



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

July 19, 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, Phil Waltenburg from Victory Aviation, 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. The PropWash newsletter was presented.

Property Management: Mason noted that he has leased 3070 CR 60 and is working on leasing 2564 CR 60 pending approval by the Board.

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		\$17,850.00
6/16/2005	Russ Couchman	-\$1,275.00	\$16,575.00
6/30/2005	Russ Couchman	-\$1,275.00	\$15,300.00
99-1080	Other Pay		\$2,405.00
6/17/2005	Board Members' Salaries for June 17th Meeting	-\$260.00	\$2,145.00
99-1210	PERF		\$1,035.00
6/16/2005	6/24/05 Payroll	-\$63.75	\$971.25
6/30/2005	7/8/05 Payroll	-\$63.75	\$907.50
99-1220	Insurance		\$5,144.92
6/30/2005	7/8/05 Payroll	-\$734.18	\$4,410.74
99-1230	Social Security		\$1,397.82
6/16/2005	6/24/05 Payroll	-\$74.83	\$1,322.99

6/30/2005	7/8/05 Payroll		-\$74.83	\$1,248.16
99-2211	Office Supplies			\$196.58
7/14/2005	Bassett		-\$5.18	\$191.40
99-3239	Drain/Real Estate Taxes			\$8,000.00
6/28/2005	Propery tax on Coffey and Page homes		-\$1,698.88	\$6,301.12
7/14/2005	Propery tax on Coffey and Page homes		-\$1,698.88	\$4,602.24
99-3282	Legal Fees			\$7,050.00
7/14/2005	Derald Kruse (Legal Sevices)		-\$700.00	\$6,350.00
99-3284	Consultant Fees			\$4,045.57
6/28/2005	Butler, Fairman and Seufert		-\$583.33	\$3,462.24
99-3288	Permit Fees			\$780.00
7/14/2005	IDEM Public Water System annual fee		-\$66.67	\$713.33
99-3324	Telecommunications			\$324.52
7/14/2005	Centennial Wireless		-\$74.45	\$250.07
7/14/2005	Qwest (long distance)		-\$5.80	\$244.27
99-3333	Legal Notices			\$333.83
7/14/2005	KPC Media		-\$80.62	\$253.21
99-3351	Electric			\$10,779.49
7/14/2005	American Electric Power		-\$1,782.83	\$8,996.66
99-3354	Utilities			\$1,190.37
6/28/2005	Auburn City Utilities - Sewer Acct 16-9800-00000-16-9750-00000		-\$76.12	\$1,114.25
99-3360	Grounds Maintenance			\$5,285.05
6/28/2005	Scott Schowe Welding		-\$20.00	\$5,265.05
7/14/2005	Liechty Farm Equipment (John Deer repairs and service)		-\$13.99	\$5,251.06
7/14/2005	Classic City Automotive		-\$31.28	\$5,219.78
7/14/2005	McMahon Tire Inc		-\$11.95	\$5,207.83
99-3367	Building/Structure Repair			\$15,469.92
6/28/2005	Auburn City Hardware		-\$49.26	\$15,420.66
6/28/2005	Perkins		-\$350.00	\$15,070.66
6/28/2005	BlueGloves Inc.		-\$793.34	\$14,277.32
7/14/2005	Kendall Electric		-\$67.43	\$14,209.89
7/14/2005	Home Depot Credit Services		-\$459.99	\$13,749.90
99-3394	Dues			\$35.00
7/14/2005	American Association of Airport Executives (Russ Couchman)		-\$225.00	-\$190.00
	Transfer Request of \$470 Sent to Council 7/15/05			
99-3433	Contractual Services			\$10,068.60
7/14/2005	Priority 1 Shipping		-\$18.75	\$10,049.85
7/14/2005	The UPS Store #3773		-\$39.10	\$10,010.75

7/14/2005	KPC Media Group	-\$54.95	\$9,955.80
7/14/2005	Robert E. Powell	-\$1,797.50	\$8,158.30
7/14/2005	Robert Battig	-\$375.00	\$7,783.30
7/14/2005	Robert E. Powell	-\$16.64	\$7,766.66
7/14/2005	Jol Gerardot	-\$325.00	\$7,441.66
7/14/2005	Jim Mason (Property Manager)	-\$310.00	\$7,131.66

