



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
Phil Rader, Member

MINUTES

October 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 lease of real property and the purchase of real property. Present were BOAC members Mason, Wappes, Turner, Rader and Stump, BOAC Attorney Kruse, Airport Manager Russ Couchman, Contract Project and Maintenance Manager Gene Powell, and BF&S Consultant/Engineer Paul Shaffer. The BOAC member's present discussed matters relating to the lease of real property and the purchase of real property. No other topics were discussed during the executive session.

BOAC Regular Scheduled Meeting:

The DeKalb County Aviation Board met at the DeKalb County Airport in the conference area for their 12:30 PM scheduled meeting. President Mason called the meeting to order. BOAC members Mason, Wappes, Turner, Rader and Stump were present. Also attending was Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Don Smith Airport Consultant, Greg Gentry from Victory Aviation, Todd McCutchan from Victory Aviation and Bill Gissel from the Evening Star.

Secretary Report:

President Mason introduced the new Board Member, Mr. Phil Rader. Wappes presented the minutes of the previous meetings. A motion was made by Wappes with a second by Stump to accept the minutes. The motion carried when put to vote.

Treasurer Report:

Claims: The treasurer presented the following claims for the Board's approval: Wappes moved to accept the claims as presented, Turner seconded and the motion passed. Stump asked Couchman to go over several accounts that are in the negative. Couchman indicated that these accounts will have money transferred into them at the next County Council meeting.

99-1114	Employee Wages		\$7,650.00
9/29/2005	Russ Couchman	-\$1,275.00	\$6,375.00
10/13/2005	Russ Couchman	-\$1,275.00	\$5,100.00
99-1080	Other Pay		\$1,365.00
9/16/2005	Board Members' Salaries for September 16th Meeting	-\$260.00	\$1,105.00
99-1210	PERF		\$525.00
9/22/2005	9/29/2005 Payroll	-\$63.75	\$461.25
10/6/2005	10/13/2005 Payroll	-\$63.75	\$397.50
99-1220	Insurance		\$2,942.38
9/8/2005	9/16/05 Payroll	-\$734.18	\$2,208.20
10/6/2005	10/14/05 Payroll	-\$734.18	\$1,474.02
99-1230	Social Security		\$799.18

9/22/2005	9/29/2005 Payroll	-\$74.83	\$724.35
10/6/2005	10/13/2005 Payroll	-\$74.83	\$649.52
99-1240	FICA (actually medicare)		\$149.01
9/22/2005	9/29/2005 Payroll	-\$17.50	\$131.51
10/6/2005	10/13/2005 Payroll	-\$17.50	\$114.01
99-2211	Office Supplies		\$80.72
9/30/2005	Bassett	-\$64.98	\$15.74
99-3282	Legal Fees		\$5,025.00
9/30/2005	Derald Kruse (Legal Services)	-\$1,750.00	\$3,275.00
99-3284	Consultant Fees		\$11,244.98
10/20/2005	Butler, Fairman and Seufert	-\$1,166.66	\$10,078.32
99-3324	Telecommunications		\$114.51
9/30/2005	Qwest (long distance)	-\$7.44	\$107.07
9/30/2005	Centennial Wireless	-\$58.90	\$48.17
10/20/2005	Qwest (long distance)	-\$7.88	\$40.29
99-3333	Legal Notices		\$253.21
9/2/2005	KPC Media	-\$29.58	\$223.63
10/20/2005	KPC Media	-\$29.58	\$194.05
99-3351	Electric		\$4,956.10
10/20/2005	Indiana Michigan Power	-\$1,327.06	\$3,629.04
10/20/2005	Indiana Michigan Power	-\$364.12	\$3,264.92
99-3354	Utilities		\$839.38
9/30/2005	Auburn City Utilities - Sewer Acct 16-9800-00000-16-9750-00000	-\$76.12	\$763.26
99-3360	Grounds Maintenance		\$7,060.22
9/29/2005	Liechty Farm Equipment (John Deer repairs and service)	-\$392.75	\$6,667.47
10/20/2005	Perkins 3046 CR 60	-\$275.00	\$6,392.47
10/20/2005	Classic City Automotive	-\$92.30	\$6,300.17
10/20/2005	Arrow Fence	-\$1,375.00	\$4,925.17
10/20/2005	Liechty Farm Equipment (John Deer repairs and service)	-\$392.75	\$4,532.42
10/20/2005	Auburn City Hardware	-\$171.36	\$4,361.06
10/20/2005	Reed-Joseph International (Explosives to scare birds)	-\$154.00	\$4,207.06
99-3367	Building/Structure Repair		\$12,958.26
9/30/2005	Havel	-\$1,047.69	\$11,910.57
10/7/2005	Home Depot Credit Services	-\$76.72	\$11,833.85
9/30/2005	Auburn City Hardware	-\$7.94	\$11,825.91
10/20/2005	Marx Services 3046 CR 60, 6222 CR 27, 3070 CR 60	-\$1,497.00	\$10,328.91
10/20/2005	Home Depot Credit Services	-\$101.48	\$10,227.43
10/20/2005	Scott Showe (repairs to hangar door)	-\$70.00	\$10,157.43
10/20/2005	Kendall Electric	-\$49.59	\$10,107.84

