



# 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  
Phil Rader, Member

### MINUTES

February 17, 2006

#### **BOAC Executive Session:**

The DeKalb County Aviation Board met in executive session at 12:30 to discuss the lease of real property. Present were Jim Mason, Jeff Turner, George Wappes, Brad Stump, Paul Shaffer and Russ Couchman.

#### **BOAC Regular Scheduled Meeting:**

The DeKalb County Board of Aviation met at the DeKalb County Airport in the conference room for their 1:00 PM scheduled meeting. President Mason called the meeting to order. BOAC members Mason, Wappes, Turner, Stump and Board Attorney Kruse were present. Also attending was Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Toby Steffen from Butler Fairman & Seufert, Contract Airport Project Manager Gene Powell, Don Smith Airport Consultant and Todd McCutchan from Victory Aviation.

#### **Secretary Report:**

Wappes presented the minutes of the previous meetings. A motion was made by Turner with a second by Stump to accept the minutes. The motion carried when put to vote. Mason stated that we now have one vacancy on CR 27. It is in need of carpet and possibly some septic work as well. There is also an issue with drainage on the property. It appears that when the pond was built on the property to the south the contractor cut off a drainage tile or two and the result is a large area of surface water ponding on our property. The BOAC asked that Couchman set up a meeting with the property owner to the south to discuss this issue. Mr. Derald Kruse explained that there is a process in which the County Drainage Board will investigate and acts as a mediator in these issues should it come to that. Mr. Mason stated that he has made progress in getting late rents up-to-date. He also stated that due to the fire damage at 6202 CR 27 and how slowly we have been able to move in fixing that damage, one month of late rent has been forgiven and the rental price has been dropped to \$500.00 per month. There was no PropWash Newsletter presented at this time, Couchman stated that it would be ready for the monthly mailings however.

#### **Treasurer Report:**

Claims: The treasurer presented February 2006 claims for the Board's approval: Stump moved to accept the claims as presented, Wappes seconded and the motion passed.

Couchman updated the Board on the payment to MB Companies for the Broom that was delivered in January. Due to Mr. Phil Gutman's request to have solid bids on the Terminal Expansion project prior to paying any more claims with bond funds, we have negotiated with MB and they have agreed to carry the broom for 60 days at 2 points over prime. This may not be enough time but if for some reason we are unable to have bids in-house by the deadline we will speak with MB again. Wappes made a motion that the Board enters into an agreement with MB Company to carry the amount owed on the broom for 60 days at a rate of 2 points over prime and that President Mason is authorized to sign the agreement when it arrives. Stump seconds the motion. The motion carried. The Board asked that Derald Kruse review the document prior to Mason signing.

T-Hangar and Tennant Accounts: Stump noted that there are two checks that were returned to us by the County Auditor for technical errors. Couchman was directed to follow up on these issues. Stump noted that there is still one T-hangar vacant and asked if Couchman could please make it a priority to rent this unit. Couchman noted that several T-hangar tenants were late this month and he expects to have the issue resolved shortly.

