



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

May 18, 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 scheduled meeting at 1:00 PM. 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 Rowilson, Lara ZookGaerte, Tony Gaerte of Century Aviation, Steve McMurray of Victory Aviation, Tina Bassett of Victory Aviation, Don Smith and Jenny Kobiela reporter from the Evening Star. President Mason informed the board that he would need to leave the meeting early and Turner would carry on in his absence.

Secretary Report:

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

Property Management: After some discussion the BOAC agreed to have the Airport Manager take over the Property Management duties. Turner directed the board attorney McCanna draft a new agreement removing the advertising fee portion. Motion made by Turner with a second by Stump to have Airport Manager assume the duties for Property Management and to have the Attorney draft a new agreement effective July 1, 2007. Motion carried. The BOAC thanked Mason for all the work he has done in regards to Property Management.

Treasurer Report:

Claims: Stump presented May 2007 claims for the Board's approval. Stump explained the large claim to Marx Services; this was for various repairs to all the rental houses. Turner made a motion to accept the claims with a second by Rader motion carried.

600-11140.000.600	Employee Wages		\$24,001.40
4/27/2007	Russ Couchman	-\$1,361.19	\$22,640.21
5/11/2007	Russ Couchman	-\$1,361.19	\$21,279.02

600-10800.000.600	Other Pay		\$3,120.00
4/27/2007	Russ Couchman	-\$70.27	\$2,795.00
5/11/2007	Russ Couchman	-\$70.27	\$2,535.00

600-12100.000.600	PERF		\$1,632.84
4/27/2007	Russ Couchman	-\$70.27	\$1,562.57
5/11/2007	Russ Couchman	-\$70.27	\$1,492.30
600-12200.000.600	Insurance		\$6,063.28
5/11/2007	Russ Couchman	-\$734.18	\$5,329.10
600-12300.000.600	Social Security		\$2,227.20
4/27/2007	Russ Couchman	-\$79.10	\$2,148.10
5/11/2007	Russ Couchman	-\$79.10	\$2,069.00
600-12400.000.600	FICA (actually medicare)		\$517.00
4/27/2007	Russ Couchman	-\$18.50	\$498.50
5/11/2007	Russ Couchman	-\$18.50	\$480.00
600.22310.000.600	Repair and Maintenance Supplies		\$1,676.52
4/18/2007	Irving gravel	-\$228.60	\$1,447.92
4/18/2007	Auburn City Hardware	-\$16.02	\$1,431.90
5/2/2007	Home Depot Credit Services	-\$432.42	\$999.48
5/16/2007	Home Depot Credit Services	-\$94.57	\$904.91
5/16/2007	VanGorder Sales	-\$79.12	\$825.79
5/16/2007	Auburn City Hardware	-\$212.07	\$613.72
5/16/2007	Display Sales	-\$156.50	\$457.22
600-32840.000.600	Consultant Fees		\$5,605.22
4/23/2007	BF&S	-\$583.33	\$5,021.89
600.33240.000.600	Telecommunications		\$250.93
4/27/2007	Verizon Wireless	-\$43.85	\$207.08
5/9/2007	Qwest Business Services	-\$5.09	\$201.99
600-33510.000.600	Electric		\$8,672.20
5/9/2007	Indiana Michigan Power	-\$1,132.54	\$7,539.66
5/9/2007	Indiana Michigan Power	-\$449.14	\$7,090.52
600-33540.000.600	Utilities		\$5,293.57
4/20/2007	Auburn City Utilities	-\$38.06	\$5,255.51
4/20/2007	NIFL	-\$130.56	\$5,124.95
600-33680.000.600	Repairs and Maintenance		\$8,890.01
4/20/2007	ADI Auburn Door	-\$159.75	\$8,730.26
4/27/2007	McMahon Tire	-\$13.25	\$8,717.01
5/2/2007	Scott Schowe	-\$310.00	\$8,407.01
5/16/2007	Marx Services	-\$4,893.50	\$3,513.51
5/16/2007	Tri-County New Holland	-\$275.87	\$3,237.64

600-34330.000.600	Contractual Services		\$12,726.32
5/16/2007	Robert Powell	-\$2,312.00	\$10,414.32
5/16/2007	Kay Rowlison	-\$765.00	\$9,649.32
5/16/2007	Bob Battig	-\$670.00	\$8,979.32
5/16/2007	James Mason	-\$327.50	\$8,651.82

