



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

December 2, 2005

BOAC Executive Session:

The DeKalb County Aviation Board did not meet in Executive Session at this months meeting.

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, Steve McMurray from Victory Aviation, John Harris Community Liaison, Mr. Tim Fox and Mr. Geoff L. Robinson from the EAA's Vintage Aircraft local chapter and Bill Gisel from the Evening Star.

Secretary Report:

Mason presented the minutes of the previous meetings. A motion was made by Turner with a second by Stump to accept the minutes. The motion carried when put to vote. Mason indicated that there are several residences that are late on their rent. He has spoken to one of these households but not the other as of yet. He hopes to have resolution soon. Mason also explained that there was some damage done to the home at 2564 CR 60 (near the fuel farm) during recent wind storms. This damage will be addressed by Marx Services and submitted as a claim against the County insurance carrier.

Treasurer Report:

Claims: The treasurer presented the following claims for the Board's approval: Stump moved to accept the claims as presented, Wappes seconded and the motion passed.

99-1114	Employee Wages		\$5,102.00
10/27/2005	Russ Couchman	-\$1,275.00	\$3,827.00
11/10/2005	Russ Couchman	-\$1,275.00	\$2,552.00
11/24/2005	Russ Couchman	-\$1,275.00	\$1,277.00
99-1080	Other Pay		\$1,105.00
10/21/2005	Board Members' Salaries for September 16th Meeting	-\$325.00	\$780.00
99-1210	PERF		\$397.50
10/20/2005	10/27/2005 Payroll	-\$63.75	\$333.75
11/3/2005	11/10/2005 Payroll	-\$63.75	\$270.00
11/17/2005	11/24/2005 Payroll	-\$63.75	\$206.25
99-1220	Insurance		\$1,474.02
11/17/2005	11/25/2005 Payroll	-\$734.18	\$739.84
12/1/2005	12/9/05 Payroll	-\$734.18	\$5.66
99-1230	Social Security		\$649.52
10/20/2005	10/27/2005 Payroll	-\$74.83	\$574.69
11/3/2005	11/10/2005 Payroll	-\$74.83	\$499.86

11/17/2005	11/24/2005 Payroll		-\$74.83	\$425.03
99-1240	FICA (actually medicare)			\$114.01
10/20/2005	10/27/2005 Payroll		-\$17.50	\$96.51
11/3/2005	11/10/2005 Payroll		-\$17.50	\$79.01
11/17/2005	11/24/2005 Payroll		-\$17.50	\$61.51
99-2211	Office Supplies			-\$155.24
11/9/2005	Transfer from Grounds Maintenance (request sent 11/9/05)		\$155.24	\$0.00
99-2221	Petroleum Prod & Supplies			\$587.51
11/9/2005	Transfer from Building/Structure Repair		\$1,000.00	\$1,587.51
99-3282	Legal Fees			\$3,275.00
11/16/2005	Derald Kruse (Legal Services)		-\$300.00	\$2,975.00
99-3284	Consultant Fees			\$10,078.32
12/1/2005	Butler, Fairman and Seufert		-\$583.33	\$9,494.99
12/1/2005	Misner & Associates		-\$7,500.00	\$1,994.99
99-3288	Permit Fees			\$713.33
11/16/2005	Russ Couchman (Vehicle Registration)		-\$30.00	\$683.33
99-3323	Travel			\$1,080.64
11/16/2005	AAI Annual Conf.		-\$770.00	\$310.64
99-3324	Telecommunications			\$40.29
10/16/2005	Centennial Wireless		-\$57.76	-\$17.47
11/9/2005	Transfer from Grounds Maintenance		\$205.19	\$187.72
12/1/2005	Centennial Wireless		-\$60.92	\$126.80
99-3333	Legal Notices			\$194.05
11/16/2005	Fort Wayne Newspapers		-\$32.24	\$161.81
99-3351	Electric			\$3,264.92
11/16/2005	Indiana Michigan Power		-\$1,130.10	\$2,134.82
11/16/2005	Indiana Michigan Power		-\$381.14	\$1,753.68
99-3354	Utilities			\$763.26
10/16/2005	Auburn City Utilities - Sewer Acct 16-9800-00000-16-9750-00000		-\$76.12	\$687.14
99-3360	Grounds Maintenance			\$4,608.11
11/9/2005	Transfer to Office Supplies (request sent on 11/9/05)		-\$155.24	\$4,452.87
11/9/2005	Transfer to Telecommunications (request sent on 11/9/05)		-\$205.19	\$4,247.68
11/9/2005	Transfer to Contractual Services (request sent on 11/9/05)		-\$2,966.06	\$1,281.62
11/16/2005	LB Chemical		-\$497.76	\$783.86
11/16/2005	Classic City Automotive		-\$100.43	\$683.43
12/1/2005	Liechty Farm Equipment (John Deere repairs and service)		-\$106.24	\$577.19
12/1/2005	Russ Couchman (rough terrain patrol vehicle parts)		-\$17.64	\$559.55

