



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

September 21, 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 was absent, BOAC 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, Stump and Wappes. Also attending were Airport Manager Russ Couchman, Toby Steffen from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Kay Rowilson, Lara Zook Gaerte of Century Flight, and Don Smith.;

Secretary Report:

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

Treasurer Report:

Claims: Stump presented September 2007 claims for the Board’s approval. Stump stated that several accounts have negative balances. Couchman stated that he will be transferring money and asking the County Council for additional appropriations to balance these. Couchman stated that the Commissioners are willing to use CEDIT money to help with Contractual Services. Turner questioned the Legal Fees account, Couchman stated that the Legal Fees account was in need of a budget increase due to the high volume of legal issues with the change-over of the FBO, and rental problems. Another account in need of an increase would be Petroleum Products; we are using more Diesel Fuel and Unleaded Gas with the equipment and the Airport Vehicle. After discussing these areas the motion to accept the claims document was made by Wappes, with a second by Stump, motion carried.

September 2007 Claims

600-11140.000.600	Employee Wages		\$12,902.72
8/17/2007	Russ Couchman	-\$1,378.62	\$11,524.10
8/31/2007	Russ Couchman	-\$1,378.62	\$10,145.48
9/14/2007	Russ Couchman	-\$1,378.62	\$8,766.86
600-10800.000.600	Other Pay		\$1,300.00
8/17/2007	Board Members Pay	-\$260.00	\$1,040.00
600-12100.000.600	PERF		\$1,070.68
8/17/2007	Russ Couchman	-\$70.27	\$1,000.41

8/31/2007	Russ Couchman	-\$70.27	\$930.14
9/14/2007	Russ Couchman	-\$70.27	\$859.87
600-12200.000.600	Insurance		\$3,126.56
9/14/2007	Russ Couchman	-\$734.18	\$2,392.38
600-12300.000.600	Social Security		\$1,594.40
8/17/2007	Russ Couchman	-\$79.10	\$1,515.30
8/31/2007	Russ Couchman	-\$79.10	\$1,436.20
9/14/2007	Russ Couchman	-\$79.10	\$1,357.10
600-12400.000.600	FICA (actually medicare)		\$369.00
8/17/2007	Russ Couchman	-\$18.50	\$350.50
8/31/2007	Russ Couchman	-\$18.50	\$332.00
9/14/2007	Russ Couchman	-\$18.50	\$313.50
600.22210.000.600	Petroleum Prod & Supplies		\$2,241.63
9/5/2007	North Central Coop (diesel)	-\$1,458.89	\$782.74
600.22310.000.600	Repair and Maintenance Supplies		\$2,576.11
8/23/2007	Blue Globes	-\$1,431.27	\$1,144.84
8/24/2007	Fire Protection	-\$379.95	\$764.89
9/5/2007	Home Depot Credit Services	-\$148.73	\$616.16
9/5/2007	VanGorder Sales	-\$6.90	\$609.26
9/5/2007	Classic City Automotive	-\$75.36	\$533.90
9/7/2007	Culligan - Salt for Clean Water	-\$237.74	\$296.16
9/17/2007	Russ Couchman	-\$27.95	\$268.21
9/17/2007	Larry's Lock	-\$297.75	-\$29.54
9/19/2007	Kendall Electric	-\$150.52	-\$180.06
600-32820.000.600	Legal Fees		\$7,647.00
9/7/2007	James P. McCanna	-\$8,150.00	-\$503.00
600-32840.000.600	Consultant Fees		\$3,036.14
8/27/2007	BF&S	-\$583.33	\$2,452.81
8/27/2007	BF&S	-\$198.46	\$2,254.35
600.32880.000.600	Permit Fees		\$780.00
8/23/2007	Transfer to Postage	-\$50.00	\$730.00
600.33220.000.600	Postage		\$34.41
8/17/2007	Russ Couchman	-\$5.21	\$29.20
8/17/2007	UPS	-\$75.65	-\$46.45
8/23/2007	Transfer from Permit Fees	\$50.00	\$3.55
600.33240.000.600	Telecommunications		\$236.12
8/27/2007	Verizon Wireless	-\$136.94	\$99.18
9/17/2007	Qwest Business Services	-\$3.04	\$96.14
600-33510.000.600	Electric		\$1,852.26
9/17/2007	Indiana Michigan Power	-\$613.96	\$1,238.30
9/17/2007	Indiana Michigan Power	-\$1,413.52	-\$175.22

600-33540.000.600	Utilities		\$4,973.37
8/17/2007	Auburn City Utilities	-\$38.06	\$4,935.31
9/13/2007	National Serv All	-\$88.00	\$4,847.31

600-33600.000.600	Grounds Maintenance		\$2,000.00
8/13/2007	Transfer to Contractual Services	-\$2,000.00	\$0.00

