



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

December 07, 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 November-December 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 Turner, 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, Bob Battig, Lara Zook Gaerte of Century Flight, Greg Gentry of Summit Aviation and Jenny Kobiela from the Evening Starr.

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. The Prop Wash was then presented.

Treasurer Report:

Claims: Stump presented November 2007 claims for the Board's approval. Stump stated that these claims would be the last for this year, December claims will be taken from the 2008 budget. Special claims will still be processed for this year. A motion was made to accept the claims as presented by Wappes with a second by Stump, motion carried.

November Claims

600-11140.000.600	Employee Wages		\$6,009.62
10/26/2007	Russ Couchman	-\$1,378.62	\$4,631.00
11/9/2007	Russ Couchman	-\$1,378.62	\$3,252.38
11/23/2007	Russ Couchman	-\$1,378.62	\$1,873.76
600-10800.000.600	Other Pay		\$780.00
10/19/2007	Board Members Pay	-\$260.00	\$520.00
12/7/2007	Board Members Pay	-\$325.00	\$195.00
600-12100.000.600	PERF		\$719.33
10/26/2007	Russ Couchman	-\$70.27	\$649.06
11/9/2007	Russ Couchman	-\$70.27	\$578.79
11/23/2007	Russ Couchman	-\$70.27	\$508.52
600-12200.000.600	Insurance		\$1,658.20

11/9/2007	Russ Couchman	-\$734.18	\$924.02
600-12300.000.600	Social Security		\$1,198.90
10/26/2007	Russ Couchman	-\$79.10	\$1,119.80
11/9/2007	Russ Couchman	-\$79.10	\$1,040.70
11/23/2007	Russ Couchman	-\$79.10	\$961.60
600-12400.000.600	FICA (actually Medicare)		\$276.50
10/26/2007	Russ Couchman	-\$18.50	\$258.00
11/9/2007	Russ Couchman	-\$18.50	\$239.50
11/23/2007	Russ Couchman	-\$18.50	\$221.00
600.22110.000.600	Office Supplies		\$162.54
10/24/2007	Bassett	-\$29.99	\$132.55
11/14/2007	Bassett	-\$102.56	\$29.99
600-22210.000.600	Petroleum Prod & Supplies		\$782.74
11/14/2007	North Central Coop (unleaded gasoline)	-\$782.25	\$0.49
600.22310.000.600	Repair and Maintenance Supplies		\$344.26
10/31/2007	HomeTech Solutions	-\$119.94	\$224.32
11/2/2007	Tri-County New Holland	-\$86.62	\$137.70
11/14/2007	Auburn City Hardware	-\$9.93	\$127.77
600-32820.000.600	Legal Fees		\$3,497.00
11/15/2007	McCanna Law Office	-\$1,420.00	\$2,077.00
600-32840.000.600	Consultant Fees		\$2,254.35
10/24/2007	BF&S	-\$1,166.66	\$1,087.69
600-32880.000.600	Permit Fees		\$730.00
11/14/2007	Transfer to Legal Fees	-\$700.00	\$30.00
600.33240.000.600	Telecommunications		\$48.03
10/26/2007	Verizon Wireless	-\$45.84	\$2.19
600-33510.000.600	Electric		\$2,864.21
11/14/2007	Indiana Michigan Power	-\$725.28	\$2,138.93
11/14/2007	Indiana Michigan Power	-\$1,185.44	\$953.49
600-33540.000.600	Utilities		\$2,984.35
10/24/2007	Auburn City Utilities	-\$38.06	\$2,946.29
10/29/2007	NIFL	-\$11.00	\$2,935.29
11/7/2007	National Serv All	-\$88.00	\$2,847.29
11/7/2007	Mediacom	-\$99.95	\$2,747.34
600-33680.000.600	Repairs and Maintenance		\$1,134.30
11/14/2007	Taylor Rental	-\$44.00	\$1,090.30
99-3369	Runway Repairs		\$15,650.00
10/31/2007	Asphalt Care Inc	-\$6,011.00	\$9,639.00

600-34330.000.600	Contractual Services		\$3,341.11
11/14/2007	Bob Battig	-\$120.00	\$3,221.11
11/14/2007	Robert Powell	-\$2,331.79	\$889.32
11/14/2007	Kay Rowlison	-\$751.50	\$137.82

