



DeKalb County Airport

Board of Aviation Commissioners

DeKalb County
P.O. Box 4 – Auburn, IN 46706

Jim Mason, President
Jeff Turner, Vice President

Jim McCanna, Attorney

George Wappes, Secretary
Brad Stump, Treasurer
Phil Rader, Member

MINUTES

October 20, 2006

BOAC Executive Session:

The DeKalb County Board of Aviation did not meet in executive session this month.

BOAC Regular Scheduled Meeting:

The DeKalb County Board of Aviation met at the DeKalb County Airport in the conference room for its 1:00 PM scheduled meeting. President Mason called the meeting to order. BOAC members Mason, Turner, Stump, Rader and Wappes were present. Also attending was Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Bill Gisel from the Evening Star and Lara Zook-Gaerte, Tony Gaerte, and Todd McCutchan of Victory Aviation.

Secretary Report:

Minutes: Mason presented the minutes of the previous meetings. A motion was made by Turner with a second by Wappes to accept the minutes as submitted. The motion carried unanimously.

Treasurer Report:

Claims: Stump presented October 2006 claims for the Board's approval. Turner moved to accept the claims as presented, Stump seconded and the motion passed unanimously.

Bond Accounting Report from Phil Gutman, Hilliard Lyons: Stump presented the accounting of the 2005 Bond. This accounting is very close to what we have been asking for and will allow us to better track expenditures and check our balance with what the trustee shows.

McCanna asked about the recent special claim for a one horsepower overhead door motor and stated that the County Commissioners had some concern with the claim. Couchman stated that Wilson Commercial Overhead Door Company was the only place we could find a replacement motor. This was to replace one of two matched motors on the West door of the A-hangar, otherwise the door could not be opened. The new tenant of the rehabilitated A-hangar had been planning a Young Eagles event in the facility for several months and without the door operational they would have had a very difficult time with the event. We did not pay any extra for the motor in order to get it here on time but we did promise to process payment immediately with a Special Claim submittal. Under normal circumstances we would have taken the time to establish an account but in this case we had to move quickly.

Stump commented that the State Audit went well, the auditor had just a couple minor issues for this year but stated if they are not addressed by next year they will become a problem. One issue was that some claims are not being submitted in a timely manner and therefore are incurring late fees. Couchman has been paying these late fees out of his pocket but the State wants the issue fixed. The other issue is deposits are not being made in a timely manner. The

State wants at least two deposits per month, one in the middle of the month and one at the beginning or the end of the month. The BOAC directed Couchman to ensure these tasks are done more frequently and timely.

Stump directed Couchman and Shaffer to compile a spreadsheet indicating how much money will be left in the bond after the maintenance hangar expansion project.

October 2006 Claims

99-1114	Employee Wages		\$8,030.02
9/29/2006	Russ Couchman	-\$1,338.50	\$6,691.52
10/13/2006	Russ Couchman	-\$1,338.50	\$5,353.02
99-1080	Other Pay		\$1,560.00
9/22/2006	Board Members' Salaries for September 22nd Meeting	-\$325.00	\$1,235.00
99-1210	PERF		\$394.60
9/22/2006	9/22/2006 Payroll	-\$70.27	\$324.33
10/13/2006	10/13/2006 Payroll	-\$70.27	\$254.06
99-1220	Insurance		\$2,492.38
10/13/2006	10/13/2006 Payroll	-\$734.18	\$1,758.20
99-1230	Social Security		\$793.21
9/22/2006	9/22/2006 Payroll	-\$79.10	\$714.11
10/13/2006	10/13/2006 Payroll	-\$79.10	\$635.01
99-1240	FICA (actually medicare)		\$172.59
9/22/2006	9/22/2006 Payroll	-\$18.50	\$154.09
10/13/2006	10/13/2006 Payroll	-\$18.50	\$135.59
99-2211	Office Supplies		\$219.16
10/17/2006	Bassett	\$57.03	\$276.19
10/17/2006	Bassett	-\$53.83	\$222.36
99-2221	Petroleum Prod & Supplies		\$1,576.13
10/17/2006	Russ Couchman (gas for Jeep)	-\$30.00	\$1,546.13
99-2231	Repair and Maintenance Supplies		\$3,975.63
10/2/2006	Wilson Doors	-\$723.49	\$3,252.14
10/17/2006	Russ Couchman (parts for MU meter from Radio Shack)	-\$6.13	\$3,246.01
10/17/2006	Home Depot	-\$1,505.97	\$1,740.04
10/17/2006	Auburn City Hardware	-\$73.67	\$1,666.37
10/17/2006	Kendall Electric	-\$82.97	\$1,583.40
10/17/2006	Classic City Automotive	-\$126.00	\$1,457.40
10/17/2006	Van Gorder mower parts	-\$5.46	\$1,451.94
99-3284	Consultant Fees		\$1,414.55
10/17/2006	BF&S	-\$1,166.66	\$247.89
99-3322	Postage		\$0.03
10/17/2006	UPS	-\$16.07	-\$16.04
99-3324	Telecommunications		\$289.57