## February 2006 Claims

|           |  |             |             |
|-----------|--|-------------|-------------|
| 99-1114   | Employee Wages                                   |             | \$30,848.00 |
| 2/3/2006  | Russ Couchman                                    | -\$1,338.50 | \$29,509.50 |
| 2/17/2006 | Russ Couchman                                    | -\$1,338.50 | \$28,171.00 |
| 99-1080   | Other Pay  |             | \$3,900.00  |
| 2/15/2006 | Board Members' Salaries for January 20th Meeting | -\$325.00   | \$27,846.00 |
| 99-1210   | PERF   |             | \$1,595.71  |
| 1/26/2006 | 2/3/2006 Payroll                                 | -\$70.27    | \$1,525.44  |
| 2/9/2006  | 2/17/2006 Payroll                                | -\$70.27    | \$1,455.17  |
| 99-1220   | Insurance  |             | \$5,465.82  |
| 2/9/2006  | 2/17/2006 Payroll                                | -\$734.18   | \$4,731.64  |
| 99-1230   | Social Security                                  |             | \$2,046.76  |
| 1/26/2006 | 2/3/2006 Payroll                                 | -\$79.10    | \$1,967.66  |
| 2/9/2006  | 2/17/2006 Payroll                                | -\$79.10    | \$1,888.56  |
| 99-1240   | FICA (actually medicare)                         |             | \$465.78    |
| 1/26/2006 | 2/3/2006 Payroll                                 | -\$18.50    | \$447.28    |
| 2/9/2006  | 2/17/2006 Payroll                                | -\$18.50    | \$428.78    |
| 99-2231   | Repair and Maintenance Supplies                  |             | \$6,919.32  |
| 2/16/2006 | Display Sales (Flags)                            | -\$154.50   | \$6,764.82  |
| 2/16/2006 | Auburn City Hardware                             | -\$33.86    | \$6,730.96  |
| 2/16/2006 | Classic City Hardware                            | -\$78.34    | \$6,652.62  |
| 99-3282   | Legal Fees                                       |             | \$10,000.00 |
| 2/16/2006 | Derald Kruse                                     | -\$400.00   | \$9,600.00  |
| 99-3284   | Consultant Fees                                  |             | \$10,000.00 |
| 2/16/2006 | BF&S   | -\$583.33   | \$9,416.67  |
| 99-3323   | Travel   |             | \$100.00    |
| 2/16/2006 | AAI Quarterly Meeting and Legislative Luncheon   | -\$60.00    | \$40.00     |
| 99-3324   | Telecommunications                               |             | \$737.80    |
| 2/16/2006 | Qwest  | -\$3.98     | \$733.82    |
| 99-3351   | Electric   |             | \$19,624.00 |
| 2/16/2006 | Indiana Michigan Power                           | -\$1,968.02 | \$17,655.98 |
| 99-3354   | Utilities  |             | \$3,753.76  |
| 2/2/2006  | NIFL Maintenance Building                        | -\$195.38   | \$3,558.38  |
| 2/16/2006 | Taylor Rental                                    | -\$40.00    | \$3,518.38  |
| 99-3360   | Grounds Maintenance                              |             | \$11,600.00 |
| 2/16/2006 | Butler & Crane                                   | -\$750.00   | \$10,850.00 |
| 99-3368   | Repairs and Maintenance                          |             | \$10,205.50 |

|           |               |  |  |           |           |
|-----------|---------------|--|--|-----------|-----------|
| 2/16/2006 | Perkins       |  |  | -150.00   | 10,055.50 |
| 2/16/2006 | Marx Services |  |  | -1,844.00 | 8,211.50  |

|           |                      |  |  |           |           |
|-----------|----------------------|--|--|-----------|-----------|
| 99-3433   | Contractual Services |  |  |           | 24,585.05 |
| 2/16/2006 | Jim Mason            |  |  | -552.50   | 24,032.55 |
| 2/16/2006 | Robert E. Powell     |  |  | -1,895.00 | 22,137.55 |

**FUND 0605 LOAN REPAYMENT ACCOUNT**

|           |  |  |  |           |           |
|-----------|--|--|--|-----------|-----------|
| 99-5000   | Non-Budgeted Expense                                 |  |  |           | 18,860.59 |
| 2/16/2006 | Hicksville Bank Loan Repayment (hangars, residences) |  |  | -5,450.94 | 13,409.65 |
| 2/16/2006 | Wells Fargo T-Hangar Construction Loan Repayment     |  |  | -1,121.00 | 12,288.65 |
| 2/16/2006 | Receipts   |  |  | 8,490.00  | 20,778.65 |

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

|           |   |  |  |            |           |
|-----------|---|--|--|------------|-----------|
| 99-4421   | Capital Outlay  |  |  |            | 62,006.58 |
| 2/16/2006 | BF&S Approach Lights Right-of-Way                     |  |  | -400.00    | 61,606.58 |
| 2/16/2006 | Michael Kinder & Sons, Inc (Rieke Ramp final)         |  |  | -10,799.40 | 50,807.18 |
| 2/16/2006 | BF&S South Development Area                           |  |  | -1,156.13  | 49,651.05 |
| 2/16/2006 | W.A. Jones (Sand spreader - to be reimbursed by Bond) |  |  | -13,940.11 | 35,710.94 |

