



# 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

July 20, 2007

#### BOAC Executive Session:

The DeKalb County Board of Aviation met in executive session prior to the scheduled BOAC meeting. The purpose of this meeting was to discuss options on how best to handle performance problems with the fixed base operator relating to payment of rent and availability of fuel. Attending were BOAC President Mason and BOAC Attorney McCanna along with BOAC members Rader, Stump, Turner and Wappes.

#### 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. BOAC President Mason called the meeting to order; in attendance were Jim McCanna, BOAC Attorney along with BOAC members Rader, Stump and Wappes. BOAC member Turner had to leave immediately after the Executive Session. 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, Tammy Meitzler of Victory Aviation, Lara ZookGaerte of Century Flight, Don Smith, Jenny Kobiela reporter from the Evening Star and Angela Mapes reporter from the Journal Gazette.

#### Secretary Report:

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

#### Treasurer Report:

Claims: Stump presented July 2007 claims for the Board's approval. Stump stated that there are no real issues to discuss with the claims; he did note that Contractual Services account is low, (but see related note under "Budget" below). Stump made the motion to accept the claims docket as presented, Rader seconded, the motion carried.

600-11140.000.600	Employee Wages		\$18,417.20
6/22/2007	Russ Couchman	-\$1,378.62	\$17,038.58
7/6/2007	Russ Couchman	-\$1,378.62	\$15,659.96
600-10800.000.600	Other Pay		\$2,210.00
6/22/2007	Board Members Pay	-\$325.00	\$1,885.00
600-12100.000.600	PERF		\$1,351.76
6/22/2007	Russ Couchman	-\$70.27	\$1,281.49
7/6/2007	Russ Couchman	-\$70.27	\$1,211.22
600-12200.000.600	Insurance		\$4,594.92

7/6/2007	Russ Couchman		-\$734.18	\$3,860.74
600-12300.000.600	Social Security			\$1,910.80
6/22/2007	Russ Couchman		-\$79.10	\$1,831.70
7/6/2007	Russ Couchman		-\$79.10	\$1,752.60
600-12400.000.600	FICA (actually Medicare)			\$443.00
6/22/2007	Russ Couchman		-\$18.50	\$424.50
7/6/2007	Russ Couchman		-\$18.50	\$406.00
600.22310.000.600	Repair and Maintenance Supplies			\$3,279.94
7/11/2007	Kendall Electric		-\$22.07	\$3,257.87
7/11/2007	Home Depot Credit Services		-\$87.41	\$3,170.46
7/13/2007	CDW Government, Inc.		-\$319.59	\$2,850.87
7/18/2007	Auburn City Hardware		-\$99.84	\$2,751.03
600.32390.000.600	Drain/Real Estate Taxes			\$3,000.00
7/18/2007	DeKalb Co. Treasurer Spring and Fall Installments Total		-\$1,680.42	\$1,319.58
600-32840.000.600	Consultant Fees			\$4,202.80
6/20/2007	BF&S		-\$583.33	\$3,619.47
99-3286	Engineering Fees			\$5,700.00
6/27/2007	Transfer to Telecommunications		-\$700.00	\$5,000.00
6/27/2007	Transfer to Repairs and Maintenance		-\$5,000.00	\$0.00
600.33220.000.600	Postage			\$316.49
7/18/2007	UPS		-\$260.66	\$55.83
600.33240.000.600	Telecommunications			\$151.04
6/27/2007	DeKalb County Treasurer		-\$515.85	-\$364.81
6/27/2007	Verizon Wireless		-\$44.00	-\$408.81
6/27/2007	Transfer from Engineering Fees		\$700.00	\$291.19
7/18/2007	Qwest Business Services		-\$6.40	\$284.79
600-33510.000.600	Electric			\$5,357.18
7/13/2007	Indiana Michigan Power		-\$1,407.71	\$3,949.47
7/13/2007	Indiana Michigan Power		-\$362.97	\$3,586.50
600-33540.000.600	Utilities			\$5,075.89
6/20/2007	NIFL		-\$11.00	\$5,064.89
6/22/2007	Auburn City Utilities		-\$38.06	\$5,026.83
600-33680.000.600	Repairs and Maintenance			-\$373.17
6/27/2007	Transfer from Engineering Fees		\$5,000.00	\$4,626.83
6/29/2007	Spade Heating & Plumbing		-\$165.00	\$4,461.83
7/5/2007	Picha Aircraft Radio Service		-\$285.00	\$4,176.83
99-3394	Dues			\$515.00
7/18/2007	American Association of Airport Executives (Dues)		-\$225.00	\$290.00
600-34330.000.600	Contractual Services			\$4,392.48