99-3394	Dues		\$280.00
9/29/2005	AAAE Accreditation Program Registration	-\$250.00	\$30.00
99-3433	Contractual Services		\$2,240.64
10/20/2005	Robert Battig	-\$310.00	\$1,930.64
10/20/2005	Robert E. Powell	-\$2,696.70	-\$766.06
10/20/2005	Priority 1 Alarm Monitoring	-\$200.00	-\$966.06
99-4443	Equipment		\$610.72
10/20/2005	Van Gorder Sales	-\$500.00	-\$911.24
FUND 0605 LOAN REPAYMENT ACCOUNT			
99-5000	Non-Budgeted Expense		\$24,845.86
9/30/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$19,394.92
9/30/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$18,273.92
FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT			
99-4421	Capital Outlay		\$6,362.40
9/2/2005	Butler, Fairman, and Seufert (General Services)	-\$1,430.93	\$4,931.47
9/15/2005	Additional Appropriation	\$82,000.00	\$86,931.47
9/15/2005	Purchase old county road truck from McCormick Motors	-\$13,000.00	\$73,931.47
FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT			
99-4421	Capital Outlay		\$73,931.47
9/30/2005	JFNew	-\$1,875.00	\$72,056.47
10/20/2005	Russ Couchman (fees paid to record sewer deeds)	-\$80.00	\$71,976.47
10/20/2005	Butler, Fairman, and Seufert (General Services)	-\$3,292.76	\$68,683.71
10/20/2005	Butler, Fairman, and Seufert (Wetland)	-\$6,659.89	\$62,023.82
10/20/2005	Butler, Fairman, and Seufert (AWOS)	-\$1,866.84	\$60,156.98
10/20/2005	Butler, Fairman, and Seufert (Sewer)	-\$5,349.23	\$54,807.75
10/20/2005	Butler, Fairman, and Seufert (Corporate ramp)	-\$11,819.40	\$42,988.35
10/20/2005	Land (progress estimate 7 and 8)	-\$23,945.00	\$19,043.35

Zoning: There were two zoning requests. 3.1 – Zoning request: Rhinehart Development Corp. – To amend a previously granted Development Plan to add a 19,040 square foot storage building, located in the NW Quarter of Section 29, Spencer Township, approximately 2087 feet east of CR 51, on the North side of CR 68, containing 103.763 acres more or less, Approach Surface, Height limited to 75’ unless a variance is first granted. 3.2 – Zoning request: Joseph A. & Dena M. Bradburn – A two-lot residential Subdivision of Land to be known as “Fox Ridge” located in the NW Quarter of Section 15, Jackson Township, South side of CR 56, approximately 1568 feet east of CR 35, containing 5.50 acres more or less, Conical Surface, Height limited to 75’ unless a variance is first granted. Mr. Stump was a speaker at the AAI Annual Conference at Pokagon State Park last week. This was one of the most informative and successful presentations in the history of the conference and was met with praise and enthusiasm.

FBO Operator Report: McCutchan reported that the Auburn Fall event was successful and thanked Rieke and MTI for the use of their ramps during this event. FBO operations were down from last year, 100LL sales were down but Jet-A sales were up. Flight school hours continue to drop but maintenance and avionics are both up. The part 135 operator is still struggling. McCutchan presented a graph indicating that AvGas was still trending down but asked that the fuel flowage fee of .07 cents per gallon be left off until next May to continue the attempts to stimulate sales. The Board agreed to keep the fee off until June 2006 when they will re-evaluate. McCutchan also stated that the Fort Wayne Executive North signs would be removed by the November meeting. McCutchan stated that he would like to work on having more events for local pilots such as fly-ins, bbq’s etc. Victory will have a full-time flight instructor starting early November.

Maintenance Project Manager Report: Wappes indicated that all was going well with maintenance. Mowing is beginning to slow down. There were the normal light replacement remarks on Powell’s report. Couchman and Powell again spent time on winter operations plans and equipment but at this point almost all of the

required equipment has been purchased. Also noted again were the normal ruts and humps in pavement and several areas where there is a grade separation off the edge of pavement and that the fuel farm is in need of some minor maintenance. Powell worked 164.5 hours last month. Powell noted that the hangar floor was beginning to look better.

