



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

July 21, 2006

BOAC Executive Session:

The DeKalb County Board of Aviation met in executive session to discuss the lease of real property.

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, Turner, Stump, Rader were present. Also attending was Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Lara Zook-Gaerte, Tony Gaerte, and Todd McCutchan of Victory Aviation.

Secretary Report:

Mason 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. The PropWash Newsletter was presented.

Property Management: Mason stated that one resident is completely caught up now and he is confident one other will make significant headway soon, the third he is worried about but will continue to work diligently at getting the situation handled. Turner stated that at this point we may want to send them a 10 day notice to quit, the Board and Mason agreed.

Treasurer Report:

Claims: The treasurer presented June 2006 claims for the Board's approval: Stump pointed out that Insurance has been bumped up to cover the remainder of the year, the previous manager did not have a family but Couchman does so therefore we have been working at getting this amount up to where it should be. This is an additional appropriation request from the County Council. He also noted money was moved from Drain and Real estate taxes to Repair and Maintenance Supplies. Turner moved to accept the claims as presented, Stump seconded and the motion passed.

Update on 6278 CR 27: Couchman stated that the neighbor to the North of this home is very uncomfortable with us tapping into the tile that runs in front of the home. He is worried that if we overwhelm the tile during a heavy rain, we may flood his basement. We agreed that potentially jeopardizing his functioning system is unacceptable so we will begin exploration at the back of the property to see why the drain system failed, and then we may need to run a new tile or route out the old. Laotto Excavating has not yet started this exploration but should soon.

July 2006 Claims

99-1114	Employee Wages		\$17,399.52
6/23/2006	Russ Couchman	-\$1,338.50	\$16,061.02
7/7/2006	Russ Couchman	-\$1,338.50	\$14,722.52
7/21/2006	Russ Couchman	-\$1,338.50	\$13,384.02

99-1080	Other Pay		\$2,405.00
6/16/2006	Board Members' Salaries for June 16th Meeting	-\$325.00	\$2,080.00
99-1210	PERF		\$886.49
6/15/2006	6/23/2006 Payroll	-\$70.27	\$816.22
6/29/2006	7/7/2006 Payroll	-\$70.27	\$745.95
7/14/2006	7/21/2006 Payroll	-\$70.27	\$675.68
99-1220	Insurance		\$1,794.92
7/1/2006	7/7/06 Payroll	-\$734.18	\$1,060.74
7/9/2006	Additional Appropriation	\$2,900.00	\$3,960.74
99-1230	Social Security		\$1,346.91
6/15/2006	6/23/2006 Payroll	-\$79.10	\$1,267.81
6/29/2006	7/7/2006 Payroll	-\$79.10	\$1,188.71
7/14/2006	7/21/2006 Payroll	-\$79.10	\$1,109.61
99-1240	FICA (actually medicare)		\$302.09
6/15/2006	6/23/2006 Payroll	-\$18.50	\$283.59
6/29/2006	7/7/2006 Payroll	-\$18.50	\$265.09
7/14/2006	7/21/2006 Payroll	-\$18.50	\$246.59
99-2231	Repair and Maintenance Supplies		\$2,519.12
7/9/2006	Home Depot	-\$221.45	\$2,297.67
7/9/2006	Tri-County New Holland	-\$346.53	\$1,951.14
7/9/2006	Van Gorder mower parts	-\$57.38	\$1,893.76
7/9/2006	Auburn City Hardware	-\$13.56	\$1,880.20
7/9/2006	Kendall Electric	-\$147.11	\$1,733.09
7/9/2006	Transfer from Drain/Real Estate Taxes	\$5,000.00	\$6,733.09
7/18/2006	Kendall Electric	-\$52.80	\$6,680.29
7/18/2006	Trane	-\$339.87	\$6,340.42
99-3239	Drain/Real Estate Taxes		\$6,742.56
7/9/2006	Transfer to Repair and Maintenance Supplies	-\$5,000.00	\$1,742.56
99-3284	Consultant Fees		\$7,083.35
7/9/2006	BF&S	-\$1,252.14	\$5,831.21
99-3324	Telecommunications		\$307.17
7/18/2006	Qwest	-\$8.22	\$298.95
99-3351	Electric		\$10,682.05
7/18/2006	Indiana Michigan Power	-\$1,266.85	\$9,415.20
7/18/2006	Indiana Michigan Power	-\$292.36	\$9,122.84
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
99-3354	Utilities		\$2,343.22
7/9/2006	Auburn City Utilities	-\$38.06	\$2,305.18