600-33680.000.600	Repairs and Maintenance		\$2,697.43
8/13/2007	Transfer to Contractual Services	-\$2,000.00	\$697.43
8/17/2007	Gibson's Plumbing & Heating	-\$890.00	-\$192.57
8/23/2007	Transfer from Fire Protection	\$500.00	\$307.43
8/23/2007	Taylor Rental	-\$44.00	\$263.43
8/27/2007	Tradewind Scientific Ltd	-\$445.00	-\$181.57
9/7/2007	Picha Aircraft Radio Service	-\$570.00	-\$751.57
9/19/2007	Taylor Rental	-\$44.00	-\$795.57

600-33700.000.600	Fire Protection		\$500.00
8/22/2007	Transfer to Repairs and Maintenance	-\$500.00	\$0.00

600-34330.000.600	Contractual Services		-\$2,132.43
8/13/2007	Transfer from Grounds Maintenance	\$2,000.00	-\$132.43
8/13/2007	Transfer from Repairs and Maintenance	\$2,000.00	\$1,867.57
8/17/2007	Russ Couchman	-\$520.00	\$1,347.57
8/23/2007	Robert Powell	-\$115.48	\$1,232.09
9/10/2007	Additional Appropriation	\$5,000.00	\$6,232.09
9/13/2007	Kay Rowlison	-\$650.00	\$5,582.09
9/13/2007	Russ Couchman	-\$475.00	\$5,107.09
9/13/2007	Bob Battig	-\$235.00	\$4,872.09
9/13/2007	Robert Powell	-\$2,120.00	\$2,752.09

600.44430.000.600	Equipment		\$1.00
9/5/2007	Auburn Police Dept.	-\$125.00	-\$124.00

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$26,392.20
8/24/2007	Indiana Business Banking	-\$1,121.00	\$25,271.20
8/24/2007	Hicksville Bank	-\$5,450.94	\$19,820.26
8/29/2007	Receipts	\$2,345.00	\$22,165.26
9/7/2007	Receipts	\$4,670.00	\$26,835.26
9/13/2007	Indiana Business Banking	-\$1,121.00	\$25,714.26
9/13/2007	Hicksville Bank	-\$5,450.94	\$20,263.32
9/19/2007	Receipts	\$2,810.00	\$23,073.32

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		-\$3,118.71
8/17/2007	JF New	-\$2,221.25	-\$5,339.96
8/23/2007	Additional appropriation	\$40,000.00	\$34,660.04

Bond: \$36,000 has been put into an escrow account for MKS, held by JP Morgan Chase.

Budget: Budget results are in from the County Council, and everything that the BOAC asked for was given, with the exception of a cut back in salaries. The salary cut-back was for all County salaries. Couchman stated that the amount in the Utilities account will not be enough to get through the year and he will need to ask for more at a later date. This is due to the restructuring of the new FBO contract in regard to utilities expense.

T-Hangars and Tenants Accounts: None

Zoning: None

FBO Operator Report Zook Gaerte passed out her report in graph form to show the BOAC year to date and monthly information in regard to fuel sales, maintenance, and rental. Zook Gaerte reported that Century has a new tenant in the main hangar. Avgas sales have doubled from this time last year. Jet-A is trending upward also. McCanna suggested that the report show fuel sales when they take place as opposed to when payment is made, so that it would be a better accounting for the time period being looked at. McCanna stated that her reports were great and the BOAC appreciated her effort. The Avionics shop is about six weeks away from establishing business here. Couchman stated that the FBO change over went very smooth and gave Tammy from Victory Aviation thanks for making it so smooth.

Maintenance Project Manager Report: Normal replacement of Airport Lighting. PAPI had two bulbs out. The hose at the Fuel Farm has been replaced with additional gauges installed to monitor flowage pressures. The new fuel vendor requires upgrading several areas; we will be getting estimates for these. Couchman stated that painting the fuel tanks is one of the items that needs done to keep the tanks from rusting. Turner asked Couchman if he kept a calendar with all the required inspections and certifications noted so that everything is completed in a timely matter. Stump stated that he has asked in the past for this to be done in case of a change in management there would be a record of when and what should be done. Couchman stated that he agrees this would be ideal, and will begin work on creating a calendar. Mowing is being done again. The grass in the infield is being kept longer to keep the birds away. Couchman and Powell have been using pyrotechnics to scare birds away. The gas for the water heater in the Terminal was somehow turned off at the meter on the North side of the building, and due to repeated attempts to light the heater the electric starter was damaged. This has been replaced, and a pallet of salt for the softener was purchased.

Airport Manager Report:

Sublease of T-Hangar: Couchman informed the BOAC that a hangar tenant wants to sub-lease his hangar during the winter months. There was much discussion on this between the members. In short, as long as the sub-tenant abides by the rules and regulations and provides proof of insurance, registration and continues to pay rent there shouldn't be any issues. Turner asked if there was a form to sign for this. McCanna stated that what is needed is a sub-lease for the Tenant stating that the Tenant is still responsible for the hangar and not relieved of any liability for the hangar. This would be signed and kept on file, but is a contract between the Tenant and the Sub-Tenant not the Airport. Turner felt that the standard Lease should include a provision for sub-leasing; McCanna agreed and also felt that it should be clear that the Lessee is still responsible for the hangar, and any damages caused by the Sub-Lessee. McCanna then stated that the original Lessee should also agree that he will make good on any damages caused by the Sub-Lessee. It was agreed that the Tenant would be responsible for getting the document signed by the Sub-Tenant and getting the required proof of insurance and registration from the Sub-Tenant then bring the document to the BOAC for acceptance. McCanna will create the form ASAP.

