



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

April 20, 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, Rader, Stump, and Wappes. Also attending were Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Kay Rowlison, Lara Zook-Gaerte, Steve McMurray of Victory Aviation, Don Smith and Jenny Kobiela reporter from the Evening Star.

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 PropWash was presented by Mason.

Property Management: Following much discussion the board directed McCanna to file the appropriate legal documents to begin legal proceedings against the residential tenants that are months behind on rent. This will be the start of a collection process for the rent owed and potential eviction. McCanna will also send a warning letter to one tenant that is showing signs of tardiness in making rental payments. Turner read from the May 2006 minutes which stated that two months was the limit on late payments for residential tenants and four months for T-Hangar tenants after that action would be taken to collect. Stump suggested a letter clearly stating this policy be sent to everyone who leases from the BOAC. Mason instructed Stump to send letters out.

Treasurer Report:

Claims: Stump presented April 2007 claims for the Board's approval. Stump explained the large claims to Irving Gravel & Hoham Smith. Stump also questioned a large claim to BF&S. Shaffer stated that it was for survey work. Turner made a motion to accept the claims with a second by Stump motion carried.

April 2007 Claims

600-11140.000.600	Employee Wages		\$26,723.78
3/30/2007	Russ Couchman	-\$1,361.19	\$25,362.59
4/13/2007	Russ Couchman	-\$1,361.19	\$24,001.40

600-10800.000.600	Other Pay		\$3,315.00
3/16/2007	Board Members Pay	-\$195.00	\$3,120.00
600-12100.000.600	PERF		\$1,773.38
3/30/2007	Russ Couchman	-\$70.27	\$1,703.11
4/13/2007	Russ Couchman	-\$70.27	\$1,632.84
600-12200.000.600	Insurance		\$6,797.46
4/13/2007	Russ Couchman	-\$734.18	\$6,063.28
600-12300.000.600	Social Security		\$2,385.40
3/30/2007	Russ Couchman	-\$79.10	\$2,306.30
4/13/2007	Russ Couchman	-\$79.10	\$2,227.20
600-12400.000.600	FICA (actually medicare)		\$554.00
3/30/2007	Russ Couchman	-\$18.50	\$535.50
4/13/2007	Russ Couchman	-\$18.50	\$517.00
600-22210.000.600	Petroleum Prod & Supplies		\$1,866.57
3/12/2007	Russ Couchman (Pickup Fuel)	-\$59.55	\$1,807.02
4/4/2007	North Central Coop (unleaded gasoline)	-\$793.95	\$1,013.07
600.22310.000.600	Repair and Maintenance Supplies		\$5,194.49
3/16/2007	Auburn City Hardware	-\$43.63	\$5,150.86
3/28/2007	ICOM	-\$26.36	\$5,124.50
4/4/2007	Hoham & Smith	-\$1,380.00	\$3,744.50
4/9/2007	Tri-County New Holland	-\$123.98	\$3,620.52
4/13/2007	CBA Lighting & Controls	-\$171.50	\$3,449.02
4/13/2007	Irving gravel	-\$1,772.50	\$1,676.52
600-32840.000.600	Consultant Fees		\$7,188.55
3/16/2007	McHugh & Associates	-\$1,000.00	\$6,188.55
3/28/2007	BF&S	-\$583.33	\$5,605.22
600.33220.000.600	Postage		\$339.13
4/9/2007	Russ Couchman	-\$4.64	\$334.49
600.33240.000.600	Telecommunications		\$297.10
3/28/2007	Verizon Wireless	-\$42.09	\$255.01
4/9/2007	Qwest Business Services	-\$4.08	\$250.93
600-33510.000.600	Electric		\$10,555.67
4/13/2007	Indiana Michigan Power	-\$1,140.50	\$9,415.17
4/13/2007	Indiana Michigan Power	-\$742.97	\$8,672.20
600-33540.000.600	Utilities		\$5,331.63
3/28/2007	Auburn City Utilities	-\$38.06	\$5,293.57
600-33680.000.600	Repairs and Maintenance		\$10,185.83
3/28/2007	Spade Heating & Plumbing	-\$174.49	\$10,011.34
3/30/2007	Picha Aircraft Radio Service	-\$165.00	\$9,846.34
4/9/2007	Pro Tint	-\$287.81	\$9,558.53