7/9/2006	NIFL Maintenance Building		-\$26.10	\$2,279.08
7/18/2006	Taylor Rental		-\$40.00	\$2,239.08
99-3368	Repairs and Maintenance			\$4,434.14
7/9/2006	Microbiological Laboratory		-\$30.00	\$4,404.14
7/9/2006	Tri-County New Holland		-\$194.65	\$4,209.49
99-3394	Dues			\$535.00
7/18/2006	AAAE		-\$225.00	\$310.00
99-3433	Contractual Services			\$12,167.09
7/9/2006	Bob Battig		-\$320.00	\$11,847.09
7/9/2006	Jol Gerardot		-\$90.00	\$11,757.09
7/18/2006	Robert E. Powell		-\$2,052.24	\$9,704.85
99-4443	Equipment			
7/9/2006	Foley-Belsaw (mower blade sharpener and balancer)		-\$563.49	\$266.49

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense			\$16,341.51
7/9/2006	Hicksville Bank Loan Repayment (hangars, residences)		-\$5,450.94	\$10,920.57
7/9/2006	Wells Fargo T-Hangar Construction Loan Repayment		-\$1,121.00	\$9,799.57
7/19/2006	Reciepts		\$9,875.53	\$19,675.10

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay			\$30,482.56
7/9/2006	BF&S (South Development)		-\$2,731.62	\$27,750.94
7/9/2006	JF New		-\$4,310.00	\$23,440.94
7/18/2006	JF New		-\$887.80	\$22,553.14

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
7/19/2006	John Deere Compact Tractor (Mutton Power Equipment)	-\$17,899.00	\$1,209,296.27
7/19/2006	Broom payoff to Hicksville Bank	-\$104,410.88	\$1,104,885.39
7/19/2006	Payback to Capital Improvement Account for various equipment	-\$48,439.11	\$1,056,446.28
7/19/2006	15 foot roller system to Tri-County New Holland	-\$1,730.00	\$1,054,716.28

Zoning: Ted V. Hansen, A one-lot residential Subdivision of Land to be known as “Concord Place,” located in the NE Quarter of Section 15, Concord Township, approximately 2260.00 ft South of intersection CR 56, and SR 1, West side of SR 1, containing 6.47 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.

FBO Operator Report: McCutchan presented the monthly FBO report. AvGas was down for the month and still down for the year. Jet A was down for the month but still up for the year. Rental cars were up for the month and steady 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 given for Mid-America Avionics or for Hoosier Wings. McCutchan stated that Ivy Tech is moving their Airframe school to the Greater Fort Wayne area and Victory won the bid to move 6 airplanes and one helicopter from their Terra Haute facility.

Maintenance Project Manager Report: Couchman presented the Project Manager Report from the Agenda. Gene Powell worked 117.5 hours last month, he has been performing maintenance on the new equipment, and this has taken a lot of his time. We want to ensure that we are maintaining every piece of equipment the way the manufacturer suggests so there has been a lot of reading ahead of the work; this should get easier as time goes on. There has been the usual replacement of bulbs on runway, taxiway, sign and windsock units. Couchman stated that Powell goes above and beyond to ensure we are never more that several lights out at any given time. We have one quote for pavement maintenance; we still need to get two more. Couchman noted that the maintenance hangar has never looked better in the two years he has been here. Jol has been out of town on annual exercise with the Guard, Bob has been doing most of the mowing with Gene picking up the rough cut with the Bobcat and the finish cut with the Grasshopper. Gene rehabilitated a large sprayer that we learned was ours from former contractual maintenance provider Jerry McDaniels. Gene replaced the filters on the rooftop HVAC units and had Havel clean the coils. Gene and Russ have been chasing a lot of deer and geese this season. After some discussion Couchman was directed to get letters from corporate tenants regarding the recent increase in wildlife on and around the Airport to be included with the grant request for the upcoming fencing project.

