



DeKalb County Airport

Board of Aviation Commissioners

DeKalb County
2710 CR 60 – Suite 200 Auburn, IN 46706

Jim Mason, President
Jeff Turner, Vice President

Jim McCanna, Attorney

George Wappes, Secretary
Brad Stump, Treasurer
Phil Rader, Member

MINUTES

January 18, 2008

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 VAA Chapter 37 Clubhouse located at the DeKalb County Airport for its 1:00 PM scheduled meeting. 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 Stump, and Wappes. Also attending were Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Kay Rowilson, Tony Gaerte of Century Flight, Greg Gentry of Summit Aviation, Jenny Kobiela from the Evening Starr, Don Smith past member of BOAC, Tim Fox, and Geoff Robinson from VAA Chapter 37, Brad Moore, Larry Stone and Glenn Litke from Hoosier Air Museum, and Dee Couchman.

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. There was no Prop Wash this month.

Treasurer Report:

Claims: Stump presented December and January claims for the Board’s approval. Stump stated that these claims are combined due to the end of year change over. Stump pointed out that on the 2008 budget there is \$9,000.00 in runway repairs encumbered that were not spent from last year. This leaves Couchman around \$31,000.00 to use for runway repairs. Stump moved that the claims docket be approved as submitted, with a second by Wappes. Motion carried.

December 2007 Claims

600-11140.000.600	Employee Wages		\$1,873.76
12/7/2007	Russ Couchman	-\$1,378.62	\$495.14
600-10800.000.600	Other Pay		\$520.00
12/7/2007	Board Members Pay	-\$325.00	\$195.00
600-12100.000.600	PERF		\$508.52
12/7/2007	Russ Couchman	-\$70.27	\$438.25

600-12200.000.600	Insurance		\$924.02
12/7/2007	Russ Couchman	-\$734.18	\$189.84
600-12300.000.600	Social Security		\$961.60
12/7/2007	Russ Couchman	-\$79.10	\$882.50
600-12400.000.600	FICA (actually Medicare)		\$221.00
12/7/2007	Russ Couchman	-\$18.50	\$202.50
600-33540.000.600	Utilities		\$2,747.37
11/30/2007	NIFL	-\$12.47	\$2,734.90
12/5/2007	NIFL	-\$171.31	\$2,563.59
12/5/2007	Auburn City Utilities	-\$38.06	\$2,525.53
12/5/2007	Mediacom	-\$44.95	\$2,480.58
12/10/2007	National Serv-All	-\$163.00	\$2,317.58

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$27,286.38
11/26/2007	Indiana Business Banking	-\$1,121.00	\$26,165.38
11/26/2007	The Hicksville Bank	-\$5,450.94	\$20,714.44
11/26/2007	Receipts	\$3,635.00	\$24,349.44

January 2008 Claims

600-11140.000.600	Employee Wages		\$36,712.00
12/21/2007	Russ Couchman	-\$1,378.62	\$35,333.38
1/4/2008	Russ Couchman	-\$1,412.00	\$33,921.38
1/18/2007	Russ Couchman	-\$1,412.00	\$32,509.38
600-10800.000.600	Other Pay		\$3,900.00
10/19/2007	Board Members Pay	-\$260.00	\$3,640.00
12/7/2007	Board Members Pay	-\$325.00	\$3,315.00
600-12100.000.600	PERF		\$2,195.00
12/21/2007	Russ Couchman	-\$70.27	\$2,124.73
1/4/2008	Russ Couchman	-\$91.78	\$2,032.95
1/18/2007	Russ Couchman	-\$91.78	\$1,941.17
600-12200.000.600	Insurance		\$9,000.00
1/4/2007	Russ Couchman	\$734.18	\$9,734.18
600-12300.000.600	Social Security		\$2,860.00
12/21/2007	Russ Couchman	-\$79.10	\$2,780.90
1/4/2008	Russ Couchman	-\$79.51	\$2,701.39
1/18/2007	Russ Couchman	-\$79.51	\$2,621.88
600-12400.000.600	FICA (actually medicare)		\$665.00
12/21/2007	Russ Couchman	-\$18.50	\$646.50
1/4/2008	Russ Couchman	-\$18.59	\$627.91
1/18/2008	Russ Couchman	-\$18.59	\$609.32

