



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

August 18, 2006

BOAC Executive Session:

The DeKalb County Board of Aviation met in executive session to discuss the lease of real property and personnel issues related to the BOAC Attorney.

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, 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 Andrea Mapes from the Fort Wayne Journal Gazette, and Steve McMurray 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. The motion carried when put to vote.

Property Management: Couchman stated that LaOtto excavating was at the Coffey house on the 17th and ran a probe through the old tile to see where it terminated. They hit an obstruction just to the South of the access road on the Spencer property but the tile was headed directly towards the new Spencer pond. It is unclear why this tile was damaged but it is clear that it needs to be re-routed. The neighbor to the North was very concerned with our plans to tie into the tile running along CR 27 for fear that it would become overtaxed and back up into his basement. The next best option is to run a tile between the Spencer pond and home heading South and tie into the old tile at the South edge of the property. We are awaiting permission from the Spencers to allow us to make this tile run across their property. Several members of the Board noted that it is important to get an easement from the Spencers to allow for maintenance any newly routed tile.

Appointment of Board Attorney: Mason explained that the BOAC is in a position to appoint a new Attorney and that Mr. Jim McCanna has graciously offered to serve and represent the BOAC. Mason asked for a motion to appoint Mr. Mason asked for a motion to appoint Mr. McCanna, Turner subsequently made such a motion, Wappes seconded and the motion passed unanimously.

Rental Properties: Mason stated that one resident is completely caught up now on their past due rent and he is confident the others will make significant headway soon.

Treasurer Report:

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

Hangar Rent Payment: Turner asked if it was possible to establish an electronic fund transfer for all of our T-hangar leases. After some discussion Couchman was directed to look into the option with the County Auditor.

August 2006 Claims

99-1114	Employee Wages		\$13,384.02
8/4/2006	Russ Couchman	-\$1,338.50	\$12,045.52
8/18/2006	Russ Couchman	-\$1,338.50	\$10,707.02
99-1080	Other Pay		\$2,080.00
7/21/2006	Board Members' Salaries for July 21st Meeting	-\$260.00	\$1,820.00
99-1210	PERF		\$675.68
7/28/2006	8/4/2006 Payroll	-\$70.27	\$605.41
8/11/2006	8/18/2006 Payroll	-\$70.27	\$535.14
99-1220	Insurance		\$3,960.74
8/11/2006	8/18/2006 Payroll	-\$734.18	\$3,226.56
99-1230	Social Security		\$1,109.61
7/28/2006	8/4/2006 Payroll	-\$79.10	\$1,030.51
8/11/2006	8/18/2006 Payroll	-\$79.10	\$951.41
99-1240	FICA (actually medicare)		\$246.59
7/28/2006	8/4/2006 Payroll	-\$18.50	\$228.09
8/11/2006	8/18/2006 Payroll	-\$18.50	\$209.59
99-2221	Petroleum Prod & Supplies		\$3,008.72
7/18/2006	North Central Coop (soy diesel)	-\$1,432.59	\$1,576.13
99-2231	Repair and Maintenance Supplies		\$6,340.42
8/1/2006	Home Depot	-\$24.96	\$6,315.46
8/17/2006	Classic City Automotive	-\$452.97	\$5,862.49
8/17/2006	Kendall Electric	-\$222.29	\$5,640.20
8/17/2006	Trane Parts Center	-\$339.87	\$5,300.33
8/17/2006	Spade	-\$105.00	\$5,195.33
8/17/2006	Great Lakes Automation Supply	-\$20.62	\$5,174.71
8/17/2006	Mutton Power Equipment	-\$12.11	\$5,162.60
8/17/2006	BobCat of Fort Wayne	-\$51.94	\$5,110.66
99-3284	Consultant Fees		\$5,831.21
8/17/2006	BF&S	-\$583.33	\$5,247.88
99-3322	Postage		\$131.59
8/17/2006	Russ Couchman (M-B broom parts shipping)	-\$45.72	\$85.87
99-3324	Telecommunications		\$298.95
8/17/2006	Qwest	-\$9.38	\$289.57
99-3351	Electric		\$9,122.84
8/17/2006	Indiana Michigan Power	-\$385.22	\$8,737.62
8/17/2006	Indiana Michigan Power	-\$1,342.15	\$7,395.47
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		\$2,239.08
8/1/2006	Auburn City Utilities	-\$38.06	\$2,201.02
8/1/2006	NIFL Maintenance Building	-\$26.10	\$2,174.92
99-3368	Repairs and Maintenance		\$4,209.49
8/17/2006	Showe Welding	-\$155.00	\$4,054.49
8/17/2006	Kaufman Well Drilling	-\$487.80	\$3,566.69
99-3394	Dues		\$310.00
8/17/2006	AAI	-\$60.00	\$250.00
99-3433	Contractual Services		\$9,704.85
8/17/2006	Bob Battig	-\$580.00	\$9,124.85
8/17/2006	Robert E. Powell	-\$2,211.37	\$6,913.48
8/17/2006	Jim Mason	-\$1,032.50	\$5,880.98