99-3367	Building/Structure Repair		\$10,112.93
10/24/2005	Marx Services 6197 CR 29, 6202 CR 27	-\$2,608.00	\$7,504.93
11/9/2005	Transfer to Contractual Services (request sent 11/9/05)	-\$3,000.00	\$4,504.93
11/9/2005	Transfer to Capital outlay (request sent 11/9/05)	-\$968.30	\$3,536.63
11/9/2005	Transfer to Equipment (request sent 11/9/05)	-\$911.24	\$2,625.39
11/9/2005	Transfer to Petroleum Products (request sent 11/9/05)	-\$1,000.00	\$1,625.39
11/16/2005	Home Depot Credit Services	-\$91.14	\$1,534.25
11/16/2005	Kendall Electric	-\$175.17	\$1,359.08
11/16/2005	Trane	-\$217.29	\$1,141.79
12/1/2005	Auburn City Hardware	-\$20.96	\$1,120.83
12/1/2005	Kendall Electric	-\$319.00	\$801.83

99-3369	Runway Repairs		\$870.00
11/9/2005	Transfer to Contractual Services (request sent 11/9/05)	-\$870.00	\$0.00

99-3433	Contractual Services		-\$966.06
11/9/2005	Transfer from Grounds Maintenance (Request sent on 11/9/05)	\$2,966.06	\$2,000.00
11/9/2005	Transfer from Runway Repairs (Request sent to Counsel 11/09/05)	\$870.00	\$2,870.00
11/9/2005	Transfer from Building/Structure Repair	\$3,000.00	\$5,870.00
11/16/2005	Robert Battig	-\$65.00	\$5,805.00
11/16/2005	Robert E. Powell	-\$2,707.58	\$3,097.42

99-4421	Capital Outlay		\$6,365.37
11/9/2005	Transfer from Building/Structure Repair	\$968.30	\$7,333.67

99-4443	Equipment		-\$911.24
11/9/2005	Transfer from Building/Structure Repair	\$911.24	\$0.00

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$18,313.92
11/4/2005	Quietus of rental receipts to cover loan repayment	\$9,743.52	\$28,057.44
10/16/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$22,606.50
10/16/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$21,485.50
11/30/2005	Quietus of rental receipts to cover loan repayment	\$5,584.55	\$27,070.05
11/30/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$21,619.11
11/30/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$20,498.11

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$19,043.35
11/9/2005	Additional Appropriation	\$160,000.00	\$179,043.35
11/16/2005	Michael Kinder & Sons (Rieke Ramp)	-\$97,842.42	\$81,200.93
12/1/2005	Butler, Fairman, and Seufert (Corporate ramp)	-\$11,609.80	\$69,591.13
12/1/2005	Butler, Fairman, and Seufert (Wetland)	-\$2,485.70	\$67,105.43
12/1/2005	Butler, Fairman, and Seufert (General Services)	-\$1,082.17	\$66,023.26
12/1/2005	Land (progress estimate 9)	-\$1,209.34	\$64,813.92