600.22110.000.600	Office Supplies		\$300.00
11/28/2007	Bassett Office Supply	-\$6.74	\$293.26
600-22210.000.600	Petroleum Prod & Supplies		\$6,500.00
12/19/2007	North Central CO-OP	-\$1,679.37	\$4,820.63
600.22310.000.600	Repair and Maintenance Supplies		\$8,000.00
11/14/2007	Kendall Electric	-\$104.95	\$7,895.05
11/19/2007	LBH Chemical & Industrial Supply	-\$604.01	\$7,291.04
12/14/2007	Irving Gravel	-\$477.74	\$6,813.30
1/2/2008	The Knox Company	-\$207.75	\$6,605.55
1/4/2008	Home Depot Credit Services	-\$118.90	\$6,486.65
1/4/2008	Classic City Automotive	-\$22.00	\$6,464.65
600-32840.000.600	Consultant Fees		\$10,000.00
11/26/2007	Butler Fairman and Seufert	-\$583.33	\$9,416.67
1/2/2008	Butler Fairman and Seufert	-\$583.33	\$8,833.34
600-32860.000.600	Engineering Fees		\$6,000.00
1/9/2008	Transfer to Legal Notices	-\$500.00	\$5,500.00
600-32880.000.600	Permit Fees		\$1,000.00
11/14/2007	IN.gov	-\$50.00	\$950.00
1/7/2008	IN. Dept. of Environmental Mgmt.	-\$100.00	\$850.00
600.33220.000.600	Postage		\$600.00
12/5/2007	USPS - Meter	-\$200.00	\$400.00
600.33240.000.600	Telecommunications		\$1,500.00
12/5/2007	Dekalb Co Treasurer	-\$427.50	\$1,072.50
12/28/2007	Verizon Wireless	-\$42.90	\$1,029.60
1/11/2008	Qwest	-\$5.47	\$1,024.13
11/26/2007	Verizon Wireless	-\$44.75	\$979.38
12/10/2007	Qwest Business Services	-\$6.94	\$972.44
99-3333	Legal Notices		\$400.00
1/2/2008	Village Profile	-\$852.76	-\$452.76
1/9/2008	Transfer from Engineering Fees	\$500.00	\$47.24
600-33510.000.600	Electric		\$22,000.00
12/10/2007	Indiana Michigan Power	-\$1,028.44	\$20,971.56
12/10/2007	Indiana Michigan Power	-\$1,346.25	\$19,625.31
1/11/2008	Indiana Michigan Power	-\$1,325.49	\$18,299.82
1/11/2008	Indiana Michigan Power	-\$1,550.04	\$16,749.78
600-33540.000.600	Utilities		\$7,000.00
12/28/2007	Auburn City Utilities	-\$38.06	\$6,961.94
1/2/2008	NIFL	-\$345.74	\$6,616.20
1/2/2008	NIFL	-\$3,022.89	\$3,593.31
1/4/2008	Mediacom	-\$69.95	\$3,523.36
1/7/2008	National Serv-All	-\$88.00	\$3,435.36

600-33680.000.600	Repairs and Maintenance		\$14,000.00
12/5/2007	Culligan-Clean Water Inc	-\$30.00	\$13,970.00
12/5/2007	Picha Aircraft Radio	-\$195.00	\$13,775.00
12/7/2007	Culligan-Clean Water Inc	-\$533.25	\$13,241.75
12/10/2007	Shambaugh & Sons	-\$1,007.00	\$12,234.75
12/14/2007	Century Aviation	-\$100.00	\$12,134.75
12/14/2007	Taylor Rental	-\$44.00	\$12,090.75
12/14/2007	Perkins Septic	-\$150.00	\$11,940.75
12/19/2007	Otis Elevator	-\$365.08	\$11,575.67
12/19/2007	Spade Heating	-\$100.51	\$11,475.16
1/11/2008	Taylor Rental	-\$44.00	\$11,431.16
1/11/2008	Tri-County New Holland	-\$518.18	\$10,912.98
1/11/2008	GEMS Sensors	-\$344.43	\$10,568.55
1/11/2008	Larry's Lock & Safe	-\$457.36	\$10,111.19
1/16/2008	Spade Heating	-\$2,509.62	\$7,601.57
1/16/2008	Sanderson Auto	-\$208.41	\$7,393.16

