



# DeKalb County Airport

## Board of Aviation Commissioners

DeKalb County  
P.O.Box 4 – Auburn, IN 46706

Jim Mason, President  
Jeff Turner, Vice President

Derald Kruse, Attorney

George Wappes, Secretary  
Brad Stump, Treasurer

### MINUTES

January 21, 2005

#### **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 Mason, Wappes, Turner, 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 regularly scheduled meeting. BOAC members Mason, Wappes, Turner, and Stump were present. Also attending were BOAC Attorney Kruse, Airport Manager Russ Couchman, Paul Shafer, Todd McCutchan from Victory Aviation, and Bill Gisel from the Auburn Evening Star. Attorney Kruse called the meeting to order and opened the floor for nominations for officers. The following officers were elected unanimously: Mason – President, Turner – Vice-President, Wappes – Secretary, Stump – Treasurer.

#### **Secretary Report:**

Mason presented the minutes of the previous meeting. A motion by Turner 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 has not yet been rented. Another ad will run within the next couple of weeks. Mason stated that he would clarify when rents were due on 6197 CR 29 and would follow up on other rents due.

#### **Treasurer Report:**

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

99-1114	Employee Wages		\$33,150.00
12/30/2004	Russ Couchman	-\$1,275.00	\$31,875.00
1/13/2005	Russ Couchman	-\$1,275.00	\$30,600.00
99-1080	Other Pay		\$3,900.00
12/30/2004	Board Member's Salaries for December 17 Meeting	-\$260.00	\$3,640.00
99-1210	PERF		\$1,800.00
12/30/2004	1/7/2005 Payroll	-\$63.75	\$1,736.25
1/13/2005	1/21/2005 Payroll	-\$63.75	\$1,672.50
99-1220	Insurance		\$4,000.00
12/30/2004	1/7/2005 Payroll	-\$734.18	\$3,265.82
99-1230	Social Security		\$2,300.00

12/30/2004	1/7/2005 Payroll	-\$74.83	\$2,225.17
1/13/2005	1/21/2005 Payroll	-\$74.83	\$2,150.34
99-1240	FICA (actually medicare)		\$500.00
12/30/2004	1/7/2005 Payroll	-\$17.50	\$482.50
1/13/2005	1/21/2005 Payroll	-\$17.50	\$465.00
99-3282	Legal Fees		\$10,000.00
1/20/2005	Derald Kruse (Legal Services)	-\$600.00	\$9,400.00
99-3284	Consultant Fees		\$9,416.67
12/29/2004	Butler, Fairman and Seufert	-\$583.33	\$8,833.34
99-3324	Telecommunications		\$1,200.00
12/29/2004	Qwest (long distance)	-\$8.09	\$1,191.91
1/3/2005	Centennial Wireless	-\$149.40	\$1,042.51
1/11/2005	Qwest (long distance)	-\$7.45	\$1,035.06
99-3351	Electric		\$22,000.00
1/20/2005	AEP	-\$2,180.03	\$19,819.97
99-3354	Utilities		\$3,850.00
12/29/2004	Auburn City Utilities - Sewer Acct 16-9750-00000	-\$38.06	\$3,811.94
12/29/2004	Auburn City Utilities - Sewer Acct 16-9800-00000	-\$38.06	\$3,773.88
12/29/2004	NIFL (6202 CR 27 45804460DCA)	-\$166.77	\$3,607.11
99-3360	Grounds Maintenance		\$19,767.95
1/20/2005	Seiler Excavation (snow removal)	-\$600.00	\$19,167.95
1/20/2005	Seiler Farms (snow removal & sand spreading - 11/23 to 1/8)	-\$2,310.00	\$16,857.95
1/20/2005	Irving Gravel (Ice control sand)	-\$457.13	\$16,400.82
99-3367	Building/Structure Repair		\$22,968.29
1/11/2005	Home Depot Credit Services	-\$79.41	\$22,888.88
1/11/2005	Kendall Electric	-\$33.59	\$22,855.29
1/20/2005	Auburn City Hardware	-\$24.10	\$22,831.19
99-3433	Contractual Services		\$21,000.00
1/20/2005	Jim Mason (Property Manager)	-\$430.00	\$20,570.00
1/20/2005	Robert E. Powell	-\$762.50	\$19,807.50
99-4421	Capital Outlay		\$0.00
12/29/2004	Butler, Fairman, and Seufert (AWOS)	-\$1,972.49	-\$1,972.49
12/29/2004	Butler, Fairman, and Seufert (ILS)	-\$170.94	-\$2,143.43
1/3/2005	Additional Appropriation	\$25,000.00	\$22,856.57
<b>FUND 0605 LOAN REPAYMENT ACCOUNT</b>			
99-5000	Non-Budgeted Expense		\$21,195.79
1/3/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$20,074.79
1/3/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$14,623.85
1/11/2005	Quietus of rental receipts to cover loan repayment	\$5,550.00	\$20,173.85

