



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

June 17, 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 Shaffer. The BOAC member's present discussed matters relating to property acquisition and the lease 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 and Stump were present. Also attending was Airport Manager Russ Couchman, Paul Shafer from Butler, Fairman, & Seufert, Airport Project Manager Gene Powell, Todd McCutchan from Victory Aviation, Mr. and Mrs. Stier developers of the Diamond Lakes Estates development, Michael Kline, Greg Gentry, Jeff Gendzwill, Rudy Schalow, James A. Federoff and Don Smith, Airport Consultant.

Secretary Report:

Wappes presented the minutes of the previous meeting. A motion was made by Stump with a second by Wappes to accept the minutes. The motion carried when put to vote with one change. Page two under Misc. should include the Resolution number for the DeKalb County Commissioners resolution in support of the 2005 Bond. The PropWash newsletter was presented.

Property Management: Mason noted that he is working on leasing 3070 CR 60.

Treasurer Report:

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

99-1114	Employee Wages		\$19,125.00
6/2/2005	Russ Couchman	\$1,275.00	\$17,850.00
99-1080	Other Pay		\$2,600.00
5/20/2005	Board Members' Salaries for May 20th Meeting	-\$195.00	\$2,405.00
99-1210	PERF		\$1,098.75
6/2/2005	Russ Couchman	-\$63.75	\$1,035.00
99-1220	Insurance		\$5,879.10
5/19/2005	6/2/05 Payroll	-\$734.18	\$5,144.92
99-1230	Social Security		\$1,472.65
6/2/2005	6/16/05 Payroll	-\$74.83	\$1,397.82

99-1240	FICA (actually medicare)		\$306.51
6/2/2005	6/16/05 Payroll	-\$17.50	\$289.01

99-3322	Postage		\$0.00
6/13/2005	UPS Store #5039 (shipping for federally granted fire equip.)	-\$134.08	-\$134.08
6/13/2005	Transfer	\$200.00	\$65.92

99-3324	Telecommunications		\$797.96
6/13/2005	Centrex phone lines (paid to County Treasurer)	-\$407.28	\$390.68
6/13/2005	Centennial Wireless	-\$54.71	\$335.97
6/13/2005	Qwest (long distance)	-\$11.45	\$324.52

99-3351	Electric		\$12,367.68
6/13/2005	American Electric Power	\$1,588.19	\$10,779.49

99-3360	Grounds Maintenance		\$5,550.28
6/13/2005	Liechty Farm Equipment (John Deere repairs and service)	-\$242.72	\$5,307.56
6/13/2005	Gas for bucket truck owned by Victory and used at no charge	-\$22.51	\$5,285.05

99-3367	Building/Structure Repair		\$16,474.53
6/13/2005	Perkins	-\$125.00	\$16,349.53
6/13/2005	FULFAB	-\$794.10	\$15,555.43
6/13/2005	Home Depot Credit Services	-\$85.51	\$15,469.92

99-3433	Contractual Services		\$12,118.60
6/13/2005	Robert Battig	-\$470.00	\$11,648.60
6/13/2005	Robert E. Powell	\$1,580.00	\$10,068.60

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$8,789.15
6/13/2005	Quietus of rental receipts to cover loan repayment	\$3,940.00	\$12,729.15

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$48,263.28
6/13/2005	Air Marking (runway painting partial for work now completed)	\$2,594.79	\$45,668.49
6/13/2005	Clifford Excavating (fix issues with drainage south of airport)	\$4,100.00	\$41,568.49
6/13/2005	Service Electric (3 phase in maintenance hangar)	-\$212.00	\$41,356.49

Budget: Stump presented the proposed 2006 Airport Budget for discussion and approval. After a short discussion Turner moved to approve, Stump seconded and the motion passed.

T-hangar and Tenant Accounts: Couchman stated that there were only two commitments for the new T-hangars after the solicitation letters were sent last month. There was some discussion over the \$225.00 price point. The BOAC decided that they should further monitor the demand and comments of potential lessees prior to making any decision regarding further cash supplements in an effort to reduce the prices of the hangars even further.

Misc: Mr. Federoff made a presentation regarding the Diamond Lakes Estates development and the associated ponds. He asked the BOAC, based on his interpretation of FAA AC-150/5200-33A, to refrain from recommending against the creation of ponds associated with this development. Couchman read from the above

FAA AC and there was some discussion. Turner motioned, with a second from Stump, that the BOAC go on record with the DeKalb County Plan Commission, that the BOAC is in opposition of any new wet ponds within 10,000 feet of any existing or proposed runway centerline. When put to vote the motion passed unanimously. Mr. Gentry asked for an update on the status of the Sewer Agreement with Auburn. Stump stated that the agreement is currently back at the City and the BOAC is anticipating their acceptance. Mason asked Turner if he could possibly help to expedite the process so that Mr. Gentry can gain the permits he needs to begin construction on his home. Stump also stated that he would contact the President of the Planning Commission in an effort to get a waiver ahead of the City accepting the Agreement.