Airport Manager Report:

Hunting issue update: Couchman noted that the DNR has been very cooperative in helping the County control trespassing and unauthorized hunting on the Airport. There are several tree stands that are on Airport property, one has been tagged and the other will be early next week. If these tree stands are not removed within the time stated then they will be placed in storage on the Airport unless claimed.

Dollier property update: The option to purchase approximately 65 acres east of the Airport has been exercised and the deal is set to close 11/1/2005.

Equipment purchase update: Couchman updated the Board on all the different pieces of equipment that were purchased and their approximate expected delivery dates.

Sign INDOT grant: President Mason signed the most recent INDOT reimbursement grant for \$3,947.37.

Management Assistance Consultant Report:

Approve final payment to Land on sewer: The Board approved the payment.

Approve partial payment to MKS: The Board approved payment to MKS to be made once the FAA NPE grant has been received.

Update on when to expect NPE money: Shaffer has a call in to the FAA and will advise, should be very shortly.

Other Business: Vice President Jeff Turner and Treasurer Brad Stump agreed to serve on the FBO lease negotiation sub committee. Negotiation will commence just as soon as the fair market lease rate appraisal is received by the BOAC. Wappes motioned with a second from stump to allow Stump and Couchman the authority to draft a letter on the Boards behalf to the Governor of Indiana in support of an interchange at CR 64 and I69. The motion passed. As noted below, the next BOAC meeting will be held on December 2, 2005 due to scheduling difficulties. The meeting scheduled for December 16th will be cancelled.

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting December 2, 2005
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

George Wappes Secretary

BFS Agenda Items for the 10/21/05 DeKalb BOAC Meeting

Congratulations on the airport of the year award!!!

Action items on the agenda:

1. Approve final payments to LAND on the sewer.
2. Approve partial payment to MKS. BFS will recommend a release of everything but seeding and the retentionage.

Discussion and Information items not included on the 10/21/05 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.

1. Sewer Design

- Meeting with the Mayor to discuss the final steps to hand the sewer over to the city went well. City waved the three year maintenance. The airport agreed to offer the existing home connection rate to previously platted lots within 1000 foot of the line. Thank you to Jeff Turner for facilitating that discussion.
- The easement documents were sign by the city and are now with the city.
- Final payments to the contractor are to be made this meeting.

2. Wetland

- The areas the Army Corps wanted resurveyed were completed. Russ and BFS met with J. F. New to discuss the wetland mitigation priorities.
- We need to discuss Mrs. Smith's issues with respect to the potential mitigation site. This would best be done in an executive session since it involves land acquisition and the private information with Mrs. Smith. This information should not be discussed in a public meeting at this point.

3. AWOS

- Arrow fence installed the fencing
- Project close can now be completed

4. Emergency Plan Update

- No Report.

5. Rieke Expansion

- Additional drainage for the site was incorporated per the BOAC direction.

- The project is 90% complete at this point. We are awaiting the final grading and seeding and we have to wait to add the silicone joint sealant until the concrete has cured the proper amount of time.
- Issue payments to MKS accordingly. BFS recommends a release of everything but seeding and the retianage.
- Some pavement north of the “D” row was damaged by the building contractor while they were picking up some equipment from the site. MKS nor any of the subs on the apron contract were responsible for the damage. For information purposes BFS is having the asphalt sub give the airport a price for the repair. This way if the airport would like to fix it we will have a price ready to go.

6. Jet Blast on the MTI Ramp

- BFS has not solicited quotes on the blast deflectors, but will do so as soon as possible.

7. Land Acquisition (Executive Session)

- Dollier appraisal was delivered to Russ on 10/12/05. The closing is the in process of being set up by Russ.
- Title opinions were received from Derald on the parcels requested. We can now close the grant.

8. Grant application for the FY 2005 Non Primary Entitlement Grant AIP 3-18-0004-12:

- Should have receiving the check from pay request number 1.

9. Bond Issue

- FAA release letter – same status - Gary Wilson indicated he has handed to project off to Rich Pur. I told Rich the airport has proceeded forward including the lease provisions submitted in the land release letter.
- BFS has started working on an agreement for the BOAC on the professional service to expand the maintenance agreement. Need to discuss scope and address fire codes to firm up the numbers.

10. Pavement Maintenance Plan

- Need to revise the plan numbers to match the up coming airport operating budgets.

11. AAI Brunch Discussion

- Brunch was a success. Everyone who visited seemed impressed with the museum.