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

99-4421	Capital Outlay		\$0.00
12/29/2004	Land Construction Corp (sewer invoice#4)	-\$121,126.99	\$121,126.99
1/3/2005	Additional Appropriation	\$300,000.00	\$178,873.01
1/3/2005	Shambaugh & Son (upgrades to hangar G)	-\$7,350.00	\$171,523.01

**INVOICES TO BE PAID FROM FUNDS OTHER THAN THE AVIATION BUDGET**

BIF funds held by Auburn for airport sewer expenses			
These invoices to be paid by the City of Auburn			
DATE	ITEM	AMOUNT	BALANCE
1/1/2005	BIF funds remaining (\$20,741.14 paid 2001-2004)		\$54,258.86
1/20/2005	Butler, Fairman and Seufert (inv. 44138-45825 & pt 46027)	-\$54,258.86	\$0.00

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

**Budget:** It was confirmed that additional appropriations were received into the Capital Outlay account for \$25000.00 and the Capital Improvement Fund for \$300,000.00.

**T-Hangars and Tenant Accounts:** Turner made a motion that Airport Manager Couchman have authority to enforce T-hangar leases, Stump seconded, the motion passed.

**Misc:** Couchman and Stump informed the Board that they plan on attending the annual AAI Legislative Luncheon in Indianapolis. In past years this has been a very productive sit down with state Representatives and Senators.

**Zoning:** Mathew S. & Tressa J. Redinger – One-lot Residential Subdivision of Land (Redinger’s Addition) located in the SE ¼ of the SE ¼ of Section 18, Jackson Twp at the NW Corner of County Roads 51 and 60, Approach Surface, Height limited to 75’ unless a variance is first granted.

**FBO Operator Report:** Todd McCutchan from Victory Aviation (FBO) reported that 100LL fuel sales were slightly down from the previous month. Jet-A sales are down from last month. McCutchan was unable to put together a comparison with last year’s numbers, beginning next month this should become easier. For maintenance, all categories but tenant hours were up from last month. Hoosier Wings continues to do better but Mid-America numbers were not yet available for the month. McCutchan stated there have been several meetings with the Warbirds to help plan the Airshow that is scheduled for May 20<sup>th</sup> – 22<sup>nd</sup>. The next meeting will include the visitor’s bureau and the local chapter of the EAA. McCutchan informed the Board that the change to Shell Aviation fuels is moving along with signage and trucks, he will have more later.

**Maintenance Project Manager Report:** Mr. Wappes presented the Maintenance Report. He stated that Powell repaired taxiway light A-11 that was damaged during snow removal operations and replaced five runway lights and several wind sock lights. He replaced the batteries in the high level alarms on the fuel farm and noted that the grounding cables are in need of replacement/repair. In Powell’s inspections it was noted that the usual minor bumps and dips exist on the runway surface. Wappes noted that the NE end of hangar D is in need of work on the sliding doors. There is no further adjustment and the doors will not open in some cases. Airport Maintenance Worker Battig and Couchman plan on addressing this issue within the next few weeks. The Terminal and Maintenance Hangar are in very good shape this month. Wappes also noted that during the larger snow storms this year, the large truck and the smaller pickup truck that Victory owns were both stuck several times during snow removal ops. Wappes stated that the Board may want to look at the possibilities of procuring a larger, more effective piece of equipment for snow removal in the near future. The automated gate at the new T-hangar facility is fully operational. Couchman supplied locks and chains to the FAA so we all can have access through daisy-chaining to the various new ILS related facilities around the Airport. Powell purchased a torch for ice removal from the various rolling gates at the Airport; Couchman used this torch during recent ice storms and stated that is worked well. Powell’s surgery went well; he is getting around on a walker. He is looking forward to getting back to work.

**Airport Manager Report:**

Russ Couchman presented the Airport Manager’s report.

**Capital Improvement Plan Meeting:** The Committee decided to add a connecting taxiway heading from the West end heading south so that any expansion required could possibly be moved to the South-side of the Airport. This is a project that may not come to pass depending on demand.

**ILS Update:** The FAA stated that the ILS will be test flown again on February 8<sup>th</sup>, 2005.

BOAC Appointments: See above.

Airport well water testing: Testing will be complete later this week.