10/2/2006	Qwest		-\$4.57	\$285.00
10/17/2006	Qwest		-\$2.44	\$282.56
99-3351	Electric			\$5,886.95
10/17/2006	Indiana Michigan Power		-\$1,107.32	\$4,779.63
10/17/2006	Indiana Michigan Power		-\$444.75	\$4,334.88
99-3354	Utilities			\$2,125.86
10/2/2006	Auburn City Utilities		-\$38.06	\$2,087.80
10/2/2006	NIFL Maintenance Building		\$11.00	\$2,098.80
99-3368	Repairs and Maintenance			\$2,259.73
10/17/2006	Wagner		-\$30.00	\$2,229.73
10/17/2006	Arrow Fence		-\$575.00	\$1,654.73
99-3369	Runway Repairs			\$18,000.00
10/17/2006	Additional Appropriation		\$4,290.00	\$22,290.00
99-3433	Contractual Services			\$3,249.06
10/17/2006	Bob Battig		-\$836.44	\$2,412.62
10/17/2006	Robert E. Powell		-\$2,083.40	\$329.22
10/17/2006	Priority 1		-\$200.00	\$129.22
10/17/2006	Jim Mason		-\$259.50	-\$130.28

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense			\$15,531.22
10/2/2006	Hicksville Bank Loan Repayment (hangars, residences)		-\$5,450.94	\$10,080.28
10/2/2006	Wells Fargo T-Hangar Construction Loan Repayment		-\$1,121.00	\$8,959.28
9/31/06	Reciepts		\$6,549.14	\$15,508.42

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay			\$18,505.94
10/17/2006	BF&S (South Development & VAA Sewer)		-\$1,310.90	\$17,195.04
10/17/2006	JF New		-\$1,125.00	\$16,070.04

Zoning: There were no zoning requests this month.

FBO Operator Report: McCutchan stated that the monthly report is not done partially because Mr. Aaron Norris, Operations Manager for Victory has left the organization. He said that Victory plans on reducing their leased space in the next few weeks, he will work with Couchman in this process. Mid-America Avionics has officially left the Airport; they no longer have any employees based at GWB.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Gene Powell worked 119 hours last month and Bob Battig worked 81. The fuel farm is still in need of some maintenance, the A-hangar is substantially complete with just a few punch list items left, and the hangar expansion project has had some bumps but seems to be moving along better now. The snow removal equipment is installed and ready for service. The runway crack sealing project is substantially complete and the office in the maintenance hangar is very close to being complete as well. Migratory geese are now leaving the area but we still have resident geese to contend with.

