



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

February 21, 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 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 pm; in attendance were Jim McCanna, BOAC Attorney along with BOAC members Stump, Turner and Wappes. Also attending were Airport Manager Russ Couchman, Paul Shaffer, Toby Steffen and Tina Tucker from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Lara & Tony Gaerte of Century Flight, and Don Smith

Secretary Report:

Minutes: Mason 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. PropWash was presented.

Treasurer Report:

Claims: Stump presented February claims for the Board's approval. Turner moved that the claims docket be approved as submitted, with a second by Stump. Motion carried.

February 2009 Claims

600-11140.000.600	Employee Wages		\$32,509.38
2/1/2008	Russ Couchman	-\$1,412.00	\$31,097.38
2/15/2008	Russ Couchman	-\$1,412.00	\$29,685.38
600-10800.000.600	Other Pay		\$3,315.00
1/18/2008	Board Members Pay	-\$260.00	\$3,055.00
600-12100.000.600	PERF		\$1,941.17
2/1/2008	Russ Couchman	-\$91.78	\$1,849.39
2/15/2008	Russ Couchman	-\$91.78	\$1,757.61
600-12200.000.600	Insurance		\$8,265.82
2/1/2008	Russ Couchman	-\$734.18	\$7,531.64
600-12300.000.600	Social Security		\$2,621.88

2/1/2008	Russ Couchman	-\$79.51	\$2,542.37
2/15/2008	Russ Couchman	-\$79.51	\$2,462.86
600-12400.000.600	FICA (actually medicare)		\$609.32
2/1/2008	Russ Couchman	-\$18.59	\$590.73
2/15/2008	Russ Couchman	-\$18.59	\$572.14
600.22110.000.600	Office Supplies		\$293.26
1/28/2008	Bassett Office Supply	-\$114.75	\$178.51
600-22210.000.600	Petroleum Prod & Supplies		\$4,820.63
2/6/2008	North Central CO-OP	-\$2,274.39	\$2,546.24
600.22310.000.600	Repair and Maintenance Supplies		\$6,464.65
1/18/2008	Auburn City Hardware	-\$36.10	\$6,428.55
1/28/2008	Home Depot Credit Services	-\$61.12	\$6,367.43
2/13/2008	Auburn City Hardware	-\$16.08	\$6,351.35
600-32840.000.600	Consultant Fees		\$5,500.00
2/11/2008	Transfer to Utilities	-\$5,500.00	\$0.00
600-32860.000.600	Engineering Fees		\$6,000.00
1/9/2008	Transfer to Legal Notices	-\$500.00	\$5,500.00
600.33240.000.600	Telecommunications		\$972.44
1/25/2008	Verizon Wireless	-\$45.30	\$927.14
2/6/2008	Qwest	-\$3.13	\$924.01
600-33510.000.600	Electric		\$16,749.78
2/11/2008	Indiana Michigan Power	-\$1,172.82	\$15,576.96
2/11/2008	Indiana Michigan Power	-\$1,352.80	\$14,224.16
600-33540.000.600	Utilities		\$3,435.36
1/18/2008	Auburn City Utilities	-\$38.06	\$3,397.30
1/28/2008	NIFL	-\$30.57	\$3,366.73
2/6/2008	Mediacom	-\$69.95	\$3,296.78
2/6/2008	NIFL	-\$4,159.49	-\$862.71
2/8/2008	National Serv-All	-\$50.00	-\$912.71
2/11/2008	Transfer from Engineering Fees	\$5,500.00	\$4,587.29
600-33680.000.600	Repairs and Maintenance		\$7,393.16
1/18/2008	Priority 1	-\$166.12	\$7,227.04
2/6/2008	Safety-Kleen	-\$1,674.85	\$5,552.19
2/11/2008	Century Aviation	-\$25.00	\$5,527.19
2/11/2008	McMahon Tire	-\$180.20	\$5,346.99
2/13/2008	Taylor Rental	-\$40.00	\$5,306.99
2/14/2008	David E. Till Welding	-\$75.00	\$5,231.99
600-34330.000.600	Contractual Services		\$21,735.75
2/13/2008	Kay Rowlison	-\$635.00	\$21,100.75
2/13/2008	Robert Powell	-\$2,292.50	\$18,808.25

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$29,797.50
1/23/2008	The Hicksville Bank	-\$5,450.94	\$24,346.56
1/23/2008	Indiana Business Banking	-\$1,121.00	\$23,225.56
1/25/2008	Receipts	\$2,425.00	\$25,650.56
2/11/2008	Receipts	\$4,185.00	\$29,835.56

