



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

March 21, 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. Vice-President Turner called the meeting to order. In attendance were Jim McCanna, BOAC Attorney along with BOAC members 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 Zook-Gaerte, Tony Gaerte, Steve McMurray of Victory Aviation, Shannon Kruse (legal representative for Dean Kruse), Bill Kinder from MKS, Scott Fetters from JFNew, and Jenny Kobiela reporter from the Evening Star.

Secretary Report:

Minutes: Turner 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 Turner.

Property Management: Stump asked Couchman to report on late rent payments, Couchman reported that the residential tenant at 3046 CR 60 is many months behind on rent. A motion was made by Stump to have the BOAC attorney McCanna begin legal action to evict this tenant and to collect the back rent due us. The motion was seconded by Wappes. The motion carried.

Treasurer Report:

Claims: Stump presented March 2007 claims for the Board's approval. Stump pointed out to the board that the larger than normal amount for legal fees was due to the fact that this bill was for several months, not the normal monthly billing. The large gas bill for the hangar extension is being taken care of; Couchman will transfer funds to cover this amount. Motion to approve was made by Wappes, second by Stump, motion carried.

March 2007 Claims

600-11140.000.600	Employee Wages		\$29,446.16
3/2/2007	Russ Couchman	-\$1,338.46	\$28,107.70
3/16/2007	Russ Couchman	-\$1,338.46	\$26,769.24
600-10800.000.600	Other Pay		\$3,575.00
3/16/2007	Board Members Pay	-\$260.00	\$3,315.00

600-12100.000.600	PERF		\$1,913.92
3/2/2007	Russ Couchman	-\$70.27	\$1,843.65
3/16/2007	Russ Couchman	-\$70.27	\$1,773.38
600-12200.000.600	Insurance		\$7,531.64
3/2/2007	Russ Couchman	-\$734.18	\$6,797.46
600-12300.000.600	Social Security		\$2,543.60
3/2/2007	Russ Couchman	-\$79.10	\$2,464.50
3/16/2007	Russ Couchman	-\$79.10	\$2,385.40
600-12400.000.600	FICA (actually medicare)		\$591.00
3/2/2007	Russ Couchman	-\$18.50	\$572.50
3/16/2007	Russ Couchman	-\$18.50	\$554.00
600-22210.000.600	Petroleum Prod & Supplies		\$3,065.10
2/23/2007	North Central Coop (soy diesel)	-\$1,198.53	\$1,866.57
3/12/2007	Russ Couchman (Pickup Fuel)	-\$59.55	\$1,807.02
600.22310.000.600	Repair and Maintenance Supplies		\$5,929.83
2/23/2007	GRAINGER	-\$65.89	\$5,863.94
2/23/2007	CBA Lighting & Controls	-\$494.65	\$5,369.29
3/12/2007	Tri-County New Holland	-\$10.64	\$5,358.65
3/12/2007	Home Depot Credit Services	-\$164.16	\$5,194.49
600-32820.000.600	Legal Fees		\$10,000.00
3/2/2007	James P. McCanna	-\$2,340.00	\$7,660.00
600-32840.000.600	Consultant Fees		\$7,771.88
2/28/2007	BF&S	-\$583.33	\$7,188.55
600.33240.000.600	Telecommunications		\$341.10
2/28/2007	Verizon Wireless	-\$41.82	\$299.28
3/12/2007	Qwest Business Services	-\$2.18	\$297.10
600-33510.000.600	Electric		\$13,221.52
3/14/2007	Indiana Michigan Power	-\$1,546.27	\$11,675.25
3/14/2007	Indiana Michigan Power	-\$1,119.58	\$10,555.67
600-33540.000.600	Utilities		\$4,912.85
2/21/2007	NIFL	-\$4,544.42	\$368.43
2/2/2007	Auburn City Utilities	-\$36.80	\$331.63
3/5/2007	Transfer from Grounds Maintenance	\$5,000.00	\$5,331.63
600-33600.000.600	Grounds Maintenance		\$7,000.00
3/5/2007	Transfer to Utilities	-\$5,000.00	\$2,000.00
600-33680.000.600	Repairs and Maintenance		\$10,879.81
2/28/2007	Bobcat of Fort Wayne	-\$158.98	\$10,720.83
2/28/2007	Kaufman Well Drilling	-\$535.00	\$10,185.83
600-33940.000.600	Dues		\$535.00