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$19,675.10
8/1/2006	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$14,224.16
8/1/2006	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$13,103.16
8/17/2006	Receipts	\$9,000.00	\$22,103.16

Zoning: Joel & Kassy Davis, A one-lot residential Simple Division of Land to be known as “Davis Acres” located in the SE Quarter of Section 17, Concord Township, on the North side of CR 60 approximately 1200 ft West of CR 55, containing 9.00 acres, more or less. The certified survey of the above referenced proposed restrictions has been examined and the specific restriction conforms to the provision of the DeKalb County Airport Zoning Ordinance, except as follows: This development lies within the Approach Zone 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.

Southwest Development, LLC, Bunker Farms, LLC, A forty-seven lot Subdivision of Land to be known as “Amended American Heritage Village Section I” located in the NW Quarter of Section 12, Keyser Township, on the North side of CR 11A approximately 1200 ft West of CR 17, containing 318.64 acres, more or less. The certified survey of the above referenced proposed restrictions has been examined and the specific restriction conforms to the provision of the DeKalb County Airport Zoning Ordinance, except as follows: This development lies within the Conical and Horizontal Zone of the DeKalb County Airport and is subject to certain limitation 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: McMurray presented the monthly FBO report. AvGas was even 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 slightly down 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.

VAA 37 Speaker: Tim Fox, President of the VAA Chapter 37 addressed the BOAC and thanked them for their cooperation and support and for their new home on DeKalb County Airport. He stated that his group is extremely excited about their future on the Airport and they have already begun to plan events. The VAA 37 will be providing shuttle service for the Kruse Auburn Fall event and they have planned a Young Eagles event for September 16, 2006 for 10:00 a.m. This event will allow close to thirty boy scouts to earn their aviation merit badges. The group will soon begin a regular Saturday morning fly-in for coffee and doughnuts and there are many other events on the

horizon. Stump asked if Fox and Couchman would ensure that these events and all the hours involved are logged for future reference and tracking, Couchman agreed.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Gene Powell worked 124 hours last month, he has continued to perform maintenance on the new equipment. There has been the usual replacement of bulbs on runway, taxiway, sign and windsock units. Mowing has been unusually heavy due to the wet season. The construction on the hangar expansion and the A-hangar rehab have been progressing nicely. The articulating snow blade for the front of the tractor is back with Tri-County New Holland for the repairs that Metal Plesis has asked them to perform. This should hopefully allow the blade to sit correctly and will minimize the fairly extreme wear we was last season. Powell had the rooftop HVAC units serviced for the first time since 1996. The M-B broom has been upgraded per the manufactures request.

Airport Manager Report:

Update on Minimum Standards, Rules and Regs and Minimum Standards: Couchman stated that all the documents are currently back with the consultant, Jim McHugh, for his review. Jim is currently in the process of moving from Virginia to California so he may be a little less responsive and expected. Couchman will continue to press forward as quickly as possible with this project.