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$11,711.21
1/11/2008	Receipts from FAA	\$74,737.00	\$86,448.21
2/6/2008	JF New	-\$1,263.50	\$85,184.71
2/6/2008	Butler Fairman and Seufert	-\$2,546.74	\$82,637.97
2/6/2008	Butler Fairman and Seufert	-\$906.19	\$81,731.78

T-Hangars and Tenants Accounts: A draft of the outside storage/tie-down policy was presented for the BOAC's review. After a lengthy discussion on how spaces would be designated for special operations and who would be responsible for the collecting of fees it was decided to re-structure the policy. The policy will designate the FBO as the controlling entity of all tie-down/ramp space associated with the Terminal and the East and West hangars. Turner asked Couchman to re-write the policy and make the necessary changes. The policy will need to be approved by the BOAC and Century Aviation. ZookGaerte asked for the BOAC suggestion on how to handle non-payment of tie-down fees for planes on the ramp. ZookGaerte feels that the BOAC and Century should be in agreement on the handling of these matters. Turner stated that implementing the new policy will allow the FBO to handle this as they see fit. McCanna suggested that Century provide a rental agreement for temporary tie-down tenants clearly stating the fees and consequences of non-payment.

Zoning: Two requests for sub-divisions were received by the BOAC. These were standard requests and met the 75ft height restrictions, for more information see the 2-21-08 BOAC Agenda.

FBO Operator Report ZookGearte presented a packet of information showing that fuel sales are up from December. Maintenance, instruction and plane rental are all up. Weather has played a big role in slow business the last few months. Plane rental is about 25 hour's pr/mo. Premier Avionics is still working on locating here but the paperwork is taking longer than expected. ZookGearte is attempting to contact Enterprise Car Rental about service and paying fees but no one has returned her calls. Couchman stated that Enterprise has not paid any fees for some time but they are the only rental agency in town and the Airport doesn't want to discourage them from doing business with the Airport. ZookGearte is collecting data on how often rental cars are needed. This will be used in dealing with Enterprise and possibly in securing another rental agency.

Maintenance Project Manager Report: The safety issue has been taken care of at the fuel farm. Becker & Associates sent the parts required to fix the problem. Becker assured Couchman they would be onsite within the month. Snow plowing is still being done quite often due to the weather this year. The dump truck has issues: the shifter sticks in low gear, but with outside help this matter may be taken care of at this point. There have been problems with the air brakes on the truck as well. There was some damage to the fence around the AWOS during snow removal operations, waiting on a quote for this repair. Also we are still waiting on a quote to install a cipher lock on the pedestrian gate and on the door from the Terminal to the West Hangar.

Airport Manager Report:

Retainage Release: Couchman stated that after talking with McCanna about releasing the retainage it was decided that only \$25,000 would be released at this time. McCanna stated that with items still on the punch list it is prudent to keep approximately three times the amount of the cost of repairs, as an incentive to get the punch list taken care of. Turner suggested giving MKS a deadline for completing the punch list items. Turner made the motion to give MKS thirty days and then the BOAC would contract someone else to repair the items and deduct this amount from the retainage, or charge MKS for any cost over the retainage amount. Stump seconded motion carried. McCanna felt that a deadline on warranty items also be set. Turner made the motion to give MKS thirty days to act on warranty items or the BOAC would move on the Bond. Wappes seconded motion carried.

Drainage Issues at T-Hangars: County Commissioners asked Couchman to bring up the drainage issues at the new T-Hangars. The pavement is deteriorating due to water damage and could cause damage to aircraft and will cause more expensive repairs in the future. Shaffer stated that originally individual concrete drives were to be in front of every hangar with a tile that would go through and drain the area. To make snow removal easier it was decided to pave the whole area with asphalt and place a trench drain in a valley in front of the hangars. Due to the cost of the trench drain, the Board elected to just install pavement without the open trench drains. Shaffer stated that he feels the issue is because of the soil is higher than the pavement at the South ends and if this were to be lowered and trenched, it would drain correctly. Couchman agreed to try this modification prior to installing sub-surface drainage tile.

TSA: Couchman recommended that a security sub-committee be formed to meet TSA requirements. The BOAC directed Couchman to put together a list of potential members and present it to the BOAC. Suggested members; Joe Kobiela, and Roger Powers.

Write Off Policy: Couchman informed the BOAC that the State Board of Accounts wants the BOAC to establish an official Write-Off policy. Couchman was directed to work with McCanna on this.