| <b>DeKalb Co. Airport Bldg. Corp. First Mortgage Bonds, Series 2005</b> |   |  |  | <b>BALANCE</b> |                |
|---|---|--|--|----------------|----------------|
| 9/27/2005   | Beginning Balance as of September 27, 2005              |  |  | \$1,861,595.63 | \$1,861,595.63 |
| 9/27/2005   | Barbara Dollier (65 Acres to the East of Airport)       |  |  | -430,926.40    | \$1,430,669.23 |
| 9/27/2005   | Auburn Abstract   |  |  | -2,600.00      | \$1,428,069.23 |
| 9/27/2005   | Hilliard Lyons  |  |  | -954.00        | \$1,427,115.23 |
| 9/27/2005   | Wells Fargo Corporate Trust Services                    |  |  | -8,500.00      | \$1,418,615.23 |
| 9/27/2005   | James McCanna (Legal Services)                          |  |  | -20,000.00     | \$1,398,615.23 |
| 9/27/2005   | Derald Kruse (Legal Services)                           |  |  | -10,000.00     | \$1,388,615.23 |
| 11/1/2005   | Icom America (Equipment-Radios)                         |  |  | -3,631.83      | \$1,384,983.40 |
| 11/1/2005   | Allied (Shipping of Equipment-Patrol Vehicles)          |  |  | -1,530.00      | \$1,383,453.40 |
| 11/1/2005   | Auburn Abstract   |  |  | -2,375.00      | \$1,381,078.40 |
| 11/1/2005   | Baker & Daniels (Professional Services on Bond Process) |  |  | -30,104.93     | \$1,350,973.47 |
| 11/1/2005   | BobCat (Equipment)                                      |  |  | -45,684.58     | \$1,305,288.89 |
| 12/1/2005   | New Holland (Equipment-Tractor)                         |  |  | -74,874.48     | \$1,230,414.41 |
| 12/1/2005   | New Holland (Equipment-Plow and Blower Minus Trade)     |  |  | -9,510.00      | \$1,220,904.41 |

**Zoning:** – Scott Kipfer, A one-lot residential Subdivision of Land to be know as “Schmucker Farms, Sec. V, Lot 5” located in the SE Quarter of Section 30, Spencer Township, 285.00 feet North of the intersection of CR 68 and CR 51, West side of CR 51, containing 3.34 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.

Stump also noted that the Airport Zoning Overlay project is moving forward in conjunction with other County zoning efforts. He will keep the Board advised. There was some discussion regarding how any of these zoning ordinances will be enforced and how notification of local zoning authorities and the Airport and the FAA might be accomplished. Mr. Derald Kruse asked Stump to look into the process of recording these zoning overlays to ensure compliance and notification. Mr. Kruse will look into the legal ramifications of doing so as well.

**FBO Operator Report:** McCutchan presented the Activity Summary for the FBO indicating that January 100LL sales were again down for the month but Jet-A sales were up. Rental cars were double for the month compared to last year. Flight school numbers continue to drop. Maintenance is down for January and there are no

numbers for Avionics at this point. There were no trips for Hoosier wings. Stump asked Couchman to research when the Board was to re-address the 100IL fuel flowage fee suspension issue.

Turner took this opportunity to address the ongoing lease negotiations efforts. He stated that due to the fact that the Board and Victory are so far apart on what fair market lease rates should be, the Board has decided to pursue proposals from all interested parties through a Request for Proposals process. He assured the Board that there has been no arguing or fighting over issues with Victory, it just appears that Victory and the Board see the world differently. He also stated that the Board would be happy to meet with Mr. Dean Kruse. Turner made a motion to direct Couchman to finish updating the Rules and Regulations and Minimum Standards documents and to produce a Fixed Base Operator Request for Proposals all to be completed and ready for publication within 60 days. He also directed Couchman to draft a letter to Mr. Kruse explaining our position and inviting him to meet with the Board or the lease negotiation sub-committee. Stump seconded the motion. When put to vote it passed unanimously.

**Maintenance Project Manager Report:** Wappes presented the Project Manager Report from the Agenda which included normal items such as light repair and replacement, erosion issues, hangar maintenance, etc. Wappes noted that the MB Broom was delivered in January and has been working well. The Bobcat was serviced for the first time, we are still trying to pump down the flooded area at the home on CR 27, Gene installed the new Icom radios in the truck and the TV145 tractor and the drive in front of the maintenance facility has been widened using the Bobcat so that the new broom can be pulled into and out of the facility.

**Airport Manager Report:**

**Discussion regarding EAA/VAA Chapter 37:** Couchman presented the VAA 37 proposal to occupy Hangar A. the proposal included their minimum list of events and the estimated cost of producing these events. It also included many upgrades that the VAA 37 are interested in doing and paying for themselves as well as several maintenance/upgrade items that they would like the Airport to handle. Couchman also stated that Tim Fox had verbally indicated they would be willing to pay \$250 per month for the hangar. Wappes motioned with a second from Turner that the BOAC give victory a 30 day notice on the Hangar A so that we can begin rehabilitation efforts by April 1, 2006 and to direct Couchman to continue negotiations with the VAA 37. Once a satisfactory agreement has been reached, the motion also approved the Board to sign said lease with VAA 37. Mr. Derald Kruse stated again that he would like to see a standard for these types of lease negotiations created and in particular for non-profit organizations such as this one before any lease is finalized. Couchman agreed to create such a document.