3/12/2007	American Association of Airport Executives (Dues)	-\$20.00	\$515.00
600-34330.000.600	Contractual Services		\$19,764.25
2/2/2007	OTIS Elevator	-\$350.95	\$19,413.30
3/12/2007	Robert Powell	-\$1,829.98	\$17,583.32
3/12/2007	Bob Battig	-\$60.00	\$17,523.32
3/12/2007	Kay Rowilson	-\$620.00	\$16,903.32

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$12,874.85
2/20/2007	Indiana Business Banking	-\$1,121.00	\$11,753.85
2/20/2007	Hicksville Bank	-\$5,450.94	\$6,302.91
2/28/2007	Reciepts	\$6,495.00	\$12,797.91

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$26,792.77
2/28/2007	BF&S	-\$19,782.19	\$7,010.58
2/28/2007	JF New	-\$1,037.25	\$5,973.33

Budget: Stump and Couchman explained the discrepancy that was found between the County’s balance and Coachman’s balance of funds at the start of the year. Couchman explained that this was due to a few quietuses that were not entered, and some that were not received. Also a check was deposited into the wrong account by the Auditor’s Office. Couchman drafted a letter to the Auditor, who promised that action would be taken to correct this right away.

T-Hangars and Tenants Accounts: Nothing reported this month.

Zoning: Ruth M. Liechty - A four-lot residential Subdivision of Land to be known as “Liechty Acres” located in the SE Quarter of Section 12, Keyser Township and the NE Quarter of Section 13, Butler Township, on the South side of CR 56, containing 19.348 acres, more or less. The certified survey of the above referenced proposed restrictions has been examined and the specific restriction conforms to the provisions of the DeKalb County Airport Zoning Ordinance, except as described as follows. This development lies within the Horizontal Surface of the DeKalb County Airport and is subject to certain limitations and restrictions as set out and specified in the “DeKalb County Airport Zoning Ordinance”. The maximum allowable height for any building, structure or tree in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners. This development also lies within the Noise Sensitive Area and the Non-Remonstrance Area. The standard “Waiver of Claims and Compensation by Landowner Within Airport Area” and “Non-Remonstrance Agreement for New Residence Within Airport Vicinity” shall be executed and recorded before the issuance of any Improvement Location Permit.

FBO Operator Report: McMurray presented the monthly FBO report. McMurray is now the acting manager for Victory Aviation. McMurray stated that he will be making changes to the monthly report in order to give the board the information they want, he will work with Couchman on this. AVGAS is down; Victory will be looking into the pricing structure and at other FBO prices in the area to see if they can encourage more fuel sales. Victory is talking with Enterprise Car Rental, trying to get cars located here at the airport. It was suggested that Enterprise be allowed to set up a counter in the lobby, this is still being discussed. Flight School seems to be picking up with the nicer weather. Maintenance is picking up. McMurray is looking forward to working with the BOAC to improve service and build up the business.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Snow removal was heavy in February, which resulted in some taxi and runway lights being broken, these have been replaced. T-hangar doors were a problem again with the frozen ground heaving up; Gene has been working on these. Gene is looking into getting the correct cleaning materials for the new hangar floor, including a floor cleaner. The decision to get a walk behind model or a ride on is still being discussed. The cold weather in February caused the

underground drain system to freeze at the fuel farm, which resulted in having to pump water out of the area. Snow removal equipment has been cleaned up and made ready for summer storage. The grounds will not be fertilized as much this year because of budget cuts. Many deer have been reported in the area. Gene worked 109 hours for the month, Bob worked 6.

Airport Manager Report:

Air Show Update: Couchman suggested that an air show be put on using an outside party to organize the show. This person would take care of all the permits etc. required for such a show. The FBO would sell the tickets and supply food vendors, static displays etc. The agreement with Victory is to have the air show in 2008.

Airport Authority: Couchman is still working on the Airport Authority presentation. Turner suggested that this presentation be made a bit more council friendly.

Fiber Optic Connection: Auburn Essential Services is offering high speed internet and phone system. This is something that would benefit the Airport in day-to-day operations and the businesses that may locate around the airport in the future. It was discussed, whether AES can compete with the major companies like AT&T. Stump stated that after looking into this, AES is better suited for this due to being underwritten by tax dollars. This is something that will be looked into for future discussion.

Fuel Flowage Fee: Couchman suggested that the flowage fee be put back on the price of AVGAS. This was removed to encourage fuel purchases which did not happen. Stump suggested that Victory be given a chance to improve on fuel sales, with the change of management. On that note Turner suggested getting feedback from the tenants on improving fuel purchases. No decision will be made on this for a few months, in order for Victory to have the chance to improve fuel sales.

