



# 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

August 17, 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. BOAC President Mason called the meeting to order at 1:00 p.m.; in attendance were Jim McCanna, BOAC Attorney along with BOAC members Turner, Rader and Stump. BOAC member Wappes was absent. 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, Ben Johnston from Premier Aviation located in Elkhart, 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 Stump to accept the minutes as submitted. The motion carried unanimously.

#### **Treasurer Report:**

Claims: Stump presented August 2007 claims for the Board's approval. Stump stated that there are no real issues to discuss with the claims. Stump noted that the only large expenses or concern was in the Airport Capital Improvement Fund, which is showing a negative balance at this time. Stump then informed the board that this will be corrected with appropriations. Couchman will submit a request for funds. A motion was made by Turner to approve the claims with a second by Stump. Motion carried.

### Claims

600-11140.000.600	Employee Wages		\$15,659.96
7/20/2007	Russ Couchman	-\$1,378.62	\$14,281.34
8/3/2007	Russ Couchman	-\$1,378.62	\$12,902.72
600-10800.000.600	Other Pay		\$1,885.00
7/13/2007	Board Members Pay	-\$260.00	\$1,625.00
7/20/2007	Board Members Pay	-\$325.00	\$1,300.00
600-12100.000.600	PERF		\$1,211.22
7/20/2007	Russ Couchman	-\$70.27	\$1,140.95
8/3/2007	Russ Couchman	-\$70.27	\$1,070.68

600-12200.000.600	Insurance		\$3,860.74
8/3/2007	Russ Couchman	-\$734.18	\$3,126.56
600-12300.000.600	Social Security		\$1,752.60
7/20/2007	Russ Couchman	-\$79.10	\$1,673.50
8/3/2007	Russ Couchman	-\$79.10	\$1,594.40
600-12400.000.600	FICA (actually Medicare)		\$406.00
7/20/2007	Russ Couchman	-\$18.50	\$387.50
8/3/2007	Russ Couchman	-\$18.50	\$369.00
600.22210.000.600	Petroleum Prod & Supplies		\$3,013.07
8/10/2007	North Central Coop (unleaded gasoline)	-\$771.44	\$2,241.63
600.22310.000.600	Repair and Maintenance Supplies		\$2,751.03
8/10/2007	Home Depot Credit Services	-\$20.56	\$2,730.47
8/10/2007	The Andersons Waterloo	-\$19.83	\$2,710.64
8/15/2007	Auburn City Hardware	-\$26.44	\$2,684.20
8/15/2007	VanGorder Sales	-\$61.46	\$2,622.74
8/15/2007	Home Depot Credit Services	-\$66.46	\$2,556.28
600-32840.000.600	Consultant Fees		\$3,619.47
7/20/2007	BF&S	-\$583.33	\$3,036.14
600.33220.000.600	Postage		\$55.83
8/10/2007	Russ Couchman	-\$21.42	\$34.41
600.33240.000.600	Telecommunications		\$284.79
8/8/2007	Verizon Wireless	-\$43.80	\$240.99
8/13/2007	Qwest Business Services	-\$4.87	\$236.12
600-33510.000.600	Electric		\$3,586.50
8/10/2007	Indiana Michigan Power	-\$1,298.00	\$2,288.50
8/10/2007	Indiana Michigan Power	-\$436.24	\$1,852.26
600-33540.000.600	Utilities		\$5,026.83
7/20/2007	Auburn City Utilities	-\$38.06	\$4,988.77
8/8/2007	NIFL	-\$15.40	\$4,973.37
600-33680.000.600	Repairs and Maintenance		\$4,176.83
7/20/2007	Taylor Rental	-\$480.00	\$3,696.83
8/8/2007	Priority 1	-\$309.50	\$3,387.33
8/8/2007	S & T Cleaning	-\$600.00	\$2,787.33
8/10/2007	McMahon Tire	-\$89.90	\$2,697.43
600-34330.000.600	Contractual Services		\$924.16
8/13/2007	Robert Powell	-\$1,971.59	-\$1,047.43
8/15/2007	Bob Battig	-\$455.00	-\$1,502.43
8/15/2007	Kay Rowilson	-\$630.00	-\$2,132.43

**FUND 0605 LOAN REPAYMENT ACCOUNT**

605-50000.000.605	Non-Budgeted Expense		\$13,582.79
7/23/2007	Indiana Business Banking	-\$1,121.00	\$12,461.79
7/23/2007	Hicksville Bank	-\$5,450.94	\$7,010.85
8/15/2007	Receipts	\$15,116.35	\$22,127.20

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

600-44210.000.600	Capital Outlay		\$18,788.95
8/10/2007	BF&S	-\$18,538.20	\$250.75
8/10/2007	BF&S	-\$3,369.46	-\$3,118.71

Bond: Current balance of Airport Bond is \$320,000, some of which is already committed. Total of uncommitted funds is 240,000.

