



DeKalb County Airport

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

September 22, 2006

BOAC Executive Session:

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

BOAC Regular Scheduled Meeting:

The DeKalb County Board of Aviation met at the DeKalb County Airport in the conference room for its 1:00 PM scheduled meeting. President Mason called the meeting to order. BOAC members Mason, Turner, Stump, Rader and Wappes were present. Also attending was Airport Manager Russ Couchman, Toby Steffen from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Bill Gisel from the Evening Star and Tony Gaerte, and Todd McCutchan 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 as submitted. The motion carried unanimously.

Property Management: After some discussion regarding tenants who are severely late on rents, Turner moved to authorize and direct BOAC President and Property Manager Mason to begin eviction and collection proceedings in small claims court once the final notice expires and the tenant cannot comply. Stump seconded and the motion carried unanimously.

Treasurer Report:

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

Kinder Payment request: Pay request #2 on the maintenance hangar expansion project was presented. Couchman stated that he had signed pay request #1 on behalf of the BOAC due to the timing of the request and asked if this was a problem. Turner moved and Stump seconded to authorize the Airport Manager to sign the pay requests for the remainder of the hangar maintenance project on behalf of the BOAC. The motion passed unanimously.

Hangar Rent Payment: Couchman updated the Board on last month's request to research EFT transfers for T-hangar rents. He stated that the County Auditor did not currently have this ability.

Bond Accounting: Stump noticed that in the Funding Sources Account Balances sheet Couchman inadvertently entered the broom payoff as a credit rather than a debit, this caused just over a \$200,000.00 delta in the Bond account balance. Couchman stated he would correct this error in both the Master Chart of Budget Accounts spreadsheet and the Funding Sources Account Balances spreadsheet. Stump also asked if Couchman had received any statements from Hilliard Lyons on bond funds recently. Couchman had not in several months. The BOAC asked

McCanna to contact Phil Gutman of Hilliard Lyons to coordinate and ensure that these statements are received monthly. McCanna asked Couchman for an e-mail with the any details he may need to do so, Couchman agreed.

Letter from Ben Smaltz: Couchman presented a letter sent to county department heads post Council budget hearings. The letter is very informative and was very helpful in understanding what transpired during the hearings.

September 2006 Claims

99-1114	Employee Wages		\$10,707.02
9/1/2006	Russ Couchman	-\$1,338.50	\$9,368.52
9/15/2006	Russ Couchman	-\$1,338.50	\$8,030.02
99-1080	Other Pay		\$1,820.00
8/18/2006	Board Members' Salaries for August 18th Meeting	-\$260.00	\$1,560.00
99-1210	PERF		\$535.14
8/25/2006	9/1/2006 Payroll	-\$70.27	\$464.87
9/8/2006	9/15/2006 Payroll	-\$70.27	\$394.60
99-1220	Insurance		\$3,226.56
9/8/2006	9/15/2006 Payroll	-\$734.18	\$2,492.38
99-1230	Social Security		\$951.41
8/25/2006	9/1/2006 Payroll	-\$79.10	\$872.31
9/8/2006	9/15/2006 Payroll	-\$79.10	\$793.21
99-1240	FICA (actually medicare)		\$209.59
8/25/2006	9/1/2006 Payroll	-\$18.50	\$191.09
9/8/2006	9/15/2006 Payroll	-\$18.50	\$172.59
99-2231	Repair and Maintenance Supplies		\$5,454.51
9/14/2006	Reed-Joseph	-\$169.00	\$5,285.51
9/14/2006	Assured Locksmith Tool & Supply	-\$280.98	\$5,004.53
9/14/2006	BobCat of Fort Wayne	-\$90.81	\$4,913.72
9/14/2006	Valley Truck Parts	-\$529.09	\$4,384.63
9/14/2006	Grainger	-\$409.00	\$3,975.63
99-3284	Consultant Fees		\$5,247.88
9/14/2006	BF&S	-\$583.33	\$4,664.55
9/14/2006	McHugh & Associates	-\$3,250.00	\$1,414.55
99-3322	Postage		\$85.87
9/14/2006	Russ Couchman (MU meter shipping)	-\$85.84	\$0.03
99-3351	Electric		\$7,395.47
9/14/2006	Indiana Michigan Power	-\$346.84	\$7,048.63
9/14/2006	Indiana Michigan Power	-\$1,161.68	\$5,886.95
99-3354	Utilities		\$2,174.92
9/8/2006	Auburn City Utilities	-\$38.06	\$2,136.86
9/8/2006	NIFL Maintenance Building	-\$11.00	\$2,125.86