FBO RFP Update: The board received two proposals for Fixed Base Operator, but leaned toward Victory because they were able to offer more. The subcommittee has developed performance standards that the FBO must meet, a major one being customer service. After some discussion, Stump made the motion that Victory Aviation continues as the FBO, Wappes seconded. The board will negotiate a contract to keep Victory Aviation as the fixed base operator. Shannon Kruse told the board that Dean Kruse is working on meeting the requirements of the board. A motion was made by Turner with a second by Stump to appoint Jim Mason and Jim McCanna as the lease negotiation committee. A proposed contract is expected to be presented at the next board meeting scheduled on April 20, 2007.

Management Assistance Consultant Report:

Action Items: There were no Action items.

AAI: Quarterly meeting is April 19th Putnam County Airport, Greencastle, 10:00 am – 2:00 pm.

Wetland Maintenance: Scott Fetters from JFNew appeared before the board to answer questions in regards to the Wetlands. Stump stated his concern was the Wetlands failing to pass inspection for the last 2 years. Fetters stated that the Army Corp of Engineers is very particular with wetlands and this was pretty normal. Trees and plantings need time to grow in order to do what they are intended too. Plantings that die and extra water due to weather is a factor in additional costs. McCanna asked why we have to continue to pay for more trees if having a completed wetland was part of our contract. Fetters stated that this is routine for this type of work. Shaffer also stated that this is normal and advised that the bill for monitoring be paid. Stump made a motion to pay the fee and sign the agreement, Wappes second, motion passed. Shaffer thanked Fetters and stated that in the future there should be more communication between the contractor and the board on Wetland issues.

Michael Kinder& Sons: Bill Kinder appeared before the board to answer questions on the issue of the gas bill for the hangar extension. Mr. Kinder stated that MKS would be happy to pay the bill in question if that is what the board wanted. He explained that there was several items that were not charged to that airport in the hangar construction due to late arrival of material, weather etc. and MKS did not submit any claims on these, and they wanted to make sure the board was satisfied with their work. Shaffer stated the MKS made good progress on completion of the hangar but asked that the bill be paid per contract agreement. After much discussion Stump made the motion that MKS pay the gas bill in question, Wappes second, motion carried.

Attorney:

Spencer: McCanna stated that Spencer wants to limit the easement to 13ft. McCanna let him know that 13ft is not wide enough for equipment to be brought in, turn around etc. McCanna wants to schedule a meeting between Mr. Spencer, Couchman and himself to explain why the easement needs to be more than 13ft. McCanna feels that a face to face meeting will help in getting this resolved.

Other Business:

Adjournment:

Turner calls the meeting adjourned.

**Next meeting April 20, 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 3/21/07 DeKalb BOAC Meeting

Action items on the agenda:

None

Discussion and Information items not included on the 3/21/07 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

- Punch list progress
- Bill Kinder will be addressing the BOAC regarding a gas bill that is in dispute
- See Jeremy Books' Monthly Report.

2. Wetlands AIP 11 and AIP 12

- J.F. completed the delineation of the existing wetlands on the mitigation site.
- BFS survey crew is complete.
- A discussion took place on 3/19/07 with the land owner on their preferred location of mitigation with respect to J.F. New's mitigation options. It was conveyed to the land owner the airport would like to peruse option 2 as proposed by J.F. New.
- The land owner is to respond to BFS when they have had a chance to study the options.

3. Land Acquisition Grant AIP 3-18-0004-13

- Wetland Mitigation Easement description is now back underway after the winter delay. We anticipate a legal description following the survey and the feedback from the property owner.

4. EAA Sewer Connection

- IDEM gave final approval
- BFS detailed specifications and plans ready for quotes or bids at the airports direction. Discussion need to happen on the front end specifications such as bonding, insurance, and construction contract.

5. Runway 9-27 Length Justification/EA

- Environmental Assessment for the Runway 9-27 has begun. BFS has started drafting EA document and began coordination with approving agencies. Expect 90 days to receive all the responses back for this segment of the EA.
- Fish and Wildlife will comment on the tree trimming along CR 31.
- We are ready to go to the commissioner with the road closure.

6. Perimeter Wildlife and Security Fence

- EA portion of this project has started.
- The survey will begin when the agreement is received.
- We will need bids in hand by August 2007 to apply for 2007 discretionary money.

7. Capital Improvement Plan (CIP)

- A meeting with Andy Nahrwold of the state indicated that the next project after the security fencing is accomplishing will be the runway extension. He tentatively plans to schedule the first phase in FY2009 to do preparation work such as obstruction removal and CR 29 closure mitigation. This of course is tentative at his point, but does indicate that it is on the radar.