



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

June 16, 2006

BOAC Executive Session:

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

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 were present. Also attending was Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Tony Gaerte, Todd McCutchan, Phil Waltenburg and Steve McMurray from Victory Aviation and Don Smith Airport Consultant.

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 presented.

Property Management: Mason stated that he has sent letters to the several residential tenants that are late and he has heard back from two of the three. Those two have assured Mason that they will be getting caught up very soon.

Treasurer Report:

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

Bond Update: Couchman stated that he received the first preliminary accounting from Phil Gutman at Hilliard Lyons and we now have an additional \$90,896.46 available. Gutman estimated the amount available when the local accounting spreadsheet was set up and was conservative in his estimates. In addition, several months of interest income have accrued.

T-Hangar and Tennant Accounts: Couchman stated that all T-hangar accounts are up-to-date; there are 8 tenants that have not paid June as of this date.

Update on 6278 CR 27: Couchman stated that we have received a bid to run tile from the septic system, from the gutter drains and from the tile at the back of the property out to the tile in front of the home for right around \$3,000.00. After some discussion regarding an attempt to figure out whether the neighbor to the south actually cut the tile while building his pond the Board decided to just fix the problem and not explore who/how caused the problem because the time, effort and cost may not be worth doing the research. Turner made a motion to simply fix the drainage by installing the tile at the quoted price of \$3,000.00 and not attempt to ascertain how/who caused the problem, Stump seconded and the motion carried. Mason then asked Powell to ensure that the gutter on the back of the Dollier senior home gets fixed as soon as physically possible, Powell agreed to do so.

June 2006 Claims

99-1114	Employee Wages		\$18,738.02
6/9/2006	Russ Couchman	-\$1,338.50	\$17,399.52
99-1080	Other Pay		\$2,730.00
5/26/2006	Board Members' Salaries for May 26th Meeting	-\$325.00	\$2,405.00
99-1210	PERF		\$956.76
6/1/2006	6/9/2006 Payroll	-\$70.27	\$886.49
99-1220	Insurance		\$2,529.10
6/1/2006	6/9/2006 Payroll	-\$734.18	\$1,794.92
99-1230	Social Security		\$1,426.01
6/1/2006	6/9/2006 Payroll	-\$79.10	\$1,346.91
99-1240	FICA (actually medicare)		\$320.59
6/1/2006	6/9/2006 Payroll	-\$18.50	\$302.09
99-2211	Office Supplies		\$300.00
6/14/2006	Bassett	-\$80.84	\$219.16
99-2231	Repair and Maintenance Supplies		\$3,335.15
5/31/2006	Home Depot	-\$64.59	\$3,270.56
5/31/2006	Airport Windsock Corp	-\$283.05	\$2,987.51
5/31/2006	BobCat hydraulic parts	-\$44.60	\$2,942.91
6/14/2006	VanGorder	-\$109.53	\$2,833.38
6/14/2006	Tri-County New Holland	-\$297.11	\$2,536.27
6/14/2006	Classic City Automotive	-\$17.15	\$2,519.12
99-3282	Legal Fees		\$8,300.00
6/14/2006	Derald Kruse	-\$956.74	\$7,343.26
99-3284	Consultant Fees		\$7,666.68
5/31/2006	BF&S	-\$583.33	\$7,083.35
99-3322	Postage		\$600.00
6/6/2006	The UPS Store 4743 (Weed trimmer shipping)	-\$228.41	\$371.59
6/15/2006	P.O. Box Fee	-\$40.00	\$331.59
6/15/2006	Postal Meter Replenishment	-\$200.00	\$131.59
99-3324	Telecommunications		\$719.64
6/14/2006	DeKalb County Treasurer (Phone bill)	-\$410.12	\$309.52
6/14/2006	Qwest	-\$2.35	\$307.17
99-3351	Electric		\$12,369.48
5/31/2006	Indiana Michigan Power	-\$275.82	\$12,093.66
6/14/2006	Indiana Michigan Power	-\$1,134.28	\$10,959.38
6/14/2006	Indiana Michigan Power	-\$236.62	\$10,722.76
6/14/2006	Indiana Michigan Power	-\$40.71	\$10,682.05

99-3354	Utilities		\$2,434.19
5/31/2006	NIFL Maintenance Building	-\$12.89	\$2,421.30
5/13/2006	Auburn City Utilities	-\$38.06	\$2,383.24
6/14/2006	Taylor Rental	-\$40.00	\$2,343.24

