



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

March 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 Mason, Wappes, and Stump, BOAC Attorney Kruse, Airport Manager Russ Couchman and BF&S Consultant/Engineer Paul Shafer. The BOAC member's present discussed matters relating to 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 BOAC Attorney Kruse, Airport Manager Russ Couchman, Paul Shafer from Butler, Fairman, & Seufert, Don Smith (BOAC consultant), Airport Project Manager Gene Powell, Todd McCutchan from Victory Aviation, John Harris Community Liaison, Dave Martin of Rieke Corp. and Layden Rieke (BOAC consultant).

Secretary Report:

Wappes presented the minutes of the previous meeting. A motion by Wappes with a second by Stump to accept the minutes with one change to the Secretary Report to reflect Wappes rather than Mason as Secretary. The motion carried when put to vote.

Property Management: Mason noted that the residential property at 6202 CR 27 has not yet been rented. Mason suggested that he reduce the price to help rent the home in a timelier manner, the BOAC agreed.

Public Relations: Mason presented the March PropWash.

Treasurer Report:

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

99-1114	Employee Wages		\$28,050.00
2/24/2004	Russ Couchman	-\$1,275.00	\$26,775.00
3/10/2004	Russ Couchman	-\$1,275.00	\$25,500.00
99-1080	Other Pay		\$3,380.00
2/18/2005	Board Members' Salaries for February 18th Meeting	-\$260.00	\$3,120.00
99-1210	PERF		\$1,545.00
2/24/2004	3/4/2005 Payroll	-\$63.75	\$1,481.25
3/10/2004	3/18/2005 Payroll	-\$63.75	\$1,417.50
99-1220	Insurance		\$2,531.64
2/27/2005	3/4/2005 Payroll	-\$734.18	\$1,797.46
99-1230	Social Security		\$2,000.68

2/24/2004	3/4/2005 Payroll	-\$74.83	\$1,925.85
3/10/2004	3/18/2005 Payroll	-\$74.83	\$1,851.02
99-1240	FICA (actually medicare)		\$430.00
2/24/2004	3/4/2005 Payroll	-\$17.50	\$412.50
3/10/2004	3/18/2005 Payroll	-\$17.50	\$395.00
99-2211	Office Supplies		\$300.00
3/8/2005	Office Supplies	-\$20.48	-\$20.48
3/17/2005	Office supplies	-\$124.44	\$8,125.57
99-3282	Legal Fees		\$8,800.00
3/8/2005	Derald Kruse (Legal Services)	-\$450.00	\$8,350.00
99-3284	Consultant Fees		\$8,250.01
3/8/2005	Butler, Fairman and Seufert	-\$583.33	\$7,666.68
99-3288	Permit Fees		\$900.00
3/8/2005	Indiana Department of Fire and Building Services Annual Fees	-\$120.00	\$780.00
99-3322	Postage		\$600.00
3/8/2005	USPS Postal Meter Replenishment	-\$200.00	\$400.00
99-3323	Travel		\$32.00
3/17/2005	Gene Powell Travel	-\$10.56	\$21.44
99-3324	Telecommunications		\$983.26
3/8/2005	Qwest (long distance)	-\$3.33	\$979.93
3/8/2005	Centennial Wireless	-\$48.08	\$931.85
3/17/2005	Qwest (long distance)	-\$7.70	\$924.15
99-3351	Electric		\$17,842.19
3/17/2005	American Electric Power	-\$1,874.50	\$15,967.69
99-3354	Utilities		\$3,193.82
3/8/2005	NIFL (6202 CR 27 45804460DCA)	-\$161.99	\$3,031.83
3/8/2005	Auburn City Utilities - Sewer Acct 16-9800-00000 & 16-9750-00000	-\$76.12	\$2,955.71
3/8/2005	Taylor Rental	-\$90.00	\$2,865.71
3/17/2005	Taylor Rental	-\$40.00	\$2,825.71
99-3360	Grounds Maintenance		\$12,639.75
2/11/2005	Seiler Excavation (snow removal)	-\$660.00	\$11,979.75
2/15/2005	Classic City Automotive (wiper blades and antifreeze for snow plow)	-\$40.58	\$11,939.17
3/17/2005	Seiler Excavation (snow removal)	-\$780.00	\$11,159.17
99-3367	Building/Structure Repair		\$22,776.19
2/23/2005	Home Depot Credit Services	-\$40.11	\$22,736.08
2/16/2005	Kendall Electric	-\$50.39	\$22,685.69