**EPA Update:** Couchman noted that the latest EPA ruling exempts mobile refuels from "sized" secondary containment and instead only requires secondary containment for the most likely spill. This is a procedure that we already have in place and will not require in large changes. With that said however, we still may be required to create "sized" secondary containment while the fuelers are parked overnight and otherwise out of service.

**Presentation of BOAC duties:** Couchman presented the duties for the Boards consideration and input. Due to the duties associated with contract Services, Couchman was instructed to develop a scope of duties for Gene Powell.

**Presentation of GWB Pavement Management Plan:** Stump and Shaffer presented the Pavement Management Plan for discussion and official adoption. Stump explained that this plan is critical as we move forward to not only ensure that the pavement is maintained but also to ensure that we don't lose the money allocated to pavement maintenance. The plan is a 4 year cycle of \$20-25,000 per year. After some discussion a motion to adopt the plan and instruct the Airport Manager to implement the plan was made by Stump and seconded by Turner, the motion passed.

**GP Lease Extension Motion:** After some discussion Stump made a motion to have Kruse draft a document extending the GP lease by an amount equal the period when we agreed to have a functioning ILS and when the FAA actually turned on the Glideslope. The extension will include the period between June 12, 2005 through January 27, 2006 and will result in a net extension of 8 months (rounded up). Wappes seconded the motion and the motion carried.

**Management Assistance Consultant Report:**

**See attached BF&S update:** Shaffer asked if there were any questions or comments regarding his written update. There were none.

**CIP Plan Approval:** Shaffer presented the updated Capital Improvement Plan for approval, adoption and signature. Shaffer reminded Couchman and the Board that we need to create a very detailed log of aircraft visiting the Airport that may not/do not have a balanced field capability under some or all weather conditions. Turner made a motion to adopt the updated 2006 CIP plan to be submitted to the state, Stump seconded and the motion carried.

**JF New Notice to Proceed:** Shaffer explained that the Board has a signed agreement for JF New for the process of finding acceptable property in which to relocate wetlands. At this point, the Board needs to issue a Notice to Proceed so that JF New can continue this work. Turner made a motion to give JF New Notice to Proceed, Stump seconded and the motion passed.

**Other Business:** President Mason directed Couchman to install AAI Airport of The Year signs on Airport property in front of the Terminal and out on CR 427. Couchman was given one month to complete the task.

**Adjournment:**

Mason calls the meeting to adjourn.

**Next meeting March 17, 2006  
Executive Session at 12:30 PM followed by Scheduled Meeting at 1:00 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**George Wappes Secretary**

## **BFS Agenda Items for the 2/17/06 DeKalb BOAC Meeting**

### **Action items on the agenda:**

1. CIP Approval
2. Notice to proceed need to go to J.F. New to find the mitigation for the wetlands on the east end of the airport.

### **Discussion and Information items not included on the 2/17/06 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.**

#### **1. Wetland**

- Need to issue notice to proceed need to go to J.F. New to find the mitigation for the wetlands on the east side of the airport.

#### **2. Emergency Plan Update**

- Russ has requested we start looking at specifics in the plan to see what can be improved. The plan as it stands is rather generic, which may be OK if it is followed. In the past we have had the plan but never performed any drills. Will be looking to establish a couple mock runs with Jackson Township to see where there is room for improvement.

#### **3. Jet Blast on the MTI Ramp**

- BFS has been working with Blast Deflectors Inc. on quotes.

#### **4. Land Acquisition (Executive Session)**

- Will need a new title opinion on the purchase of the remaining Dollier property.

#### **5. Grant application for the FY 2006 Non Primary Entitlement Grant AIP 3-18-0004-13:**

- NPE funds are now being program for FY 20006.

#### **6. Bond Issue**

- The correspondence on the land release has been given to Derald. BFS recommends no response to the FAA letter at this time.
- Need to start pursuing alternate bonding mechanisms.

#### **7. Pavement Maintenance Plan**

- Cost portion of the plan was revised per Brad's request.
- Pictures were inserted into the plan.
- The plan is entering its final draft stage and should be ready for approval soon.

### **8. IDEM Rule 6**

- Certificate of No Exposure has been submitted to IDEM for the Airport.
- The airport should be prepared for a site inspection from IDEM.

### **9. PAPI INFO to FAA**

- BFS handled this under the 10 hours per month.

### **10. ILS**

- Russ cleared the trees and the system is good to go! Good work everyone and congratulations!!!
- We have been working with the FAA to get an LPV Approach (GPS Precision Approach).