Budget: Couchman submitted a request for additional appropriation and transfers on August 13, 2007.

T-Hangars and Tenants Accounts: Couchman stated that all hangars are occupied at this time.

Zoning: None

Guests: Couchman introduced Mr. Ben Johnston from Premier Aviation in Fort Wayne and Elkhart. Mr. Johnston is working with Century on setting up an Avionics shop here at DeKalb County Airport.

FBO Operator Report: McMurray reported that rental of 87FP was up for the month of July. Flight school has 12 students. Fuel sales for July were very good, and even showed a profit. McMurray thanked the board for their time and assistance, and stated he would be starting a new job following the closing of Victory Aviation.

Century Flight Inc.: Lara ZookGaerte reported that Century recently had one of their students successfully complete private pilot training and they are working with a couple of aircraft owners to offer Commercial Certificates. Century's maintenance shop has a couple of Annuals scheduled for the end of the month. ZookGaerte also stated that Century is working with Premier Aviation to present a seminar and training on Garmin WAAS use. This is scheduled for November 6<sup>th</sup> at this time.

Maintenance Project Manager Report: Normal replacement of Airport Lighting. REIL lighting has some problems again, the same PC board is burning out, and two of these were ordered along with several connectors. We are still waiting on new hose for the fuel farm. There have been some issues with the AvGas tank/pump; the service contractor is waiting on some parts to help them troubleshoot the issue. ACI has begun sealing the taxiway. The UNICOM antenna is now permanently mounted with new radio attached; it seems to be working well. Mailbox has been installed and is in use. The Airport has received secondary containment for the 300 gallon 87 octane tank. With the rains arriving mowing has picked up dramatically along with maintenance on the equipment. Gene worked 117 hours, Bob worked 45.5 hours and Kay worked 51 hours Admin, and 12 hours mowing.

**Airport Manager Report:**

Contractual Services Account: Stump asked if funds were available to finish the year out if the Council would not approve the appropriations. Couchman stated that he felt he could do this, but it may put him at risk in other areas. Couchman then stated that the Commissioners have said that they would help out if the Council did not. McCanna then stated that he was in attendance at the Council meeting and felt that there was no way to change their opinion on the matter with the summary conclusions that a couple of members made. When meeting with the Commissioners, McCanna stated the Commissioners were impressed with what Stump and Couchman both had to say. Commissioners felt that the funds should come from the Council but if it doesn't, they would be willing to take the money out of CREDIT funds for the Airport and put it towards the requested funds. The CREDIT money would be replaced.

FBO Subcommittee Report: Turner reported that during a recent meeting Mr. Dean Kruse, President of Victory Aviation, indicated that he would rather not continue as FBO. Mr. Kruse stated that he would rather have the change-over sooner rather than later to avoid a conflict with Labor Day Weekend. But he is willing to work with the BOAC and Century to make it as smooth as possible. McCanna stated that Century was the only other bidder during the recent RFP process and is therefore next in line to assume the FBO. Turner asked if Victory was in business until the end of August, McMurray stated that his information was that Victory's last business day would be August 24<sup>th</sup> and that is what he has been setting up for.

Stump made the motion to have the Board President and Airport Manager meet with Century and make any necessary minor changes to the Century Lease and to allow the Board President sign the lease on behalf of the BOAC. Rader seconded the motion. Turner stated that he was concerned about not having the rent and length of the lease established, and felt that more than Couchman and Mason should be working on the Lease. Mason asked that McCanna also be at the meeting for legal advice in regards to the lease. McCanna stated that he would be willing to do this, and didn't feel it needed to be included in a motion. McCanna apologized to the BOAC for not having the Lease to everyone sooner. Turner asked if the BOAC would be able to assume operation of the FBO if an agreement with Century could not be reached. Couchman stated that he is prepared to make necessary arraignments as of Monday afternoon August 20th if there is no signed agreement by then. Couchman stated the he would do everything in his power to see that all corporate tenants are taken care of. Couchman also stated that the Commissioners have said that they will help out anyway they can if this were to happen, and that the bid would go out again for a new FBO operator. After discussing several scenarios the motion carried. Turner then made the motion to allow Airport Manager Couchman to take any emergency action necessary to continue operations in the event the lease with Century is not signed. Stump seconded the motion, motion carried. Mason asked if an emergency meeting would be necessary if negotiations fell apart. It was agreed to meet on Wed. August 22<sup>nd</sup> at two o'clock if necessary.

