



# 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

June 22, 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. In the absence of BOAC President Mason, Vice-President Turner called the meeting to order at 1:00 p.m. In attendance were Jim McCanna, BOAC Attorney along with BOAC members Rader and Stump. Also attending were Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Kay Rowilson, Steve McMurray of Victory Aviation, Don Smith and Jenny Kobiela reporter from the Evening Star.

#### **Secretary Report:**

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

Property Management: Turner informed the BOAC that a judgment was granted and an agreement was made with Burner to pay a set amount each month towards the judgment. At the end of the year it will be reviewed again. Couchman will assume the duties of Property Management as soon as he meets with Mason and is brought up to date. McCanna stated that Gerardot is paying on his past due amount, and promised to bring the account current by August. Gerardot also stated he would like to extend his rental contract. McCanna was directed to start legal proceedings to collect money owed by Deforest.

#### **Treasurer Report:**

Claims: Stump presented June 2007 claims for the Board's approval. Stump had Couchman explain the large claim to Spade Heating and Plumbing, this was work done on replacing the A/C unit at 6197 CR 29 rental property. Stump reported that Couchman has submitted a couple of transfer requests and additional appropriations; he is still waiting to hear back from the County Council. Motion made by Stump to approve claims with a second by Rader motion carried.

600-11140.000.600	Employee Wages		\$21,279.02
5/25/2007	Russ Couchman	-\$1,361.19	\$19,917.83
6/8/2007	Russ Couchman	-\$1,361.19	\$18,556.64
600-10800.000.600	Other Pay		\$2,535.00
5/18/2007	Board Members Pay	-\$325.00	\$2,210.00
600-12100.000.600	PERF		\$1,492.30

5/25/2007	Russ Couchman	-\$70.27	\$1,422.03
6/8/2007	Russ Couchman	-\$70.27	\$1,351.76
600-12200.000.600	Insurance		\$5,329.10
6/8/2007	Russ Couchman	-\$734.18	\$4,594.92
600-12300.000.600	Social Security		\$2,069.00
5/25/2007	Russ Couchman	-\$79.10	\$1,989.90
6/8/2007	Russ Couchman	-\$79.10	\$1,910.80
600-12400.000.600	FICA (actually medicare)		\$480.00
5/25/2007	Russ Couchman	-\$18.50	\$461.50
6/8/2007	Russ Couchman	-\$18.50	\$443.00
600.22110.000.600	Office Supplies		\$12.40
5/2/2007	Bassett	-\$98.28	-\$85.88
6/8/2007	Bassett	-\$38.85	-\$124.73
6/5/2007	Transfer from Engineering Fees	\$300.00	\$175.27
600-22210.000.600	Petroleum Prod & Supplies		\$1,013.07
6/5/2007	Additional Appropriation Request (not yet approved)	\$2,000.00	\$3,013.07
600.22310.000.600	Repair and Maintenance Supplies		\$457.22
6/1/2007	Home Depot Credit Services	-\$309.46	\$147.76
6/4/2007	LBH Chemical	-\$361.27	-\$213.51
6/4/2007	VanGorder Sales	-\$209.46	-\$422.97
6/6/2007	The Andersons Waterloo	-\$263.52	-\$686.49
6/8/2007	Home Depot Credit Services	-\$66.53	-\$753.02
6/8/2007	Tri-County New Holland	-\$933.85	-\$1,686.87
6/5/2007	Transfer from Janitorial Services	\$1,000.00	-\$686.87
6/5/2007	Additional Appropriation Request (Not yet approved)	\$4,000.00	\$3,313.13
6/15/2007	Kendall Electric	-\$33.19	\$3,279.94
600-32880.000.600	Permit Fees		\$900.00
6/1/2007	Indiana Dept. of Homeland Security	-\$120.00	\$780.00
600-32840.000.600	Consultant Fees		\$5,021.89
5/23/2007	BF&S	-\$583.33	\$4,438.56
5/25/2007	BF&S	-\$235.76	\$4,202.80
600.33240.000.600	Telecommunications		\$201.99
5/25/2007	Verizon	-\$46.94	\$155.05
6/8/2007	Qwest Business Services	-\$4.01	\$151.04
600-33510.000.600	Electric		\$7,090.52
6/13/2007	Indiana Michigan Power	-\$428.46	\$6,662.06
6/13/2007	Indiana Michigan Power	-\$1,304.88	\$5,357.18
600-33540.000.600	Utilities		\$5,124.95
5/18/2007	Auburn City Utilities	-\$38.06	\$5,086.89
5/21/2007	NIFL	-\$11.00	\$5,075.89

600-33680.000.600	Repairs and Maintenance		\$3,237.64
5/21/2007	Scott Schowe	-\$145.00	\$3,092.64
6/13/2007	IPE Industrial Piping	-\$975.81	\$2,116.83
6/15/2007	Spade Heating & Plumbing	-\$2,490.00	-\$373.17

600-34330.000.600	Contractual Services		\$8,651.82
5/25/2007	Insurance Trustees	-\$366.82	\$8,285.00
6/13/2007	Kay Rowlison	-\$892.50	\$7,392.50
6/13/2007	Robert Powell	-\$2,480.02	\$4,912.48
6/13/2007	Bob Battig	-\$520.00	\$4,392.48

99-3434	Janitorial Services		\$1,000.00
6/5/2007	Transfer to Petroleum Prod & Supplies	-\$1,000.00	\$0.00

**FUND 0605 LOAN REPAYMENT ACCOUNT**

605-50000.000.605	Non-Budgeted Expense		\$20,801.67
5/21/2007	Indiana Business Banking	-\$1,121.00	\$19,680.67
5/21/2007	Hicksville Bank	-\$5,450.94	\$14,229.73
6/18/2007	Reciepts	\$5,925.00	\$20,154.73

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

600-44210.000.600	Capital Outlay		\$33,559.79
5/23/2007	BF&S	-\$62.41	\$33,497.38

Budget: Stump presented Bond Accounting and the Updated Funding Sources reports. Stump asked Couchman to update the BOAC on the light bar for the truck. Couchman stated that he purchased a light bar and other items that were discussed in a previous meeting. Couchman asked McCanna about amount owed on Dollier property. McCanna stated that there was nothing owed on this property. Stump stated the amount set aside for the Dollier property will be added to uncommitted funds.

