



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

May 26, 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, Phil Rader, Derald Kruse 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, Rader and Board Attorney Kruse were present. Also attending was Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Lara Zook-Gaerte GWB AOPA Liaison, Tony Gaerte, Todd McCutchan, Don Smith Airport Consultant, Angela Mapes from the Fort Wayne Journal Gazette and Bill Gisel from the Evening Star.

Secretary Report:

Wappes presented the minutes of the previous meetings. A motion was made by Turner with a second by Wappes to accept the minutes. The motion carried when put to vote. The PropWash Newsletter was presented.

Property Management: Mason stated that there are several properties that are behind on rent. If these properties are not paid current within thirty days then he will begin working with Board Attorney Derald Kruse to start collection/eviction proceedings.

Treasurer Report:

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

Budget: Stump presented the Fiscal Year 2007 Budget for Board approval. He noted that we have stayed below the 5% budget increase cap with the exception of the added admin staff for a cost of \$9,000.00 taking the total budget to an increase of just over 8% per the Boards direction at the last meeting. He explained that other monies have been moved around so that we can again attempt to minimize transfers next year. The budget continues to be tight even though we are asking for the maximum increase. Turner motion to accept the budget as presented, Stump seconded and the motion carried. Mr. Jim Mason stated that he would like to attend the Council meeting when our budget is to be discussed; several other members may want to attend that meeting as well, Couchman will notify the Board when this date is confirmed.

T-Hangar and Tennant Accounts: Stump noted that a couple of tenants are late on rent with the worst being 4 months late. He asked the board for an official policy regarding late T-hangar and residential rents. The Board decided that if a residential tenant becomes late by 2 months then we should begin legal action and if a t-hangar tenant becomes 3-4 months late then we should begin legal action. The difference is primarily due to the total potential loss. T-hangars are traditionally less costly so if a tenant gets behind several months it is more reasonable that they will be able to catch up than with the residential units where getting behind more than two months is most likely something one will not be able to recover from.

May 2006 Claims

99-1114	Employee Wages		\$22,753.50
4/28/2006	Russ Couchman	-\$1,338.50	\$21,415.00
5/12/2006	Russ Couchman	-\$1,338.48	\$20,076.52
5/26/2006	Russ Couchman	-\$1,338.50	\$18,738.02
99-1080	Other Pay		\$2,990.00
5/18/2006	Board Members' Salaries for April 21st Meeting	-\$260.00	\$2,730.00
99-1210	PERF		\$1,167.57
4/20/2006	4/28/2006 Payroll	-\$70.27	\$1,097.30
5/4/2006	5/12/2006 Payroll	-\$70.27	\$1,027.03
5/18/2006	5/26/2006 Payroll	-\$70.27	\$956.76
99-1220	Insurance		\$3,263.28
5/4/2006	5/12/2006 Payroll	-\$734.18	\$2,529.10
99-1230	Social Security		\$1,663.31
4/20/2006	4/28/2006 Payroll	-\$79.10	\$1,584.21
5/4/2006	5/12/2006 Payroll	-\$79.10	\$1,505.11
5/18/2006	5/26/2006 Payroll	-\$79.10	\$1,426.01
99-1240	FICA (actually medicare)		\$376.09
4/20/2006	4/28/2006 Payroll	-\$18.50	\$357.59
5/4/2006	5/12/2006 Payroll	-\$18.50	\$339.09
5/18/2006	5/26/2006 Payroll	-\$18.50	\$320.59
99-2221	Petroleum Prod & Supplies		\$826.61
5/18/2006	North Central Coop (soy diesel)	-\$1,317.89	-\$491.28
5/18/2006	Transfer from Grounds Maintenance	\$3,500.00	\$3,008.72
99-2231	Repair and Maintenance Supplies		\$2,821.33
4/26/2006	Tri-County New Holland	-\$163.00	\$2,658.33
4/26/2006	Home Depot	-\$348.63	\$2,309.70
4/26/2006	Hoham, Smith & Co	-\$963.50	\$1,346.20
5/18/2006	BobCat hydraulic parts	-\$154.83	\$1,191.37
5/18/2006	Tri-County New Holland	-\$1,385.69	-\$194.32
5/18/2006	Auburn City Hardware	-\$73.53	-\$267.85
5/18/2006	Anderson Waterloo Ag Center	-\$180.00	-\$447.85
5/18/2006	Hoham, Smith & Co	-\$217.00	-\$664.85
5/18/2006	Transfer from Grounds Maintenance	\$4,000.00	\$3,335.15
99-3239	Drain/Real Estate Taxes		\$8,000.00
5/18/2006	DeKalb County Treasurer	-\$421.76	\$7,578.24
5/18/2006	DeKalb County Treasurer	-\$835.68	\$6,742.56
99-3282	Legal Fees		\$8,800.00
5/18/2006	Derald Kruse	-\$500.00	\$8,300.00
99-3284	Consultant Fees		\$8,250.01
5/18/2006	BF&S	-\$583.33	\$7,666.68