Airport Manager Report:

Airport Authority Discussion: McCanna gave a synopsis of the process. He stated that it is a simple process requiring a draft ordinance to begin. There is a remonstrance process that allows the residents of DeKalb County to be heard should they oppose such an Authority. Should the remonstrance be successful, public hearings must be

held. The remainder is establishing the budget and collecting the taxes necessary to support the budget. Couchman stated that we need to research how to structure the administration and fiscal aspects and we need to establish what our budget level will be. Mr. Harris asked how this would affect him as a taxpayer, McCanna stated that it will increase taxes but this increase will most likely be extremely minimal. In addition, the current Airport budget would no longer need to be collected as part of the tax levy for the County General Fund which could help to offset the increase. In addition, the monies spent for administrative expenses in bonding issues could be saved if the budget was set high enough to establish a non-reverting capital improvements fund. McCanna stated that there still may be instances where a bond is necessary but it will not be a five year standard procedure. Stump noted that Powell has indicated that he would like to retire in the near future which would put the Airport and Couchman in a rough spot unless a full time maintenance person can be hired. Powell is very skilled and is willing to work all hours without being directed to do so, another contract individual may not perform in the same manner and as a contract service the Airport cannot dictate hours worked. McCanna stated that this would allow the Airport to hire some extra help thereby ensuring the issues with the State Board of Accounts will be handled in the future. Mason suggested that all BOAC members take a good, hard look at the information provided so that the issue can be further discussed at the next BOAC meeting.

Hangar Extension Update: Couchman stated there have been some issues with MKS (General Contractor) oversight of sub-contractors causing some quality concerns. He stated that the project is approximately 50% done. Shaffer assured the BOAC that BF&S will ensure a quality final product.

AAI Conference Synopsis: Couchman gave a brief presentation of the AAI Annual Conference. Jim Mason, Brad Stump, Phil Rader, George Wappes and Russ Couchman all attended the event. Couchman stated that it was by far the best AAI event he has attended thus far.

Runway Length Discussion: Shaffer presented FAA Advisory Circular: Runway Length Requirements for Airport Design, 150/5325-4b dated 7/1/2005 and an analysis prepared by BF&S named "Runway Length Calculations for Actual Based Aircraft that Require Additional Runway Length". He stated that there are two categories in this new AC breaking aircraft into the 75% group requiring less runway length and the 25% group, requiring more runway length. There is one aircraft based on the Airport that falls into the 25% group but many more than that visit the Airport. Based on calculations for Rwy 09 from the AC using even the more conservative 75% fleet numbers at 90% useful load on a wet runway the FAA state airports should plan on 6934.5 feet of runway. Using the larger 25% fleet aircraft at 90% useful load on a wet runway the FAA says to plan for 8429.5 feet or 7000 feet if the longer is unattainable and for GWB this is the case. The AC also states that to be subject to these rules, the airport must have at least 500 operations of the aircraft listed; GWB far surpasses that number and therefore must plan appropriately. Shaffer went on to say that we will need to ultimately purchase the home on the extended centerline of the runway on CR 31 to be used for the MALSR lighting system and that we will most likely need to trim many of the trees along CR 31. After lengthy discussion Harris asked Shaffer to forward him all the documentation discussed during the meeting and to further research how much the trees will need to be cut so that they will no longer be an obstacle to aerial navigation, Shaffer agreed. The home that will ultimately need to be purchased is currently on the market but due to the potential opportunity cost of spending the money now and the length of time between now and when the land will actually be needed is so extreme the BOAC elected not to move forward on the purchase at this time. The Board directed Shaffer to proceed with the environmental assessment assuming the Airport will need to plan on a 7,000 foot runway. A motion was made by Stump and seconded by Wappes to amend AIP Grant 11 to include the Environmental Assessment for the expansion of Rwy 09/27, the motion carried.

Management Assistance Consultant Report:

See attached BF&S update:

A-hangar Sewer/Corporate Expansion Area Lateral: After some discussion regarding the lateral to be installed to support the A-hangar and future corporate hangars the BOAC decided that we should construct the lateral with an additional manhole so that it will be consistent with Auburn standards and so that we are able to turn it over to the City once it is complete. Turner made a motion to add an additional manhole and to turn the lateral over to the City of Auburn once it is complete, Wappes seconded, and the motion passed. Couchman was directed to ask the VAA 37 if they could make the 60' run from the roughed in tap up to the planned restroom facility location or if they could potentially relocate the restrooms to a location closer to the roughed in tap.

