3360	Grounds Maintenance		-\$142.06
12/1/2004	Transfer from 0600.99 3367 - Building/Structure Repair	\$150.00	\$7.94

99-3367	Building/Structure Repair		\$1,240.43
12/1/2004	Home Depot Credit Services	-\$21.82	\$1,218.61
12/1/2004	Transfer to 0600.99 3360 - Grounds Maintenance	-\$150.00	\$1,068.61
12/8/2004	Orkin (3070 CR 60)	-\$55.00	\$1,013.61
12/8/2004	Kendall Electric	-\$2.87	\$1,010.74
12/15/2004	Robert Powell (reimbursement for fuel farm parts)	-\$9.54	\$1,001.20

99-3433	Contractual Services		\$1,644.56
12/15/2004	Robert Battig (repair to 6202 CR 27)	-\$26.25	\$1,618.31
12/15/2004	Robert Powell	-\$1,493.56	\$124.75

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$12,922.86
11/30/2004	Quietus of rental receipts to cover loan repayment	\$5,129.93	\$18,052.79
12/8/2004	Quietus of rental receipts to cover loan repayment	\$3,143.00	\$21,195.79

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$268,594.45
12/1/2004	Wells Fargo Bank (Corporate Trust Services)	-\$2,000.00	\$266,594.45

Docket of Claims – December 2004 for 2005 Budget Year

99-3284	Consultant Fees		\$10,000.00
12/15/2004	Butler, Fairman and Seufert	-\$583.33	\$9,416.67

99-3354	Utilities		\$4,000.00
12/15/2004	Taylor Rental	-\$150.00	\$3,850.00

99-3360	Grounds Maintenance		\$20,000.00
12/15/2004	Irving Gravel (ice control sand)	-\$215.05	\$19,784.95
12/15/2004	Classic City Automotive	-\$17.00	\$19,767.95

99-3367	Building/Structure Repair		\$23,000.00
12/17/2004	Kendall	-\$31.71	\$22,968.29

Stump moved and Wappes seconded that the claims be accepted, the motion carried.

Budget: Two appropriations were made to the County Council, one for \$25,000 to be applied to the capital improvement account within the BOAC budget and the other for \$300,000 to the Public Airport Capital Improvement fund where we have to re-appropriate monies returned at the end of 2004.

T-Hangars and Tenant Accounts: Couchman stated that two additional tenants have paid a year in advance since the change in policy allowing for discounts of up to ten dollars per month. We still have one tenant that is ninety-five dollars in arrears. This tenant has been contacted and has not returned the call. Stump noted that the Board could possibly switch locks on the hangar in order to force payment, as a last resort.

Zoning: There were no zoning requests.

FBO Operator Report: Todd McCutchan from Victory Aviation (FBO) reported that 100LL fuel sales were slightly down from the previous month but sales to Airport tenants were slightly up. Jet-A sales are down across the board from last month. McCutchan was unable to put together a comparison with last year's numbers. For maintenance, completed jobs, tenant hours worked and total hours worked were all down but transient hours worked was slightly up from last month. Hoosier Wings continues to do better while Mid-America overall is slightly down. McCutchan stated that the open house went fine even though the turnout wasn't what they had hoped for.

Airport Manager Report:

Russ Couchman presented the Airport Manager's report.

Taylor Rental discussion: Stump noted that the former Airport Manager's original intent was to have the port-a-johns taken out during the winter. Powell suggested that we change the service during the winter months to just once a month or less. Rieke suggested that Couchman should simply have a conversation with Taylor Rental to ascertain how full the units were during the summer and get their opinion on how often they should be serviced during the winter. Wappes suggested that we might try and purchase the units and simply have Taylor service them in an effort to save money while still providing this valuable service.

Bucket truck issue: Couchman stated that through several conversations with the Board members and Powell, this truck is most likely not the correct tool for Airport use. Mason asked both Couchman and Powell if they would recommend purchasing the vehicle from Victory for the asking price of \$3100.00. Both Couchman and Powell stated they did not feel this was a good fit for Airport use.

