



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

January 19, 2007

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

Secretary Report:

Minutes: Mason presented the minutes of the previous meetings. A motion was made by Wappes with a second by Stump to accept the minutes as submitted. The motion carried unanimously. The PropWash was presented by Mason, with thanks to Paul.

Election of Officers: Turner made a motion to continue with current officers, with a second by Wappes. The motion carried unanimously. Officers will remain the same.

Treasurer Report:

Claims: Stump presented December 2006 and January 2007 claims for the Board's approval. Stump reminded the board that at the end of the year we have to split the items up so that December claims are taken from the 2006 budget, and January claims are from the 2007 budget. Appropriation request has been made for \$100,000.00, Russ has not heard back from the County on this. Turner moved to accept the claims as presented, Stump seconded and the motion passed unanimously.

January 2007 Claims Docket

99-1114	Employee Wages		\$34,800.00
1/5/2007	Russ Couchman	-\$1,338.46	\$33,461.54
1/19/2007	Russ Couchman	-\$1,338.46	\$32,123.08
99-1210	PERF		\$2,195.00
1/5/2007	Russ Couchman	-\$70.27	\$2,124.73
1/19/2007	Russ Couchman	-\$70.27	\$2,054.46
99-1220	Insurance		\$9,000.00
1/5/2007	Russ Couchman	\$734.18	\$8,265.82

99-1230	Social Security		\$2,860.00
1/5/2007	Russ Couchman	-\$79.10	\$2,780.90
1/19/2007	Russ Couchman	-\$79.10	\$2,701.80
99-1240	FICA (actually medicare)		\$665.00
1/5/2007	Russ Couchman	-\$18.50	\$646.50
1/19/2007	Russ Couchman	-\$18.50	\$628.00
99-2211	Office Supplies		\$300.00
12/15/2006	Bassett	-\$11.93	\$288.07
1/12/2007	Bassett	-\$275.67	\$12.40
99-2221	Petroleum Prod & Supplies		\$4,000.00
12/15/2006	North Central Coop (soy diesel)	-\$934.90	\$3,065.10
99-2231	Repair and Maintenance Supplies		\$8,000.00
12/15/2006	Auburn City Hardware	-\$78.69	\$7,921.31
12/15/2006	Kendall Electric	-\$97.75	\$7,823.56
1/12/2007	Classic City Automotive	-\$24.99	\$7,798.57
1/12/2007	Kendall Electric	-\$244.89	\$7,553.68
1/12/2007	Russ Couchman	-\$26.49	\$7,527.19
1/12/2007	Home Depot Credit Services	-\$53.89	\$7,473.30
1/17/2007	Assured Lock	-\$587.42	\$6,885.88
99-3284	Consultant Fees		\$10,000.00
12/18/2006	BF&S	-\$583.33	\$9,416.67
1/12/2007	BF&S	-\$583.33	\$8,833.34
99-3288	Permit Fees		\$1,000.00
1/12/2007	IDEM	-\$100.00	\$900.00
99-3322	Postage		\$600.00
12/15/2006	UPS	-\$60.87	\$539.13
12/15/2006	USPS	-\$200.00	\$339.13
99-3324	Telecommunications		\$1,200.00
12/29/2006	Verizon	-\$41.82	\$1,158.18
1/12/2007	Qwest Business Services	-\$4.03	\$1,154.15
1/12/2007	Dekalb County Treasurer	-\$767.98	\$386.17
99-3333	Legal Notices		\$400.00
12/15/2006	KPC Media Group	-\$6.60	\$393.40
12/15/2006	Fort Wayne Newspapers	-\$34.50	\$358.90
1/12/2007	Fort Wayne Newspapers	-\$23.72	\$335.18
1/12/2007	KPC Media Group	-\$7.76	\$327.42
1/12/2007	Association of Airport Executives	-\$95.00	\$232.42
99-3351	Electric		\$18,000.00
12/18/2006	Indiana Michigan Power	-\$96.27	\$17,903.73
1/12/2007	Indiana Michigan Power	-\$1,494.47	\$16,409.26
1/12/2007	Indiana Michigan Power	-\$732.47	\$15,676.79

99-3354	Utilities		\$5,500.00
12/29/2006	NIFL	-\$277.55	\$5,222.45
1/12/2007	Auburn City Utilities	-\$38.06	\$5,184.39

99-3368	Repairs and Maintenance		\$14,000.00
12/15/2006	Marx Services	-\$716.00	\$13,284.00
12/18/2006	Andrew J. Powell	-\$1,783.94	\$11,500.06
12/18/2006	Priority 1	-\$386.50	\$11,113.56
1/12/2007	Picha Aircraft Radio Service	-\$165.00	\$10,948.56
1/12/2007	Priority 1	-\$68.75	\$10,879.81

99-3394	Dues		\$850.00
1/12/2007	AAI	-\$315.00	\$535.00

99-3433	Contractual Services		\$27,000.00
12/15/2006	Clint Stephens	-\$250.00	\$26,750.00
1/17/2007	Robert Powell	-\$1,723.78	\$25,026.22
1/17/2007	Bob Battig	-\$50.00	\$24,976.22
1/17/2007	James Mason	-\$955.50	\$24,020.72
1/17/2007	Kay Rowilson	-\$297.50	\$23,723.22

