



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

August 19, 2005

BOAC Executive Session:

The BOAC did not hold an 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, Toby Steffen from Butler, Fairman, & Seufert, Airport Project Manager Gene Powell, Kirk Braun from Land Construction Corp, Dave Martin of Rieke Corp. and Kara Hull from the Journal Gazette.

Secretary Report:

Wappes presented the minutes of the previous meetings. A motion was made by Wappes with a second by Stump to accept the minutes. The motion carried when put to vote. The PropWash newsletter was not ready to be presented at the time of the meeting.

Property Management: Mason noted that he has leased 6242 CR 27 and stated that all the homes that are owned by the Airport are now leased.

Treasurer Report:

Claims: The treasurer presented the following claims for the Board's approval: Stump moved to accept the claims as presented with a coupe minor typographical corrections, Wappes seconded and the motion passed. Stump stated that the budget is getting very tight for the year and money has been moved around to cover expenses. The Runway Repairs budget has been depleted in this process.

99-1114	Employee Wages		\$15,300.00
7/7/2005	Russ Couchman	-\$1,275.00	\$14,025.00
7/21/2005	Russ Couchman	-\$1,275.00	\$12,750.00
8/4/2005	Russ Couchman	-\$1,275.00	\$11,475.00
99-1080	Other Pay		\$2,145.00
7/15/2005	Board Members' Salaries for July 15th Meeting	-\$260.00	\$1,885.00
8/9/2005	Board Members' Salaries for August 9th Special Meeting	-\$260.00	\$1,625.00
99-1210	PERF		\$907.50
7/7/2005	7/15/2005 Payroll	-\$63.75	\$843.75
7/21/2005	7/29/05 Payroll	-\$63.75	\$780.00
8/4/2005	8/12/05 Payroll	-\$63.75	\$716.25
99-1220	Insurance		\$4,410.74
7/21/2005	7/29/05 Payroll	-\$734.18	\$3,676.56
99-1230	Social Security		\$1,248.16
7/7/2005	7/15/2005 Payroll	-\$74.83	\$1,173.33

7/21/2005	7/29/05 Payroll		-\$74.83	\$1,098.50
8/4/2005	8/12/05 Payroll		-\$74.83	\$1,023.67
99-1240	FICA (actually medicare)			\$254.01
7/7/2005	7/15/2005 Payroll		-\$17.50	\$236.51
7/21/2005	7/29/05 Payroll		-\$17.50	\$219.01
8/4/2005	8/12/05 Payroll		-\$17.50	\$201.51
99-2211	Office Supplies			\$191.40
8/3/2005	Bassett		-\$8.52	\$182.88
8/17/2005	Bassett		-\$85.25	\$97.63
8/17/2005	Batteries Plus		-\$104.98	-\$7.35
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)		\$100.00	\$92.65
99-2221	Petroleum Prod & Supplies			\$1,139.01
8/17/2005	North Central Co-op (Diesel)		-\$551.50	\$587.51
99-3284	Consultant Fees			\$3,462.24
7/5/2005	Transfer from Engineering Fees		\$6,000.00	\$9,462.24
7/5/2005	Transfer from Runway Repairs		\$3,000.00	\$12,462.24
8/3/2005	Butler, Fairman and Seufert		-\$583.33	\$11,878.91
99-3286	Engineering Fees			\$6,000.00
7/5/2005	Transfer to Consultant Fees		-\$6,000.00	\$0.00
99-3322	Postage			\$65.92
8/3/2005	UPS		-\$71.82	-\$5.90
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)		\$50.00	\$44.10
99-3323	Travel			\$90.48
7/15/2005	Transfer from Runway Repairs (Request sent to Council 7/15/05)		\$100.00	\$190.48
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)		\$230.00	\$420.48
99-3324	Telecommunications			\$244.27
8/2/2005	Centennial Wireless		-\$66.58	\$177.69
8/17/2005	Qwest (long distance)		-\$5.27	\$172.42
99-3331	Printing Services			\$0.00
8/3/2005	Printing and binding for AAI Airport of the Year package		-\$122.02	-\$122.02
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)		\$123.00	\$0.98
99-3351	Electric			\$8,996.66
8/17/2005	American Electric Power		-\$1,967.49	\$7,029.17
99-3354	Utilities			\$1,114.25
8/3/2005	NIFL (2564 CR 60, 3046 CR 60, 6242 CR 27)		-\$48.55	\$1,065.70
8/3/2005	Auburn City Utilities - Sewer Acct 16-9800-00000-16-9750-00000		-\$76.12	\$989.58
8/17/2005	NIFL (3046 CR 60)		-\$7.80	\$981.78
99-3360	Grounds Maintenance			\$5,207.83
8/3/2005	Russ Couchman (Grasshopper tire repair)		-\$10.00	\$5,197.83