2/25/2005	Lens Lock	-\$8.00	\$22,677.69
3/2/2005	Assured Tool and Supply	-\$1,344.00	\$21,333.69
2/3/2005	Orkin (3070 CR 60)	-\$55.00	\$21,278.69
2/21/2005	Otis Elevator Annual Service	-\$311.14	\$20,967.55
3/17/2005	Home Depot Credit Services	-\$1,404.25	\$19,563.30
3/17/2005	Spade Heating and Plumbing	-\$195.00	\$19,368.30
99-3394	Dues		\$350.00
3/8/2005	AAI annual dues	-\$315.00	\$35.00
99-3433	Contractual Services		\$19,152.50
3/17/2005	Robert E. Powell	-\$1,092.50	\$18,060.00
3/17/2005	Jim Mason (Property Manager)	-\$635.00	\$17,425.00
3/17/2005	Robert Battig	-\$290.00	\$17,135.00
99-4421	Capital Outlay		\$21,240.10
3/8/2005	Michiana Contracting (AWOS Invoices 3 & 4)	-\$14,015.60	\$7,224.50
99-4441	Furniture and Fixtures		\$0.00
3/17/2005	Bassett Office Supply (Desk)	-\$1,241.80	-\$1,241.80
99-4443	Equipment		
3/7/2005	Additional Appropriation	\$10,500.00	\$10,500.00
3/8/2005	Taylor Rental (Purchase of Portable Restrooms)	-\$950.00	\$9,550.00
	FUND 0605 LOAN REPAYMENT ACCOUNT		
99-5000	Non-Budgeted Expense		\$21,201.91
3/8/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$20,080.91
3/8/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$14,629.97
	FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT		
99-4421	Capital Outlay		\$103,074.46
3/8/2005	Butler, Fairman, and Seufert (South Development)	-\$16,076.30	\$86,998.16
3/8/2005	Butler, Fairman, and Seufert (Traffic Study)	-\$4,110.00	\$82,888.16
3/8/2005	Butler, Fairman, and Seufert (AWOS)	-\$1,327.08	\$81,561.08
3/8/2005	Butler, Fairman, and Seufert (Sewer)	-\$1,865.83	\$79,695.25
3/8/2005	AAI BOAC's share of Purdue Wildlife Study	-\$5,000.00	\$74,695.25
3/8/2005	Victory Aviation LLC (for damages due to power outages)	-\$1,130.00	\$73,565.25
3/8/2005	Mid-America Avionics (for damages due to power outages)	-\$1,500.00	\$72,065.25

Stump noted that Acct. #4443 indicates an additional appropriation of \$10,500 for the purchase of a zero turn radius mower. We will also need to request an additional appropriation or transfer of money to cover the purchase of the portable restrooms. Wappes moved and Stump seconded that the claims be accepted, the motion carried.

T-Hangars and Tenant Accounts: Stump and Couchman reported that there were seven vacant T-hangars (1-B, 2-C, 4-D). Couchman noted that he had a few inquiries about available hangar space and that people were so accustomed to DeKalb having a waiting list that they were surprised to hear that hangars were available.

Misc: Stump noted that HB0487 is moving forward nicely as a bi-partisan bill and is expected to pass. This will allow a fifth board member to be appointed to the BOAC.

Zoning:

1) Zoning request: Larry W. & Donna M. Seiler – Three-lot Residential Subdivision of Land (Deer Track Estates) located on the S side of County Road 52 approx 1970 ' W of County Road 35 , Conical Surface , Height limited to 75' unless a variance is first granted.

