



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

February 18, 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, lease of real property and personnel. Present were BOAC members Turner, Mason, Wappes, and Stump, Airport Manager Russ Couchman and BF&S Engineer Paul Shaffer. The BOAC member's present discussed matters relating to real 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 Mason called the meeting to order. BOAC members Turner, Mason, Wappes, and Stump were present. Also attending was Airport Manager Russ Couchman, Paul Shafer from Butler, Fairman, & Seufert, Don Smith (BOAC consultant), airport project manager Gene Powell and Tom Gorlesky from Victory Aviation.

Secretary Report:

Wappes 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: The residential property at 6202 CR 27 has not yet been rented. Further advertising will soon commence.

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 Sevices)	-\$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

FUND 0605 LOAN REPAYMENT ACCOUNT

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
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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 noted that costs associated with snow removal were again fairly substantial due to the amount of precipitation winter season. Turner moved and Stump seconded that the claims be accepted, the motion carried.

Approval of BOAC Attorney: After a short discussion on this matter Stump moved, Turner seconded that Mr. Derald Kruse be re-confirmed as the BOAC attorney. The motion passed.

T-Hangars and Tenant Accounts: No report given.

Zoning:

- 1) Zoning request: Joseph A & Cindy K Lee – One-lot Residential Simple Division of Land (Jarrett Estates) located on the S side of County Road 56 approx 3300’ E of County Road 427, Horizontal Surface & Airport Vicinity Waiver, Height limited to 75’ unless a variance is first granted.
- 2) Zoning request: Roger C & Kathryn J Hoversland – One-lot Residential Subdivision of Land (KT’s Acres) located on the E side of County Road 51 approx 2646’ N of County Road 64, Approach, Height limited to 75’ unless a variance is first granted.
- 3) Zoning request: Steve & Karen L. Palumbo – Replat of a one-lot Residential Simple Division of Land to a two-lot residential subdivision of land (Re-Plat of Lot 1 Palumbo Acres) located on the W side of County Road 27 approx 2000’ S of County Road 64, Horizontal Surface & Airport Vicinity Waiver, Height limited to 75’ unless a variance is first granted.

FBO Operator Report: Gorlesky presented number from Victory Aviation indicating fuel sales are slightly down, flight instruction total hours billed is slightly down, maintenance is up and Hoosier Wings is doing well. Mid-America Avionics is doing very well and total Victory Operations are up as well.

Airport Manager Report:

Russ Couchman presented the Airport Manager’s report.

Update on ILS: Couchman reported that Mr. Pat Monahan stated that he is confident that the ILS will be flown successfully by April 5th to meet the May 12th publication date.

Update on legislation allowing 5th Board member: Stump stated that he spoke to a senate sub committee earlier in the month where the legislation was moved forward to be heard on the house floor later next month. The bill has been co-sponsored by several senators and representatives and is now a bi-partisan bill.

New bond discussion: Couchman stated that due to an option to purchase property that expires in October 2005, located on the East side of the Airport, the Board discussed if it may be prudent to move forward with the next Airport bond a year early. The Board also discussed offering the owner up to a 5% increase over the agreed purchase price for up to two years to extend the option should the bond not happen quickly enough to effect the deal. Stump motioned to offer the seller up to a 5% increase in purchase price for up to two years to extend the option should it become necessary, Turner seconded, the motion passed.

MALSR Lighting concern due to flashing lights: Couchman voiced his concerns over the new approach lighting system that will soon be active in support of the FAA Instrument Landing System. These lights will flash every time the Airport lights are turned on to high intensity and will continue to flash for approximately 15 minutes. The concern is that these lights may cause a disturbance for the residents to the East. The Board suggested that Couchman write a letter to these residents advising them of the potential and inviting them to call should they find the lights an annoyance.

Update on consultant RFQ process: Couchman presented the questions received from the consulting firms regarding the Request for Proposals and his written responses. At this point the new webpage was presented to the BOAC for their approval. There were several suggestions and small changes.

