



DeKalb County Airport

Board of Aviation Commissioners

DeKalb County
2710 CR 60 – Suite 200 Auburn, IN 46706

Jim Mason, President
Jeff Turner, Vice President

Jim McCanna, Attorney

George Wappes, Secretary
Brad Stump, Treasurer
Phil Rader, Member

MINUTES

October 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. BOAC President Mason called the meeting to order at 1:00 p.m.; in attendance were Jim McCanna, BOAC Attorney along with BOAC members Rader, Stump, and Wappes. Also attending were Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Kay Rowilson, Lara ZookGaerte of Century Flight, Don Smith, Glenn Litke from the Hoosier Air Museum and Jenny Kobiela from the Evening Star.

Secretary Report:

Minutes: Mason presented the minutes of the previous meetings. A motion was made by Wappes with a second by Rader to accept the minutes as submitted. The motion carried unanimously. The Prop Wash was then presented.

Treasurer Report:

Claims: Stump presented October 2007 claims for the Board's approval. Stump pointed out that a few accounts are showing negative balances and will be taken care of with requests for appropriations and transfers by Couchman. Stump made the motion to accept the Claims Document with a second by Wappes. Motion carried.

October 2007 Claims

600-11140.000.600	Employee Wages		\$8,766.86
9/28/2007	Russ Couchman	-\$1,378.62	\$7,388.24
10/12/2007	Russ Couchman	-\$1,378.62	\$6,009.62
600-10800.000.600	Other Pay		\$1,040.00
9/21/2007	Board Members Pay	-\$260.00	\$780.00
600-12100.000.600	PERF		\$859.87
9/28/2007	Russ Couchman	-\$70.27	\$789.60
10/12/2007	Russ Couchman	-\$70.27	\$719.33
600-12200.000.600	Insurance		\$2,392.38
10/12/2007	Russ Couchman	-\$734.18	\$1,658.20
600-12300.000.600	Social Security		\$1,357.10

9/28/2007	Russ Couchman	-\$79.10	\$1,278.00
10/12/2007	Russ Couchman	-\$79.10	\$1,198.90
600-12400.000.600	FICA (actually medicare)		\$313.50
9/28/2007	Russ Couchman	-\$18.50	\$295.00
10/12/2007	Russ Couchman	-\$18.50	\$276.50
600.22110.000.600	Office Supplies		\$175.27
9/26/2007	Bassett	-\$12.73	\$162.54
600.22310.000.600	Repair and Maintenance Supplies		-\$180.06
9/24/2007	Transfer from Drain/Real Estate Taxes	\$1,000.00	\$819.94
10/3/2007	LBH Chemical	-\$123.58	\$696.36
10/3/2007	Kendall Electric	-\$192.29	\$504.07
10/15/2007	Irving gravel	-\$84.16	\$419.91
10/15/2007	Kendall Electric	-\$61.73	\$358.18
10/15/2007	Russ Couchman	-\$13.92	\$344.26
600.32390.000.600	Drain/Real Estate Taxes		\$1,319.58
7/24/2007	Transfer to Repair and Maintenance Supplies	-\$1,000.00	\$319.58
600-32820.000.600	Legal Fees		-\$503.00
9/24/2007	Additional Appropriation Request	\$4,000.00	\$3,497.00
99-3323	Travel		\$1.00
10/15/2007	Russ Couchman	-\$346.62	-\$345.62
10/17/2007	Transfer from Runway Repairs	\$350.00	\$4.38
600.33240.000.600	Telecommunications		\$96.14
10/3/2007	Verizon Wireless	-\$45.80	\$50.34
10/15/2007	Qwest Business Services	-\$2.31	\$48.03
600-33510.000.600	Electric		-\$175.22
9/24/2007	Additional Appropriation Request	\$5,000.00	\$4,824.78
10/15/2007	Indiana Michigan Power	-\$683.07	\$4,141.71
10/15/2007	Indiana Michigan Power	-\$1,277.50	\$2,864.21
600-33540.000.600	Utilities		\$4,847.31
9/21/2007	Auburn City Utilities	-\$38.06	\$4,809.25
9/24/2007	Transfer to Repair and Maintenance	-\$1,500.00	\$3,309.25
10/3/2007	NIFL	-\$22.00	\$3,287.25
10/5/2007	National Serv All	-\$103.00	\$3,184.25
10/10/2007	Mediacom	-\$199.90	\$2,984.35
600-33680.000.600	Repairs and Maintenance		-\$795.57
9/24/2007	Transfer from Utilities	\$1,500.00	\$704.43
9/24/2007	Transfer from Repairs and Maintenance	\$290.00	\$994.43
10/3/2007	Allied Mechanical, Inc.	-\$1,816.13	-\$821.70
10/17/2007	Transfer from Runway Repairs	\$2,000.00	\$1,178.30
99-3369	Runway Repairs		\$22,000.00
10/17/2007	Transfer to Repairs and Maintenance	-\$2,000.00	\$20,000.00