T-Hangars and Tenants Accounts: There are two T- hangars empty at this time.

Sewer Reimbursement: There was much discussion on the fact that the DeKalb County Health Department at the time of the design and installation of the new sewer line had directed the BOAC to create a gravity sewer system rather than a force-main with a lift station there by allowing others to connect for health and safety reasons. The airport's plans were changed accordingly to allow this problem to be addressed and a property-sized gravity system was installed. It has been over a year since installation and the Board would like some assurance that the problem will be addressed in a timely manner and that the expenditure of additional public funds was justified. It was noted that because of the substantial additional expense involved in complying with the Health Department, the BOAC would be entitled to reimbursement when the residents along CR 60 tapped into the new sewer although it was stressed that this is not the primary reason for the Board's concern. It was decided that McCanna, who is the attorney for both the BOAC and the Board of Health, will take the issue and the reimbursement agreement to the next Board of Health meeting and see what the status of this is.

Zoning: None

FBO Operator Report: McMurray presented the monthly FBO report. Avgas is trending up; JetA showed a drop over past months. McMurray asked about Utilities being on a budget plan, to help with operating costs over the winter months. After discussing the pros and cons of a budget plan Turner stated that this should be left up to the Airport Manager.

**Century Flight Inc.:** Couchman stated that the lease is signed, but there is no effective date at this time. It is expected to be the 1<sup>st</sup> of July.

**Maintenance Project Manager Report:** Normal replacement of Airport Lighting. Fuel farm is waiting on a new hose. Will be getting quotes on having the fuel farm washed and painted. Gene worked 144.5 hours, Bob worked 52 hours, and Kay worked 22 hours mowing, 67.25 hours admin. See update on 6/22/07 Agenda.

**Airport Manager Report:**

**Sewer Lateral:** Couchman asked about getting more quotes on the Sewer Lateral. One quote has been received. Stump would like to have a few more quotes before making a decision. Motion by Stump to receive at least one more bid and then the BOAC Treasurer and Airport Manager will make the decision based on the most responsive and responsible bid, second by Rader motion carried.

**Mailbox:** Couchman presented the BOAC with pictures of the mailbox he would like to put up. Turner made the motion to authorize Couchman to purchase the mailbox and have it installed. Second by Rader, motion carried.

**ProFlight – Interstate Warehousing:** Couchman had letters to be signed for both ProFlight and Interstate Warehousing thanking them for their participation in the inaugural flight of the ILS. Couchman will present the letter along with a framed photograph of the airplane at a later date.

**Hanger Issue:** Hanger tenant wants out of his lease; Couchman asked the BOAC if the lease can be cancelled providing there is another tenant willing and able to immediately sign another lease under the same terms. Turner asked about doing credit checks on new tenants or asking for credit references. Stump stated that these hangars must be rented to satisfy the loan payment. Turner made the motion to authorize the Manager and the BOAC Treasurer to approve and allow hangar tenants to be released from their lease only if the new tenant is credit - acceptable and ready to occupy the hangar without interruption of rental payment. Second by Rader motion carried.

**6202 CR27:** Tenants were told house is to be demolished. They requested the rental of another Airport owned property, After some discussion the BOAC decided that if this were to take place, the tenant would be required to be current and up-to-date and that they could make no changes to the property inside or outside without the written approval of the BOAC and Couchman should not hold the home but instead put it on the market when it is ready.

**Management Assistance Consultant Report:**

**Action Items:** Security fencing project, Shaffer asked the BOAC for approval to immediately advertise and receive bids on July 27, 2007. A motion was made by Stump to approve the advertising and acceptance of bids with a second from Rader, the motion carried.

**Appraisers:** Shaffer informed the BOAC that he will be changing Appraisers.

**Wildlife Security Fence:** Shaffer gave BOAC members copies of property map to show fence lines. New fence line would put Managers house inside the fence, saving substantially in the cost of the project. Shaffer pointed out that there were a few modifications made to make it easier to mow around corners of the fenced property, and gates will be set in so that vehicles can be off the roadway when entering the property. Gate controllers will be placed at several gates, Shaffer is also looking at a Gate Communication system.

**Taxiway Connector:** Waiting to hear back from contractors.

**Attorney:**

**Spencer:** McCanna sent a revised lease and cover letter on the easement to Attorney Neil Blyth, he has not responded. McCanna will follow up on this.

**Road Closure:** McCanna stated that this issue needs to go in front of Commissioners at a public hearing. There is no date set for this to happen at this time however. McCanna would like 60 days to get information out to property owners, Stump will compile a list of affected homeowners and a meeting will be held at the Airport with property owners, BOAC representative along with BF&S staff to field questions and concerns about the road closure. A date for this meeting will be set as soon as possible.

**Other Business:** Don Smith asked the BOAC about progress on the Wetlands. Shaffer stated that the new appraiser will be working on this and Shaffer hopes to have the needed information by the July 20<sup>th</sup> meeting.

**Adjournment:**

Turner called the meeting adjourned.

**Next meeting July 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