



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

April 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, Turner and Stump, BOAC Attorney Kruse, Airport Manager Russ Couchman and BF&S Consultant/Engineer Paul Shafer. The BOAC members 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, Airport Project Manager Gene Powell, Todd McCutchan from Victory Aviation, John Harris Community Liaison, and Dave Martin of Rieke Corp.

Secretary Report:

Wappes presented the minutes of the previous meeting. A motion was made by Stump with a second by Turner to accept the minutes. The motion carried when put to vote.

Property Management: Mason noted that he has reduced the price on the home at 6202 CR 27 to \$750. An ad is running at the current time and there seems to be some interest. After some discussion regarding discounts to help with renting the property Turner motioned that Property Manager Mason be authorized to give up to \$750 discount during the first year's lease, Stump seconded and the motion passed.

Sewer Update: Kirk Braun of Land Construction gave a brief update on the sanitary sewer project. Land expects to be finished with the final grading, planting, fence work and pavement work within a few weeks.

Rieke Presentation: Mr. Dave Martin then stated that Rieke is ready to move forward with their hangar construction project and asked that the BOAC help with the ramp, taxiway and fence modifications. He also stated that Rieke will be asking for a ten year land lease including an extension on their existing land lease to match. Rieke can offer to pay for the ramp up front so long as the BOAC can reimburse Rieke in 2006. Rieke is also willing to allow the BOAC to delay demolition of the D T-hangar building until 2008. Mr. Couchman presented research results indicating that the ten year lease with an extension on the existing land lease to match the maturity date of the new land lease is very consistent with what the BOAC has done for other corporate entities based on the estimated cost of hangar construction. Turner motioned that the BOAC commit to a ten year land lease and an extension of 5 years to the existing land lease so that the lease on both old and new leases have the same maturity date and to building a ramp approximately 80x100 feet, reconfigure fencing as soon as physically possible and in 2007 a 30x150 taxiway and remove the D T-hangar by 2008 and such other conditions that parties agree upon. Wappes seconded the motion, when put to vote the motion passed.

2005 Non-Primary Entitlement Grant: Stump motioned to allow President Mason the authority to sign the 2005 AIP 3-18-0004-12 grant just as soon as it is available so there is no need to wait until the next BOAC meeting, Turner seconded and the motion passed.

Public Relations: None

Treasurer Report:

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

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	\$9,511.94
	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

Misc: Bids were opened on the T-hangar construction project. There were four submissions, Hanstra, Tecton, Shawnee and Kinder. Tecton submitted the apparent low bid at \$212,225.00. The Board took the bids under advisement. Just as soon as the Airport has six commitments for the new t-hangars the contractor will be notified and construction can begin.

Stump suggested that Couchman and Shaffer begin to put together a Pavement Maintenance Plan so that moving forward we can ensure that pavement does not deteriorate unchecked.

Zoning: 1) Schoolhouse Enterprises, Inc. – Proposed replacement of existing 190’ tall telecommunications tower with a 270’ tall telecommunications tower to be located on the W side of County Road 55 approx 425’ N of County Road 68, Approach Surface Height limited to 75’ unless a variance is first granted. Proposed structure height does not impact FAR Part 77 surfaces; recommend BZA grant approval subject to conditions that: 1) Tower be lighted and painted as required by FAA; 2) Applicant file copy of FAA from 7460-1 with BZA; and 3) that BZA table petition until they are in receipt of either FAA’s finding of “no hazard to aerial navigation” or FAA’s conditional approval of project. If a conditional approval is granted then require that applicant comply with FAA’s conditions of approval.

Mr. Stump presented a letter requiring applicants wishing to erect tall structures to supply certain information to the local BZA and by the BOAC’s instruction give the BZA enforcement power in addition of the FAA’s regarding any tall structures. Wappes moved to approve the letter, Sump seconded, when put to vote Turner voted against and Mason abstained, the motion passed.