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$12,729.15
6/28/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$7,278.21
6/28/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$6,157.21
6/28/2005	Quietus of rental receipts to cover loan repayment	\$4,366.13	\$10,523.34
7/14/2005	Quietus of rental receipts to cover loan repayment	\$4,721.03	\$15,244.37

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$41,356.49
6/28/2005	Butler, Fairman, and Seufert (Sewer)	-\$280.39	\$41,076.10
6/28/2005	Butler, Fairman, and Seufert (T-hangar engineering)	-\$543.98	\$40,532.12
6/28/2005	Butler, Fairman, and Seufert (AWOS)	-\$250.22	\$40,281.90
7/14/2005	Land Construction Corp (sewer invoice#6)	-\$8,254.08	\$32,027.82

Zoning: Zoning request: David J. And Janelle L. Liechty – A one-lot residential Subdivision of Land to be known as “Hullinger’s Acres, Section II” located in the SW Quarter of Section 27, Jackson Township, North side of CR 68, approximately 1320 feet east of the corner of CR 35 and CR 68, containing 14.85 acres more or less. This development lies within the Conical Zone 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 level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners. Zoning request: Timothy W. Maldeney – A one-lot residential Simple Division of Land to be known as “3-T Bar Farms Addition” located in the NW Quarter of Section 11, Concord Township, at the SE corner of CR 52 and SR 1, containing 3.37 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 level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners.

FBO Operator Report: Waltenburg presented the FBO report to the BOAC.

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. Wappes is still working with Couchman and Powell on winter operations plans and equipment. 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:

Monthly and annual Airport performance presentation: Couchman gave a PowerPoint presentation (attached) where he indicated that the Airport has been growing in most areas since 9-11, and in some areas, at a greater rate than the state as a whole.

Equipment discussion and motion: Couchman presented preliminary research results on equipment to be used for Airport maintenance and snow removal. He asked that the BOAC approve moving forward with an RFP for the broom and blower unit contingent on bond funding. The Board did give their approval to do so and instructed Couchman to continue to get quotes on other needed equipment.

Motion by Board to approve hiring a third Airport Maintenance Worker: After some discussion, Stump motioned that Couchman be approved to hire contractual services without Board prior approval. Turner seconded and the motion passed. Couchman was then instructed to work with Turner on revising the Airport Managers job description to better clarify what was within the purview of the position.

Motion by Board to approve publishing and RFQ for FBO's ahead of lease negotiations.: Stump noted that this has been standard procedure and it was also done during the Consultant Selection process earlier this year. Wappes motioned that Couchman move forward with the RFQ process and notify Victory via letter that this was our intention, Stump seconded and the motion passed.

Management Assistance Consultant Report:

Corporate Apron Bid Opening: Kruse noted that there could be a variation on procedure regarding the bid from Shenkel and Sons if certain criteria were met. This bid was received 24 minutes late due to an accident on I-69 and associated delays. The contractor did call prior to the deadline and alert the Board to the delay and the reason for it. Kruse went on to state that the Board could accept the bid:

- 1) Providing by accepting the bid, there was no adverse effect on fairness to other bidders;
- 2) Providing that accepting the bid was consistent with the law from an attorney's perspective;
- 3) Providing the circumstances were beyond the reasonable control of the bidder; and
- 4) Providing the bid was received prior to any bids being opened.

After some discussion the Board decided that all the above criteria were met and that the bid could be accepted. Stump, in a motion, restated that the courier delivering the Shenkel and Sons was stuck in traffic due to an accident on I-69 and therefore their bid was 24 minutes late. He also stated that it is the Boards opinion this variation in procedure meets all the above criteria and therefore he moves to accept the Shenkel and Sons bid, Turner seconded, the motion passed.

Change order for fence on AWOS site: Shaffer presented a bid to install a fence around the AWOS site. Turner questioned the price and asked if the Board would entertain gaining at least one more bid prior to moving forward. The Board agreed and instructed Shaffer to get another bid for the next BOAC meeting.