99-3288	Permit Fees		\$800.00
4/26/2006	Homeland security (Elevator Permit)	-\$120.00	\$680.00
99-3324	Telecommunications		\$724.63
5/18/2006	Qwest	-\$4.99	\$719.64
99-3351	Electric		\$13,495.56
5/18/2006	Indiana Michigan Power	-\$1,065.23	\$12,430.33
5/18/2006	Indiana Michigan Power	-\$60.85	\$12,369.48
99-3354	Utilities		\$2,635.01
4/26/2006	Auburn City Utilities	-\$38.06	\$2,596.95
4/26/2006	NIFL Maintenance Building	-\$122.76	\$2,474.19
5/18/2006	Taylor Rental	-\$40.00	\$2,434.19
99-3360	Grounds Maintenance		\$10,850.00
5/18/2006	Transfer to Petroleum Products and Supplies	-\$3,500.00	\$7,350.00
5/18/2006	Transfer to Repair and Maintenance Supplies	-\$4,000.00	\$3,350.00
99-3368	Repairs and Maintenance		\$674.82
4/18/2006	Insurance reimbursement	\$5,760.40	\$6,435.22
5/18/2006	McMahon Tire Co.	-\$55.18	\$6,380.04
5/18/2006	Kaufman Well Drilling	-\$175.00	\$6,205.04
5/18/2006	Marx Services	-\$1,391.00	\$4,814.04
99-3433	Contractual Services		\$18,013.81
4/26/2006	Bob Battig	-\$254.00	\$17,759.81
5/18/2006	Robert E. Powell	-\$2,206.52	\$15,553.29
5/18/2006	Bob Battig	-\$494.30	\$15,058.99
5/18/2006	Jim Mason	-\$357.50	\$14,701.49

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$23,985.39
4/26/2006	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$18,534.45
4/26/2006	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$17,413.45

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$33,712.39
4/26/2006	W.A. Jones (Truck parts - to be reimbursed by Bond)	-\$1,235.00	\$32,477.39
4/26/2006	JF New	-\$351.95	\$32,125.44
5/18/2006	BF&S (South Development)	-\$105.83	\$32,019.61
5/18/2006	BF&S (Corporate Hangar Apron Expansion)	-\$799.26	\$31,220.35

DeKalb Co. Airport Bldg. Corp. First Mortgage Bonds, Series 2005		BALANCE	
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: – 1)- Thomas & Karen Graves, A one-lot residential Subdivision of Land to be known as “Graves Estates, Sec. II,” located in the NW Quarter of Section 30, Spencer Township, approximately 2350.00 ft East of intersection CR 47, South side of CR 64, containing 5.00 acres, more or less. This development lies within the Transitional Approach Slope of the DeKalb County Airport and the maximum allowable height of 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.

2)- James Zimmerman, A one-lot residential Subdivision of Land to be known as “Stirlen Acres,” located in the NE Quarter of Section 22, Jackson Township, on the south side of CR 60 approximately 2300 ft west of CR 39, containing 10.00 acres, more or less. This development lies within the Horizontal and Approach Surfaces of the DeKalb County Airport and the maximum allowable height of 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.

3)- The County is still progressing towards updating its zoning ordinances. Also, I have been getting repeated requests from other airports for information relating to zoning issues.

FBO Operator Report: McCutchan presented the monthly FBO report. AvGas was up for the month but still down for the year. Jet A was down for the month and still up for the year. Rental cars were down for the month and now dead even compared to last year this time. The flight school is again down for the month and trending down for the year. Maintenance is dramatically down both for the month and year-to-date primarily due to several large projects that were completed for Mr. Dean Kruse. There was no data give for Mid-America Avionics or for Hoosier Wings.