Other Business: Several BOAC members are not available for the November 17, 2006 meeting and several are not available for the December 15, 2006 meeting. After some discussion, it was agreed that the November and December 2006 meetings would be cancelled and instead combined into a December 1, 2006 meeting.

Adjournment:

Mason calls the meeting adjourned.

**Next meeting December 1, 2006
Public Meeting at 1:00 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason – President

George Wappes – Secretary

Jeff Turner – Vice-President

Brad Stump – Treasurer

Phil Rader – Member

BFS Agenda Items for the 10/20/06 DeKalb BOAC Meeting

Action items on the agenda:

Motion from the BOAC to amend the grant description for AIP 11 to include the complete Environmental Assessment for the Runway 9-27 extension.

Discussion and Information items not included on the 10/20/06 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.

1. Hangar Extension

- Construction is underway see Jeremy Books Monthly Report.

2. Wetlands AIP 11 and AIP 12

- There has been a meeting set with John Ritchie from the Corps, Sara Slater-Atwater from IDEM, Lynn Cudlip from J.F. New, and Ryan Scott from BFS on October 18, 2006 @ 11:00 AM.
- I will report on this meeting on Friday in the meeting.
- J.F. New has been asked to submit their fees to complete the permitting process.
- Appraisals will begin immediately following the confirmation from the Army corps on the site location.
- The motion from the BOAC to amend the grant description for AIP 11 to include the complete Environmental Assessment for the Runway 9-27 extension is being asked to be considered because the balance in AIP 11 is approximately \$93,000.00, of which we will need about \$20,000 to complete the permitting stage. An additional \$12,000 in AIP 12 will fund the mitigation design and AIP 13's \$157,000 will fund the easement purchase. The bottom line is we will have approximately \$73,000.00 in AIP 11 that could be applied to an eligible item. Talks with Gary Wilson of the FAA at the conference yielded that he thought we should submit the full EA for the runway extension if we are ready to do so. Given this discussion and given the original grant was for environmental issues it was felt that this would be a reasonable Grant descriptions amendment. This will force us to visit the road closure issue in the near future.

3. Emergency Plan Update

- No Report

4. Land Acquisition (Executive Session)

- With exception of the Wetland Mitigation Easement there is no land acquisition currently under way.
- The house that is currently for sale on CR 29 is needed for the runway extension project. If at all possible now would be the time to act on the property rather than a condemnation at a later date. This saves significant cost in fees for appraiser; re-view appraiser, buyer, and relocation agent.

- Is there a possible investment group that would be interested in holding the property similar to Airport LLC previously had done?

5. Grant AIP 3-18-0004-13:

- Ready to make the offer, pending the Army Corps determination.
- No funds have been spent from this grant to date.

6. EAA Sewer Connection

- Meeting has been set with Steve Bruns, Auburn City Engineer, on 10/20/06 at noon to discuss the details. Steve as of now has agreed to move forward without the connection fees in place. During this meeting we are going to ask him to consider forgoing a connection agreement with the understanding that every future tap would be treated as if it were on the mainline. Hopefully he will agree this is the best course of action rather than having another connection agreement to administer.
- The plans sheets have been developed and are ready to go to IDEM on Steve Bruns OK, and the signing of the allocation letter. I will have plans available on Friday for your review.

7. Runway 9-27 Length Justification/EA

- I can take questions on the runway length justification and how the figures were determined using AC150/5325-4b.
- These numbers will be used in the EA to justify the project
- I suggest a meeting be set up with John Harris to discuss further.
- The trees and possibly the power lines along the east side of CR 29 appear to be an issue that may require some easements to be purchased for any runway extension beyond 1000 feet. We are currently investigating this issue.