99-3369	Runway Repairs		\$22,000.00
1/1/2008	Encumbered from 2007 (per leter dated 11-13-2007	\$9,000.00	\$31,000.00

600.33940.000.600	Dues		\$850.00
1/2/2008	AAI	-\$315.00	\$535.00
1/4/2008	Auburn Chamber of Commerce	-\$199.00	\$336.00
1/7/2008	Great Lakes Chapter of American Assoc. of Airport Executives	-\$35.00	\$301.00

600-34330.000.600	Contractual Services		\$27,000.00
12/12/2007	Russ Couchman	-\$615.00	\$26,385.00
12/19/2007	Robert Powell	-\$1,430.00	\$24,955.00
12/19/2007	Kay Rowlison	-\$771.50	\$24,183.50
12/19/2007	Bob Battig	-\$130.00	\$24,053.50
1/16/2008	Russ Couchman	-\$307.50	\$23,746.00
1/16/2008	Kay Rowlison	-\$440.00	\$23,306.00
1/16/2008	Robert Powell	-\$1,570.25	\$21,735.75

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$24,349.44
12/10/2007	Receipts	\$3,020.00	\$27,369.44
12/19/2007	Receipts	\$3,195.00	\$30,564.44
12/28/2007	The Hicksville Bank	-\$5,450.94	\$25,113.50
12/28/2007	Indiana Business Banking	-\$1,121.00	\$23,992.50

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$20,000.00
11/26/2007	JF New	-\$1,500.00	\$18,500.00
11/26/2007	Butler Fairman and Seufert	-\$4,569.81	\$13,930.19
1/2/2008	Butler Fairman and Seufert	-\$59.36	\$13,870.83
1/2/2008	Butler Fairman and Seufert	-\$2,159.62	\$11,711.21

T-Hangars and Tenants Accounts: Couchman asked the BOAC for more guidance on the issue of permanent tie downs on the ramp. Couchman stated that based on discussion about this at the last BOAC meeting he turned over

all the information on fees for outside storage to Century Aviation so that they could be in control of this, as it was stated by the board that the BOAC should not compete with the FBO. Since that time there has been some disagreement by the plane owner after he received a bill from Century Aviation. Couchman asked the BOAC how they want to handle this. Turner asked how other airports deal with this, and Couchman stated that it is truly a mixed bag, some airports rent ramp space and some leave it to the FBO. Couchman stated that no matter who would receive the money he has a problem with permanent tie downs on the ramp. Couchman stated that when plowing it creates a problem and could interfere with other operations. Turner asked if there is always a charge for outside storage. Couchman stated that you cannot allow a plane to be permanently tied down without charging. Stump stated that in the past the BOAC have kept a few spaces available for special operations such as crop dusting. These spaces are not designated but would be available to the County if and when needed. Stump stated that the drawback to issuing permanent space to someone is that it would take away from these available spaces. Stump also stated that he is not opposed to renting space on the ramp, but it should be at a higher rate than the FBO would charge to cover administrative costs in addition to the possible need for the BOAC to rent space from the FBO to replace the BOAC space rented to others etc. Turner stated that he made the statement not to compete with the FBO at the last meeting, and he felt these spaces were strictly for transients and special operations. Turner felt that if someone wants long term storage then the BOAC should charge enough but not undercut the FBO, or just let the FBO have this business. Don Smith, former BOAC member stated that is the way it was handled in the past. Turner then asked if a committee could be formed to look into this further. Stump made the motion to have a committee look into this, Wappes seconded, motion carried. McCanna stated that due to previous correspondence on this matter Couchman should not be part of the committee. Stump and Mason were appointed to the committee and will report back to the BOAC at a later date.