4/9/2007	Duraclean	-\$542.45	\$9,016.08
4/9/2007	Priority 1	-\$130.00	\$8,886.08
600-34330.000.600	Contractual Services		\$16,903.32
4/13/2007	Bob Battig	-\$402.00	\$16,501.32
4/13/2007	Robert Powell	-\$2,037.50	\$14,463.82
4/13/2007	Kay Rowlison	-\$865.00	\$13,598.82
4/17/2007	James Mason	-\$872.50	\$12,726.32

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$12,797.91
3/28/2007	Hicksville Bank	-\$5,450.94	\$7,346.97
3/28/2007	Indiana Business Banking	-\$1,121.00	\$6,225.97
3/30/2007	Reciepts	\$8,076.38	\$14,302.35

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$5,973.33
3/28/2007	BF&S	-\$650.00	\$5,323.33
3/28/2007	BF&S	-\$13,454.51	-\$8,131.18

Budget: None

Bond: Stump and Couchman went through the 2005 Airport Bond Fund balance spreadsheet making some modifications so that it more accurately reflects what is available, in regards to estimated and actual costs, expenses paid and expenses remaining. At this point there is a balance of uncommitted funds in the amount of \$230,000. Stump stated that they are trying to list all projects that have been discussed as future projects that may come out of the bond; this would be a check list to monitor availability of funds.

T-Hangars and Tenants Accounts: Board instructed Couchman to remove the plane from hangar that is in default. A Certified Return Receipt letter was sent with no response. McCanna advised that Couchman should have an unbiased witness to the removal of the aircraft and that it be tied down rather than just left outside.

Zoning: None

FBO Operator Report: McMurray presented the monthly FBO report. McMurray was pleased to let the Board know of a compliment and generous tip the FBO received from a new customer, they are working hard at improving customer service. McMurray announced that the price for AVGAS has been lowered in hopes of attracting more business. Victory is in negotiations with John Deer to do field studies in this area. John Deer would be using Victory's plane which will generate rental fees, and fuel purchases. There are a total of 13 students in flight instruction. Victory will be placing an ad for a full time lineman.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Usual replacement of bulbs on the Taxi/Runway lights and windsock took place. All lighting supplies have now been moved and stored in the equipment shelter. Fuel Farm is still in need of repair, waiting on parts. Three quotes have been received on floor cleaners with a recommendation to the board. The MB broom was repaired at no cost to the board. Mowing and ground maintenance has begun. Gene installed a new key pad at the West gate, provided by the VAA Chapter 37. Gene worked 123.5 hours and Bob worked 15 hours.

Airport Manager Report: Couchman presented the Proposal from Century Aviation. Couchman noted some concerns that need to be addressed in this proposal. Counter space needs to be constructed in the main lobby, sidewalk to hangar, electrical upgrade and several other items. Century would like to lease two tie-downs on the ramp for their own use. Couchman suggested that new policy be written that states all new start up businesses will be treated equally and fairly. Turner stated his concern on Century's ability to maintain the business for the contract

period. After much discussion on the pros and cons of this proposal Turner suggested that a committee be formed to work on this. Mason directed Wappes, Couchman, and Rader to create the lease; Mason also suggested that McCanna help with this. This committee will meet within the next week to complete the lease agreement.

Couchman presented the options for the new floor cleaner. After a discussion on this, Wappes made the motion to purchase with a second by Turner. Motion carried. Mason stated that only trained personnel will be allowed to operate this machine to prevent misuse.

MKS has not yet paid the invoice sent to them for washing planes after workers caused heavy dust to settle on the planes during construction of the hangar extension. McCanna suggested a letter be sent to MKS stating that if the invoice is not paid by April 30th Couchman will deduct this amount from the Retainage. Also Powell noted that MKS has the rollers for the gate they removed these belong to the airport. McCanna will note that the cost of these will be added to the amount taken from the Retainage if not returned.