FBO Operator Report: McCutchan presented numbers from Victory Aviation indicating that their operations were slightly down from the same period last year. He indicated that AvGas sales are down both in year-to-date and in comparing with last February. JetA sales are slightly down for the year-to-date numbers but the month of February is slightly up. Rentals cars, Flight School and Maintenance numbers are all down slightly. Mid-America Avionics is indicating a strong start for the year with dramatically increased numbers and Hoosier Wings is still doing as expected. McCutchan indicated that they have had some issues with the JetA truck recently but to his knowledge they did not lose any sales.

Rieke Presentation: Mr. Dave Martin of Rieke Corp. presented their plans for possibly expanding their hangar facility. Plans would include an additional hangar measuring in the vicinity of 80'X70', a corporate ramp, connecting taxiway and an additional landside automobile parking lot. He asked that the Airport look into how they might help in the process either by building the ramp/taxiway or helping with economic stimulus packages that might be available. The BOAC agreed that the expansion would be a great asset to the Airport but without further research could not commit to any specific help. Couchman stated that he is currently working with Jon Myers from the State Economic Development Office and local agencies to help in this endeavor. Couchman and Martin will continue to work closely over the next few weeks.

Maintenance Project Manager Report: Wappes stated that Powell has been working on Airport lighting, blinds in the conference room and managers office, finishing electrical and cable installation in conference room and managers office, following up on G-hangar updates, locksmith training and pumping the septic system at 2564 CR60. Powell's report noted the usual bumps and dips in the runway, grounding cable reels at fuel farm are INOP, grade separations off the paved surfaces and that the hangar building maintenance is not as good as it could be.

Airport Manager Report:

Russ Couchman presented the Airport Manager's report.

Dollier Option: Couchman stated that Mrs. Dollier has tentatively agreed to extend the option on the land purchase east of the Airport for one year if we pay her an additional 5%. This money will only be paid should the Airport exercise the extended option. It is the BOAC's intention to close the deal prior to exercising the extended option. Turner motioned to instruct the BOAC attorney Kruse to draft the documents to be presented to Mrs. Dollier, Wappes seconded, the motion carried.

Bond vote: Couchman stated that due to the Dollier property purchase, the possible expansion of the Rieke facility and some of the other opportunities around the Airport it may be prudent to pursue the next Airport bond one year early. While other financing options are currently being pursued, as a last resort the bond money could be used to accomplish what otherwise may not be possible. This money was originally slated to move forward the Airports Capital Improvement Plan. Turner moved to pursue the bond issue early following all necessary procedures, Wappes seconded, the motion passed.

3-phase electric: Couchman stated that 3-phase electric is quickly becoming a necessity for the Airport to service the ever growing jet clientele frequenting the Airport. Currently Victory needs 3-phase electrical service to finish a jet project and power GPU (Ground Power Unit) equipment that will most likely be brought up from their Fort Wayne operation. Ultimately 3-phase should be run from its current location approximately 1500 feet east of the Terminal all the way to the fuel farm. The estimated cost associated with running 3-phase to the Terminal is approximately \$25,000. The estimated cost of installing a converter from 1 to 3 -phase is \$6,000. Stump motioned that Couchman be instructed to get a total of three quotes for a converter installed in the Terminal Hangar and to proceed with the most responsive and responsible quote, Turner seconded, the motion passed.

Rieke expansion: No further discussion regarding the Rieke expansion, Couchman and Martin will work together and brief the BOAC at a later date.

Questions regarding written updates: There were no questions; please see attached written update submitted as official record.

Management Assistance Consultant Report:

Shaffer reported the following:

Motion to sign FY 2005 Non-Primary Entitlement Grant AIP 3-18-0004-12: Shaffer presented the AIP 12 grant for approval and signature which included the reimbursement of the Golf Papa ramp, leaving a balance of approximately \$23,295 to be applied to either the Traffic Study or Wetland Mitigation project. Turner moved to sign the grant, Stump seconded, the motion carried. Stump asked Shaffer why the total of the grant did not

include the remaining balance of available funds from FY 2004 grant as the FAA had indicated that those funds could be rolled over into the 2005 grant. Shaffer responded that the 2004 grant has not yet been closed out so the funds are not yet available for rollover however once the grant has been closed then BF&S will prepare the request to roll the funds over into the FY 2005 grant.