Election of Officers: Wappes made a motion to retain the current BOAC Officers for 2008, Turner seconded. Motion carried.

Farmland Leases: Stump reported that Don Kaufman, one of the County Commissioners, contacted him on how the BOAC handles the leasing of farm land. Mr. Kaufman was filling out federal papers for the Census Bureau and was interested in knowing how the BOAC deals with this. Stump reported that as of now there are two farm tenants. Seiler Farms and Clifford Farms. There are two different pay arrangements for these farms at this time. Seiler Farms has a 30 – 70 split with Seiler Farms paying all cost to plant and harvest the crops, taking 70% of the crop earnings; the airport is responsible for purchasing the land and paying taxes on the land, receiving the remaining 30%. Clifford Farms pays a flat rate fee of \$80.00 per acre, but this year was a very good year for Clifford Farms and they paid the Airport \$85.00 per acre. County Commissioners are suggesting that when these farm contracts come up for review the BOAC handle them both like Seiler Farms, more on shares not a straight per acre fee. It was also suggested to set this up as a multi-year agreement, which Stump believes we have done in the past. The County Farm is on a 3-year agreement. Couchman was unable to find past agreements that were completed under previous management. McCanna stated that at this time it is too late to write new contracts for these Farms if they have expired. These would have had to been done by the end of the previous year. McCanna also advised the BOAC that when the time comes for a new agreement the BOAC should put it out for bid. After reading over the draft of the farm lease agreement that was in the BOAC records book, Turner felt it was on a year to year basis and also that the BOAC must give 90 days notice to the Farms to terminate. Turner suggested putting this out for bids in July, and asks Couchman to follow through on this.

FBO Operator Report Tony Gaerte of Century Aviation reported that business in December was down, due in part to the weather and the Holidays. January is looking better with fuel sales coming back up and the maintenance department is picking up. Gaerte also reported that there is ample space in the hangar for additional airplanes.

Maintenance Project Manager Report: There was some damage to airport lighting due to plowing and an aircraft. Gene is working on getting repairs done. Fuel farm update is still waiting for proposal from Becker & Associates. Couchman feels it may be time to look for a different vendor. Gene has made some minor repairs but it's just a band aid on the problem. Stump felt that Couchman should contact Becker & Associates and let them know we cannot wait any longer. Turner told Couchman he had BOAC approval to contact another vendor if nothing positive comes from contacting Becker & Associates one last time.

Airport Manager Report: Couchman introduced Joe from Pranger. Pranger has requested the BOAC release \$25,000.00, held in retainage for damage to an aircraft. The aircraft owner has been paid this amount by the insurance company. There is a total of just over \$60,000.00 held in retainage at this time. Couchman recommended

the BOAC release \$25,000. Turner asked what the problem was with getting this taken care of. Joe told the board that the owner wanted a certain person to work on the plane; this person had health problems along with employee issues. The owners then wanted repairs made that were not related to the damage to the aircraft. In addition they are waiting on parts to arrive. Pranger has letters from the insurance company stating that the \$25,000.00 has been paid and that Pranger is totally liable for the damage. Pranger feels that the BOAC should release the \$25,000.00 based on this. Turner re-stated that \$60,000.00 of Michael Kinder & Sons money is being held in retainage for damage to an aircraft by Pranger, a sub-contractor of Kinder. Pranger's insurance company has paid \$25,000.00 of the alleged \$48,000.00 in repairs. Turner asked if there was anything in writing from Cincinnati Insurance that states they understand that they are under this loss. Joe stated that it had been sent to Couchman. Shaffer then stated that at one of the last BOAC meetings he suggested a Bond be purchased and the money be released. The Bond would insure that the BOAC not be held liable. Turner stated that both companies are reputable and sees no reason for a Bond to be purchased. Turner asked for a motion to release the retainage money subject to McCanna's approval of the wording in the Cincinnati Insurance letter. Stump made the motion with a second by Wappes. Motion carried. Gene Powell felt that there were still items on the punch list that have not been completed satisfactorily. Shaffer stated that all original items have been completed, and any further issues will be under the warranty. Retainage cannot be held for warranty items, but you could call in a Performance Bond if you wanted. The Performance Bond is a one year Bond from the time of final acceptance of the building. All items that need attention need to be submitted in writing to MKS. Shaffer again stated that all the original items on the punch list have been satisfied. Stump then amended his motion. The motion is to authorize to release retainage subject to the BOAC attorney's approval of the letter from Cincinnati Insurance and the Airport Manager's satisfaction with the completion of the original punch list items. Wappes agreed to the motions amendment. Joe / Pranger, asked how long this would take to complete and have the money released. Turner stated that it would be done in a week's time. Turner then asked for a vote on the motion, all agreed and the motion carried.