Mower analysis: Couchman presented several different scenarios in spreadsheet format where purchasing a Zero Turn Radius mower may save the Airport thousands of dollars in years to come. The payback on the initial purchase should happen within 4-5 years. Wappes motioned to move forward with the mower purchase, Stump seconded, the motion passes.

Desk research: Couchman presented preliminary research results for purchasing office furniture for the Airport Managers office. Turner suggested that Couchman contact the Auburn Foundry to see if there may be furniture available. Mason motioned that Couchman proceed with spending no more that \$2500.00 for office furniture, Turner seconded, the motion passed.

Key duplicator purchase: Couchman stated that he would like to purchase key duplication and locksmith materials for Powell in an effort to standardize locks around the Airport and save money. The Board agreed that this capability is important.

Rieke hangar addition: Rieke has allocated funds this year to hangar expansion. This may require the removal of hangar D and apron expansion. More will be decided should Rieke move forward this year with the planned expansion.

Acoustical Operations Counter: Couchman suggested that the Board discuss using a portion of the primary entitlement funds to purchase an acoustical operations counter. Currently the state samples and uses a formula to estimate operations since a portion of federal funding is based on operation is may be prudent to have an accurate ops number moving forward. George moved to make the purchase, Stump seconded, the motion passed.

Approve Airport Manager to spend within line items of Budget: Turner suggested that the Board approve that the Airport Manager have authority to spend within the approved line items of the budget without Board majority votes. This would not include Capital Improvement spending. Stump motioned, Turner seconded, the motion passed.

Mics: Couchman noted that the Mid-America storage has been moved from hangar D-9 to smaller hangar B-6. B-6 is not big enough for an airplane, at one time there was a helicopter stored in the hangar. Couchman received a call from County IS Coordinator Jack Smith; the County is contracting with a third party to provide web hosting. Couchman will begin to work on website design. The Vintage Aircraft Association and the Alert Cadets would like to use the Terminal's second floor viewing area; Couchman will draft license agreements for both.

### **Management Assistance Consultant Report:**

CIP – Revisions for FY 2066: Shaffer restated that there was just one change to the 2006 CIP. The committee added North-South taxiway on the West end of the Airport.

Sewer design: The Sewer Easement Agreement with the City of Auburn was presented to Stump and Kruse for their review. Pending their review the easement is ready to be presented to the city.

ILS/MALSR and Wetland Grant: The final pay request and grant amendment in preparation to close the grant per Rich Pur's request were presented to the Board for approval. Turner moved to accept the amendment to the grant, Stump seconded, the motion passed.

T-hangar mailings: Shaffer produced a rather large list of registered aircraft owners for NE Indiana and a draft solicitation letter. The list was narrowed to a 20 mile radius of the airport excluding OHIO to narrow the list to approximately 330 aircraft. The Board discussed the need to re-bid the job so that we have a firm number to quote potential lessees.

AWOS: The AWOS has been fully commissioned as of December 16<sup>th</sup>. The Board can release the retainage. BF&S will proceed with the close-out documents for the grant.

Corporate Hangar: BF&S is requesting a partial reimbursement on the construction of the apron with and amendment request. This project is under the same grant as the AWOS so we will prepare the closeout documents and include the amendment letter.

DBE Plan: Accomplishments were reported to Nancy Cibic of the FAA.

Update Emergency Plan: Shaffer has been in contact with Lt. Dennis Hollopeter from FWA ARFF, who indicated that him and Captain Grant would be more than happy to conduct another evening or Saturday seminar entitled "The Do's and Don'ts of Aircraft Emergencies" similar to the one in 2000. The last time they had three sections with information for Police, Fire and EMS. Since their last seminar at DeKalb they have added a section on TSA and usually invite a TSA rep to attend. Captain Grant will coordinate some possible dates with Shaffer.

EA for the runway extension: Traffic data is still being compiled. Expect a summary report in the February meeting. The surveyors have the field data. The drawing is being prepared. The EA document will be prepared

and submitted with the 2005 NPE money. The remaining funds will go to construct the necessary wetland mitigation plan. Need to work on securing the light lane property. Motion by Turner to amend the Innovative Finance Grant, second by Stump, motion passed.  
Consultant RFQ: Stump produced the RFQ for Board approval. Turner motioned to approve, Wappes seconded, the motion passed.

**Presidents Report:** There was no Presidents report given.

**Adjournment:**

Mason calls the meeting to adjourn.

**Next meeting February 18, 2005  
Executive Session at 12:30 PM followed immediately by Scheduled Meeting  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**George Wappes Secretary**