Turner indicated that the BOAC received a response from Victory regarding the latest lease negotiation attempt. Turner stated that Victory opted against accepting our proposal and therefore we have no choice but to move ahead with the RFP process. Turner motioned that the Board direct Couchman to get at least one more bid for consulting services and direct Stump to look at the budget to see where we might be able to find the money for these services and both report to the Board at the June 16, 2006 BOAC where the Board will make a decision as to which consulting firm will be used. Stump seconded and the motion carried.

McCutchan said that Victory will plan on bidding on the FBO opportunity when the RFP is published and he stated that Victory will be happy to continue as the FBO through the process.

McCutchan also stated that they had 43 in attendance for the Wings program earlier in the month.

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.

Approximately 2500 pounds of fertilizer and seed were spread in the last month in an attempt to beautify the areas north of the parallel taxiway. Couchman stated that erosion around sign bases, lights and off pavement has been a major focus in the last weeks. We received a 100% on our state inspection this year but there are still some issues that we would like handle in the near future. None of this would have been possible without the new equipment. The well was fixed by Kaufman well drilling earlier in the month, it has a leak. Gene has been working hard at spraying weed killer around buildings and under fences to help minimize the weed trimming and help with the aesthetics of the airport. This has been a large project. Bob has been doing most of the mowing but beginning May 30, 2006 Jol will begin mowing with the ZTR to free Bob up in the big tractor and batwing. This growing season has come on strong.

Airport Manager Report:

Update on Marx Services and the Coffey house: Mark from Marx services addressed the Board and indicated that he would be willing to rehabilitate and maintain the home at 6278 CR 27, excluding the well and the septic system, in turn for a five year lease where he would manage the home, keep it leased and collect the rents paying the Airport

\$180.00 to \$250.00 per month during that time with an additional 5 year option where either party could terminate during the option period with six months notice. The County would continue to provide insurance for the home. Wappes made a motion to authorize the Airport Manager to negotiate a contract/lease with Marx services to be signed at next months Board meeting. Rader seconded and the motion carried.

JF New Update: Couchman stated the JF New Annual Report on our mitigated wetlands indicated we were not yet in compliance. We are required to maintain two consecutive years in compliance prior to the state releasing us from monitoring and maintenance requirements. JF New estimated that replanting these areas that failed would cost approximately \$3600.00. Couchman approved this amount and gave the order for JF New to proceed.

Tree removal issue for LPV Rwy 9: Couchman explained that the FAA received a grant to develop multiple LPV approaches around the country and GWB was fortunate enough to be one of the Airports chosen to receive these Wide Area Augmentation System (GPS) procedures. He went on to say that due to obstructions on the West end, it does not appear that we will have the lowest possible minimums 258ft/1 mile unless these trees are removed. Instead, our minimums will be 296ft/1mile. He indicated that while we do have avigation easements on the West end, they do not cover the entire RPZ and do not encompass all the obstructions as noted by the FAA. Stump and Shaffer presented detailed maps showing just what obstructions were covered. After some discussion it was decided that we would not pursue trimming obstructions at this time and instead accept the higher LPV minimums. Turner made a motion that we do not attempt to cut any trees at this time but begin to pursue avigation easements over time to encompass the entire RPZ on the west. Stump seconded and the motion carried.

Tractor purchase: Couchman explained that Tri-County New Holland loaned us a tractor to help with our fertilizing and seeding efforts. Keeping in mind that Mason asked us to look into purchasing another ZTR mower, John from Tri-County took it upon himself to deliver a ZTR tractor. Gene, Bob and Russ have used this tractor and have decided that instead of a second ZTR mower, we should look very closely at this utility tractor. After some discussion regarding how this compact tractor will be used, Turner motioned that we get two other bids for similar tractors and purchase the equipment from the most responsive and responsible bidder using bond money, Rader seconded and the motion carried.