FUND 0605 LOAN REPAYMENT ACCOUNT

99-5000	Non-Budgeted Expense		\$11,359.10
1/12/2007	Indiana Business Banking	-\$1,121.00	\$10,238.10
1/12/2007	Hicksville Bank	-\$5,450.94	\$4,787.16
1/5/2007	Reciepts	\$6,275.00	\$11,062.16

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

99-4421	Capital Outlay		\$0.00
12/15/2006	JF New	-\$937.50	-\$937.50
12/18/2006	BF&S	-\$10,949.93	-\$11,887.43
1/5/2006	Appropriation	\$100,000.00	\$88,112.57
1/12/2007	BF&S	-\$416.33	\$87,696.24
1/12/2007	BF&S	-\$8,641.22	\$79,055.02
1/12/2007	JF New	-\$562.50	\$78,492.52

Property Management: Mason stated that two properties went vacant but have since been rented. All properties are rented with the exception of the one with drainage problems.

2005 Airport Bond Fund Balance: Stump presented this new report that shows the 2005 Bond funds that have been spent and encumbered to date leaving roughly \$250,000.00 uncommitted.

Dekalb County Aviation General Fund-Fund 0600: Stump stated that after 2007 Budget is appropriated, there will be a balance of \$153,000.00 of uncommitted funds. The fact that the Airport has been put back on the tax roll has help get a cushion built up. Turner asked about the \$20,000.00 committed to an airport vehicle. Russ has spoken with Todd Sanderson and told him what to look for, but this has been put on the back burner until the hangar project is completed. Stump stated the money is still committed to the vehicle.

T-Hangars and Tenants Accounts: Russ reported there is one T-Hangar tenant behind on rent. Turner asked what was the agreed upon number months in default before action was taken. After checking past minutes from May,

2006 it was determined that 4 months default on T-hangars was the maximum allowed. Couchman promised to take appropriate action.

Zoning: There were no zoning requests this month.

FBO Operator Report: McMurray presented the monthly FBO report. Fuel sales were up slightly from a year ago. Rental cars – Evans Toyota is willing to supply the FBO with rental cars. Russ was instructed to send them a license agreement. Enterprise has been lacking in customer service lately. The flight school is again slightly up for the month. Maintenance is down from last year. There was no data given for Hoosier Wings.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. December was a slow month. Parts are ordered for the fuel farm, and the security fence has been replaced behind the hangar project. Gene Powell worked 101 hours last month and Bob Battig worked 5. General repairs and painting on rental properties have been done. AC units on roof of terminal have been repaired with 2 blower motors and 1 condenser motor in the past several months. Gene suggested that all units be cleaned prior to the cooling season, as this helps the units work better. Couchman advised the board that all these units and other items around the airport are reaching their life expectancy and there will be a need for replacement not just repairs. Three heaters in the main hangar are not working, parts can be taken from two of them to make one work, but one will need completely replaced. Gene and Bob are able to do the labor on this.

Airport Manager Report:

6222 CR27 Sewer Issue:

Couchman stated that Sieler excavating has been non-responsive to his phone calls. Couchman suggested that McCanna draft a letter to Sieler. Mason directed McCanna to draft the letter in an attempt to resolve the issue.

RFP Update: Two proposals were received, Victory Aviation and Century Flight Instruction, Inc. of Fort Wayne. The board took these under advisement and on Friday January 26th at 12:00 noon the board will meet in executive session at MTT's office on Grandstaff to discuss the proposals. McCanna reminded the board that no decision could be made at that meeting. A regular public meeting must be declared before a decision is made. Couchman stated that there were several other parties interested in the RFP. Ten RFP's were sent out, but only the two were received.

Rules & Regulations Update: Couchman reported that comments have been received from the public meeting, and sent to the consultant. Russ advised that we have two solid documents and these should be sent off to the FAA, shortly.

Management Assistance Consultant Report:

Capital Improvement Plan (CIP): Paul provided everyone with a summary of the CIP. Projects are pretty much the same as last year. Security fencing will be the next project to be addressed. BF&S is trying to leverage some discretionary money for this as the FAA has deemed this a priority project. After going through the CIP update Paul asked for approval as it is due February 1st. Turner made the motion to accept the plan and have it signed after appropriate corrections are made, Wappes second. Motion carried.

Hangar Extension: Shaffer stated that the project is nearing completion; some issues are being addressed prior to a walk through. Retainage will not be released until everything is taken care of satisfactorily. The overall intent of the contract has been met and BF&S will continue to work with them to clean up the loose ends. The goal is to have occupancy of the building February 1st.

Road Closure: Turner asked how the closure project was going. Shaffer stated that due to the Holidays, there was not a lot done on this. McCanna is to research the resolution the county used the last time for road closure. McCanna will then draft a new one, so that it can go before the County Commissioners.

Other Business:

Easement For Tile Repair:

McCanna received an amended easement agreement from Mefford and Webber. The original easement proposal for drainage purposes was for a width of 30 feet, Mefford and Webber would like to cut that back to 13 feet. The board stated that 13 feet is not wide enough and requested to make it 20 feet. McCanna will make necessary changes and get it back to Mefford and Webber.

Adjournment:

Mason calls the meeting adjourned.

**Next meeting February 16, 2007
Executive Session at 12:00 PM
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