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		\$28,218.32
10/24/2007	Indiana Business Banking	-\$1,121.00	\$27,097.32
10/24/2007	Hicksville Bank	-\$5,450.94	\$21,646.38
10/24/2007	Receipts	\$1,805.00	\$23,451.38
10/29/2007	Receipts	\$695.00	\$24,146.38
11/7/2007	Receipts	\$2,105.00	\$26,251.38
11/9/2007	Receipts	\$1,035.00	\$27,286.38

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$32,577.29
10/24/2007	BF&S	-\$215.88	\$32,361.41
11/9/2007	Additional appropriation	\$10,659.00	\$43,020.41
11/9/2007	BF&S	-\$32,576.92	\$10,443.49
11/9/2007	BF&S	-\$10,442.98	\$0.51

Budget: Stump stated that the funding accounts and loan repayment accounts are in good shape right now. There is about \$20,000 in the Capital Improvement Fund that has not been appropriated, pending any reimbursement from the FAA. Stump stated that he would be signing two pay requests and funds would be coming back from these.

Bond: There is still approximately \$190,000., in uncommitted funds. McCanna reminded the BOAC that the wetland easement purchase will need to be finalized this year per the property owner request. The funding for this can come from the bond and when the FAA reimbursement arrives these funds will be placed in the Airport's 0610 Capital Improvement Account to be used for other projects. Wappes made a motion approving the expenditure of Bond funds and for President Mason to sign when all the forms for the wetland easement are complete, Rader seconded. Motion carried.

T-Hangars and Tenants Accounts: The hangar that is being held for a potential tenant is needed for a new tenant being temporarily housed in the D-Hangar. Greg Gentry was in attendance at this meeting, he is the potential tenant in this issue, and when asked, Mr. Gentry told the board to go ahead and lease the hangar as he is not ready to commit to the hangar lease at this time. Stump stated that 10 days is the limit that a hangar should be held for anyone then if no action has been taken it would be available to the next applicant. Couchman informed the BOAC that he has been doing some research on charges for outside storage of aircraft, as Mr. Gentry has a plane tied down on the ramp. Couchman asked the BOAC how they felt this should be handled. Stump stated that the BOAC has always kept a few spaces for the airport itself, and Couchman said that these spaces are kept for special operations such as temporary staging for crop dusting or law enforcement. Stump stated that by allowing someone to use these spaces on a permanent basis the BOAC is losing the ability to offer overnight or weekend parking on the ramp and that may require a charge. Mason suggested letting the FBO handle this, with Turner asking why would the BOAC want to compete with the FBO? Stump asked if the Airport should designate what spaces they would have so that the FBO wouldn't fill these. ZookGaerte said she would rather not have spaces designated and would work with Couchman on any needed space based on the size of the aircraft or the event. It was decided that ZookGaerte and Couchman would work together on this, Couchman will give the information he has collected on pricing to ZookGaerte to help her in setting the rates.

Zoning: Stump reported that he had a request from someone wanting to erect a tower, it will not affect the Airport at all but Stump was pleased that the City of Auburn had the person contact the BOAC before granting a permit because it shows that our education efforts have been effective.

Stump reported that Diamond Lake Estates is starting Section II of the development and contacted him about requirements. Stump reminded the board that during the development of Section I the developers agreed to wildlife hazard mitigation and converting one of the ponds to a dry pond, with geese being the main issue.

They now have submitted the plan for Section II for the BOAC to review and approve. Stump gave them a preliminary review stating that all the laws and requirements of Section I are still in effect and would be enforced on Section II. Stump asked the BOAC for approval or changes, Turner made a motion to have the same requirements as Section I, Wappes seconded. Motion carried.

McCanna asked if there was any issue to be discussed concerning the new zoning ordinance the County is developing. Stump stated that Aviation Compatibility Overlay with the property around the airport was discussed but there were no real issues raised at the Plan Commission meeting. There were many questions asked, mostly just seeking information. Dr. Buchanan who lives across the road from the Airport had some concerns about his pond and quite a few trees on his property. He wants to make sure his property is grandfathered in. He is concerned about what he has now, not what might be developed later. Dr. Buchanan also told McCanna he would be willing to sit down and talk about any problems in the future should one arise from his property. It was agreed that Dr. Buchanan's property would indeed be grandfathered in.