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$14,302.35
4/20/2007	Hicksville Bank	-\$5,450.94	\$8,851.41
4/20/2007	Indiana Business Banking	-\$1,121.00	\$7,730.41
5/16/2007	Reciepts	\$13,071.26	\$20,801.67

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		-\$8,131.18
4/25/2007	BF&S	-\$5,304.80	-\$13,435.98
4/25/2007	BF&S	-\$1,879.23	-\$15,315.21
5/7/2007	Appropriation	\$50,000.00	\$34,684.79
5/16/2007	JF New	-\$1,125.00	\$33,559.79

Budget: Stump received a letter from the County Auditors Office stating that the budget request is due back by the 15th of June. That left only a couple of days for Couchman to put it together for this board meeting. After talking to the Auditors Office about this, it was agreed that the BOAC submit a tentative budget for now, with the right to submit a final budget after the next board meeting. Couchman has worked on the budget and explained to the BOAC that for the last few years he has tried to work with what the County has given the Airport. He explained that this meant constantly moving funds from one account to another to cover expenses. The County then cut many of the amounts needed and left the Airport working at a budget that is under the 2004 budget. In regards to the budget request this year Couchman has added money in the areas that is really needed up to the 5% cap, and will move money when needed later in the year. McCanna agreed with the way Couchman approached the budget request but advised to him to also increase all line items by 5%, Turner agreed. A motion was made by Wappes to have Stump and Couchman create a preliminary budget to submit to the Commissioners, seconded by Rader. Motion passed. Budget will be finalized at the next BOAC meeting.

Bond: Stump presented up to date copies of the Airport Bond Fund Balance. Turner questioned the balance in the fund for the airport vehicle, Couchman stated that he is still in need of items for the truck such as a light bar, and that is what the money will be used for. BOAC funding sheet shows \$130,000 of uncommitted in fund 0600 Stump stated that he hopes by the end of the year this fund is back up where it should be in order to fund the entire budget next year. Airport Capital Improvement Fund is down to \$25,000.00 in uncommitted funds but reimbursements are pending from the FAA. Hangar loan repayment fund stays around \$20,000.00.

T-Hangars and Tenants Accounts: Stump reported one T-Hangar remains empty, and one aircraft in D row needs to be moved over which will then fill all available T-Hangars. D row will then be empty and ready for removal. Couchman removed the aircraft from the hangar where the tenant was behind in rent, he is no longer at this airport. Turner made the motion to direct McCanna to file small claims to collect past due money from this tenant. Wappes seconded, motion carried.

Zoning: None

Guests: Dave Nelson & Audrey Barnes from Kruse International attended the meeting to bring the BOAC up to date on the upcoming auction at the airport. They presented a detailed list of who is in charge of the various tasks that day. Mr. Nelson assured the BOAC that safety was number one. There will be a shuttle between the Airport and the War Birds so no one will be walking across the airfield to attend the breakfast, VAA will be parking aircraft, and

Auction activities will take place on the tarmac. Stump asked if a license agreement was required for this event. Couchman stated that he would see that a license agreement be submitted. Stump made the motion to have Couchman sign a License Agreement on behalf of the BOAC for the Aircraft Auction. Wappes seconded, motion passed.

Tina Bassett introduced herself; she is from Kruse Int'l and is now helping Victory Aviation with marketing. It is her hope to be able to promote the Airport and bring in more planes for all the activities that take place at the Auction Park. Tina has created a flyer for Victory Aviation that will be included in all the bidder packets the Auction Company sends out. Turner thanked her for her efforts and stated that this is what he board has been hoping for in regards to promoting and building the Airport. Stump asked that she keep a record of all costs involved in advertising and promoting the Airport, as this was part of the performance standards for Victory Aviation, and this would give the BOAC a way to measure the performance for future negotiations. Couchman informed the BOAC that now there are some positive comments about Victory Aviation on the AirNav website, these are recent, which he feels reflects the efforts of all the positive changes taking place with Victory Aviation.

FBO Operator Report: McMurray presented the monthly FBO report. McMurray stated that business has been good. He is working on a new format for his monthly report and hopes to have it by the next meeting. McMurray attended a business expo along with Couchman and Bassett. He helped in taking a Cessna 152 belonging to Ivy Tech from the campus to the expo. McMurray would like to work with the County in promoting the Airport. McCanna suggested that the Airport and the FBO be represented at the Pokagon Business Expo.

Maintenance Project Manager Report: Wappes presented the Project Manager Report. Usual replacement of bulbs on the Taxi/Runway lights and windsock took place. Work has been done on the fuel farm, but still waiting on some parts to complete this. Some maintenance at the T-Hangars will need to be done to promote better drainage, there is water collecting on the pavement. Mowing and mower maintenance has started. Kay will now be helping with the mowing. Gene worked 131 hours and Bob worked 67 hours.