Property Management: Couchman reported that Mr. Kennedy, tenant at 3070 CR 60, has requested permission to erect a small storage barn on the property. This barn would be removed when the tenant leaves. The BOAC had no issue with this request.

Lease: Century Aviation has given written notice that they would like to renew their lease after expiration of the term of current contract on 08/01/08. This is only for the East hangar and offices 211 & 217. This notification is per Article IV of the hangar lease. Stump asked if the original lease has an option to renew or is it to be re-negotiated. Couchman will see that McCanna gets the original lease so that this may be determined. Century Aviation believes that re-negotiation is to be done. This notice is given per the contract. Mr. Gentry stated that it was his understanding that six month notice must be given to re-negotiate the contract. Mr. Gentry also stated that he submitted in writing a request to lease the Hangar and offices when the current lease is up. He stated that he will provide a copy of this request again if Couchman does not have one. Turner stated that Century's notice has been accepted, and if there are two competitive bids the BOAC will deal with them accordingly.

Legislative Luncheon: Couchman stated that there is a Legislative Luncheon to be held in Indianapolis on the Thursday following this meeting. Couchman asked the BOAC if they were interested in attending this year. Lara ZookGaerte will be going. Stump stated that he would try to attend.

VAA Chapter 37: Tim Fox gave an excellent presentation on the progress and workings of the VAA Chapter 37. He presented a power point slide show that detailed the history and goals of the VAA. The BOAC thank the VAA for all their help and participation in promoting aviation at DeKalb County Airport. Mr. Fox also thanked the BOAC for supporting the VAA.

Hoosier Air Museum: Couchman introduced Mr. Brad Moore; he is the new president of the Hoosier Air Museum. Mr. Moore is a four year member of the Museum, and also the newsletter editor for the EAA at SMD. Mr. Moore introduced two members of the museum; Mr. Glenn Litke and Mr. Larry Stone. They just wanted to thank the BOAC for their interest and help with the Air Museum, and look forward to working with the VAA and the BOAC in promoting aviation.

Management Assistance Consultant Report:

CIP: Approval is needed on items for CIP, and this will then need to be sent in to the State of Indiana. The CIP committee met earlier to discuss this and revised the list. The main project for 2008 will be the Wildlife Fence, which would be fencing the remaining areas of the airport property. Following this will be the runway extension, starting with the design and public hearing on this. Some of the state and local funding projects have been

rearranged, the 12 unit T-hangar has been moved to 2009, self fueling has been moved to 2013 based on the committee's priorities.

The committee presented the revisions to the BOAC for approval. It will need to be submitted by February 1, 2008. Couchman can sign this document and send it out. Stump thanked Joe Kobiela for his help with this. Wappes moved to accept the CIP report as presented with a second by Stump. Mr. Gentry asked for clarity on the construction of T-hangars, Stump stated the T-hangar project has been moved up. Mr. Gentry then asked the BOAC if any consideration has been given to private investors in T-hangar construction. Stump stated that some interest in this has come up in the past, but they did not meet the airport specification, however the BOAC is always interested in private investment in the airport. Gentry then asked about the self fueling and asked if this could be incorporated with the repair to the fuel farm. Shaffer stated that the funding sources are different for these items, and could not be combined. The need for self fueling is not as great as the need for hangar space. Some of the items that will be looked into would be 24 hour access, sewer extension and asphalt improvement, and VAA sewer lateral. Mr. Gentry told the BOAC that when he built his home across the road he brought the sewer extension across the road and wondered if the sewer could be built down that side of the road. Shaffer stated that they would take this under advisement. Turner asked for the motion to be approved, motion carried.