Airport Manager Report:

Hoosier Warbirds proposal and update on Ivy Tech: Couchman presented the proposal from the Hoosier Air Museum asking that we purchase their building so that they can move out to CR 427. Immediately after presenting this proposal Couchman updated the Board on the potential that Ivy Tech may be looking at DeKalb County Airport as a relocation site. He stated that it may cash flow to borrow the money to purchase the Warbirds building and lease it back to Ivy Tech. Couchman will spend time on putting this deal together next week.

Update on Minimum Standards, Rules and Regs and RFP Process: Couchman stated that he has comments from the Board back on the Minimum Standards and he will compile these comments next week for McHugh to incorporate or comment on himself. Rules and Regs will go out to the Board for Board review next week as well. Couchman sent three RFP documents from AAAE to McHugh to use as a template and we should have a draft within the next weeks. Turner asked if it was possible to have this draft in two weeks, Couchman agreed that this is a reasonable goal and will work on it.

Airport Friction Meter update: Couchman has 4 quotes on friction testing equipment, ranging from \$3,000 roughly to \$40,000. The high end may be overkill for us but it may be what part 139 airports must move to in coming years. Couchman will continue to research the other three and choose the most responsive and responsible bidder and the equipment that best suits our needs.

Update on VAA 37: The VAA 37 lease has been signed by all parties, Messer has been asked to proceed and we can expect the rehabilitation to begin within 3-5 weeks.

Management Assistance Consultant Report:

See attached BF&S update: Shaffer stated that we are now at a point where the length justification for the planned runway extension is absolutely critical. After some discussion Couchman agreed to focus on this task in the next several weeks. Shaffer presented the drawing indicating that our \$50,000 CEDIT money would allow us to purchase 800 square yards of pavement getting us approximately half way out to the parallel taxiway. The Board decided to go ahead and build the 800 square yards and no more at this time due to other demands on the Bond funds in the near future. Shaffer presented research on the proposed blast fence North of the MTI ramp. This and every other recent option has been cost prohibitive or prohibitive from a functional standpoint. The Board agreed that at this point we will hold off and see if we can't roll this project into the upcoming fencing project. Shaffer recommended that position markings be placed on the MTI ramp so that the jet is always placed in the same spot and there is less of a chance to inadvertently position too close to the East side of the ramp during start up and break away.

Other Business:

Adjournment:

Mason calls the meeting to adjourn.

**Next meeting August 18, 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 7/21/06 DeKalb BOAC Meeting

Action items on the agenda:

Sign the FY 2006 grant if received by the FAA AIP 3-18-0004-13.

Discussion and Information items not included on the 7/21/06 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.

2. Wetland

- We received a letter from JF NEW stating that up to 35 acres of wetlands could be created on the farm without significantly changing the grade. More could potentially be created if some grading was done.
- We are proceeding with the appraisal process based on there findings.
- The entire need the airport as will not be able to be met with this site; however, the mitigation for the fist two phases, which includes the runway extension, will be able to be constructed on this property.
- Given that we have the site and wetland mitigation area available I would like to start the Environmental Assessment or hopefully a FONSI (Finding of no significant impact) for the runway extension. I am looking to see if I can't get the initial cost worked into the AIP-11 grant. We really need to nail down a runway length if we start writing the EA.

3. Emergency Plan Update

- No Report

3. Jet Blast on the MTI Ramp

- Discuss Transpo Industries quote for materials.
- I would like to get some quotes from some local contractors to install it. I'll try to get this by next meeting.

4. Land Acquisition (Executive Session)

- With exception of the Wetland Mitigation Easement there is no land acquisition currently under way.
- 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:

- Received OST (Office of Secretary of Transportation) Clearance so grant should be at the airport any day now.

7. EAA Sewer Connection

- Follow up with the city on sewer connection options.