	DeKalb Co. Airport Bldg. Corp. First Mortgage Bonds, Series 2005		BALANCE
9/27/2005	Beginning Balance as of September 27, 2005	\$1,861,595.63	\$1,861,595.63
9/27/2005	Barbara Dollier (65 Acres to the East of Airport)	-\$430,926.40	\$1,430,669.23
9/27/2005	Auburn Abstract	-\$2,600.00	\$1,428,069.23

9/27/2005	Hilliard Lyons	-\$954.00	\$1,427,115.23
9/27/2005	Wells Fargo Corporate Trust Services	-\$8,500.00	\$1,418,615.23
9/27/2005	James McCanna (Legal Services)	-\$20,000.00	\$1,398,615.23
9/27/2005	Derald Kruse (Legal Services)	-\$10,000.00	\$1,388,615.23
11/1/2005	Icom America (Equipment-Radios)	-\$3,631.83	\$1,384,983.40
11/1/2005	Allied (Shipping of Equipment-Patrol Vehicles)	-\$1,530.00	\$1,383,453.40
11/1/2005	Auburn Abstract	-\$2,375.00	\$1,381,078.40
11/1/2005	Baker & Daniels (Professional Services on Bond Process)	-\$30,104.93	\$1,350,973.47
11/1/2005	BobCat (Equipment)	-\$45,684.58	\$1,305,288.89
12/1/2005	Wells Fargo Corporate Trust Services	-\$2,000.00	\$1,303,288.89
12/1/2005	New Holland (Equipment-Tractor)	-\$74,874.48	\$1,228,414.41
12/1/2005	New Holland (Equipment-Plow and Blower Minus Trade)	-\$9,510.00	\$1,218,904.41
12/1/2005	DeKalb County Fund 0610 (Truck repayment per agreement)	-\$13,000.00	\$1,205,904.41

Zoning: There were two zoning requests. 3.1 – Joseph A. Schaeffer - A three-lot residential Subdivision of Land to be known as “Hickory Hollow Acres” located in the SE Quarter of Section 35, Spencer Township, approximately 1095 feet N of the corner of CR 72 and SR 101, on the West side of SR 101, containing 22.00 acres more or less. This development lies within the Approach Slope Surface of the DeKalb County Airport and is subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground lev31 unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.

3.2 – Holman Farms Inc. - A four-lot residential Subdivision of Land to be know as “Secluded Woods” located in the SE Quarter of Section 2, Concord Township at the NW corner of CR 52 and SR 101, containing 23.56 acres more or less. Only Lots #1 & #2 in this development lie within the Approach Slope Surface of the DeKalb County Airport and are subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree on Lots #1 & #2 in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.

EAA Vintage Aircraft Association and Chapter 37 Presentation: Mr. Tim Fox introduced himself as a current based pilot at DeKalb County Airport and member of the EAA Vintage Aircraft Association Chapter 37 and he introduced Mr. Geoff L. Robinson, President of the EAA Vintage Aircraft Association. Mr. Fox then gave a presentation detailing the EAA’s activities and role as well as the Vintage Aircraft Associations activities. Upon completion of the presentation Mr. Derald Kruse asked how DeKalb County Airport might support Chapter 37 of the EAA’s Vintage Aircraft Association. Mr. Fox replied that Chapter 37 is looking for a home for scheduled meetings, training, restoration, events and public relations efforts including the Young Eagles program. Mr. Fox indicated that their events are fully insured through the EAA and the Airport would have full access to their financial information should there be any sort of business relationship. He stated that they are looking for a hangar approximately 60X60 or larger. He believes that EAA could help to offset the cost of this building by hangaring several of their aircraft within the hangar but will still need to be subsidized to some degree. Kruse asked if EAA would be willing to sign a long-term lease and Fox indicated that they most likely would not oppose that option. Rader asked if the national EAA organization would be entering into the agreement with the Airport or if it would be the local chapter. Fox indicated that it would be the local but there would be several members taking responsibility for the lease personally. Fox indicated that EAA Chapter 37 would commit to public relations activities including fly-ins, Young Eagles and classic aircraft visits and that the advertising for these events would be their responsibility as well. Kruse noted that these activities have value to the Airport and may offset any subsidy given to the EAA. Mason asked if Chapter 37 had a preferred timeline, Fox stated that they would love to move quickly but that Chapter 37 understands there is nothing currently available. The BOAC unanimously agreed that they would like to support the EAA in any way feasible and directed Couchman to work closely with EAA Chapter 37 to create a mutually beneficial proposal to be presented in the near future.