Zoning: Zoning request: Kenneth I & Rebecca A Yoder – A one-lot residential simple division (K-C Yoder Estates) located on the W Side of CR 51 approx 641’ S of CR 64, Approach Slope Surface, Height limited to 75’ unless a variance is first granted. Zoning request: James H & Shirley Ann Mettert – Addition to an existing residence located in the SW Quarter of Section 15, Jackson Township on the N side of CR 60 approx 1360’ E of County Road 35 and more commonly known as 3709 County Road 60, Horizontal and Approach Surfaces, 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 compared to April of last year and slightly down year-to-date. He indicated that AvGas sales were up for the month compared to last year and Jet-A sales are again dramatically up. Rentals cars are slightly up but the flight school is down again. Maintenance numbers are up significantly. Hoosier Wings is still struggling.

Maintenance Project Manager Report: Wappes indicated that all was going well with maintenance. There was the normal mowing and light replacement remarks on Powell’s report. He did note from Powell’s report that housekeeping is slipping again. 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 basic maintenance.

Airport Manager Report:

Dollier property update: Stump presented a signed agreement extending the Airport’s option to purchase the property by one year.

Magnum Letter of Intent approval: Couchman presented Magnum Engines Letter of Intent to the BOAC. Stump moved to approve the letter, Turner seconded, the motion passed.

Management Assistance Consultant Report:

Corporate Apron Design 60% approval: The BOAC decided to hold off approving advertising on the corporate apron pending estimates from the Rieke contractor and lease negotiations.

FAA land release letter for the 2005 bond: Shaffer presented the letter to be presented to the FAA as requested by Mr. Kruse. This letter informs the FAA of our intentions regarding using Airport property as surety for the 2005 Bond and gives the FAA the ability to voice concerns should they have any. Turner motion, Stump seconded to authorize Stump to sign the letter to the FAA just as soon as it is in its final form. The motion passed.

Update on Smith land meeting: Shaffer gave a brief update on the meeting with Mrs. Smith and family regarding their desire to turn property that the family owns into a wetland bank and wildlife preserve. He indicated that the meeting went well and he will instruct J.F. New to contact Ms. Smith to coordinate a site visit.

Motion to issue Notice to Proceed to J.F. New to proceed with wetland site selection: After some discussion Turner motions to authorize J.F. New to proceed, Stump seconded and the motion carried.

Questions regarding update previously e-mailed:

Other Business: None

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting July 19, 2005 (modified date due to scheduling conflicts)
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 6/17/05 DeKalb BOAC Meeting

Action items on the agenda:

- 1. Corporate Apron Design 60% approval. Motion to advertise for the July Meeting.**
- 2. FAA land release letter for the bond.**
- 3. Motion to issue Notice to Proceed to J.F. New to proceed wetland site selection.**

Discussion and Information items not included on the 6/17/05 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.

1. Sewer Design

- Finish grading and seeding is complete.
- R & C fence installed the fence.
- The easement documents are back at BFS with the city's comments. There is an issue with the DeKalb County Airport Building Corporation Leased area and their deed. County can grant an easement on this parcel. Documents are being changed to have the Building Corporation donate the easement. Also there is an issue with the FAA leased area. We are revising the easement to be conditional upon upholding the FAA lease. I'm not sure how this will work out with the city.

2. Wetland

- J.F. New indicates the Corps and IDEM concur with delineation findings.
- Cumulate final copies of the delineation report.
- Wetland Land Mitigation Site Selection Update: Mrs. Smith's mother passed away Friday 6/10/05. They would like to discuss options with the airport for wetland mitigation on her mother's land. A tentative meeting has been scheduled with Mrs. Smith for Friday 6/17/05.

3. AWOS

- Fencing to take place in June to wrap up this project.

4. Magnum Engines

- No new report from BFS.

5. Emergency Meeting

- BFS needs to follow up with Russ to make sure any and all changes as a result of the latest meeting get incorporated into the plan.

6. Rieke Expansion

- Geo drilling was done Monday 6/6/05. Expect report 6/24/05. Noted some soft soils in the south end of the apron area. May require some stabilization during construction. The final report will tell more
- Present design assumption. Approval to advertise.
- We need a construction schedule from Rieke.
- Review some layout drawings from Rieke and made comments on them.
- As of 6/13/05 the FAA had not approved the airspace.

7. Jet Blast on the MTI Ramp

- No new report

8. Land Acquisition (Executive Session)

- Dollier appraisal update underway.
- Need title opinions from Derald on the parcels prior to grant closeout.

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

- We are expecting the grant in June.

10. Bond Issue

- FAA release letter.

11. Pavement Maintenance Plan

- BFS is working on a draft plan for Russ for Friday. This will be a good starting point. We will coordinate some more specific details with Russ in a field visit.