FBO Operator Report: McCutchan presented numbers from Victory Aviation indicating that their operations were slightly up compared to March of last year but slightly down year-to-date. He indicated that AvGas sales are equal to last March but still down year-to-date. Jet-A sales are up for both the year-to-date numbers and compared to March of last year. Rentals cars are slightly up both year-to-date and for March, the Flight School is down and Maintenance numbers are up fairly significantly. Mid-America Avionics is still indicating a strong start for the year and Hoosier Wings is still struggling.

Maintenance Project Manager Report: Wappes stated that Powell has been working on Airport lighting, mowing and general grounds maintenance. Several septic systems on homes have taken some of Powell’s time recently. Powell noted in his report that the fuel farm still needs a new grounding cable on the 100LL tank. Mr. Wappes again recommended that Couchman put together an equipment need and want list with prices.

Airport Manager Report:

Russ Couchman presented the Airport Manager’s report.

Dollier Option: After a short discussion it was decided to move forward with the option signing as drafted by Mr. Kruse.

Projects to be submitted with the new bond request: After some discussion it was decided that until we know more about the bond process we are unable to choose projects to be submitted to the state. Stump and Couchman are to contact Phil Gutman of Hilliard-Lyons to discuss this matter.

Rieke Expansion: This was discussed earlier in the meeting and a motion made.

Approval of Lake Farms farm rental agreement: Mr. Kruse reviewed the document and approved it’s signing.

Approval of amendment/addition of sub-contractor runway paint removal bid: After a short discussion Mr. Shaffer determined that the added cost of paint removal was acceptable but he suggested we look at the total square footage that was quoted for accuracy.

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

Management Assistance Consultant Report:

Shaffer stated that the sewer reimbursement agreement needs to be approved as quickly as possible and also presented the summary of the Traffic Study. He also asked that the BOAC look at the traffic study agreement

and the report submitted today and have recommendations ready at the next meeting so that BF&S knows what to focus on next.

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: None

Adjournment:

Mason calls the meeting to adjourn.

Next meeting May 20, 2005

Executive Session at 12:30 PM followed immediately by Scheduled Meeting

DeKalb County Airport

Glenn Rieke Terminal Building.

George Wappes Secretary

4/11/05

DeKalb County Airport Managers Report to BOAC

Mr. Dave Martin of Rieke has procured money to construct the addition to their hangar facility. He is asking that the land lease on both the old and new buildings be 10 years. He also stated that they can get by, for now, with just the ramp in front of the new building but they will require a connecting taxiway be constructed in 2007. He also will ask that we plan on removing the D-building in 2007. We will need to discuss our options/feasibility for constructing the ramp and subsequent requirements at the April 15 meeting. They wish to begin construction just as soon as physically possible.

I have yet to meet with Gene Svoboda from Magnum Engines. We are planning a meeting within the next few weeks. The delays will allow me to further research the potential to procure County CEDIT (economic development) money with the County Commissioners.

The ILS is fully commissioned as of Friday April 1, 2005 and will be published May 12, 2005. During the test flying, one of the flight check crews realized that the FAA never completed the required 405 Airspace Study. The 405 study requires close to a month to complete and around \$30,000.00. The FAA is currently seeking federal money earmarked for RNAV approaches around the country to complete the study. When the ILS is published there will be a NOTAM issued indicating the glideslope is INOP and the approach will be localizer only. While this helps some, it will not give us minimums any lower than our current GPS RWY 9 approach. Once the 405 Airspace Study is complete the FAA will turn on the glideslope.

I'm currently working With Mr. Denny McIntyre of WA Jones on pricing a new snow plow. This is the same company that supplies trucks for County Roads. I've asked for prices on a 4x4 drive so that we can push snow between lights just as our current contractor does without getting stuck. Other critical items needed are a larger blade, 14-20 feet and an interchangeable high-speed broom. We will also need the capability to spread sand. To fully utilize this new truck we will also need a front-end loader to load the sand and at least one smaller truck with a snow plow to handle parking lots and augment the larger plow on ramp areas. If we decided to replace the old truck with a used county truck it could be used for intermittent cleanings and lighter snows just as it was this year. The smaller blade makes cleaning the entire airport very tedious (8-10 hours per snow) and the design of our blade doesn't allow us to cut down to bare pavement and we therefore pack a thin layer of snow on all surfaces. This was a problem last winter and contributed to icing conditions. With the ILS system active this coming winter and the anticipated increased frequency of clearing snow, we may find that we just can't afford to pay the contractor. This year we spent around \$11,000.00, out of our \$20,000.00 grounds maintenance budget for the contractor in the first two months of the year.