8/3/2005	McMahon Tire Inc	-\$28.00	\$5,169.83
8/17/2005	Van Gorder Sales	-\$89.71	\$5,080.12
8/17/2005	Classic City Automotive	-\$45.62	\$5,034.50
8/17/2005	McMahon Tire Inc	-\$69.40	\$4,965.10
8/17/2005	Liechty Farm Equipment (John Deer repairs and service)	-\$671.83	\$4,293.27
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)	\$2,727.00	\$7,020.27

99-3367	Building/Structure Repair		\$14,209.89
7/25/2005	Transfer to 0600.99 3322 Postage	-\$200.00	\$14,009.89
8/3/2005	Marx Services 3046 CR 60	-\$283.00	\$13,726.89
8/3/2005	Lowe's	-\$86.25	\$13,640.64
8/3/2005	Home Depot Credit Services	-\$187.89	\$13,452.75
8/3/2005	Discount Carpet Cleaning	-\$205.00	\$13,247.75
8/17/2005	Andrew J. Powell (painting3046 CR 60)	-\$1,714.96	\$11,532.79
8/17/2005	Home Depot Credit Services	-\$226.64	\$11,306.15
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)	\$6,000.00	\$17,306.15

99-3369	Runway Repairs		\$16,800.00
7/5/2005	Transfer to Consultant Fees (Request sent to Council 8/17/05)	-\$3,000.00	\$13,800.00
8/17/2005	Transfer to Travel (Request sent to Council 8/17/05)	-\$330.00	\$13,470.00
8/17/2005	Transfer to Dues (Request sent to Council 8/17/05)	-\$470.00	\$13,000.00
8/17/2005	Transfer to Building/Structure Repair (Request sent to Council 8/17/05)	-\$6,000.00	\$7,000.00
8/17/2005	Transfer to Grounds Maintenance (Request sent to Council 8/17/05)	-\$2,727.00	\$4,273.00
8/17/2005	Transfer to Equipment (Request sent to Council 8/17/05)	-\$1,000.00	\$3,273.00
8/17/2005	Transfer to Contractual Services (Request sent to Council 8/17/05)	-\$3,000.00	\$273.00
8/17/2005	Transfer to Postage (Request sent to Council 8/17/05)	-\$100.00	\$173.00
8/17/2005	Transfer to Office Supplies (Request sent to Council 8/17/05)	-\$50.00	\$123.00
8/17/2005	Transfer to Printing Services (Request sent to Council 8/17/05)	-\$123.00	\$0.00

99-3394	Dues		-\$190.00
7/15/2005	Transfer from Runway Repairs (Request sent to Council 7/15/05)	\$470.00	\$280.00

99-3433	Contractual Services		\$7,131.66
8/17/2005	Jol Gerardot	-\$655.00	\$6,476.66
8/17/2005	Robert Battig	-\$370.00	\$6,106.66
8/17/2005	Jim Mason (Property Manager)	-\$950.00	\$5,156.66
8/17/2005	Robert E. Powell	-\$3,023.52	\$2,133.14
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)	\$3,000.00	\$5,133.14