7/18/2007	Robert Powell	-\$1,938.52	\$2,453.96
7/18/2007	Bob Battig	-\$130.00	\$2,323.96
7/18/2007	Kay Rowlison	-\$962.50	\$1,361.46
7/18/2007	Russ Couchman	-\$252.30	\$1,109.16
7/18/2007	James Mason	-\$185.00	\$924.16

**FUND 0605 LOAN REPAYMENT ACCOUNT**

605-50000.000.605	Non-Budgeted Expense		\$20,154.73
6/20/2007	Hicksville Bank	-\$5,450.94	\$14,703.79
6/20/2007	Indiana Business Banking	-\$1,121.00	\$13,582.79

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

600-44210.000.600	Capital Outlay		\$33,497.38
6/22/2007	BF&S	-\$1,577.41	\$31,919.97
7/2/2007	BF&S	-\$6,588.20	\$25,331.77
7/2/2007	BF&S	-\$2,100.32	\$23,231.45
7/18/2007	JF New	-\$4,442.50	\$18,788.95

Budget: Couchman has submitted a request for additional appropriation to the Contractual Services account.

T-Hangars and Tenants Accounts: Stump reported that only one t-hangar remains empty at this time.

Zoning: None

**FBO Operator Report:** McMurray stated Victory has now received a load of both Avgas and Jet fuel. Stump stated that the BOAC held an Executive Session prior to the regular Meeting. Based on the discussion, Stump submitted the following three-part motion for the Board’s consideration Wappes seconded:

- 1) Appoint a committee to meet with Dean Kruse for an explanation of the cause of the problems of the last month, a proposal to preclude this from happening again, and for committee to report back to the Board with a recommendation.
- 2) Revoke the proposed new lease under consideration pending resolution or termination of relationship with Victory.
- 3) Issue Notice of Termination of Victory Aviation as FBO, to be effective at close of business on August 31, 2007, but subject to withdrawal of that Notice of Termination if the Sub-Committee and ultimately the Board are satisfied with the Victory Explanation and proposal to prevent future problems.

The Board approved the motion by a 4 – 0 vote.

**Century Flight Inc.:** Lara Zook Gaerte reported that phone lines have been brought to the building but not into the office as of yet. Couchman stated that he and Gene will work on getting the phones hooked up for her. Lara stated that she is pleased with the progress of Century Flight.

**Maintenance Project Manager Report:** Normal replacement of Airport Lighting. Fuel farm is still waiting on a new hose. ACI has not scheduled a start date as of yet for the pavement project. Gene worked 114 hours, Bob worked 13 hours and Kay worked 14 hours mowing and 82.25 working admin. A new projector has been installed in the conference room, and the cluster mail box has been installed. A secondary containment for MoGas tank has been ordered at the cost of \$763.00 to be paid out of airport vehicle bond fund.

**Airport Manager Report:**

Property Management: Stump stated that the Independent Contractor Agreement for Couchman may cause some conflict of interest concerns, if Couchman takes calls on rental property issues while in the office employed by the County. After some discussion McCanna asked the board to approve the lease for Couchman as written with an additional provision on contract labor.

Couchman presented his report to the board, noting that the tenant at 2564 CR 60 is now 4 months behind and if no payment is received by 7/26/07 he will initiate legal action with McCanna and inform the tenant of his intent. McCanna and Couchman are working on a new residential lease application and a method of performing background checks on prospective tenants.

**Management Assistance Consultant Report:** .

MKS Retainage Release: MKS has requested a Retainage release, after some discussion, the Board decided that until the aircraft claim is settled 100% the Retainage will not be released. Shaffer state that MKS briefly discussed getting a bond for this purpose, after discussing this option; the Board agreed that a bond would not be acceptable.

Wildlife Security Fence: Bids are to be received on July 27, 2007 with a public opening.

Wetlands: Still waiting on appraisal work. There has been some discussion with the land owner on a preliminary number of \$154,000 for the 28 acres based on previous mitigation easement in the same area, noting that this amount was subject to change with the final appraisal.

CIP: Nothing new at this time.

Rieke Taxiway Connector: Plans and specs for this project have been prepared. Four contractors have been contacted for quotes on this work, waiting to hear from them.

**Attorney:**

Spencer: McCanna presented a copy of the letter to Neal Blythe concerning the easement agreement. He has not heard back, and will contact Mr. Blythe.

**Presidents Report:** Mason appointed Turner, Couchman, McCanna and himself as the committee to meet with Dean Kruse to resolve the issue with Victory Aviation.

**Other Business:** Couchman announced that the annual conference will be held in Plymouth, Oct. 10 – 12. Several board members expressed an interest in attending. More on this at a later date.

**Adjournment:**

Wappes made the motion to adjourn at 1:34, second by Rader meeting adjourned.

**Next meeting August 17, 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