FBO Operator Report: McMurray presented the Activity Summary for the FBO indicating that November operations were up slightly from last year in November but still down YTD, 100LL sales were down both for the month and YTD but Jet-A sales were up both for the month and YTD. Rental cars were slightly down for the month but still up for the year. Flight school numbers continue to drop dramatically. Maintenance is still showing strong numbers YTD and is slightly up for the month. Avionics is up for the year but trending down dramatically in November. The part 135 operator is up for the year but slightly down for the month.

Maintenance Project Manager Report: Couchman presented the Project Manager Report from the Agenda which included normal items such as light repair and replacement, erosion issues and the fact that mowing has ceased for the year, snow removal has not yet begun. He noted sections 6.8 and 6.9 and explained that the main electronic vehicle gate at the Terminal is malfunctioning to the point that Powell is unable to repair it. Couchman will begin looking into replacement options. Also, the door at the Maintenance Building near the fuel farm has been enlarged, the larger fuel tank has been delivered and the Airport has taken delivery of the Bobcat and the New Holland Bi-directional tractor. The Airport also took delivery of a pallet of ice melt ordered from the same company and at the same time as the County Courthouse.

Airport Manager Report:

Equipment Purchase update: Couchman re-stated that the Airport received the Bobcat and the New Holland Bi-directional tractor with the winged snow plow and blower. The Airport can now handle snow should it occur.

Airport vehicle update and input from BOAC: Couchman stated that the County Sheriff vehicles that were once a possible option for Airport vehicle are no longer a viable option. He asked how the Board would like him to proceed and where money might be found for an Airport vehicle. Mason instructed Couchman to get government bid quotes for a new vehicle and research the price of a used vehicle that would suite the Airport. Stump also instructed Couchman to continue looking at the GSA for government surplus vehicles. Also, based on a conversation between Eric Patton of the County Highway department and Rader, Couchman was asked to call Patton and query him on his plans for a new vehicle.

Motion to extend the Lease with Victory Aviation on a month-to-month basis pending lease negotiations: Turner motioned that the BOAC extend all current leases with Victory Aviation on a month-to-month basis until such time lease negotiations are complete. Stump seconded and the motion carried.

New Airport signage: After a short presentation by both Couchman and McMurray regarding new signage both at the terminal and along CR 427 Turner motioned that Couchman share the \$3,100.00 cost split 50/50 with Victory for new signage to include the Airport of the Year logo. Wappes seconded and the motion carried.

Management Assistance Consultant Report:

ILS Update: Shaffer indicated that he has been in contact with both the FAA and Woolpert regarding the 405 Airspace Study. He indicated that there is a problem getting the data that was collected from Woolpert to interface with the FAA's new system but that they are all apparently working on the issue. Mason noted that the Airport had received another letter from Mr. Gary Probst regarding the ILS system and that it is now close to two years since this system should have come online. Kruse asked if a call to a Congressman might help expedite. Shaffer responded that in his opinion it most likely would not at this point because the problem is software compatibility. Turner asked Couchman to include an ILS update in the next PropWash so that all Airport tenants stay informed. Mason asked Shaffer to respond to the letter from Probst on behalf of the BOAC.

DeKalb County Airport Wetland Mitigation Master Plan: Shaffer presented a letter indicating that the land owned by the Smiths would be an acceptable wetland mitigation site. He stated that the next step will be to decide how much of the wetlands, if any, should be mitigated and which wetlands should be first. This includes taking a close look at how large an area is to be addressed at a time and where the money might be found to perform this mitigation. Mason asked Stump to explore whether the County may be interested in purchasing some or all of this property so that it can be used for any mitigation required throughout the County. The BOAC instructed Shaffer to meet with the property owner to verify their intentions prior to making any further decisions, Wappes was asked to attend this meeting and represent the BOAC.