99-4443	Equipment		\$14.58
8/3/2005	Home Depot - Compressor	-\$299.00	-\$284.42
8/3/2005	Portable Power Corp - Batteries and charger	-\$104.86	-\$389.28
8/17/2005	Transfer from Runway Repairs (Request sent to Council 8/17/05)	\$1,000.00	\$610.72

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$15,244.37
8/3/2005	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$9,793.43
8/3/2005	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$8,672.43
8/19/2005	Quietus of rental receipts to cover loan repayment	\$13,844.24	\$22,516.67

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$32,027.82
8/3/2005	Butler, Fairman, and Seufert (South Development Area)	-\$4,334.53	\$27,693.29
8/3/2005	Butler, Fairman, and Seufert (AWOS)	-\$126.63	\$27,566.66
8/3/2005	Butler, Fairman, and Seufert (Sewer)	-\$1,687.83	\$25,878.83
8/3/2005	Butler, Fairman, and Seufert (General Services)	-\$409.73	\$25,469.10
8/3/2005	Butler, Fairman, and Seufert (General Services - Apron Design)	-\$17,609.20	\$7,859.90
8/17/2005	Engineering Vision Survey	-\$560.00	\$7,299.90
8/17/2005	JFNew	-\$937.50	\$6,362.40

Zoning: There were no zoning requests. Stump stated that he is close to having a draft zoning overlay completed for the Airport. This is in support of and in conjunction with the County's zoning efforts over the last couple of years.

FBO Operator Report: The report from the FBO indicated that FBO operations were slightly down from last year, 100LL sales were slightly down but Jet A sales were up dramatically. Rental cars were down, flight school hours continue to drop while maintenance and avionics continue to do very well. The part 135 operator 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. 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. Powell put in 176 hours last month with the three homes that went vacant and needed repairs as well as issues related to storm damage due to falling trees and general maintenance and upkeep of equipment and facilities that can be expected during this time of year. There was some discussion over working with a handyman more closely so that Powell spends less time working on residences and more time on the Airport. The Board unanimously supports this idea and Couchman was asked to continue to work towards this goal.

Airport Manager Report:

CIP update and discussion: Couchman presented the CIP meeting results to the Board. The CIP committee simply accelerated the construction schedule to include several items in the 2005 CIP and 2006 CIP that would only be done if there was extra money available from the FAA. The committee also allocated \$300,000.00 for equipment needs.

Equipment discussion and motion per CIP discussion: Couchman asked for support to continue the equipment research process up to choosing the pieces that would best suit the Airport's needs, draft purchase documents and put the suppliers on notice but hold short of actually signing and ordering the equipment until funds are available from the bond proceeds. This will allow the Board to simply vote to accept staff's recommendations and allow the Airport to immediately order the equipment thereby hopefully taking delivery by early December.

Discussion regarding snow removal RFP: Couchman asked the Board if they wanted the broom/blower to be reimbursable through the FAA. There are many requirements in the process that may actually add substantial cost to the initial purchase of the equipment. The Board stated that if it seemed like this could be done they would prefer the purchase to be reimbursable.

Sign agreements with JF New and sign construction contract for corporate apron: Wappes motioned that Mason sign the agreement with JF New allowing them to continue monitoring wetlands that were created by the airport for the three year mandatory term, Turner seconded and the motion carried. Wappes then made a motion accepting and allowing Mason to sign the construction contract for the Rieke apron, Turner seconded and the motion passed.

Discussion and motion regarding drainage near the Rieke expansion: The Board discussed the benefits of installing an oversized stormwater drainage pipe from the NW corner of the new Rieke hangar and heading South to tie into the rest of the Airports drainage system. The Board felt that this oversized pipe would benefit future development in this area enough that it was in the best interest of the Airport to pay for the drainage work and oversize it. Wappes motioned to have the Airport install this drainage line, Stump seconded and the motion passed.