Couchman was directed to pick a date and time for the open house and proceed with it.

Management Assistance Consultant Report:

Action Items: After discussing the issue, a Motion was made by Wappes with a second by Stump, to separate the wildlife security fence EA and Design into a separate grant application from the construction inspection and construction to ensure utilization of the FY 2007 NPE money. The motion carried.

Hangar Expansion: There are still five noted items on the punch list that have not been completed. Shaffer will contact MKS, adding some items found since the list was created. Shaffer explained the reason for the recent rain water that flowed into the hangar. Shaffer made a repair to the threshold and the boot on the door. The Retainage is still being held until the completion of all items on the list.

Security Fencing: Report needs to be modified, as there may not be enough money to complete this project. Funding for next year is unknown, because of this fact Shaffer recommended that an application be submitted for Engineering and EA fees now so that we do not lose out on the money. Currently there are some environmental issues with the fence alignment.

Attorney:

Spencer: McCanna stated that Spencer's legal representative Neil Blyth does not think there will be any problem with the wider easement, he needs to have Airport representatives meet with Mr. Spencer to go over the reasons for the wider width. Couchman, Stump and McCanna will meet with him in the coming week.

Tenants: McCanna will file on the eviction of the tenants that are behind on payments, and suggested to the board that in the future these should be addressed in small claims court before the amount in arrears get out of hand.

FBO Lease: Mason and McCanna will meet in the next weeks and work on the lease. They will be talking with Shannon Kruse.

Other Business:

Adjournment:

Wappes made motion to adjourn the meeting, second by Rader motion carried. Meeting adjourned.

**Next meeting June 22, 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 4/20/07 DeKalb BOAC Meeting

Action items on the agenda:

Motion to separate the wildlife security fence EA and Design into a separate grant application from the construction inspection and construction to ensure utilization of the FY 2007 NPE money.

Discussion and Information items not included on the 4/20/07 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
- A late winter storm resulted in a significant amount of water that came in under the bi-fold door. What is happening is in a strong east wind (greater than 15 knots) water blows into the door runs down the door and accumulates at the boot on the bottom of the door. The wind and water push on the boot that is meant to be a weather resistant seal, not weather proof per Wilson Door the manufacture, and runs into the hangar. We originally had a trench drain designed into the project to help address this issue, but because the cost of the drainage system was in excess of \$40,000.00 the trench drain was cut out for a \$12,000.00 saving to the project. We have a plan of attack to address this problem. First we will be inserting round foam pads into the boot of the door to see if it gives the boot enough rigidity to resist a reasonable amount of wind/water force. If this does not solve the issue we will install a threshold seal called "Storm Shield". Storm Shield epoxies to the floor creating a 3/4" bevel to block the water. We believe this would take care of the problem.
- See Jeremy Books Monthly Report.

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

- The land owner has responded to the options.
- The land owner does not like either option 2 or 3, per J.F. News proposal because it would significantly impact the farm ground available on the site. They would like us to consider option 1, which requires the purchase of easement outside the financial capabilities of the grant at this time.
- We have sent J.F. New back to the drawing board to see if they can come up with another option that would minimize the impact the farm land.

3. EAA Sewer Connection

- Soliciting Quotes.

4. 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. Need to add the impacts to the additional area for the potential CR 64 extension and resubmit per the corps request.
- We are ready to go to the commissioner with the road closure.

5. Perimeter Wildlife and Security Fence

- EA portion of this project has been submitted to the FAA with exception of the section 106 agrological reconnaissance. Ball State will need to do some field work to satisfy these requirements.
- The survey will begin when all the early coordination has been complete.
- 2007 discretionary money is looking slim. We need to consider applying for the 2007 NPE money and to prepare a separate application for the discretionary money to fund construction. The reason we want to do this is if 2007 NPE money is not used the airport will loose it so it is important to make sure we get this under grant in 2007.

6. Capital Improvement Plan (CIP)

- Andy suggested we start considering doing the EA and the first phase of design in 2008.
- 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.