



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

February 16, 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. In attendance were Jim McCanna, BOAC attorney along with BOAC members Turner, Stump, and Wappes. 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, and Don Smith.

Secretary Report:

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

Property Management: McCanna stated that we are still in negotiations with Mr. Spencer's attorney on the wording of the easement. Mr. Spencer's attorney had forwarded the document several weeks ago, has not heard anything in return, will try to get him to meet and have more information for McCanna for the next BOAC meeting. McCanna sent a letter to Seiler Excavating concerning the sewer issue at 6222 CR 27. Mason will call and talk with Seiler once he has read a copy of the letter.

Treasurer Report:

Claims: Stump presented February 2007 claims for the Board's approval. Stump stated that it was a very slow month for claims, and there is nothing out of the ordinary. Turner made the motion to accept, Stump second, motion carried.

February 2007 Claims Docket

99-1114	Employee Wages		\$32,123.08
2/2/2007	Russ Couchman	-\$1,338.46	\$30,784.62
2/16/2007	Russ Couchman	-\$1,338.46	\$29,446.16
99-1080	Other Pay		\$3,900.00
1/19/2007	Board Members Pay	-\$325.00	\$3,575.00
99-1210	PERF		\$2,054.46

1/5/2007	Russ Couchman	-\$70.27	\$1,984.19
1/19/2007	Russ Couchman	-\$70.27	\$1,913.92
99-1220	Insurance		\$8,265.82
2/2/2007	Russ Couchman	-\$734.18	\$7,531.64
99-1230	Social Security		\$2,701.80
2/2/2007	Russ Couchman	-\$79.10	\$2,622.70
2/16/2007	Russ Couchman	-\$79.10	\$2,543.60
99-1240	FICA (actually medicare)		\$628.00
2/2/2007	Russ Couchman	-\$18.50	\$609.50
2/16/2007	Russ Couchman	-\$18.50	\$591.00
99-2231	Repair and Maintenance Supplies		\$6,885.88
1/22/2007	Kendall Electric	-\$178.26	\$6,707.62
1/26/2007	WA Jones	-\$570.00	\$6,137.62
1/26/2007	Classic City Automotive	-\$28.61	\$6,109.01
2/5/2007	Home Depot Credit Services	-\$179.18	\$5,929.83
99-3284	Consultant Fees		\$8,833.34
1/24/2007	BF&S	-\$583.33	\$8,250.01
2/15/2007	BF&S	-\$478.13	\$7,771.88
99-3324	Telecommunications		\$386.17
1/26/2007	Verizon Wireless	-\$41.92	\$344.25
2/7/2007	Qwest Business Services	-\$3.15	\$341.10
99-3351	Electric		\$15,676.79
2/9/2007	Indiana Michigan Power	-\$942.44	\$14,734.35
2/9/2007	Indiana Michigan Power	-\$1,512.83	\$13,221.52
99-3354	Utilities		\$5,184.39
1/22/2007	NIFL	-\$233.48	\$4,950.91
1/22/2007	Auburn City Utilities	-\$38.06	\$4,912.85
99-3394	Dues		\$850.00
1/12/2007	AAI	-\$315.00	\$535.00
99-3433	Contractual Services		\$23,723.22
2/15/2007	Kay Rowlison	-\$747.50	\$22,975.72
2/15/2007	Bob Battig	-\$320.00	\$22,655.72
2/15/2007	Andrew J. Powell	-\$630.20	\$22,025.52
2/15/2007	Robert Powell	-\$2,261.27	\$19,764.25
FUND 0605 LOAN REPAYMENT ACCOUNT			
99-5000	Non-Budgeted Expense		\$11,062.16
2/2/2007	Receipts	\$10,620.18	\$21,682.34
FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT			
99-4421	Capital Outlay		\$28,492.52

1/22/2007	JF New		
		-\$375.00	\$28,117.52
1/24/2007	BF&S		
		-\$1,324.75	\$26,792.77

Budget: Couchman and Stump explained to the board that the budget was cut again this year; steps will be taken so that this does not happen again.

Funding Sources: Stump stated that amounts do not match up with claims docket. Couchman explained the discrepancy stating that the Counties accounts are showing more money than our accounts. Couchman feels that this is due to EFT and he will be going over the account line by line to find the discrepancy. Couchman stated that the Revised Version is correct.

Bond Accounting: Stump went over the hand-outs Bond Accounting from Gutman (Hillard Lyons) and the 2005 Airport Bond Fund Balance. McCanna questioned the payment to Kinder & Sons, Couchman explained that the payment came from two different funds and that Kinder was paid in full.

T-Hangars and Tenants Accounts: Tenant that is behind on rent was advised to bring account up to date or his plane would be tied down out in the open. Tenant stated that he will bring his account up to date. Couchman will advise tenant to pay on time from this point on as there will be less tolerance from now on.

Zoning: There were no zoning requests this month.

FBO Operator Report: McMurray presented the monthly FBO report. Shop has been slow, all work was for based customers.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Taxi/Runway lights and windsock were replaced. Fuel farm pumps were frozen due to cold weather, Gene used a heat lamp and tarp to make operational but this will need to be addressed so it doesn't happen again. Gene will be installing heat tape. Snow removal equipment is performing exceptionally well, some minor issues with the Plesis blade. Tri-County New Holland has been out and is handling this. Gene worked 132 hours, Bob worked 32 hours.

Airport Manager Report:

RFP Update: Committee is not ready to make a report at this time. Recommendation will be ready for next meeting. Due to conflicting schedules and in order to have a quorum the next meeting will be held on March 21st.

Wetland Maintenance: Couchman reported he will be spending around \$14,000.00 on maintaining the wetlands. It did not pass the annual Corp of Engineers Inspection; it must pass two years in a row to be released. JF New will be doing the work. Mason questioned why we needed to pay JF New for something that should have already been done to specifications.

Mason suggested that a representative from JF New be at the next meeting to answer questions, Couchman will contact them to see if this is possible.

Airport Authority: Couchman is still working on the Airport Authority presentation.

Agenda Changes: Stump and Couchman feel that the agenda is in need of changes. They were told to make what ever changes they feel are necessary.

Management Assistance Consultant Report:

Action Items: There were no Action items.

Hangar Extension: Punch list was presented along with letter from Jeremy Books, P.E. They have not made a lot of progress on punch list at this time but it should pick up now. They have 30 days from the time the punch list was submitted to complete all the items satisfactorily.

New Wetland Site: BFS was not able to complete the data on the site, as many of the marker flags were not visible.

Shaffer is trying to set a time for both BFS and JF New to visit site together to finish this up.

Perimeter Wildlife and Security Fence: McCanna reviewed document on this and had a few concerns, these will be addressed and the document will be ready for final signature.

Capital Improvement Plan (CIP): CIP was submitted on time.

Damaged Aircraft: Shaffer stated that we need assurance that all claims on this have been paid, and that the owner is satisfied. Once all repairs and bills are taken care of, a release will need to be signed by the owner.

Other Business: Couchman presented a change order to the board. The order is for apron work, epoxy floor coating, electrical on the door and tie downs. Because of the amount of the change order Couchman wanted the board to be made aware of it. Stump made the motion to have Mason sign the change order, Turner second, motion carried.

Adjournment:

Mason calls the meeting adjourned.

**Next meeting March 21, 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