The Purdue Wildlife Study team will begin inventories this Thursday the 14th.

We took delivery of our new zero turn radius mower last week and thus far it has been working extremely well.

Due to a late start in planning, incomplete construction along CR60 associated with the sewer and various other issues the airshow will be, at the very least, pushed back and I am pressing to cancel for this year altogether. I believe that we should begin planning for next year and even research the costs associated with hiring an events planner.

Hangar building G was recently damaged by a car. It does not appear that any structural damage was done but four skin panels will need to be replaced. Mr. Powell will be researching the cost to fix the damage and the bill will be submitted to the individual that was driving the car.

It appears that during the updates to the G building an aircraft may have been damaged by small drill shavings that fell onto a wing and corroded thereby leaving stains and pits in the paint. I have taken pictures and advised Shambaugh and Sons. The aircraft owner will be collecting bids to be submitted to the contractor.

Gene Powell, Gene Clifford, Jeff Beerbower and I met on the old Wallace farm last week to discuss work to be done as required by the FSA. The drained pond will have to be graded, fertilized and reseeded due to erosion and the CRP land inadvertently farmed will have to be re-seeded. We have agreed to pay half the cost of re-seeding the CRP land (estimated to be \$200-300) and are awaiting a quote from Gene Clifford for the work needed in the pond.

The emergency class on March 29th went very well. While it was not airport specific, it did raise awareness and prompt County EMS and the Jackson Township Fire Department to ask questions and begin thinking about an actual emergency exercise at the Airport.

BFS Agenda Items for the 4/15/05 DeKalb BOAC Meeting

Action items on the agenda:

1. Open T-hangar Bibs

Discussion and Information items not included on the 4/15/05 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 sewer reimbursement agreement needs to be approved.
- The easement documents are with the city for review. We have received no comment back on those easement documents at this time.

2. Wetland

- Wet land map will be passed out at the board meeting.
- The map has been submitted to the Corps. and IDEM to make sure they concur with our findings.
- J.F. New will be contacting Mrs. Smith to arrange a site investigation of her site.

3. AWOS

- Fencing is to be done by the end of the month.
- Close out documents have been started

4. Magnum Engines

- Brad asked for an estimate to extend the sewer line beyond the facility if it is built. The cost to extend the line 1300 LF is estimated to be \$154,325.00. Detailed cost break down will be passed out at the meeting.

5. 3 Phase Power to the terminal facilities

- Tony Surface provided a cost of \$29,000.00 via a phone conversation. He indicate that he would have to run 4000 feet of new line and install 14 new poles just to reach the terminal.

6. Emergency Meeting

- BFS is planning to help Russ update the emergency plan with drawings or whatever is needed as a follow up to the meeting

7. Traffic Count and Forecast

- This fulfills the first phase of the traffic count agreement. BFS will finalize all the info and recommend the next step to move toward closing County Road 29 and 62. We will present a proposal with fees at the next BOAC meeting on April 15, 2005.

8. Cost Estimate for the Rieke Expansion

- BFS has no new information on this. We have not been directed or requested to do anything further on this item.

9. Jet Blast on the MTI Ramp

- Russ asked that BFS help investigate a way to measure the actual wind. We feel the cheapest and easiest would be a simple weather instrument with wind speed be used to measure the actual speed.

10. Land Acquisition (Executive Session)

- Huffman's – Don Smith called me on 3/16/05 to inform me that Dave Wolff is willing to support his written statement that the Huffman's were provided with the FAA Land Acquisition handout explaining their rights.

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

- Gary Wilson is processing.

12. Bond Issue

- Brad asked for a list of projects with costs. I will pass out a list of the projects with the costs at the meeting.