FBO Operator Report ZookGaerte reported Jet fuel sales are down from the prior month, but Avgas is still above previous numbers. The Avionics seminar by Premier Avionics and hosted by Hoosier Warbirds had 45 people in attendance; some from out of town, some local pilots. Everyone thought it was successful. Flight School has had two first solos. The aircraft have flown about 45 hours. The 172 has flown more than the 152 due to people not being as familiar with it as they are the 172, but she sees it picking up. 87FP was going to hanger at SMD, but ZookGaerte reported that Couchman worked hard at getting a hangar ready and was able to keep the plane located here. The Robinson is now in the main hangar. ZookGaerte has been talking with tenants and transients on what is needed in remodeling the airport; she is getting some very good feedback. Couchman, Wappes and ZookGaerte will be making a presentation on this in the near future. Maintenance has performed 3 annuals and several small jobs; they have a contract employee they use when there is a need.

Maintenance Project Manager Report: Wappes reported that the fuel farm update is going to be scheduled; contact has been made with Becker & Associates on this. The pavement did not get completely repaired this year so the money for that project will be added to the budget for next year. Airport lighting had the standard replacement routine. A load of ice-control sand has been received.

Public Comments: Greg Gentry was in attendance, Mr. Gentry lives across the road from the airport and is employed by Net Jets, and he also is the owner of Summit Aviation. Mr. Gentry asked the board if they have ever thought about a 100LL credit card reader pump for general aviation. He stated that in the past he has had pilots stay at his house overnight or sleep under the wing of their aircraft. He feels that a card reader pump would improve GA, as a lot of airports offer this. Another idea Mr. Gentry brought to the board was a push button key code for a door to allow pilots access to the County common areas after hours. This would allow passengers and crew to use the restrooms or have a warm comfortable place to wait. Mr. Gentry knows that this would involve changing a few locks, but feels this is something that would improve the use of the airport. Mr. Gentry stated that most all airports offer outside storage, he doesn't know who takes care of this FBO or County, but he is concerned about how the BOAC will be handling this. Mr. Gentry has his plane tied down on the ramp, Couchman stated that he has researched outside storage prices through the Aviation Association of Indiana and he asked how the Board would like to handle the issue. After some discussion the Board decided that they did not want to compete with the FBO by entering into the outside storage business. Couchman state that he would turn over his research to Century Aviation. Gentry then told the BOAC that he also has a plane in his garage across the road, he buys and sells airplanes and needs the space to store planes during the buying process, so what ever the BOAC does in regards to outside storage will affect his business. Stump asked Gentry if he has an Aircraft Brokerage business, Gentry stated that he has an Aircraft Dealership. Stump then asked Mr. Gentry if he operates here at the Airport, Gentry responded that he is licensed out of his house but he does operate out of the Airport. Summit Aviation is a small company and he also does pilot services, ferry flights and contract services along with working for Net Jets, which is his primary business. Mr. Gentry also works with Riley Aviation and will be doing an FAA check ride with them in the near future. Mr. Gentry stated that he is in the process of putting together a proposal to the BOAC based on the guidelines established (Section 7 of the Minimum Standards for commercial Aeronautical Operators) that are already set up. Mr. Gentry stated that he is aware that several offices are not being leased at this time, and that the new hangar lease is coming up in June. He is interested in starting a 135 Charter business. Mason told Mr. Gentry that the board would be open to his proposal and he should finish it and present it to the BOAC. Couchman stated that he is excited about Gentry's energy, and also his suggestion about opening up the common areas has already prompted a call to

the locksmith. Concerning the card reader pump, Stump stated that this issue has been reviewed before and will be again. One of the obstacles to a permanent installation has always been location because setbacks from the road and runway limit the space available. Gentry stated that the pumps out there now are able to be placed about anywhere. Mason thanked Gentry for his comments.

Airport Manager Report: Couchman tried to contact someone from CAP to update the BOAC on what is happening with that group, they will try to be at the next monthly meeting.

Couchman stated that he has been approached by a company working with the Auburn & Garrett Chamber to advertise in a brochure to promote area business and services. This document will be available for around four years and handed out to anyone wanting to know about Auburn and DeKalb County amenities. Couchman is asking for approval from the BOC to proceed with this. The cost would be shared with Century Aviation and Couchman would find the money in his budget. The cost would be around \$900.00 each. Stump stated that there is a line item in the County budget that allows for this type of expense, but Couchman would have to approach the Commissioners for this. Mason felt that this is well worth doing, as any advertising will not hurt the Airport. Couchman stated that he would probably need to make a decision before the County Council meets again and wanted to know what course to take, Mason told him to contact the Airport Liaison. Stump asked what the best way to make contact would be. It was discussed and decided that a phone call to the Liaison is to be the first method of contact, and if that is unsuccessful then contact the County Council President.