AAI luncheon discussion: The Board previously discussed sponsoring a brunch or luncheon after the AAI annual conference in October and holding it at the Hoosier Air Museum facility. BF&S indicated that they would help with the cost of this even and Mr. Derald Kruse indicated he would also support the event. Couchman was instructed to pursue the event.

Misc:

Management Assistance Consultant Report:

Sewer update by Land: Mr. Kirk Braun updated the Board on the recent issues that were found with the Sanitary Sewer system. There are a total of 10 T's that have cracked and need to be replaced. Mr. Braun feels that there may be a manufacturer's defect with the T's. Land plans on starting to replace these T's on Monday August 22, 2005. They will have a manufacturer representative on site to look at the T's as they come out of the ground. Mr. Braun also explained that he needs to charge \$16,000.00 for the two additional years of bond and warranty that the City of Auburn is now asking for. He indicated that if Land knew up front that this was a requirement then this amount would have been included in the original bid. However, the original bid only asked for one year and the two extra is a recent addition. Mr. Braun, President of Land Construction Inc., stated that in his professional opinion purchasing the bond and warranty for the additional two years is probably unnecessary. He stated that all the T's that are going to fail have most likely done so. There will also be another run down the pipe with the camera at the end of the one year bond/warranty period. The Board asked Turner, Couchman and Shaffer to meet with the City of Auburn and try to resolve this and other issues with the sewer project. Turner made a motion that Mason be authorized to sign the sewer acceptance agreement with the City of Auburn subsequent to the above mentioned meeting assuming all issues can be resolved and after all member have had a chance to give their input, Wappes seconded and the motion carried.

Notice to proceed for the Rieke Apron: Stump made a motion to allow Couchman the authority to sign the notice to proceed, Wappes seconded and the motion carried.

Sign Pay request for Corporate Apron Phase 1: Turner moved that the Treasurer be authorized to sign the pay request, Wappes seconded and the motion passed.

Misc: Wappes made a motion to accept change order #4 on the Sewer project, Turner seconded and the motion passed. This change request is actually a negative change order indicating that there was money allocated that was not used. Stump made a motion to authorize Mason to sign the 2005 NPE Grant when it is ready, Wappes seconded and the motion carried.

Other Business: None

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting September 16, 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 8/19/05 DeKalb BOAC Meeting

Action items on the agenda:

1. Corporate Apron – Issue Notice To Proceed

Discussion and Information items not included on the 8/19/05 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 easement documents are with the city.
- Update on tee fix. LAND is excavating the tees and replacing all broken tees. LAND performed a second video at our request. This video is showing up to five additional broken tees making the total as high as ten. Land has indicated that it will do what it takes to fix all the broken tees. The manufacture of the tees will be on site to analyze the removed tees. Expected start date 8/17/05.
- BFS is requesting that LAND attend the meeting to explain the fees for the three year 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

- Arrow fence will proceed with the fencing
- Project close out is expect to follow the fencing
- The original contract will be exceeded in contract time due to the increased coordination with the ILS glide slope and the fence addition. A final change order will be required to adjust the contract time.

4. Emergency Plan Update

- No Report.

5. Rieke Expansion

- Rieke needs to submit final plans and specs to BOAC for the record.
- Notice to proceed the for the apron sign in the meeting

6. Jet Blast on the MTI Ramp

- Does the board want BFS to solicit some quotes on some blast deflectors?

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:

- Jim Masson sign the new the grant.
- Sign pay request for Corporate Apron Phase 1

9. Bond Issue

- FAA release letter – Gary Wilson indicated that he is still working the land release. We sent him an email that indicated that we were including the lease provisions submitted in the land release letter.

10. Pavement Maintenance Plan

- Giving draft to Russ and Brad on 8/19 for review and comment

11. AAI Brunch Discussion