Questions regarding update previously e-mailed:

Other Business: None

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting August 19, 2005
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 7/19/05 DeKalb BOAC Meeting

Action items on the agenda:

1. Corporate Apron – Bid Opening.
2. Change Order for the fence on the AWOS site

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 still has problem near MTI apron. Looking at seeding alternatives to withstand the jet blast.
- The easement documents for parcel 3, 5, 6, and 7 are back with the city. FAA lease has been incorporated into parcel 4 and will be given to Brad for his review prior to the forwarding to the City.
- Update on tee fix. LAND wishes to use a grouting fix that can be done without excavating the line again. We are investigating this technique before a recommendation can be made. At this point BFS is recommending excavating the tees and replacing them.
- LAND wishes to receive the following fees for the three years Maintenance Bond: 1.75% of the contract amount per year plus a \$250.00 one time fee. Initially the city indicated, to both BFS and Brad Stump, that the maintenance bond would be waved for the County; however, at the final walk through the City Engineer said that the City would indeed wave the maintenance bond, but the County would still be responsible for the maintenance for three years. If this had been know we would have exercised the bond at the lower price. Now that some time has passed LAND wants the increased fee.

2. Wetland

- J.F. New is coordinating with Mrs. Smith. No new report at this time.

3. AWOS

- Fencing needs to take place to wrap up this project.

4. 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.

5. Rieke Expansion

- Pre-bid was held July 7th.

- Still awaiting a construction schedule from Rieke's.
- Rieke needs to submit final plans and specs for BOAC approval.
- FAA has approved the airspace and the construction safety sequencing plan.

6. Jet Blast on the MTI Ramp

- Jet blast is prevent the grass seed from growing back. Will get LAND to consider using and erosion control blanket to try to establish the seed.

7. Land Acquisition (Executive Session)

- Dollier appraisal update underway.
- Need title opinions from Derald on the parcels prior to grant closeout. Parcels 19-5, 20-5, 19-9, 20-2, 20-1B and 19-2A (Partial Reimbursement)

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

- FAA required new Grant assurance to be signed prior to the issuance of the grant.
- We are excepting the grant any day.

9. Bond Issue

- FAA release letter – Gary Wilson indicated that he expects a response the week of 6/18. We have told him the drop dead date is 6/26.

10. Pavement Maintenance Plan

- We had field visit with Russ July 7th.
- Overall the pavement looked good and showed typical wear and distress for a 12 year old bituminous pavement. The pavement has at least another 8 years left in it provided some regularly scheduled maintenance is scheduled. And the aircraft loads remain similar to what they have been over the past 12 years. Although the design life is 20 years the FAA will allow overlays on 15 year old pavement to extend the life. At this point the States Pavement Condition Index does not indicate that you will need an overlay in 3 years; however, the PCI is somewhat objective and should be reevaluated frequently.
- Much needed crack sealing was observed. Every longitudinal joint on the airfield needs sealed promptly. If left undone the pavement will ravel apart rapidly.
- A few areas were observed where settlement of the subgrade has occurred causing some depressions in the pavement surface. At this point a true fix would require full depth patch or a milling and level surface to be installed. Some companies do offer a slurry seal that works up to $\frac{3}{4}$ of an inch which could smooth things out short term. The only true fix would be a full depth patch where the subgrade could be repaired. I recommend no action at this point unless settlement occurs that creates a depression greater than one inch. The majority of these areas look to be a result of poor subgrade consolidation; however, some load fatigue may be occurring on Taxiway A in the vicinity of the main terminal apron.
- Ripples were observed in the runway where the old County Road 27 road bed was. This appears to be a subgrade issue as well. These ripples can and should be corrected with an overlay and potential full depth patching in the future. To fix them

at this point would be large expenditure for very little benefit. A slurry seal would have limited success and would not be ideal for the grooved surface.