Property Management: Couchman asked the BOAC to act on the judgment against Kathy Burner. Burner is not making timely payments as directed in the judgment and is now \$1,000 in arrears. The BOAC directed McCanna to act on this. Couchman has sent a 10 – Day Pay or Quit to the residents at 2564 CR 60.

Policy Documentation: Stump stated that the BOAC needs to start documenting any and all policies made by the BOAC. This would create a file to refer to when issues arise that have been addressed in the past. Such documentation would prevent problems down the road from becoming major issues. Couchman will work on creating this file for the BOAC.

Maintenance Account: Couchman told the BOAC that this year there will be major repairs needed for residential property due to weather and the age of these homes. Repairs are expected to cost more than the allotted budget. Couchman would like to create an account for the rents to go into that would be used for home repairs. This would affect next year's budget. Mason asked if these rents were already committed to paying back a hangar loan. Stump stated that a portion of the rents are used for loan re-payment. After much discussion it was decided that the best course of action would be to inspect all the properties and make a list of all repairs needed, get a cost estimate on all repairs then present it to the County Council.

Lease: Couchman presented the letter from Greg Gentry / Summit Aviation requesting to lease the East Hangar space. He has been informed several times in the past of the requirement to comply with Section 7 of the DeKalb County Minimum Standards for Aeronautical Services. Mr. Gentry has not yet presented a lease proposal that has met all the requirements. Century Aviation has submitted their request to re-negotiate the lease of all spaces, as required in their original contract. The BOAC stated that they will review any and all lease proposals that meet the requirements prior to signing a new lease with Century.

Reschedule Meeting: Due to Good Friday on the 21st, the next BOAC meeting will be rescheduled to Wednesday March 19, 2008.

Management Assistance Consultant Report:

Sewer Quotes: Shaffer gave the BOAC the quotes that have come in for the sewer lateral that will serve the EAA and the other future corporate hangars when hangar rows "C" and "D" are removed. API/LAND came in with \$24,485 which is the low quote. Liberty Construction's quote was for \$41,550 and Wayne Asphalt came in at \$95,000. Shaffer asked for a motion to accept the lowest bid. Stump made the motion to accept the quote from API/LAND with a second by Turner. Motion carried.

See BF&S update

Attorney:

Spencer Easement: McCanna stated that he will have this completed by the next meeting.

Public Comments: A tenant asked Couchman to hand out information on ridge vents for the hangars. This tenant had some problems with snow getting into his hangar and making his plane unable to fly. These vents would stop this from occurring. The BOAC will take this under advisement when remodeling or constructing future hangars.

Adjournment:

Mason adjourned the meeting.

**Next meeting March 19, 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 2/21/08 DeKalb BOAC Meeting

Action items on the agenda:

- Discuss and award sewer quote for the lateral that will serve the EAA and the other future corporate hangars when hangar rows “C” and “D” are removed.

Discussion and Information items not included on the 2/21/08 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	Submitted title work	\$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

- Retainage was release with the exception of \$12,000.00 at the direction of the Airport Board in the last BOAC meeting and after review from Jim McCanna.
- Items that stand uncorrected from the original punch list are as follows:
 - Water is coming in at location of relocated louver in new hangar. Correct water leak.
 - Gutters leak at the joints. Make water tight.
 - Provide flat grate on structure No. 7.
 - Aircraft repairs to damaged aircraft.
- Warrantee items that need corrected are as follows:
 - The exhaust piping on the heater is rusting at some locations. Investigate and correct.
 - An emergency light in one of the wall packs on the north wall is not working
- Item that were also corrected by the airport or BFS are as follows:
 - The light that is in the west most row was not working – The airport repaired.
 - Bi-fold door trim installed – BF&S installed.
- BFS has notified MKS of the deficiencies in correspondence on May 4, 2007, July 23, 2007, and

2. Wetland Easement Land Acquisition Grant AIP 13

- Forwarded the title work to the FAA for official closure of the grant.

3. EAA Sewer Connection

- Received 3 quotes to do the work. The low quote was from LAND Construction, Inc. for \$24,485.00.
- We recommended awarding this quote as it was within 10% of the engineers estimate.

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

- Revisions are underway on the draft EA documents that incorporate FAA comments incorporated.

5. Perimeter Wildlife and Security Fence AIP 14

- Army Corps is not likely to give on the tree clearing issue. We have began looking into tree mitigation using the mitigation easement that was just purchased.

6. Capital Improvement Plan (CIP)

- CIP was submitted on time.