Wetland Easement: Shaffer thanked McCanna's office for getting the signed easement to them promptly. The FAA is now officially processing the document and the money should be coming through soon.

Wildlife Security Fence: Awaiting word from the Army Corps on tree clearing. FAA is considering a mandatory 12' wildlife fence requirement. This may require us to re-advertise with a 12' fence.

Hangar Extension: Was discussed with Pranger at the start of the BOAC meeting. (See Airport Manager Report)

EAA Sewer Connection: We are soliciting new quotes on the sewer connection, and hope to have them for the next meeting.

Attorney:

Wetland Easement: McCanna reported that he has an opinion letter on the Wetland Easement to be submitted to the FAA. McCanna gave copies to Shaffer and Couchman and if it looks alright with them, it can then be submitted.

Public Comments: Larry Stone invited the BOAC to hold a meeting at the Hoosier Air Museum. Turner thanked him and stated that the BOAC would take him up on that offer in the future. Mr. Gentry asked about dirt that was dumped on his lots across the road during construction of the hangar extension. He wants to build on this area and if the dirt was not compacted it will be costly to him to prepare the ground for building. Stump stated that the airport had nothing to do with the placement of dirt on any property on that side of the road. Mr. Gentry stated that Couchman approached him about dumping the dirt on his lots in an effort to build up the lots and /or save the airport money in disposing of the dirt. Couchman adamantly denied having anything to do with the dirt being dumped on Mr. Gentry's property. Stump stated that he talked to the contractor after seeing the dirt across the road and told the contractor it was not airport property. The contractor told Stump that he had made an agreement with the landowner to put the dirt there. The airport was not involved in any way. Gentry stated again that he did not solicit this dirt from the airport and if it is not compacted there is going to be expense in preparing the ground for building and he (Mr. Gentry) was not responsible. Shaffer stated that there is an agreement in writing with the contractor to dump the dirt on the west end of the airport, to be used by the airport for filling in low areas. Mr. Gentry was advised by McCanna to contact the contractor and find out if this dirt was compacted. Mr. Gentry asked for the BOAC's official opinion on this matter in writing, and offered to send a request in writing if needed. McCanna stated that a request could be submitted at this meeting and a response would be forth coming.

Adjournment:

Turner adjourned the meeting.

**Next meeting TBA, 2008
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 1/18/08 DeKalb BOAC Meeting

Action items on the agenda:

- Discuss and approve CIP per the CIP Committee’s recommendations

Discussion and Information items not included on the 1/18/08 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.

Open Grants:

Grant	Description	Scheduled Close Out	Total Grant All Shares	Complete	Pay Request This Meeting
AIP-3-18-0004-011-2004	Wetland Mitigation and Runway Extension EA Phase 2	July 1, 2008	\$157,894	82%	0
AIP-3-18-0004-013-2006	Wetland Mitigation Easement Purchase	February 1, 2008	\$157,894	98%	0
AIP-3-18-0004-014-2007	EA, Design, Inspection of Wildlife Security Fence	February 1, 2009	\$157,894	40%	0

1. Hangar Extension

- Representatives from MKS may be present at the meeting to request release of the retainage.

2. Wetland Easement Land Acquisition Grant AIP 13

- AI is now processing the FAA Pay Request now that he has signed documents.
- We need to get the formal title opinion letter prepared to officially close the grant.

3. EAA Sewer Connection

- We are soliciting new quotes on the sewer connection. Hope to have them for the next meeting.

4. Runway 9-27 Length Justification/EA AIP 11

- Pass out the Draft EA documents that with FAA comments incorporated.

5. Perimeter Wildlife and Security Fence AIP 14

- Awaiting word from the Army Corps on tree clearing.
- FAA is considering a mandatory 12’ wildlife fence requirement. This may require us to re-advertise with a 12’ fence.

6. Capital Improvement Plan (CIP)

- CIP committee is meeting prior to the BOAC meeting and will make a recommendation to the BOAC for the BOAC approval.