99-3368	Repairs and Maintenance		\$3,566.69
9/14/2006	Marx Services	-\$145.00	\$3,421.69
9/14/2006	Havel	-\$746.61	\$2,675.08
9/14/2006	Fire Protection Inc	-\$278.85	\$2,396.23
9/14/2006	Spade Heating & Plumbing	-\$136.50	\$2,259.73

99-3394	Dues		\$310.00
9/8/2006	AAAE Great Lakes Chapter	-\$40.00	\$270.00

99-3433	Contractual Services		\$5,880.98
9/14/2006	Bob Battig	-\$515.00	\$5,365.98
9/14/2006	Robert E. Powell	-\$2,116.92	\$3,249.06

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$22,103.16
9/8/2006	Hicksville Bank Loan Repayment (hangars, residences)	-\$5,450.94	\$16,652.22
9/8/2006	Wells Fargo T-Hangar Construction Loan Repayment	-\$1,121.00	\$15,531.22

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$22,953.14
9/14/2006	JF New	-\$497.20	\$22,455.94
9/14/2006	Tradewind Scientific	-\$3,950.00	\$18,505.94

	DeKalb Co. Airport Bldg. Corp. First Mortgage Bonds, Series 2005		\$1,268,130.85
8/28/2006	Messer Commercial Construction (A-Hangar materials)	-\$28,593.00	\$1,239,537.85
8/28/2006	Michael Kinder & Sons, Inc (Pay request #1 Hangar Expansion)	\$108,495.09	\$1,131,042.76

Zoning: There were no zoning requests this month.

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 now beginning to trend down for the year. Rental cars were slightly up for the month and steady compared to last year at this time. The flight school is slightly up 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 . Hoosier Wings appears to be up for the year and month.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Gene Powell worked 126.5 hours last month and Bob Battig worked 51.5. Powell has continued to perform maintenance on the new equipment. There has been the usual replacement of bulbs on runway, taxiway, sign and windsock units and this month a bulb on the rotating beacon was replaced. Mowing continues to be unusually heavy due to the wet season. The fuel farm underwent a safety audit and several items are in need of repair and replacement prior to the cold season. The Terminal parking lot and the fuel farm entry have been sealed. Crack sealing on the runway will begin 9/25/06, and during this time the runway will be closed. The friction testing equipment has arrived and will be installed in the Airport vehicle prior to snowfall. The security/wildlife fence is still down at the hangar expansion project. Several keyed locksets have been received for man doors on the new hangar, the A-hangar and the man gate at the Terminal. The exhaust/cooling fan in the equipment vault failed and was replaced, a motor on the bi-fold doors at the A-hangar was replaced, the new compact tractor was ordered from New Holland and the trailer is now fully painted and awaiting deck installation.

Airport Manager Report:

Airport Authority Discussion: Couchman stated that he will be putting a proposal together requesting CEDIT money to help him with a part-time administrative assistant. The BOAC approved and directed him to make this proposal to the County Commissioners as soon as possible. In addition, he asked if the airport authority process could be revisited. McCanna stated that given the current budgetary environment within the County and State he feels that

becoming an airport authority would be a positive move. Stump stated that if we reconstituted as an Authority and if the budget could be set high enough, much public funds could be saved in the cost of bond administration and interest in the future. Currently we pay well into six figures for bond administration and interest. With a non-reverting capital improvement account we could probably avoid bonding in the future altogether in most instances. McCanna stated that the City of Auburn does something similar with their capital improvement funds. After further discussion, McCanna offered to research the process and present his findings and recommended course of action at the October BOAC meeting.

Update on Minimum Standards and Rules and Regulations: Couchman stated he hoped to get approval to move forward with hearings and publication with the understanding that there are still some limited changes to be made to the documents. Turner moved that with the BOAC Attorney's final approval, authorize the Airport Manager to recommend the Rules and Regulations ordinance to the County Commissioners on behalf of the BOAC, Wappes seconded and the motion carried unanimously.

Turner also moved, subject to the final changes made at this meeting, to authorize and direct the Airport Manager to conduct public hearings on the Rules and Regulations and Minimum Standards. Stump seconded and the motion carried unanimously.

Turner further moved to authorize the Airport Manager to issue the Request for Proposal and associated draft lease for a fixed base operator on the Airport, after final changes he reasonably suggests, and with approval from the BOAC attorney. Stump seconded and the motion carried unanimously.

Review of Indiana Public Meeting and Open Door Policy: Turner read from the IC 5-14-1.5 section 6.1 concerning Executive Sessions, subpart b. He stated that in his opinion the BOAC has always followed this rule and in instances where conversation may have drifted it was always noted by one of the Members and the discussion ceased. He also stated that it is understandable why someone may find regular executive sessions suspect. After some discussion over why the notice is published the way it is and some history on the need for regular executive sessions over the past two plus years due to substantial property purchases and lease negotiations, Turner made a motion to direct the Airport Manager to cancel the year's remaining meeting notices and to only advertise executive sessions at the direction of the President when one is necessary. Wappes seconded and passed by a vote of 2 to 1, with the Chair not voting..