Update on draft of Maintenance Hangar design and construction agreement and proposed/estimated costs: Shaffer presented the draft Maintenance Hangar Agreement. Turner questioned the cost of engineering services as a percentage of the total project. Shaffer stated that those fees are consistent with industry standards. The BOAC asked Shaffer to look for ways to reduce the total project cost and resubmit the agreement. Kruse asked that several additional covenants he previously drafted be included in the agreement. Stump asked Don Smith to coordinate with Shaffer and Couchman regarding scaling back the building and costs associated.

Presentation of County Road 27 tunnel research: In an effort to cover all possibilities regarding County Road 27, BF&S looked into the cost of creating a tunnel under the proposed runway extension. The estimated cost for such a project will be approximately \$4,000,000.00 (4 million) dollars. This research will be included in the final Environmental Assessment for the Runway Extension.

Rieke ramp update: Due to the method used by the contractor in pouring two sections at one time, an area near the bi-fold doors ended up approximately ¼ inch low. This effectively reduced the flow from this area from .5% to .2% thereby causing it to drain much more slowly and have the propensity to collect snow and ice. Shaffer stated that the concrete still meets the specification and therefore BF&S does not recommend replacement of these panels. The BOAC instructed Shaffer to draft a letter to Dave Martin of Rieke Corp. asking if Rieke feels this drainage issue will

impede their operations or if it is acceptable so that this opinion can at least be on record and to also bring to their attention that BF&S feels that the BOAC should take no action at this time.

Other Business: Stump explained that he and Couchman have been working with a loaned GPS unit at the Airport to verify the equipment's compatibility with our needs. Currently the lighting system is being captured with data and imported into the County's GIS system. If/when completed this will allow the Airport to track outages, have a database of all pertinent information for order and re-order purposes and hopefully head-off any potential issues based on noted trends. Also, it could be used in pavement management, in marking our property lines and many other potential uses as well. Both Stump and Couchman feel this is a critical piece of equipment in moving the Airport forward and keeping it proactive. The cost of this equipment is \$5,000.00 to \$7,500.00 dollars. Couchman noted that there are several potential priorities however. An *MU* meter and even an operations counter could take precedence. Turner asked that future requests such as this and the Airport vehicle issue also include recommendations on where the money may be found, the Board agreed.

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting January 20, 2005
Executive Session at 12:30 PM followed immediately by Scheduled Meeting at 1:00 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

George Wappes Secretary

BFS Agenda Items for the 12/2/05 DeKalb BOAC Meeting

Action items on the agenda:

1. None

Discussion and Information items not included on the 12/2/05 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.

1. Sewer Design

- The City contacted BFS and indicated the As-Built drawings are sufficient. BFS will provide the airport with a hard copy of the approved AS-Built as well as a PDF.

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.
- Review BFS findings with respect to Mrs. Smith's potential mitigation site.
- Now we can consider entering into the Environmental Assessment Phase for the runway extension.

3. AWOS

- Project closed

4. Emergency Plan Update

- No Report.

5. Rieke Expansion

- The project is 99% complete at this point. We are awaiting the building to be cleaned off by MKS. The project finished 5 days early with respect to the additional change order time for the drainage system.
- Project can be closed

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)

- Will need a new title opinion on the purchase of the remaining Dollier property.

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 -
- Agreement for the BOAC on the professional service to expand the maintenance agreement. Need to discuss scope and address fire codes.
- BFS is working on Economic Development Grant as directed by Russ under the 10 hours per month.

10. Pavement Maintenance Plan

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

11. IDEM Rule 6

- BFS has had discussions with IDEM to pursue get a Certificate of No Exposure for the airport. It looks like this is a good possibility. BFS will have Russ sign the certificate and submit it to IDEM for the Airport.

12. PAPI INFO to FAA

- FAA has requested info on the airport's PAPI's. BFS will handle this under the 10 hours per month.