10/17/2007	Transfer to Contractual Services	-\$4,000.00	\$16,000.00
10/17/2007	Transfer to Travel	-\$350.00	\$15,650.00

99-3394	Dues		\$290.00
9/24/2007	Transfer to Repairs and Maintenance	-\$290.00	\$0.00

600-34330.000.600	Contractual Services		\$2,752.09
10/10/2007	Priority 1	-\$200.00	\$2,552.09
10/12/2007	Bob Battig	-\$350.00	\$2,202.09
10/15/2007	Robert Powell	-\$1,730.98	\$471.11
10/15/2007	Kay Rowlison	-\$820.00	-\$348.89
10/15/2007	Russ Couchman	-\$310.00	-\$658.89
10/17/2007	Transfer from Runway Repairs	\$4,000.00	\$3,341.11

600.44430.000.600	Equipment		-\$124.00
9/24/2007	Additional Appropriation Req	\$124.00	\$0.00

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$22,923.32
10/5/2007	Receipts	\$3,960.00	\$26,883.32
10/15/2007	Receipts	\$1,335.00	\$28,218.32

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$34,660.04
9/26/2007	JF New	-\$2,082.75	\$32,577.29

Bond: Stump stated that the Funding Sources are in great shape.

Budget: Stump reported that the County Council has approved the Airport Budget as submitted with the exception of the full amount of Coachman's salary. Stump feels that the Council now understands the Airport's concerns over what happened in the past when we tried to move monies within the budget but instead saw the money inadvertently cut from the budget entirely. Stump also noted that the Council is now aware that the airport's actual 2007 budget shrank to a figure approx 1.5% lower than the 2004 budget because of those inadvertent cuts by the Council in two of the last three years. Because the Council was able to work with us on our 2008 budget we should be in better shape in the coming year.

T-Hangars and Tenants Accounts: None

Zoning: None

FBO Operator Report ZookGaerte reported that everything is going well. She presented the members with monthly fuel tracking from September and October. Century is offering the corporate planes tiered pricing. Century is now tracking shrinkage and sump loss, shrinkage is due to expansion and contraction of fuel in the storage tanks, sump loss is the fuel that is drawn daily to check for clean fuel. Maintenance is picking up. Century is participating in the Hospital Halloween Party and has also started an in-house recycling program. Premier is still working on placing an Avionics shop at the Airport. The AV-Gas truck will be re-painted sometime in the near future. A new AirBP sign should be here soon. 87FP has been sold and will be relocating to SMD, the new owner has stated that he will be returning to Century for his fuel and maintenance, and hopes to be able to hangar here when a T-Hangar becomes available. ZookGaerte stated that Century is taking it slow so that everything is done right and is very pleased thus far. President Mason stated that the Board is very pleased with Century; Shaffer added that he feels Century is a real asset to this Airport.

Maintenance Project Manager Report: Along with the standard replacement of runway lighting, several of the wall packs on the new (East) T-Hangars needed repaired, with Photo cells and ballasts being replaced. Parts have been ordered for the drive-through awning lamps. Waiting to hear what the Council does with the additional

appropriation request prior to calling companies out for estimates on the fuel farm repairs. Gene is working on getting the summer equipment ready for winter storage and the winter equipment ready to go. Mowing is all but over for the season with a few exceptions. Gene worked 103 hours this month, Bob 35 and Kay 10 hours mowing and 72 hours in Administration.

Guest: Glenn Litke from the Hoosier Air Museum was in attendance to let the BOAC know what is happening at the Museum. Current President Niles Walton will be giving up his position due relocation to Florida. The museum is now looking for a new president. Mr. Litke reported that currently there are 148 paid members at the Air Museum, which is down about 30 from last year. The "Poker Night" was a success and because of the great turn out another one is being planned. There were a total of 108 players for this past event. Members are working on planning a Blue Grass Festival at the Museum with the help of local resident and musician Audie Blaylock from Garrett. Mr. Litke stated that all in all things are turning around and looking better than ever. BOAC President Mason thanked Mr. Litke and the Museum for all they have done to promote this Airport and invited the Museum to send a representative to any BOAC meeting in the future. Couchman stated that he would like to have regular updates from the Museum and the VAA just to keep updated on activities and what is happening with these great organizations.