AAI Annual Meeting discussion: Stump stated that the County Commissioners approved the entire Board attending the Annual AAI Meeting this year. He said we have rented a cabin that sleeps eight and at this point we need to know which of the Board members would like to attend. Couchman stated that Phil Rader would like to go. After some discussion it was tentatively agreed that Jim, Phil, Brad, Russ and George are confirmed, Jeff stated he would like to go but his schedule is still tentative at this point. The event is from October 10 – 13.

Misty Gerardot request: Couchman presented two estimates Misty Gerardot, Airport residential tenant, obtained for air duct cleaning in the home located at 6202 CR 27. She states in her letter that her allergies have been a problem for some time and she feels that this air duct cleaning will help. The lowest of the two estimates was \$400.00 and she is asking that the Board pay half. After some discussion, Wappes motioned that we have the air ducts cleaned for \$400.00 and have the Gerardots pay half or \$200.00, Turner seconded and the motion passed.

John Deere update: Couchman informed the BOAC that the new John Deere tractor purchased from Mutton Power Equipment in Fort Wayne has had several issues. At this point we have not paid for the tractor due to the continuous problems and if the latest problem is not resolved we may send the tractor back. It has a steering issue that allows the steering wheel to drift 360 degrees in around 150 feet of travel. Up to this point the folks at Mutton have been very difficult to deal with and very non-responsive. Mr. Jim Mutton did get involved and it appears that he is interested in resolving the issues. However, during the BOAC meeting, a Mutton employee arrived to pick up the tractor stating that his boss thought it was better for all involved if they just took it back and we were done with one another. Couchman will call Mutton next week to see if this is its official decision. If so, McCanna stated that Couchman could take the quote obtained during the competitive bid process out to other John Deere dealers and if someone could match it, then the Airport would not need to go through another bid process. Another option may be that the Airport choose the next lowest bid.

Management Assistance Consultant Report:

See attached BF&S update: Shaffer stated that BF&S is working with JF New to try and come up with a contiguous piece of land that we can purchase easements upon for wetland mitigation. Shaffer also presented the first estimate received for the installation of the sewer connection at the A-hangar for \$18,925.00. The City of Auburn will not accept an internal drop so that cost went up slightly from the engineers estimate. The Board directed BF&S to obtain further estimates for the work once the engineering is complete and all permits and agreements are in place. Shaffer also stated that the final televising of the main sewer system is complete and a cracked lateral 28" East of manhole #2 was found and needs to be repaired. Unfortunately this lateral is in an Airport neighbor's yard and we will need to inconvenience them even further. BF&S will coordinate these repairs with Land construction and the neighbors. Shaffer stated that the preliminary number for the proposed runway extension have come back at 6480 feet. This does not include factoring in aircraft the frequent the Airport, runway gradient or the new proposed rule regarding contaminated surfaces. Shaffer will have a full report and recommendation at the September meeting.

Other Business:

Adjournment:

Mason calls the meeting to adjourn.

Next meeting September 15, 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 8/18/06 DeKalb BOAC Meeting

Action items on the agenda:

No action items are required for this meeting

Discussion and Information items not included on the 8/18/06 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

- Started the appraisal process. First step is to write the legal description.

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.

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

- The grant was signed and acted on.

6. EAA Sewer Connection

- Quotes are being solicited to get a firm numbers on the cost.
- Conversation was had with the city on 8/14/06.
- Once city signs off on concept we need to get the allocation permit signed by department of public works. They need to see engineered plans first.
- The allocation permit is then submitted to IDEM, with an approximate 30 day turn around.
- Best guess at this point is 60days on plan review and permitting.
- It is estimated that it will be less than \$4000.00 to develop plans and get a permit. We are performing this work under the existing General Services agreement as directed by the BOAC.

7. Runway 9-27 Length Justification/EA

- Runway length figures are forth coming. Establishing the length is the first step to preparing the EA document. Once a length is chosen I suggest a meeting be set up with John Harris. I will have a length recommendation for the September 15 BOAC meeting.