A-Hangar rehab: Couchman presented three bids for this project. The bid from Messer Commercial Builders, LLC came in as the lowest bid for a total of \$38,000.00. After some discussion the Board directed Couchman to begin negotiating a lease with the VAA 37 to include the VAA 37 installing restroom facilities and tapping into the sewer system in exchange for a period of time free of rent commensurate with other investments made in hangar facilities on the Airport. Stump moved that we proceed with the project using Messer and bond funds but not prior to having a signed agreement with VAA 37, preferably to include restroom facilities and tap to sewer. Wappes seconded and the motion carried. McCutchan expressed concern regarding the VAA 37's capability or need to carry hangar keepers liability insurance. Couchman agreed to follow up on the issue.

Volunteer discussion: Couchman explained that he has had several tenants volunteer to help mowing and rolling, in particular members of the VAA Chapter 37. He asked what might be required of them and us to ensure that we do not expose ourselves unnecessarily to excessive liability. Kruse suggested that any such volunteer work should be drafted into their lease. Mason stated that he did not want any volunteers using any of our new equipment. He stated that there are many other projects that volunteers could help us with such as hand landscaping, sweeping etc. After some discussion, the Board concurred.

CRP update: Couchman was asked at last months meeting to research the cost of removing the CRP lands prematurely on the newly acquired tract of land to the East. He indicated that it would cost \$3,000.00 to remove this land and recommended that we do not spend the money at this point but instead attempt to keep the area maintained to the best of our ability. The Board concurred.

Airport Authority Process: Couchman asked if we wanted to continue with the Airport Authority effort at this time even though it may not coincide with the fiscal year. Kruse stated that he would make some phone calls to see where we might stand.

Management Assistance Consultant Report:

See attached BF&S update: There were no questions on the update.

Award hangar bid: After some discussion Turner made a motion to accept MKS as the most responsible and responsive bid per IC 36-1-12-4 (B) (10) for a total of \$773,200.00 (\$641,200.00 MKS and \$132,100.00 BFS) and to give Couchman the authority to sign the Notice to Proceed with the intent to use bond funds to pay for the project, Stump seconded and the motion carried.

Sign FY 2006 NPE grant: Shaffer presented the FY 2006 grant application for the wetland mitigation easement purchase for approval and signature. Turner made a motion to sign, Wappes seconded and the motion carried when put to vote.

AIP 09 Closeout documents: Shaffer presented the AIP 09 closeout documents for Treasurers signature. Stump motioned that he be allowed to sign, Wappes seconded and the motion carried.

Other Business:

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting June 16, 2006
Executive Session at 12:30 PM followed by Scheduled Meeting at 1:00 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

George Wappes Secretary

BFS Agenda Items for the 5/26/06 DeKalb BOAC Meeting

Action items on the agenda:

1. Award Hangar Expansion Bids
2. Sign FY 2006 NPE grant application for wetland mitigation purchase agreement

Discussion and Information items not included on the 5/26/06 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.

1. Hangar Extension

- Discuss and award the hangar expansion bids.
- The BFS recommendation is to award to Michael Kinder and Sons based on the incomplete bid of Shenkle and Sons. Shenkle and Sons failed to supply a complete Itemized Proposal, which was lacking the contract time and prices for each unique pay item. The contract documents clearly state that any blank left blank on the Itemized Proposal constitutes an incomplete bid. Shenkle and Son did submit unit prices via a letter dated May 9, 2006, after the bid opening date, but still failed to submit the contract time. Based on a failure to meet the intent of the bid Shenkle and Son bid is not considered to be responsible by the opinion of the engineer.
- Establish a Notice to proceed date and time.

2. Wetland

- Assuming the BOAC commits the FY 2006 NPE money to purchase of an easement for future wetland construction of approximately 20 acres of we will move forward accordingly. This will not include the design or construction of the actual wetlands to be mitigated; it will include only the right to construct the wetlands there when the construction project requires the mitigation.

3. Emergency Plan Update

- No Report

3. Jet Blast on the MTI Ramp

- On Hold

4. Land Acquisition (Executive Session)

- When Derald receives the title insurance from Auburn Abstract we 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 and FY 2007/2008 Funds:

- It appears the FAA/State, and if the BOAC so desires, we are planning to put your \$150,000 NPE dollars toward the purchase of a wetland mitigation easement this year.

6. Bond Issue

- Execute an award of the hangar bids to release the remaining funds.

7. IDEM Rule 6

- No report will be removed from the agenda next month.