99-3368	Repairs and Maintenance		\$4,814.14
6/14/2006	Marx Services	-\$310.00	\$4,504.14
6/14/2006	Spade Heating and Plumbing (6202 Cr 27)	-\$70.00	\$4,434.14

99-3433	Contractual Services		\$14,701.49
6/14/2006	Robert E. Powell	-\$1,956.90	\$12,744.59
6/14/2006	Bob Battig	-\$450.00	\$12,294.59
6/14/2006	Jim Mason	-\$127.50	\$12,167.09

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$17,413.45
5/31/2006	Receipts	\$5,530.00	\$22,943.45
5/31/2006	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$17,492.51
5/31/2006	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$16,371.51

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$31,009.80
5/31/2006	BF&S (South Development)	-\$127.24	\$30,882.56
5/31/2006	Roy Buskrik Real Estate (Wallace property acquisition)	-\$400.00	\$30,482.56

DATE	DeKalb Co. Airport Bldg. Corp. First Mortgage Bonds, Series 2005		BALANCE
9/27/2005	Beginning Balance as of September 27, 2005	\$2,026,217.85	\$2,026,217.85
9/27/2005	Barbara Dollier (65 Acres to the East of Airport)	-\$430,926.40	\$1,595,291.45
9/27/2005	Auburn Abstract	-\$2,600.00	\$1,592,691.45
9/27/2005	Hilliard Lyons	-\$954.00	\$1,591,737.45
9/27/2005	Wells Fargo Corporate Trust Services	-\$8,500.00	\$1,583,237.45
9/27/2005	James McCanna (Legal Services)	-\$20,000.00	\$1,563,237.45
9/27/2005	Derald Kruse (Legal Services)	-\$10,000.00	\$1,553,237.45
10/27/2006	S&P	-\$4,000.00	\$1,549,237.45
10/27/2005	Underwriting Fees	-\$32,000.00	\$1,517,237.45
10/27/2005	Deposit to Cap. Int.	-\$54,222.22	\$1,463,015.23
11/1/2005	Icom America (Equipment-Radios)	-\$3,631.83	\$1,459,383.40
11/1/2005	Allied (Shipping of Equipment-Patrol Vehicles)	-\$1,530.00	\$1,457,853.40
11/1/2005	Auburn Abstract	-\$2,375.00	\$1,455,478.40
11/1/2005	Baker & Daniels (Professional Services on Bond Process)	-\$30,104.93	\$1,425,373.47
11/1/2005	BobCat (Equipment)	-\$45,684.58	\$1,379,688.89
12/1/2005	New Holland (Equipment-Tractor)	-\$74,874.48	\$1,304,814.41
12/1/2005	New Holland (Equipment-Plow and Blower Minus Trade)	-\$9,510.00	\$1,295,304.41
12/1/2005	Auburn Door	-\$3,436.97	\$1,291,867.44
1/3/2006	Investment Income	\$3,732.16	\$1,295,599.60
2/1/2006	Investment Income	\$3,847.75	\$1,299,447.35
3/1/2006	Investment Income	\$3,677.43	\$1,303,124.78
4/3/2006	Investment Income	\$4,302.19	\$1,307,426.97
5/1/2006	Investment Income	\$4,373.90	\$1,311,800.87
5/31/2006	W.A. Jones 14' blade for county road truck and misc	-\$17,056.88	\$1,294,743.99
5/31/2006	BF&S Maintenance Hangar Expansion (design + misc)	-\$67,548.72	\$1,227,195.27

Zoning: There were no zoning requests however Stump has been working with two different cell phone tower companies in their effort to locate towers within the County. Both companies have been very cooperative and Stump has done a fantastic job at helping them to find locations that will not impede aerial navigation.

FBO Operator Report: McCutchan presented the monthly FBO report. AvGas was down for the month and still down for the year. Jet A was up 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. There was no data give for Mid-America Avionics or for Hoosier Wings.