Runway Length Discussion: Couchman presented the Safety Alert for Operators, 06012 dated 8/31/06, Steffen presented FAA Advisory Circular: Runway Length Requirements for Airport Design, 150/5325-4b dated 7/1/2005 and an analysis prepared by BF&S named "Runway Length Calculations for Actual Based Aircraft the Require Additional Runway Length". After some discussion the BOAC voted to table the discussion until Mr. Paul Shaffer from BF&S could be in attendance.

Deer Control Discussion: Stump stated that due to recent deer incursions onto active surfaces, associated near-misses, and the fact that we have curtailed public hunting on Airport property it appears that the deer population may be increasing on Airport property. Therefore he has spoken with local law enforcement to gain their assistance in deer population reduction. Stump said this could be a short term solution and would not necessarily be needed should the Airport be granted deprecation permits and fence the entire perimeter of the Airport. Stump had spoken with the County Commissioners and they voiced their support with several stipulations: (1) Only law enforcement officers be allowed to harvest deer; (2) only a small group be authorized; (3) Airport Manager's coordination of date, time and location will be sought prior to any hunting activity. After some discussion the BOAC consensus was to direct Couchman to coordinate this assistance from local law enforcement and asked that Attorney McCanna draft a limit of liability and hold harmless agreement for each hunter to sign, thereby limiting the Airport's liability. A motion to that effect was made by Stump, seconded by Wappes, and the motion passed unanimously.

Management Assistance Consultant Report:

See attached BF&S update: Steffen passed out a monthly report on the progress of the maintenance hangar expansion. He stated that there is an upcoming meeting with JF New and the Army Corps of Engineers to discuss wetland mitigation options. This meeting and subsequent decisions made will help BF&S calculate the actual cost of the planned mitigation. He stated that the sewer connection at the A-hangar will require an agreement with the City of Auburn to ensure that the fees are paid to the appropriate parties. Couchman was directed to coordinate with Shaffer to draft this agreement as soon as possible.

Other Business: None.

Adjournment:

Upon motion by Wappes to adjourn, seconded by Stump , the motion passed unanimously and the President adjourned the meeting.

**Next meeting October 20, 2006
Public Meeting at 1:00 PM
DeKalb County Airport
Glenn Rieke Terminal Building.**

James Mason – President

George Wappes – Secretary

Jeff Turner – Vice-President

Brad Stump – Treasurer

Phil Rader – Member

BFS Agenda Items for the 9/22/06 DeKalb BOAC Meeting

Action items on the agenda:

No action items are required for this meeting

Discussion and Information items not included on the 9/22/06 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 see Jeremy Books Monthly Report.

2. Wetland

- There has been a meeting set with John Ritchie from the Corps, Sara Slater-Atwater from IDEM, Lynn Cudlip from J.F. New, and Ryan Scott from BFS on October 18, 2006 @ 11:00
- Legal description looks like it will be the north west corn of the property. This has not been discussed with the land owners in depth at this point, because we want to make sure the Corps and IDEM agree on this section of the property. Once they agree, we can then finish the appraisal and get the offer made. This may happen by the November meeting but more than likely we will be into December before all is said and done.

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:

- Waiting to on Corps to make the offer.

6. EAA Sewer Connection

- City still needs to sign off on the allocation letter so we can get the IDEM. The city has questions on how the connection fees will be collected. It may be necessary to develop a connection agreement before the city will sign of on the allocation. If this becomes necessary we will contact Jim McCanna with a draft for his review.
- Best guess at this point is 60days on plan review and permitting.

7. Runway 9-27 Length Justification/EA

- Preliminary Runway length figures as determined by AC150/5325-4b are currently being reviewed with existing based aircraft. Working on a summary report for the BOAC.
- Another consideration is for Wet and Slippery Runways (Applicable Only to Landing Operations of Turbojet-Powered Airplanes). By regulation, the runway length for turbojet-powered airplanes obtained from the “60 percent useful load” curves are increased by 15 percent or up to 5,500 feet (1,676 meters), whichever is less. By regulation, the runway lengths for turbojet powered airplanes obtained from the “90 percent useful load” curves are also increased by 15 percent or up to 7,000 feet (2,133 meters), whichever is less. No adjustment is necessary by regulation for turboprop-powered airplanes.
- I suggest a meeting be set up with John Harris to discuss further.