Couchman stated that a residential tenant is asking for a reduction in his rent due to some financial problems. McCanna felt that the BOAC could give the reduction through the next several months, collecting it in the future, when he is in a position to catch up. Couchman stated that the tenant is not behind on his rent now. Couchman felt that if the tenant does not agree to a temporary reduction with payback, he would like to reduce the monthly rent rather than risk having an empty home at this time. Rader felt that the tenant should not have an issue with a payback of \$20.00 per month since the BOAC is working with him on this matter. Turner felt this should be a board action, not something that Airport Manager Couchman should be responsible for. Stump agreed. Turner asked for a motion. Stump made the motion to reduce the rent by \$125.00 per/month for the months of November through February, on the condition that rent payments are on time. Rader seconded, motion carried.

Couchman told the board that Jackson Township Fire Department would like to use the empty house located at 6202 County Road 27 for practice until it is demolished next year during the fencing project. Jackson Township sent a form to be signed, McCanna felt the form was too general and did not clearly state who is liable. The fire department would be liable for damages, not the Airport. Stump felt that he and Couchman could draft a document stating the

amount of access to the Airport the Fire Dept. would have, and the times they would be able to use the vacant home, when completed Stump would have McCanna check the document, before sending to the fire department.

Management Assistance Consultant Report:

Wildlife Security Fence: Discretionary money for this was not received for this season. We are slated to get state apportionment money for the project next summer. This funding source is not guaranteed, but is a lot more secure and probable than the discretionary money applied for this year. Will be in touch with contractor to see if bids will be honored for next season.

Rieke Taxiway Connector: Work should begin within the next week on the taxiway connector. Wayne Asphalt will be coordinating with Couchman prior to starting. The project is using INDOT standard mixes.

Wetlands Easement: Land owners have indicated their acceptance of the offer. The language has been revised under the maintenance section for McCanna’s review. A motion to authorize the BOAC president to approve the Grant of Easement was made by Turner with a second by Wappes motion carried. A motion was made to authorize the BOAC treasurer to request the reimbursement, motion made by Turner second by Wappes. Motion carried.

EAA Sewer Connection: API has been the only contractor willing to quote this work. BF&S suggested that if possible to wait until spring it could be advantageous to the airport because BF&S likely could find other contractors to quote it.

Attorney:

Small Claims: September 27th is the date for the Small Claims hearing for money owed by Deforest, former hangar tenant.

Spencer: Stump is working on the easement. McCanna gave him the description of what Spencer wants to do, as soon as Stump goes over these changes, the agreement can be signed.

Adjournment:

Turner adjourned the meeting.

**Next meeting October 19, 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 9/21/07 DeKalb BOAC Meeting

Action items on the agenda:

- NO action items

Discussion and Information items not included on the 9/21/07 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

- The airport has deposited the retainage into the escrow account per the request of MKS.
- Punch list progress has been good.
- The only major outstanding item in our opinion is the aircraft repair, which is supposed to be completed in October. We can assume the retainage will be release in October.

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

- Land owners have indicated their acceptance of the offer.
- The language in the wetland easement document under the maintenance section was revised for Jim McCanna's review.
- The FAA handbook allows the airport to request the funds prior to paying the land owner if we have an accepted offer from the land owner. Because the land owner has agreed to the price we will prepare the FAA reimbursement paper work to get the reimbursement process going.
- The final legal description and title work is the last step in the process.
- We can expect to be able to set up a meeting to sign the documents with the land owner prior to the next Board meeting.

3. EAA Sewer Connection

- API has been the only contractor willing to quote the work.
- We suggest proceeding with the work immediately if you wish to accomplish it this construction season. If this can wait until spring it could be advantageous to the airport because we likely could find some other contractors to quote it. The contractors were extremely busy when we requested quotes this year.

4. Runway 9-27 Length Justification/EA

- We are planning to have a public meeting for property owners impacted by the runway extension with special attention given to the road closure. We will be compiling addresses over the next month and developing exhibits for the public meeting to help explain the project and the timing of the project.
- 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 did not receive the discretionary money for the construction of the fence this season. We are slated to get state apportionment money for the project next summer. This funding source is not guaranteed, but is a lot more secure and probable than the discretionary money we applied for this year.
- We will be in touch with the contractor to see if the bids will be honored for next season.

6. Capital Improvement Plan (CIP)

- It is that time again, time to start working on your 2009 to 2013 CIP.
- The CIP will be due in February, prior to March 1, 2008
- We need to really focus on the next steps to the runway extension and update the cost estimates to complete that work.
- Once we get the runway extension in the program it will be time to start looking at an Airport Layout Plan update, which we need to put on the CIP.

7. Rieke Taxiway Connector

- We had a pre-construction conference with Wayne Asphalt on Monday 9/17/07.
- They plan to start next week. They will be coordinating with Russ prior to starting.
- The project is using INDOT standard mixes