New T-hangars, brief on bid process: Couchman stated that due to potential changing costs associated with building new t-hangars it may be prudent to get updated bids prior to sending solicitation letters to area pilots. Stump noted that we must go through this process anyway due to state regulations. Shaffer estimated that the costs associated with the new bidding process would be around \$8,000.00. Stump noted that these funds will come primarily from the Airport Capital Improvement fund. Stump motioned that Shaffer begin the process,

Wappes seconded, the motion passed. Shaffer also stated that he will begin the local state wage rate survey for this project.

Discussion regarding changing meeting/executive session start time: Couchman stated that due to the length of some recent executive sessions and some confusion over when the regular meeting begins the BOAC may want to consider changing the official start of the regular meeting to 1:00 pm. After some discussion it was decided that this would be the best solution to avoid keeping the public waiting while the BOAC is in executive session. The official meeting time change will require public notice and publication in the local paper.

Maintenance Project Manager Report: Wappes stated that Powell has been working on Airport lightning, including the Runway End Identifier Lights (REILs). Powell's report noted the usual bumps and dips in the runway and that the Terminal building maintenance has been slipping.

Management Assistance Consultant Report:

Shaffer reported the following:

CIP: Final documents were sent up for Stumps signature and a copy of the newest Capital Improvement Plan (CIP) was distributed to the BOAC.

Sewer Design: Due to the additional installation of the electronic gate operator at the East t-hangar complex that was donated by MTI, there was a minor change order to the fence re-assembly cost. The sewer reimbursement agreement was submitted to the city for comments. The city's major comment was why the 5% increase on future development connections. They suggested using the CPI. We feel this is to low and would not discourage residential development around the airport, which was the intent of the agreement. The city has used percentages as high as 20% in there own sewer ordinances. This issue needs further discussion amongst the BOAC and the city. The easement documents that will donate the easement to the city were submitted to the city for review. We have received no comment back on those easement documents at this time.

ILS/MALSR and Wetland Grant: Leo Espino, the FAA design engineer who designed the ILS system, expressed disappointment to BFS in a phone call on 2/15 that the system was not working yet. Leo promised to make some more phone calls to FAA supervisors to press the issue. Shaffer is preparing closeout documents for the grant per Rich Pur.

T-hangars: New list was compiled for a hangar recruitment mailing and a draft letter was supplied to Couchman. Couchman asked BFS to be prepared to advertise another building to provide good budget numbers for the board. BFS provided via email to Couchman the fees to proceed with the advertisement under the existing general services agreement

AWOS: Commissioning is complete and the system will be published in the March publications.

Fencing the site still remains to be done. Jeremy Brooks of BFS is obtaining quotes from Arrow and R & C.

Corporate Hangar: Rich Pur has indicated that the amendment to include partial reimbursement for the construction is going to be denied do to drastic scope changes. We knew this was a possibility when we requested it but it was worth a shot. Rich did say if you want to use this years Non-Primary Entitlement (NPE) money to reimburse the airport for this construction and put the Environmental Assessment on hold this would be acceptable. This project is under the same grant as the AWOS so we will need to proceed with the closeout documents now that we have received an answer from Rich.

Update on Emergency Plan: BFS has spoken with Captain Grant of the FWA ARFF. He is still interested in providing a 2 to 3 hour training seminar in the evening at the DeKalb County airport for local Police, Fire, and EMS. Captain Grant indicated that they now include a brief TSA segment to the training that would be slightly different than the last time we had the training. Following the training day we recommend we revisit the emergency plan for the airport and make the necessary updates to the plan.

EA for Runway Extension: Traffic data is compiled. 10 year forecasts will now be generated with typical forecasting percentages per INDOT's design manual. A drawing has been prepared with the wetland info. JF NEW is reviewing to ensure the points were picked up correctly. The EA document will be prepared and submitted with the 2005 NPE money. The remaining funds will go to construct the necessary wetland mitigation.

Other Business: Mason requested that Couchman prioritize the list of small projects and equipment needed around the airport and include estimated costs for future reference as money becomes available.

Adjournment:

Rieke calls the meeting to adjourn.

**Next meeting March 18, 2005
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport**

Glenn Rieke Terminal Building.

George Wappes Secretary