Airport Manager Report: Couchman asked the board for some input on the remodeling project for the terminal. Couchman asked if an interior decorator was needed or could the board decide on how to redo the lobby and surrounding areas. The general consensus was that hiring an interior decorator was not necessary at this time and might not be cost effective for the Airport. After much discussion on this Mason appointed Wappes, with the additional help of Couchman and ZookGaerte to acquire information from tenants and transients on what they feel needs to be done to make this terminal inviting and appealing to pilots and passengers.

Management Assistance Consultant Report:

CIP: Shaffer asked President Mason to appoint members of the BOAC along with Manager Couchman to have a CIP meeting outside of the regular BOAC meeting. The purpose of this meeting would be to discuss the plan in depth and have a presentation ready for the next BOAC meeting. Mason appointed board members Rader & Stump along with Couchman to meet with Shaffer. The CIP will be due in February, prior to March 1, 2008.

Wetlands Easement: Shaffer reported that the FAA is running 60 to 90 days on their reimbursements and asked the Board how they planned on handling the payment. Stump stated that Bond money could be used and when the reimbursement comes through it could be placed in the 0610 Capital Improvement account and then used just as Bond money would be. Shaffer then asked the Board to approve this before the paper work on the easement is completed so that all parties can be paid at the signing. Mason stated that if the funds are available the Board should pay and not make the property owners wait for their money. Don Smith stated that the property owners expect to be paid this year. Stump made the motion to pay the Easement out of the Bond Fund and when the reimbursement comes back it will be put into the Capital Improvement Fund. Rader seconded. Motion carried.

Perimeter Wildlife and Security Fence: Currently there is some concern over the removal of trees with the Army Corps. BF&S is working with them to resolve the problem before next spring. There has been no commitment from the contractor to hold the bids for next season.

EAA Sewer Connection: On hold until next spring.

Hangar Extension: We are still awaiting the aircraft repair documentation from MKS to release the retainage.

Attorney:

Small Claims: McCanna informed the board that without a current address for the hangar tenant in default, small claims cannot proceed to collect. He along with Couchman will attempt to acquire the correct address

Presidents Report: President Mason announced to the BOAC that due to the upcoming Holidays the next two BOAC meetings will be combined. The date for the combined meeting will be December 7, 2007 at 1:00pm

Adjournment:

Mason adjourned the meeting.

**Next meeting December 7, 2007
No Executive Session
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 10/19/07 DeKalb BOAC Meeting

Action items on the agenda:

- NO action items

Discussion and Information items not included on the 10/19/07 agenda, but are being reported on before the meeting via email. Handouts will be available at the meeting. BOAC questions and concerns can be addressed at the meeting.

1. Hangar Extension

- We are still awaiting the aircraft repair documentation from MKS to release the retainage.

2. Wetlands AIP 11, AIP 12, and Land Acquisition Grant AIP 13

- Land owners have changed signatories, but this should not impact the transaction other than instead of one signature we now need to coordinate getting each owners signature.
- The language in the wetland easement document under the maintenance sections is now acceptable to all parties.
- The legal description is done.
- We are ready to get the documents signed. November looks to be a promising time to get he documents signed by the land owners.

3. EAA Sewer Connection

- On hold until spring.

4. Runway 9-27 Length Justification/EA

- We are planning to have a public meeting for property owners impacted by the runway extension with special attention given to the road closure. We will be compiling address over the next month and developing exhibits for the public meeting to help explain the project and the timing of the project. The FAA recommends not having the public meeting until the EA document has been submitted to them.
- Early coordination letters were sent out. We expect to have the final EA documents to submit to the FAA in November.

5. Perimeter Wildlife and Security Fence

- There is now concern over the tree removal portion of the project with the Army Corps. We are working with them to resolve prior to next spring.
- No commitment from the contractor has been made to hold the bids for next season.

6. Capital Improvement Plan (CIP)

- It is that time again, time to start working on your 2009 to 2013 CIP.
- The CIP will be due in February, prior to March 1, 2008
- We need to really focus in on the next steps to the runway extension and updating the cost estimates to complete that work.
- Once we get the runway extension in the program it will be time to start looking at an Airport Layout Plan update, which we need to put on the CIP.

7. Rieke Taxiway Connector

- We had a pre-construction conference with Wayne Asphalt on Monday 9/17/07.
- They plan to start next week. They will be coordinating with Russ prior to starting.
- The project is using INDOT standard mixes