- Jet blast and prop wash are causing some surface scouring at each on the end connectors on taxiway A to the runway. Recommendations will be made to use a bituminous sealant or a rejuvenating seal coat to help restore the surface. This will cut down on FOD and help glue the surface together so to speak. It will not be as good as an overlay, but it should help with FOD control. We feel FOD issue is serious enough in these locations to justify the expense of this type of fix.
- The Rieke apron is in poor condition as well as the MTI taxiway. The Rieke apron needs to have the cracks sealed. The MTI taxiway has several corner cracks that can and are producing FOD that can be detrimental to a jet engine. Immediate action is recommended to at least halt the corner cracking. The joints should be sealed and the corner cracks repaired. A synthetic patch called Dell Patch has been used at other airports and has proven to be an effective fix for corner breaks. There are other similar materials on the market that could be considered as well.

7/15/05

DeKalb County Airport Managers Report to BOAC

Mr. Jim Mason, Mr. Dave Martin of Rieke and I sat down earlier this month and worked out what we believe is a reasonable long-term lease. Currently Mr. Derald Kruse is reviewing our changes and will write an official response. The FAA has approved the Rieke hangar site and elevation. Construction began Monday, July 11th, 2005.

It appears that Magnum Engines will be moving to Fort Wayne International and not to DeKalb County Airport. I spoke with Mr. Svoboda and let him know that I was very pleased that he would at least be in our local area and assured him that if at any time he would like to reconsider that we would continue to work diligently on his behalf.

The ILS was successfully re-flown as required by the FAA after approximately 90 days of service. We are still looking at late August early September (so I'm told) for the 405 airspace study to be completed. The FAA also informed earlier this week that they are shipping us Distance Measuring Equipment (DME) to be installed on the West end in the Localizer building. This was a wonderful surprise. We were originally schedule for this equipment and the installers planned for it by pouring a base and cutting holes in the building but for some reason it was cut from the original project. I am very pleased and I'm sure the local pilots will be as well. It will add a huge comfort level and added functionality when the weather is poor.

I have continued to work with WA Jones on the acquisition of the broom/blower and other needed snow removal equipment. We have tentative prices to work with and, with your approval, I will begin to write a spec and even put an RFP on the street so that we stand a chance of actually getting the equipment very early in the snow season. The RFP will clearly state that the purchase will be contingent upon Bond funding. Gene and I have also asked for several quotes on a tractor, skid steer loader and various mowing equipment. I will present this information to you on Tuesday including pricing and why we think this would be a good time to make these purchases and how it fits into our Winter Operations and Snow Removal Plan. We have also begun to get quotes on expanding the door size in the maintenance hangar to accommodate this larger equipment. Should all this occur Gene plans on installing radiant heaters in the equipment shed and a sand storage facility in the SE corner.

The Purdue Wildlife Study team was on the Airport again this week placing cameras and performing both day and night surveys of wildlife and habitat.

We still only have two individuals interested in leasing a new T-hangar.

By years end it appears that we will have to transfer at least \$100 to communications and \$3,000-4,000 to Contractual Services and several hundred to Travel for the Annual AAI event. We have just transferred \$100 to Travel for the AAI Quarterly meeting and \$470 to Dues for Couchman's membership renewal and certification advancement with the American Association of Airport Executives (AAAE). The large amount that it appears

we will need in Contractual Services is due to several factors. We purchased the zero-turn radius mower this year and have been mowing what the contractor did in previous years, also due primarily to the ILS system we are mowing several large tracts of land that in the past were farmed. The FAA prohibits farming near the antenna arrays of the ILS system.

We have added another Airport Maintenance Worker so that Bob Battig does not become overwhelmed with all the added mowing. Mr. Jol Gerardot, new resident at 6202 CR 27, will now perform all the finish mowing with the zero turn mower while Bob will mow larger areas with the John Deer and batwing. Jol will also do string trimming and help Gene with landscaping in general as needed.

Within a week or so the fuel farm will undergo repairs expected to cost approximately \$1500.00.

I have had limited success in procuring items through the GSA Xcess program. This is a program where federal surplus property can be obtained at no cost other than shipping. Thus far I have procured firefighting silvers (silver jackets and trousers that reflect heat normally associated with aircraft and fuel fires) for the Jackson Township Fire Department and two digital cameras from NASA. I requested what I thought were two Sony Digital Audio Recorders but upon arrival realized they were digital cassette tapes of no use to us. I'm learning...