Motion to approve T-hangar Specifications and run advertisement to receive bids in April meeting: Shaffer presented the revised T-hangar specs for BOAC approval. These specs included changes to the larger end units. Rather than allowing the end t-hangar tenants to have the extra space and charging accordingly, it was decided that these extra spaces should be kept by the Airport for storage and possibly the future construction of restroom facilities and heating waiting areas. The restrooms and heated waiting areas would require changing the occupancy classification of the buildings and accessible sewer and is therefore not an immediate option. Turner moved to accept the specifications as submitted and to move forward with the bid process, Wappes seconded, the motion carried.

Questions regarding updates previously e-mailed to BOAC: There were no questions, please find Shaffer's written update to the BOAC and supporting documents attached as part of the official record.

Other Business: Mason asked Shaffer to excuse himself while the BOAC discussed the recently submitted Statements of Qualification as submitted by Mid-States, NGC and BF&S. This process of Airport Consultant/Engineer selection is required by the FAA every five years. President Mason asked all Board members to present their opinions of the three candidates. BOAC consultants Smith and Rieke also provided some very important comments. After some discussion the BOAC unanimously decided to continue working with BF&S.

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting April 15, 2005
Executive Session at 12:30 PM followed immediately by Scheduled Meeting
DeKalb County Airport
Glenn Rieke Terminal Building.**

George Wappes Secretary

3/16/05

DeKalb County Airport Managers Report to BOAC

I was approached this week by Dave Martin of Rieke and informed that they plan on building their hangar extension by the end of this year. They will be in front of the BOAC on March 18 to detail their project and ask if we can help by constructing their ramp, building a connecting taxiway and building an additional landside parking lot. Paul is currently working on estimated costs to the Airport associated with their planned construction.

I have picked up guidance from the DeKalb County Auditor regarding tax phase-in and tax abatement that I am going to share with Magnum Engines and Rieke. I also have a meeting scheduled with Mr. John Meyers, newly appoint Indiana Economic Development Coordinator and Mayor Yoder on Thursday at 2:30 and will be asking for guidance and support in moving forward with both the Rieke expansion and the Magnum deal. Initial conversations seem very promising.

At this months meeting we will need a vote or official nod to move forward on extending the Dollier option and to begin the next bond process one year early. She will not extend any further than one year and has settled on an additional 5% should we put the extended option into play.

We will also need a vote on pursuing the next Airport bond a year early.

We had County roads pick up the snow plow for maintenance last week. It has been running a little rough, smoking considerably and even died while I was plowing the runway. They called me late Friday and indicated that they had bad news to deliver. It appears that one of the injectors stuck open and completely burned a cylinder and damaged the block. The estimate to replace the engine including labor is between \$7,000.00 and \$9,000.00. We can purchase a used truck that is considerably newer for right around \$10,000. I will also be doing some research regarding more capable vehicles or combinations of vehicles that may allow us to limit contractor use in the future so we have options in the decision making process.

Paul did some research and discovered that a Hawker (the closest match to a Citation Bravo he could find) created wind velocities of 150mph at 20 feet, 68mph at 40 feet and 46mph at 60 feet during the use of "break away" power. The MTI ramp sits approximately 60 feet from the edge of the road. This means that passing vehicles could be subjected to substantial direct crosswinds depending on how conservatively power is applied to start the aircraft rolling. He is putting together some different options to help create a blast barrier along the fence line. In the mean time, I have spoken to Phil Allison and asked that they move as far forward as possible prior to engine start.

Gene has started studying his material on locksmithing and already is formulating a plan to regain our breached security in the terminal and create a consistent keying system throughout the Airport.

The ILS system is scheduled to be flown this week, Wednesday through Friday, and hopefully we will not see any further issues. We should be published by May 12th. Dan Sheibel called today restating their desire to fly the commemorative first ILS during the commissioning ceremony.

The Purdue Wildlife Study team was out last week for the initial site evaluation and familiarization tour. They will be back early next month to begin wildlife inventories.

There have been two times recently where the JetA fuel truck was INOP and Victory was unable to pump fuel. The outages were both very short, around an hour. It appears the issue has been resolved. New tires were installed on the front of the JetA truck this week.