Couchman presented a sheet on Contractual Duties and Historical Expenditures, showing two different accounts; Grounds Maintenance and Contractual Services. In the past mowing and snow removal was hired from outside. Now this is all done in house, thus cutting expenses. It covers the last four years and Couchman will be presenting this to the County Council to show them how we are doing more work with less money.

Management Assistance Consultant Report:

Open Grants: Shaffer presented a handout to the BOAC showing the open grants with the close-out dates and percentage completed. Grants 11-13 & 14 are open, 12 is closed.

Wildlife Security Fence: Shaffer reported that he has been in contact with the FAA on the fence requirements as they have changed since this project began. The FAA wants a 12-foot mandatory fence due to the deer population; Shaffer is still working on the 8-foot fence that was originally sought.

Hangar Extension: Repairs on the damaged aircraft (aircraft was struck by a forklift operated by Pranger, a subcontractor to Kinder during the hangar expansion project) are far behind, it was agreed that the retainage will be held until MKS provides documentation on the completed repairs. Turner stated that this issue is between the aircraft owner and MKS.

Wetlands Easement: The original Grant of Easement document is being sent to the FAA without the final signatures, but the amounts are the same, and the money will then be sent. Once all the parties have signed the easement document and it has been recorded it will be sent to the FAA, along with a title opinion showing that the Airport owns the easement free and clear. This will then close the grant out, Shaffer stated the if there is a small balance left in this Grant 13 it will roll into the next grant.

C.I.P: Shaffer informed the BOAC that he needs to meet with the CIP committee soon, approval is needed at the next scheduled BOAC meeting. Couchman stated that he will schedule this with Joe Kobiela and one of the corporate tenants as soon as possible. Shaffer is going to try and put the request for 24 hour access and the Avgas credit card pump on the list.

EAA Sewer Connection: On hold until spring.

Attorney:

County Council: McCanna feels the County Council is being pro-active. The Auditor is now giving them reports on what money is not being spent and by what department. McCanna stated that this is not directed toward the Airport, but other departments, which may find some budgets being lowered in the next year. Transfers are being looked more closely now also. McCanna informed the BOAC that Couchman's letter to the Council on the appropriation for the transfer last month was tremendous. In the past the different departments did not have enough information in their request, but Couchman had everything in the letter and the Council had a much better understanding of what

was wanted. McCanna then informed the BOAC that he will not be Attorney for both the Council and the Commissioners next year. The Council feels it needs a separate Attorney; McCanna will be serving as the Attorney for the County Commissioners only. Mr. Don Stukey will be the Attorney for the County Council. McCanna informed the BOAC that the January, County Council meeting has been changed from the 7th to the 14th.

Spencer: Stump reported that the Spencer agreement is ready for the Attorneys to sign. McCanna stated the he will get with Spencer and his Attorney to finish this up.

Adjournment:

Mason adjourned the meeting.

**Next meeting January 18, 2008
No Executive Session
Public Meeting at 1:00 PM
VAA Chapter 37 Clubhouse**

James Mason – President

George Wappes – Secretary

Jeff Turner – Vice-President

Brad Stump – Treasurer

Phil Rader – Member

BFS Agenda Items for the 12/07/07 DeKalb BOAC Meeting

Action items on the agenda:

- NO action items

Discussion and Information items not included on the 11/07/07 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.

Open Grants:

Grant	Description	Scheduled Close Out	Total Grant All Shares	Complete
AIP-3-18-0004-011-2004	Wetland Mitigation and Runway Extension EA	July 1, 2008	\$157,894	82%
AIP-3-18-0004-013-2006	Wetland Mitigation Easement Purchase	February 1, 2008	\$157,894	98%
AIP-3-18-0004-014-2007	EA, Design, Inspection of Wildlife Security Fence	February 1, 2009	\$157,894	40%

1. Hangar Extension

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

2. Wetland Easement Land Acquisition Grant AIP 13

- FAA Pay Request has been prepared to be signed at this meeting, which will effectively max the grant out.
- We need to get the easement documents signed ASAP.

3. EAA Sewer Connection

- On hold until spring.

4. Runway 9-27 Length Justification/EA AIP 11

- The Draft EA documents was submit to the FAA in November for comment.
- FAA Pay Request Number 6 to be signed at the next meeting.

5. Perimeter Wildlife and Security Fence AIP 14

- Awaiting word from the Army Corps on tree clearing.
- FAA is considering a mandatory 12' wildlife fence requirement. This may require us to re-advertise with a 12' fence.

6. Capital Improvement Plan (CIP)

- It has been suggested the CIP committee meet between January 6-11th to prepare the CIP for approval in the January 18th Board meeting.