Maintenance Project Manager Report: Wappes presented the Project Manager Report from the Agenda. Gene Powell worked 111 hours last month, he has been performing maintenance on the new equipment, and this has taken a lot of his time. Couchman has been getting quotes on the pavement maintenance plan year one; we should be doing repairs by the end of the month. Couchman and Powell have been researching sharpeners for the lawn mower blades, they plan on purchasing one next week. This should begin to save us money within the next couple of years. After receiving quotes on tractors per the Boards request it was found that the John Deere was a far superior tractor for less money than the New Holland, in this class anyway. The Kubota was unable to meet our specs. The Board asked Couchman to look into possibly getting the tractor in yellow rather than green. Gene and Bob have continued rolling the infields, growing season is starting to slow down which will allow maintenance to get caught up and begin other projects.

Airport Manager Report:

VAA 37 Negotiations Update: Couchman presented the VAA 37 lease information to include the total services provided by the VAA 37 and rental rate calculations. After some discussion Turner made a motion that Couchman work with Turner to draft a lease and empower the president to sign the lease on behalf of the Board so long as it is consistent with Couchman's and the VAA 37's proposal. Stump seconded and the motion carried.

FBO RFP Consultant Selection: At last month's meeting Couchman was asked to get at least one more quote on the FBO RFP. Couchman contacted Bill McCue and Bobbi Thompson at Aviation Business Solutions for quotes. At the time of this meeting Ms. Thompson had not sent us her quote. The first quote from Aviation Management Consulting Group was \$14,420.00 and McCue and Associates was \$4,000. The biggest difference will be in the marketing of the RFP and McCue stated that his RFP will not be as refined as AMCG. McCue has not submitted a quote in writing but a verbal quote was given. Couchman stated that considering the price delta, if we can manage the process and work diligently at marketing, it would be tough to not recommend McCue and Associates. Turner made a motion to accept the quote and hire McCue and associates as our FBO RFP Consultant, Wappes seconded and the motion carried.

Management Assistance Consultant Report:

See attached BF&S update: Couchman asked if we could move forward with the appraisal process for the wetland mitigation site now rather than wait for this years NPE Grant. We currently have close to \$100,000.00 in our capital improvement account. The Board concurred that we could move forward with the appraisal at Shaffer's discretion. Turner made the motion with a second from Stump, the motion carried when put to vote. Shaffer presented research he had done on sewer taps for the A-hangar. He presented four different options and after some discussion the Board decided that option two would be the most prudent. This option will allow us to tap further sewer connections without digging 20 plus feet down to the main line but instead only dig down approximately 6 feet to a tap that we control on our property. Shaffer was directed to get prices from API and get tentative approval from the City of Auburn. Shaffer reported that MKS has signed the contract and we expect to schedule a pre-con meeting in the next week or so. Shaffer also presented another option for the blast fence on the MTI ramp. At this point it was nothing more than information because he has not received pricing yet, he will keep the Board advised.

Other Business:

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting July 21, 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 6/16/06 DeKalb BOAC Meeting

Action items on the agenda:

No Items at this time.

Discussion and Information items not included on the 6/16/06 agenda, but are being reported on before the meeting via email. BOAC questions and concerns can be addressed at the meeting.

1. Hangar Extension

- Notice of Award was issued.
- We are awaiting the signed contract, bonds, and proof of insurance from MKS.
- Next step is to schedule the pre-construction conference and issue the Notice to Proceed
- Construction schedule will be worked out at the pre-con.

2. Wetland

- Awaiting the AIP 3-18-0004-13 grant and then we will start the appraisal process.

3. Emergency Plan Update

- No Report

3. Jet Blast on the MTI Ramp

- Looking in to a narrow profile blast deflector made by Transpo Industries. They are supplying us with a quote for the materials. I will bring specs and a drawing to the meeting of the product.

4. Land Acquisition (Executive Session)

- Close out documents were submitted for AIP-09 the innovative finance grant which secured 1.4 million dollars in property for the airport.
- There is no land acquisition currently under way.
- Need to look at increasing the easements on the west end per the BOAC's direction last month. Do we want to order appraisals on this at this time, or should we hold off until a funding source is identified to secure the easements?
- There is a property on the east side of CR 31 that is currently for sale that the airport will need for the future runway extension according to the ALP. Are there any funding sources available for this at this time?

5. Grant application for the FY 2006 Non Primary Entitlement Grant AIP 3-18-0004-13 and FY 2007/2008 Funds:

- Awaiting grant from FAA

6. Bond Issue

- The award of the hangar bids was issued to release the remaining funds.

7. EAA Sewer Connection

- Per the request of Brad we are looking into some options of connecting the purposed EAA hangar to the sewer line.