Can portable propane heaters be used in T-hangars: Shaffer stated that there can be no open flame within the t-hangars.

T-hangar leases: Couchman stated that per conversations via e-mail and phone call with all Board members and Mr. Kruse, the consensus is that the intended duration of option to renew was one additional five year term and not two making the total lease term including option, a total of ten years and not fifteen years. He also stated that the Board agrees that subleasing shall remain an option to the tenants of F, G and H hangars providing they use Board of Aviation forms and only after Board approval. T-hangar leases will be revised and sent out with the next billing cycle.

Cell phone for Airport Manager: Couchman stated that he agrees that Centennial is the most cost effective phone. Couchman was instructed to move forward with the phone purchase.

Rieke dedication plaque: Couchman noted that Powell installed the Glen T. Rieke dedication plaque downstairs with tract lighting. It looks absolutely stellar.

Maintenance Project Manager Report: Russ Couchman presented the Maintenance Report. He stated that Powell replaced another taxiway light that was broken most likely during snow removal over the Thanksgiving holiday. Powell has also been working on the discrepancies as noted by the Shell aviation inspector on the fuel farm. Powell has been supervising S&S in the G hangar electrical upgrades and he fixed the bi-fold door to hangar F-6. The tenant was very pleased. He also gave Couchman a snow plow tutorial and worked on electronic gate near the old T-hangars. He ran power to the electronic gate near the new T-hangars to help facilitate its installation. He also finished removing tools from 6202 CR 27 and removed large bushes from the front of 6197 CR 29. Couchman also noted that Powell will be out for surgery starting early January and for approximately six weeks. During that time he will be available for consultation and light duty.

Management Assistance Consultant Report:

CIP – Need to start the CIP revision for FY 2006: Shaffer passed out copies of last year’s CIP and suggested that the CIP committee be re-formed and meet prior to the next BOAC meeting to discuss possible changes to the plan.

Sewer design: Shaffer stated that progress estimate #4 needs to be paid. The sewer is up and flowing and all permits are filed. There is still much work to be done in the spring of 2005 such as final grading and planting. Shafer noted the changes made to the sewer main agreement to increase the tap cost over time to keep up with inflation. BF&S provided two options for the yearly increase to the connection fee for new developments, the first being a 5% yearly increase and the second being a flat yearly fee that would approximate a 5% yearly increase over the term of the agreement. The Board felt that the flat yearly fee increase was preferable to the percentage increase. The Board also felt that a similar yearly increase, again based on approximating the 5% yearly increase, should be applied to the connection fee or existing developments. Further changes were suggested, copies will be e-mailed to the Board after these changes are made.

ILS/MALSR and Wetland Grant: The ILS and MALSR have been for the most part out of our hands. We have been working very hard at following up and keeping on top of the proposed schedule for flight check and commissioning.

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 Board’s intention to simply fill any need that exists within the area and not “poach” existing tenants from elsewhere. The list has been subsequently narrowed down to approximately 400 mailings. It was suggested that the based aircraft discounts be mentioned in the mailings.

AWOS: The AWOS has been fully commissioned as of December 16th.

Consultant RFQ: Shaffer indicated that it is now time to solicit qualifications for Airport Management Consultants. He passed out paperwork to help in that endeavor. The Board directed Stump and Couchman to prepare a Request for Qualifications to be reviewed at the January meeting.

Presidents Report: Rieke, acting as President of the Board for the last time, noted that including the current four Board members and since 1963 there have only been 17 board members. He stated that in 1963 the Airport had only a 3600 foot runway, and now there is over 5000 feet, parallel taxiway, new terminal, Airport Manager, ILS and AWOS. The Airport has come a long way in 40 years or so and now DeKalb County has an Airport that is second to none in NE Indiana. The Airport now has an opportunity to market and to move forward and go after corporate traffic. Rieke thanked all the Board members and stated that he appreciated having the opportunity to work with everyone and wished all good luck in the future.

Adjournment:

Rieke calls the meeting to adjourn.

**Next meeting January 21, 2004
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason Secretary