Property Management: Couchman informed the BOAC the Gerardot's have requested in writing approval to install a fence in the backyard at 3046 CR 60. Stump stated that until all the issues with the former house they rented from the BOAC were taken care of, no approval should be given. Couchman felt that if a fence is approved it should be with the understanding that Gerardot's must call for buried line locations before any digging is started. The fence is a temporary fence, not a permanent fixture. Couchman will inform the Gerardot's that when all issues are taken care of and all utility lines are marked the fence can be installed. Upon vacating the premises the Gerardot's will be responsible for the removal of the fence and restoring the property to the original condition.

### **Management Assistance Consultant Report:**

Wetland Easement: Shaffer presented a Grant for Easement Wetland Mitigation Area and Declaration of Restrictions of Land Use. Shaffer stated that he feels the amounts and fees are good. He met with the landowners and went over the document. They had trouble understanding the wording in regards to the five year time limit on maintenance. McCanna is working with Shaffer to re-word this paragraph to make it easier to understand. Turner asked what amount of the costs the BOAC has to contribute. Shaffer stated the 2-1/2% was required. Couchman then stated that this amount will come from the Airport Capital Improvement Account. Turner made the motion that the BOAC accept this document pending the changes being made by McCanna and to have Mason sign. Stump seconded, motion carried.

Wildlife Security Fence: Shaffer reported that the bids came in good and the Grant Application has been sent out. Stump made a motion to have Couchman & McCanna sign the Grant when it comes through. Rader seconded motion carried. Shaffer noted that right now the money for this project does not look good and it may be next summer before this happens. Shaffer will also send a letter to R&C Fence informing them that they are the lowest bidder and that the project is pending Grant approval.

Rieke Taxiway Connector: Only one contractor submitted a bid for this project. Stump suggested the bid be awarded to this company as the BOAC is bound by the contract to have this completed this year, unless Rieke grants an extension. Shaffer agreed that the bid was fair. Turner made the motion to approve and authorize the Manager to award the contract, unless a lower bid would come in. Rader seconded, motion carried.

### **Attorney:**

Spencer: McCanna has received the agreement back from Neil Blyth. Blyth asked for some minor changes in the wording which McCanna and the BOAC agreed to. Blyth redrew the easement description it is still 30 feet wide, but

McCanna would like to have Stump and Couchman look at this to be sure it tracks where it should. Turner made the motion to approve pending Stump and Coachman's approval. Stump seconded, motion carried.

**Adjournment:**

Mason adjourned the meeting.

**Next meeting September 21, 2007  
No Executive Session  
Public Meeting at 1:00 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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James Mason – President

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George Wappes – Secretary

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Jeff Turner – Vice-President

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Brad Stump – Treasurer

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Phil Rader – Member

## **BFS Agenda Items for the 8/17/07 DeKalb BOAC Meeting**

### **Action items on the agenda:**

- Motion to present the Wetland Easement document to the land owner.
- Signed the Design portion of the fence grant and submitted the application for construction. Need a motion for Russ to sign the construction grant should it come in.

**Discussion and Information items not included on the 8/17/07 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
- MKS has requested the retainage be put in escrow until it is released.

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

- A meeting is scheduled with land owner to discuss the easement arrangements on 8/17/07.

#### **3. EAA Sewer Connection**

- API has been the only contractor willing to quote the work.

#### **4. Runway 9-27 Length Justification/EA**

- Early coordination letters were sent out. We expect to have the final EA documents to submit to the FAA in November.

#### **5. Perimeter Wildlife and Security Fence**

- We received good bids.
- Pre-bid meeting went well, many questions were asked and answered. An Addendum will be going out Monday morning with further clarification.

#### **6. Capital Improvement Plan (CIP)**

- **No Report**

#### **7. Rieke Taxiway Connector**

- We have received only one quote to date on this work.