Airport Manager Report: Couchman presented the flyer for the New Hangar Expansion Open House, to be held on Thursday May 24th, 10:00am – 2:00pm. There will be an inaugural first flight of the ILS and lunch provided by BF&S.

Couchman stated that he has solicited three bids for the electrical upgrade of the hangar expansion, nothing has come in as of yet, he also solicited three bids on the sewer lateral, not all of those are back at this time. Two concrete contractors have been out, waiting on the third. Plans for the connecting taxiway are in; Couchman stated that he will work on getting bid on this project as well.

Couchman presented a time sheet for the VAA activities, and annual performance data. Stump asked that Kay's hours be included in the monthly reports.

Management Assistance Consultant Report:

Action Items: Wildlife security fence project will require approval to receive bids on July 20, 2007.

Security Fencing: Shaffer presented a diagram of the purposed security fencing, so that fence alignment could be discussed. The fence is a combination of security and wildlife control. FAA requires a 10 foot fence for wildlife control. Shaffer stated that INDOT wants the fence along CR 427 moved out of their right away which amounts to moving the fence 1 foot East. The FAA requires that there can be nothing within 25 feet of the fence. This is an issue with a barn on the east end of the property. Wappes stated that the fence should be as close as possible.

Perimeter Road: The need for a perimeter road was discussed. Turner stated concerns over the cost of maintaining a perimeter road and questioned the amount of actual use it would have. This issue will require more discussion.

Hangar Expansion: Round foam pads have been installed into the boot of the door and a threshold seal called "Storm Shield" has been installed creating a 5/8" bevel to block the water from entering under the door.

Attorney:

Spencer: McCanna presented the agreement with Spencer on the right of way. Copy has been sent to Neil Blyth representative for Spencer for his approval and requires signature from Spencer.

Tenants: McCanna stated legal action to collect money owed has begun on a home rental tenant. There is a hearing set for June 5th for eviction. McCanna asked that Couchman attend the hearing to represent the Airport. A letter was also sent to the tenant who was showing signs of non-payment, this tenant did contact McCanna shortly after receiving the letter; he made a proposal that McCanna felt was satisfactory. There is no known address for the tenant that moved, but it is still being looked into.

FBO Lease: Victory Lease will be ready in the coming week; board members will get a copy for review and note any changes to be made. After McCanna has these changes made he will send it to Shannon Kruse for her approval. McMurray will also receive a copy.

Century Lease: McCanna apologized to the BOAC for not having the lease ready sooner. He advised the BOAC to read it over and he will then see that Century receives it for approval.

Other Business:

Adjournment:

Turner called the meeting adjourned at 3:00 PM.

**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 5/18/07 DeKalb BOAC Meeting

Action items on the agenda:

Review the wildlife security fence project, which will require approval to receive bids on July 20, 2007.

Discussion and Information items not included on the 5/18/07 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
- We installed round foam pads into the boot of the door and we installed a threshold seal called "Storm Shield". Storm Shield epoxies to the floor creating a 5/8" bevel to block the water. We believe this will 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 agreed to option 2 per J.F. News proposal, after much discussion with J.F. New.
- We are proceeding forward with the appraisal work.

3. EAA Sewer Connection

- Review Quotes.

4. Runway 9-27 Length Justification/EA

- Letters were sent out to CR 64 property owners informing them that an environmental study is being conducted for the extension of CR 64 as mitigation to CR 29 and 62 closures, and that field personal may enter their property as part of the environmental study.
- We are ready to go to the commissioner with the road closure.

5. Perimeter Wildlife and Security Fence

- Section 106 agrological reconnaissance was completed and cleared by Ball State.
- Requesting approval to advertise the project to receive bids on July 20, 2007

6. Capital Improvement Plan (CIP)

- Andy suggested we start considering doing the EA and the first phase of design in 2008.
- We will be working on a draft agreement for your consideration.
- A meeting with Andy Nahrwold of the state indicated that the next project after the security fencing is accomplished will be the runway extension. He tentatively plans to schedule the fist phase in FY2009 to do preparation work such as obstruction removal and CR 29 closure mitigation, and design reimbursement. This of course is tentative at his point.

7. Rieke Taxiway Connector

- We prepared plans and specs for this project.
- We have begun contacting contractors to get initial pricing. We may have to public bid the project if the cost comes in too high.